



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 18<sup>th</sup> March 2025 at  
6.30pm**

**Present:** Vanessa Allen (Chair, VA)  
Amelia Beeley (Vice Chair, AB)  
Danielle Gaynor (Head, DG)  
Helen Peat (HP)  
Danielle Saunders (DS)  
Mark Kay (MK)  
Kerry Caldicott (KC)  
Jasmin Ash (JA)  
Carlie Huddleston (Clerk)


**Apologies:** Danielle Jermy (DJ) - Maternity Leave  
Jane Fabisz (JF)  
Nicola Murchie (NM)  
Marie Bonnot (Guest Staff Member, MB)

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	<b>Welcome, apologies and absence</b> The Chair welcomed everyone to the meeting. The Governors accepted apologies from DJ, JF, NM and MB. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business – None</b>		
4.	<b>Approval of meeting minutes</b> <b>4.1 For approval:</b> The minutes of the meeting held on 11 <sup>th</sup> February 2025 - <b>Approved</b> <b>4.2 For approval:</b> The confidential minutes of the meeting held on 11 <sup>th</sup> February 2025 – <b>Approved</b>		

Signed..... *V. Allen* .....Date.....29/04/2025.....

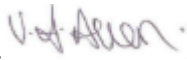
	<p><b>4.3 For approval:</b> The minutes of the meeting held on 14<sup>th</sup> March 2025 – <b>Approved</b></p> <p><b>4.4</b> Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
5.	<p><b>Finance</b> - Receive budget monitoring report – month 11 - and anticipated year-end position.</p> <p>Governors had received the BMR report for month 11 ahead of the meeting.</p> <p>Question: Each year the budget is created to be realistic and cautious but ends up better than expected by the year end. Is it worth setting a more generous and optimistic budget?</p> <p>Answer: This year has been very cautious and making savings where possible to improve the budget. We will reflect on this as we progress through the budget setting process.</p> <p>Question: Historically, are there certain areas that have been over cautious?</p> <p>Governor: Staffing is the largest area of spending in the budget; it is very hard to estimate changes, such as maternity leave or sickness absences</p> <p>Answer: This year we have been creative for staffing and recruitment and have managed to reduce the expected spend.</p>		
6.	<p><b>Finance</b> - Budget priorities for coming financial year including premises, curriculum and staffing.</p> <p>DG advised that many of the sections within the upcoming budget are in place. As discussed over previous Governing Body meetings, plans are in place to continue improvements in the financial position of the school.</p> <p>Question: How are the numbers for the Reception class for 2025/26 looking at this stage?</p>		

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	<p><b>Answer:</b> We are aware of the numbers at the end of round one and hope for an increase after round two. We are seeing a good increase in Preschool numbers next term and have increased sessions numbers using existing staff from school.</p> <p><b>Question:</b> How much is ring fenced of the funds (remaining and showing in BMR 11) and to be carried forward to the 2025/26 budget?</p> <p><b>Answer:</b> It was used for its intended projects throughout the year like using a grant to replace lighting. The boiler is likely to need replacing soon due to recent repair issues; it may be possible to access funds or grants linked to sustainability from the LA.</p>		
7.	<p><b>Schools Financial Value Statement (SFVS) - Review and Approve</b></p> <p>Governors had received the SFVS for the year 2024/25 ahead of the meeting. The actions and content were approved. The Finance Manager (JG) will submit to the LA on behalf of the Governing Body by the 31<sup>st</sup> March 2025 deadline.</p> <p>In relation to the action about an asset register, the suggestion was made that Finance Manager to seek guidance from the LA about an asset management policy and the threshold value of assets to be listed.</p>		
8.	<p><b>Termly report from safeguarding link Governor – including monitoring SCR and safer recruitment.</b></p> <p>DS had shared her reports from the monitoring visit completed 12<sup>th</sup> March 2025 ahead of the meeting. DS had a good visit and was happy that safeguarding was being well managed within the school.</p>		
9.	<p><b>Report from H&amp;S committee</b></p> <p>KC had shared her inspection checklist ahead of the meeting. The visit had been conducted with the Site manager. DG had been unable to attend, and a follow up visit is being planned. Minutes and a report will be available after the follow up visit.</p>		

Signed..... *V. Allen* .....Date.....29/04/2025.....

