

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 19th March 2024 at
6.30pm**


Present: Vanessa Allen (Chair, VA)
Kirsten Marriott (Co-Head, KM)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Amelia Beeley (AB)
Danielle Saunders (DS)
Jack Field (JF)
Danielle Jermy (DJ)
James Reid (JR)
Jasmin Ash (JA) (joined remotely)
Carlie Huddleston (Clerk)

Guest: Jo Guest (JG)


Apologies: Nicola Murchie (NM)
Danielle Lewell (DL)
Kerry Caldicott (KC)

Clerk took minutes for this meeting


Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. DS and AB sent apologies that they would be late to the meeting. The Governors accepted apologies from NM, DL and KC. Meeting was quorate.		
AOB	Governors were informed that KJ had given her resignation effective immediately. KJ resignation leaves a position for vice chair and a vacancy on the Headteacher Performance Review panel; Governors are asked to self-nominate for these roles. <i>Clerk to email all governors to ask for self-nominations; positions will be filled at the April meeting.</i>	Clerk	
2.	Declarations of interest None		
3.	Any other business – KM had 1 item included later. See confidential minutes.		

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4.	<p>Approval of meeting minutes</p> <p>4.1 The minutes of the meeting held on 13th February 2024 - Approved</p> <p>4.2 For approval: The confidential minutes of the meeting held on 13th February 2024. - Approved</p> <p>DS, AB and JA joined the meeting</p> <p>4.3: Actions from the previous meeting and progress are recorded at the end of the minutes. JG joined the meeting</p>		
8.	<p>School Finance matters -</p> <p>8.1 - Month 11 BMR and predicted year end position.</p> <p>The report had been circulated ahead of the meeting; at this point there is a predicted small deficit at year end, but exact position will be known at year end. There has recently been high absence of staff as well as children following an outbreak of norovirus.</p> <p>A change to pre-school business rates payments has meant that while last year's rates had been reimbursed this year, that rates for this year that were also expected have not been received. Next year the LA will be paying directly, and the current years rates should also be reimbursed.</p> <p>Question: Why was the Spring final funding payment for pre-school significantly less than originally budgeted?</p> <p>Answer: When the school budget is set, the income is fixed for the year. The pre-school budget was set at the beginning of the year, based on estimate numbers for each term. Actual numbers are affected by number of factors such as numbers in the cohorts for 2-year-olds or 3–4-year-olds and funded vs paid places. This had been reflected in the forecast outcome for that line during the year. On reflection, we will now revisit the forecast outturn at least termly.</p> <p>Question: Did we get last year's rates paid this financial year or last year?</p> <p>Answer: Last year's rates were paid this financial year. We were then expecting this year's rates to be paid this year but were told in Feb 2024 by the Local Authority (LA) this would not be the case.</p> <p>8.2 - Budget priorities for coming financial year including premises, curriculum, staffing.</p> <p>The aim for the budget will be to set it with the smallest deficit possible.</p>		

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	<ul style="list-style-type: none"> • Premises – the site is in good condition so only general maintenance should be needed. • Curriculum – to continue with conservative spending. Costs for supplies may continue to increase, for example, paper costs increased substantially last year. • Staff – to continue to retain good staff and ensure they are well equipped to deliver good quality education. <p>Question: Will there be enough in the budget for staff training? Answer: We will continue to be conservative with the training we engage in. A focus has been on free but effective training or training offered by the LA at reduced costs. The Oracy training could have been done directly with Voice 21 at a higher cost, but the LA had their own course that was substantially cheaper and one staff member per phase attended to maximise the impact across school. Commission from school photos was used towards training costs this year.</p> <p>An appeal to parents for help with finding and applying for grants the school could be eligible for would be very beneficial. There are breakfast club grants as well as many others.</p> <p><i>AB offered to look into grants.</i></p> <p>8.3 - Feedback from budget options meeting held 19th March with Gaynor Pope, Schools Finance Advisor from the LA (attendees: KM, JG, VA, HP, KJ) Options for a budget deficit were discussed and will be explored further following budget setting as the amount of deficit will affect which options are needed. Funding for 2024/25 has only increased 1.6% despite continued high overhead and operating costs. There will be a large number of schools also facing budget deficits.</p> <p>8.4 - Review the three-year budget forecast There are still too many unknown factors to be able to accurately forecast future budgets. After budget setting there will be more information available. <i>This item will be carried forward to the April FGB meeting.</i></p> <p>8.5 - Feedback on benchmarking report queries</p>	<p>AB</p> <p>Clerk</p>	
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	<p>Governors were given verbal feedback on questions raised from the benchmark reports. There were no further concerns.</p> <p>8.6 - Services / contracts update – Central hosting and wrap-around</p> <p>Governors were given an insight into current issues affecting Central Hosting and the plans for the school going forward. The current plan is to continue with the existing provider as the school does not have the resource to be implementing a new system. Staff are happy with the current system and will re-assess in the future if a different provider is a viable alternative. An update was provided in advance of the meeting to share that following an initial one year licence agreement for AK-tivities as Wrap Around Provider KM and JG have met with the AK-tivities Director to review the provision and as both parties are happy with the arrangement, a further licence from the LA has been requested for the next 3 years.</p> <p>8.7 - Approve the SFVS (Schools Financial Value Statement) - reviewed and approved.</p> <p><i>VA will email the SFVS to JG for submitting to the LA by 31/3/24.</i></p> <p>JG left the meeting</p>	VA	
5.	<p>Headteachers report including progress against strategic priorities and StDP.</p> <p>Governors had reviewed the report ahead of the meeting and had the following questions:</p> <p><i>Question: The strategic development plan does not list many milestones/activities for the summer term. Are these in preparation? The text in the impact section often refers to outcomes – i.e. what has happened as a result of an activity, but most do not assess what the actual impact is. How will impact be measured?</i></p> <p><i>Answer: The objectives for this StDP were initially for a year, whereas previously we worked on a three-year plan. This was largely due to uncertainty in finances. The summer term will be an opportunity to review the school’s priorities and set objectives for the academic year 2024/25.</i></p> <p><i>Question: There are very few milestones/activities for Oracy on the strategic development. Is there a reason why?</i></p>		

