



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 18th June 2024 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Amelia Beeley (Vice Chair, AB)
Kirsten Marriott (Co-Head, KM)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Jasmin Ash (JA)
Nicola Murchie (NM remotely)
Kerry Caldicott (KC)
Carlie Huddleston (Clerk)

Apologies: Jack Field (JF)

Guest: Vicki Read (VR)

Clerk took minutes for this meeting


Item No.	Subject	Who
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors accepted apologies from JF. Meeting was quorate.	
2.	Declarations of interest None	
3.	Any other business – None	
5.	Staff Presentation – Vicki Read Governors had a presentation from Vicki Read about Oracy and the school progress at implementing the new strategies. Oracy is learning to talk along with learning from talking. The Oracy framework has four areas; Physical, Linguistic, Cognitive and	

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	<p>Social/emotional. This school year has been focused on implementing the physical strategies.</p> <p>Question: Are children with SEND needs included?</p> <p>Answer: It is very inclusive and tailorable to a child's needs. When modelling to children they can be paired up to support each other. Learning without an emphasis on writing is better for most children with SEND needs.</p> <p>Question: There is lots of focus on eye contact during discussions. How is this managed for autistic children who are likely to find this difficult?</p> <p>Answer: It can be adapted to have a different focal point such as the other persons shoulder if the child finds eye contact uncomfortable.</p> <p>Presentation slides can be found on Teams ORACY PHYSICAL - Vicki Read June 2024.pdf</p>	
4.	<p>Approval of meeting minutes</p> <p>4.1 For approval: The confidential minutes of the meeting held on 30th April 2024 - Approved</p> <p>4.2 For approval: The minutes of the meeting held on 7th May 2024 - Approved</p> <p>4.3 For approval: The minutes of the meeting held on 21st May 2024 - Approved</p> <p>4.4 For approval: The confidential minutes of the meeting held on 21st May 2024 – Approved with agreement that Ofsted section is moved to the standard minutes now it is no longer confidential.</p> <p>4.5: Actions from the previous meeting and progress are recorded at the end of the minutes.</p>	
5a.	<p>Annual review of the values and vision the school</p> <p>Governors undertook an annual review of the school vision and values. It was agreed that 'inclusive community' was a better representation of the school than 'multicultural and global'.</p> <p>Question: Is the school moto out of date? It hasn't been updated for a long time?</p>	

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	<p>Answer: I don't think so as it is still very much what the school is about.</p> <p>Governor Answer: As a new parent at the reception welcome evening, I felt it was very relevant and did apply to the school we were seeing.</p> <p>It was agreed that the wording of the school vision and values could be improved and now was a great time to review them. Consideration needs to be given on the readability for parents whose own education or English language may be limited. A Governor advised there was a tool to judge the reading age of a document.</p> <p><i>Review values and vision statements and bring to July's meeting.</i></p>	DG/K M/DJ
5b.	<p>Ofsted report – reflection, publicity, next steps</p> <p>Governors discussed next steps following the Ofsted report. The detailed feedback from the Ofsted Inspector given to the Senior Leadership team will be incorporated into the next Strategic Development Plan. Ideas were discussed for getting free publicity for the school and enabling reference to be made to the Ofsted outcome. It was agreed that promotion of the school was more beneficial, with a focus on the strengths of the school and the feedback from the inspector. The 'Good' rating wasn't a surprise and was very much expected so too much advertising could give the appearance that it was unexpected. The Business Manager is already in the process of sourcing flyers for advertising Preschool so these could include promoting for the school as a whole. There is an opportunity to have an item in every Parish Council newsletter free of charge, up to 100 words, the editor puts out a request for content every other month.</p> <p>It was discussed that pupil numbers at all local schools were declining. Numbers of children appear not to have changed but more schools have been built so children are spread across more schools.</p>	
6.	<p>Review spending and virement delegations</p> <p>Deferred to July Meeting.</p> <p>Question: Has any feedback on the deficit licence been received?</p> <p>Answer: No. Looking at the deficit licence application, there is reference to reporting on progress in September and January. The monthly BMR will</p>	

Signed..... Date.....09/07/2024.....

	include comments on the progress against the actions and reducing the deficit.	
7.	<p>Safeguarding – Early Help support</p> <p>This is from point 18 of Keeping Children Safe in Education (KCSiE). Early Help is preventative to reduce the occurrence of future safeguarding concerns. With referrals to Paediatrics, breakfast club, mental health support, family workers and many other services. Getting help to families when they first start to experience hard times. In our school the majority of referrals are for families with children with SEND needs. The school does well at this with a whole school approach.</p>	
8.	<p>Policies –</p> <p>8.1 Health and Safety - Approved</p> <p>8.2 Anti Bullying - Approved</p> <p>Question: Has this policy been checked against the new behaviour policy? Answer: Yes, they work together with no contradictions.</p> <p>8.3 Data Protection Policy – Approved</p> <p>Question: Does it need to have a named person? It would work better with a role if there were staff changes. Answer: It doesn't need a named person and can be removed.</p> <p>Question: Do Governors get an annual report as referred to in the Policy? Answer: It is included within the Headteachers report each term.</p> <p>8.4 Judicium Tier 3 - Approved</p>	
9.	<p>GB Newsletter to parents/carers - Summer term overview</p> <p>Different approaches to a summer newsletter were discussed. It was agreed that Governors could promote the Ofsted feedback and also give one item each that they have had an impact on this school year. These can then be used to create the impact statement.</p>	
10.	Review of the current GB structure (Circle Model)	