	KC had a good visit and could see that systems were in place across school and being used to keep everyone safe.		
10.	<p><b>Report from Salary Committee</b></p> <p>HP advised that the salary committee had not yet met and were in the process of arranging a meeting date. Feedback will be given at the April meeting.</p> <p><i>Action: Defer Salary Committee feedback till the April meeting.</i></p>	Clerk/ HP	April
11.	<p><b>Headteacher report (written):</b></p> <p>Governors received the HT report ahead of the meeting.</p> <p>Question: What is the progress on the cleaning tender?</p> <p>Answer: There were only two providers who completed the process. This was our current provider and one other. The other provider did not meet the criteria. A meeting was held with the current provider to outline the conditions of the new contract. Improvements from the current provision have been agreed with a new area supervisor in place and a reduction in hours charged. There is a £4k saving, this is lower than hoped for, but the process has been robust and is expected to lead to improvements in the cleaning service received.</p>		
12.	<p><b>Policies – for approval</b></p> <p>12.1 Debt Management Policy – <b>Approved</b></p>		
13.	<p><b>Governor Monitoring -</b></p> <p>13.1 - Writing – completed 27 February 2025</p> <p>NM was unable to attend the meeting so feedback on this item was deferred to the April meeting.</p> <p><i>Action: Defer writing monitoring visit feedback till the April meeting.</i></p>	Clerk/ NM	April

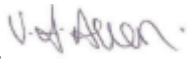
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14.	<p><b>Governor recruitment</b> - LA Governor vacancy</p> <p>Interest had been received from KE and shared with Governors. A Governor application form and a school visit were requested.</p>		
15.	<p><b>Plan GB update to parents / carers</b> - about work undertaken this term</p> <p>Ideas for the next parent engagement were proposed and discussed. Wording will be drafted by VA for inclusion in the school weekly newsletter.</p>		
16.	<p><b>GB training</b></p> <p>16.1 - The clerk requested approval for changing the training records to GovernorHub – <b>Approved</b> All governors are to record on GovernorHub training completed through other routes, such as the NGA. LA training will be automatically populated.</p> <p>16.2 - Feedback was shared on the following recent training attend by Governors: Governors termly briefing – MK (slides from the briefing available for all to access on GovernorHub) Chairs and Heads briefing – VA (circulated to all GB members including slides and link to a recording of the briefing) Safeguarding – MK &amp; VA Data Analysis – MK MK made his own notes from the training attended and will upload to the training channel on Teams for other Governors to look at if they wish.</p>		
17.	<p><b>Evaluation of governance impact</b></p> <p>Knowledge from training was shared and Governor CPD evidenced. Financial oversight was achieved with the statutory deadline met for the SFVS and budget discussions. Reassurance that safeguarding is well managed. Discussion of the asset policy to ensure school have robust systems in place for managing public funds. The HT report was received for termly oversight on key areas and data analysis.</p>		
18.	<p><b>Next meeting – 29<sup>th</sup> April 2025 in person</b></p>		
	<p><b>Meeting Closed 8.45pm</b></p>		

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	<b>Actions from Previous meeting</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<p><i>Complete website compliance actions.</i></p> <p><a href="#">Website monitoring Jan 2025 - what maintained schools must publish online.docx</a></p>	Clerk	<p>Complete.</p> <p>Music development pan:  <a href="https://hemingford-grey.eschools.co.uk/web/music/632582/cHJldmld3x8MjAyNS0wMy0xNCxMjoyMzo0NQ%3D%3D">https://hemingford-grey.eschools.co.uk/web/music/632582/cHJldmld3x8MjAyNS0wMy0xNCxMjoyMzo0NQ%3D%3D</a></p>
<b>B</b>	VA to source Skills audit template for completion.	VA	Carried forward
<b>C</b>	Debt management Policy deferred to March meeting	DG	On agenda

	<b>Actions going forward</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	VA to source Skills audit template for completion.	VA	Carried forward
<b>B</b>	<i>Action: Defer Salary Committee feedback till the April meeting.</i>	Clerk/HP	
<b>C</b>	<i>Action: Defer writing monitoring visit feedback till the April meeting.</i>	Clerk/NM	

Signed.....  ..... Date.....29/04/2025.....



Hemingford Grey  
SCHOOL

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