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	<p><i>Answer: The training for staff has just taken place this month as we were waiting for the cheaper training offered by the LA. An action plan has now been written.</i></p> <p><i>Question: Now that this year has been a 1-year action plan would you go back to a 3-year plan like the previous one? What do you think works best?</i></p> <p><i>Answer: The previous 3-year plan had actions that needed a long implementation period. The actions for this year had a short implementation and we are waiting to be able to see the outcomes from the previous plan. Some actions from this year are likely to continue and develop on the next plan.</i></p> <p><i>Question: Is 1 year really long enough to be strategic?</i></p> <p><i>Answer: The current 1-year plan is likely to become year 1 of a 3-year plan as the actions get assessed and reviewed at the end of the first year.</i></p> <p><i>Question: Autumn and Spring term behaviour reports – what evidence is there that the behaviour policy is working? Has the implementation of the new policy seen any changes in approach?</i></p> <p><i>Answer: Most of the children the behaviour incidents are referring to are children with SEND needs that will be outside the behaviour policy. They will have their own tailored approach to behaviour that considers their SEND needs. The data reported is in line with the data that will be requested by Ofsted at inspection.</i></p> <p><i>The recent ‘Pupil voice’ was positive on how the children felt about what was expected of them. They were confident about pro social behaviours. This includes common language used across school and appropriate consequences. There is a paper log of incidents in place to help notice patterns in behaviour (lunchtime/ learning time etc) and makes it easier to share knowledge between staff. This half term has seen a reduction in incident logs.</i></p>		
6.	School Self Evaluation Form (SEF) - reviewed and noted by Governors.		
7.	Safeguarding Termly monitoring visit from DS had highlighted outstanding DBS checks for newer Governors following staff absence in the school office. KM is in process of obtaining access to the DBS system to get these rectified. There is no day-to-day risk as non-DBS		


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	<p>Governors would never be allowed in school on their own. No gaps were found in staff.</p> <p>See confidential Minutes</p> <p><i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i></p>	ALL	
9.	Pre-school update – Included within the Headteacher report.		
10.	<p>Report from Salary Committee -</p> <p>Committee met last week and reviewed and agreed with recommendations for support staff.</p> <p>Question: Do the appraisers know where staff are on their pay scale to know if pay rises are available?</p> <p>Answer: DJ can see the information for Teachers and the staff member would have been informed before the meeting if they were eligible to move up their pay scale. Teachers wishing to go over threshold need to present their evidence as part of their appraisal.</p> <p>Question: Is it as clear for support staff?</p> <p>Answer: Michelle Parker would have the information for support staff.</p>		
11.	<p>Policies – Judicium Tier 2 Policies – Approved with the exception of the policies mentioned below that are awaiting legislation changes that will then be incorporated and then presented to FGB at a meeting in the summer term for approval</p> <p>Adoption Policy Flexible Working Policy Maternity Leave and Pay Policy Paternity Leave and Pay Policy Shared Parental Leave (Adoption and Surrogacy) Policy Shared Parental Leave (Birth) Policy Additional Paid and Unpaid Leave</p> <p>DS left the meeting</p>	Clerk	