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	It was agreed to continue with the circle model for meetings as Governors felt it was working well and it gave them the full strategic picture of the school. It was felt the Governing Body was not large enough to effectively operate a Committee Structure; also with Committees, Governors may understand the curriculum picture but not finance and vice versa, or how they inter-connected.	
11.	<p>Plans for completing the:</p> <p>11.1 - Annual Impact Statement – Cambs County Council template – to be drafted for review at the July meeting; Governors would prefer to approve the content then rather than hold until the September meeting.</p> <p><i>VA will draft and assign relevant sections to Governors.</i></p> <p>11.2 - Governing Body Self Evaluation Tool – Forms have been distributed to Governors for return by end of June please. An NGA tool for collating was discussed but is likely chargeable.</p>	VA
12.	<p>Governor recruitment</p> <p>12.1 - Interest from JF in filling an Associate or Co-opted Governor role from Sept 2024 – VA was discussed the Governor role with JF, the Clerk has sent out the forms to be completed, DJ will arrange a school tour with JF, and JF is hoping to attend the July meeting to observe.</p> <p><i>Enquire with LA if associate Governors get the same training access.</i></p> <p>12.2 - Plans for filling 2 parent governor vacancies – DS promoted the role with the September 2024 reception parents during a recent event in school. Plan to have an election in the Autumn term. Clerk will check the LA guidance for electing Parent Governors about filling a vacancy.</p>	Clerk
13.	<p>End of year thank you to staff</p> <p>Will be taking place Wednesday 17th July over Lunchtime. Email has been sent to Governors from AB.</p>	
14.	<p>Governing monitoring visits</p> <p>14.1 - Recruitment (VA) - completed 5 June 2024</p> <p>DS will be attending a safeguarding visit on 20th June and attended an interview panel already on the 18th June.</p>	

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15.	<p>Governor training booked / undertaken – feedback from Governors <i>(Notify the Clerk in advance if you will be feeding back on training attended)</i></p> <p>Reminders:</p> <ul style="list-style-type: none"> • Training log attached – see tab Sept 2023-Aug 2024 – <i>to be updated for all training booked and undertaken.</i> • Slides from training uploaded to 2023-24 folder within ‘Skills and Training’ channel. 	
16.	<p>Evaluation of governance impact</p> <p>The Oracy talk from Vicki Read has link to Ofsted feedback of the high praise for the Oracy implementation and impact across school. Values of the school have been reviewed and confirmed they are visible to the inspector. The best way to advertise the school and Ofsted feedback and promote the ongoing good work of the school.</p>	
15.	Next meeting – 9th July.	
	Meeting Closed 8.46pm	

	Actions From May Meeting	Who	Progress
A	<i>1 Confidential action</i>	All	Complete
B	<i>Governors to input their responses on to the Self Evaluation.</i>	All	All governors complete the Self-Evaluation afresh for results to be reviewed in July meeting.
C	<i>We need additional Governors to have completed safer recruitment</i>	All	Ongoing and on Action Plan for next year.

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	<i>training; the LA offers a course, bookable through GovernorHub.</i>		
D	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
E	Safeguarding agenda items to be carried forward.	Clerk	On agenda
F	<i>DG will set a date for the next Health and Safety walk.</i>	DG	Ongoing
G	<i>Defer 4.2 and 4.3 to the June meeting as available too late for Governors to review.</i>	Clerk	On agenda
H	<i>DJ to create action plan for stakeholder engagement.</i>	DJ	On-going
I	<i>Clerk to contact LA about LA policy tracker</i>	Clerk	On-going
J	<i>VA to make contact with possible Co-opted Governor. NM will review the letter for parent election and simplify the content. DJ to create QR code for reception welcome evening.</i>	VA, NM, DJ	On Agenda On Agenda Complete

	Actions going forward	Who	Progress
A	<i>Governors to input their responses on to the Self Evaluation.</i>	All	All governors complete the Self-Evaluation afresh for results to be reviewed in July meeting.
B	<i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i>	All	Ongoing and on Action Plan for next year.

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C	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
D	<i>DG will set a date for the next Health and Safety inspection and committee meeting; liaise with JF, link governor.</i>	DG/JF	Ongoing
E	<i>DJ to create action plan for stakeholder engagement.</i>	DJ	On-going
F	<i>Clerk to contact LA about LA policy tracker</i>	Clerk	On-going
G	<i>Review values and vision statements and bring to July's meeting.</i>	DG/KM/DJ	
H	<i>VA will draft the Annual Impact Statement with Clerk inputting GB stats.</i>	VA/Clerk	
I	<i>Enquire with LA if associate Governors get the same training access.</i>	Clerk	

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