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12.	Report from H&S Committee 12.1 - H&S Minutes 12.2 - H&S Workplace Safety Checklist No questions raised about these documents. Concern raised about parking outside the school with parents parking on or opposite yellow lines and zig zag school markings. People to be encouraged to report concerns to the Police because school have no legal jurisdiction outside school gates.		
13.	Governor newsletter for the Spring term – DJ will incorporate one or two sentences from each governor into the last weekly school newsletter of term. <i>All Governors to send a few sentences to Vanessa about their Governor duties or impacts this term; by Monday 25/3/24.</i>	ALL	
14.	Governing monitoring visits 14.1 - Appraisal Policy Monitoring completed 14 March 2024		
15.	Governor training booked / undertaken – feedback from Governors. <ul style="list-style-type: none"> Annual Governor Conference 9/3/24 (VA and HP attended) - the presentations, handouts and resources are available for everyone to access on GovernorHub Safer recruitment training – dates on GovernorHub for the next course showing as 5th June/ 12th June; Governors encouraged to book a place if they can. 		
16.	Evaluation of governance impact Update on effectiveness of behaviour policy. Review of SEF and school finances. Update on safeguarding and assurance gaps are being resolved.		
17.	Next meeting – 30th April 2024		
	Meeting Closed 9.07pm		


	Actions From previous meeting	Who	Progress
A	<i>5 Confidential actions</i>	All	Some actions still outstanding. Governors to complete EDIB training by end of Feb and update the training log. VA to

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			<p>liaise with Co-Heads to progress the leadership actions. Clerk to check training log.</p> <p>EDIB completed (AB, HP, VA, JR, DS, DL, JF, DJ, DG and KM)</p> <p>EDIB outstanding (KJ, NM, JA) email sent 19/03/24 to remind completion needed.</p>
B	<i>Governors to input their responses on to the Self Evaluation. VA will circulate individual forms.</i>	All	Governors to forward outstanding self-evaluation forms to VA. NM to assist with collating results.
C	<i>Feedback on Governor monitoring report (website compliance)</i>	KM/DG/Clerk	<p>Monitoring report - VA checked updates, a few still need actioning by H/T and Clerk. School opening hours update – DG</p> <p><i>Just need to decide where to place this information on website</i></p>
D	<i>VA to create prompt sheet to use alongside current template.</i>	VA	Template will be added in monitoring folder on teams
E	<i>Clerk to review policy spreadsheet/update responsibilities.</i>	Clerk	Responsibilities updated. completed
F	<i>KM, JG and VA, KJ, HP to meet to discuss cost saving and income boosting options.</i>	KM/VA	On agenda
G	<i>KM and JG will look into the questions raised and provide feedback for sharing with FGB at the next meeting.</i> benchmarking	KM/JG	On agenda

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	Actions going forward	Who	Progress
A	<i>5 Confidential actions</i>	All	<p>Some actions still outstanding. Governors to complete EDIB training by end of Feb and update the training log. VA to liaise with Co-Heads to progress the leadership actions. Clerk to check training log.</p> <p>EDIB completed (AB, HP, VA, JR, DS, DL, JF, DJ, DG and KM)</p> <p>EDIB outstanding (NM and JA) email sent 19/03/24 to remind completion needed</p>
B	<i>Governors to input their responses on to the Self Evaluation. VA will circulate individual forms.</i>	All	Outstanding - Governors to forward outstanding self-evaluation forms to VA. NM to assist with collating results.
C	<i>Feedback on Governor monitoring report (website compliance)</i>	KM/DG/Clerk	<p>Monitoring report - VA checked updates, a few still need actioning by H/T and Clerk. School opening hours update – DG</p> <p><i>DG considering where best to place this information on website.</i></p>
D	<i>VA to create prompt sheet to use alongside current template.</i>	VA	Template will be added in monitoring folder on teams. The question prompt sheet to be completed.
E	<i>Clerk to email all governors to ask for self-nominations; positions will be filled at the April meeting.</i>	Clerk	
F	<i>We need additional Governors to have completed safer recruitment</i>	All	

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	<i>training; the LA offers a course, bookable through GovernorHub.</i>		
G	<i>All Governors to send a few sentences to Vanessa about their Governor duties or impacts this term; by Monday 25/3/24.</i>	All	
H	<i>AB offered to look into grants the school could apply for.</i>	AB	
I	8.4 - Review the three-year budget forecast. Carry forward to April meeting.	Clerk	
J	<i>VA will email the SFVS to JG for submitting to the LA by 31/3/24.</i>	VA	
K	<i>Outstanding Judicium polices to April meeting.</i>	Clerk	

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