



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held on Teams on Tuesday 11<sup>th</sup> February 2025 at 6.30pm**

**Present:** Vanessa Allen (Chair, VA)  
Amelia Beeley (Vice Chair, AB)  
Danielle Gaynor (Head, DG)  
Helen Peat (HP)  
Nicola Murchie (NM)  
Danielle Saunders (DS)  
Jane Fabisz (JF)  
Mark Kay (MK)  
Marie Bonnot (Guest Staff Member, MB)  
Kerry Caldicott (KC)  
Jasmin Ash (JA)  
Carlie Huddleston (Clerk)

**Apologies:** Danielle Jermy (DJ) - Maternity Leave

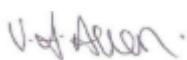
**Guest:** Jo Guest

Clerk took minutes for this meeting

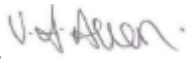
Item No.	Subject	Who	
1.	<b>Welcome, apologies and absence</b> The Chair welcomed everyone to the meeting. The Governors accepted apologies from DJ. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business – None</b>		
4.	<b>Approval of meeting minutes</b> <b>4.1 For approval:</b> The minutes of the meeting held on 21 <sup>st</sup> January 2025 - <b>Approved</b> <b>4.2 For approval:</b> The confidential minutes of the meeting held on 21 <sup>st</sup> January 2025 - <b>Approved</b>		

Signed..... *V. Allen* .....Date.....18/03/2025.....

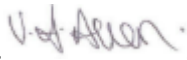
	<b>4.3</b> Actions from the previous meeting and progress are recorded at the end of the minutes.		
5.	<p><b>Receive budget monitoring report for month 10 and anticipated year end position.</b></p> <p>Governors had received the reports ahead of the meeting.  <a href="#">See confidential minutes</a></p>		
6.	<p><b>Receive and evaluate financial benchmarking data for the year April 2023-March 2024</b></p> <p>A working group met to review the HGPS data using the DfE Financial Benchmarking and Insights Tool; the 'service helps schools viewing and improve their spending'. Summary reports exported from the Financial Benchmarking and Insights Tool were provided ahead of the meeting. The working group gave verbal feedback on their review of the data during the meeting.</p> <p>HGPS data was benchmarked against similar schools for spending in various areas, both nationally and within Cambridgeshire.</p> <p>The areas of note are:  The school spent 100.5% of income received; this is a strong performance.  Income per pupil, assessed on all income based on the number of pupils, HGPS was 14th out of 15, having received 76% of the income of the highest income per pupil school. And 102% of the lowest income per pupil. So, we're right at the bottom end of that overall income per pupil around £6040 versus an average of £6890 across those other schools. Expenditure per pupil is also 14th because spend is set in the annual budget based on income to be received.</p> <p>HGPS is the lowest or the joint lowest spender in terms of teaching and teaching support staff per pupil, educational supplies per pupil and non-educational support staff per pupil. HGPS is the highest spender in utilities worked out per square metre. That said, when you look at utilities, it's a relatively low proportion of overall spend compared to some of the other categories.</p>		

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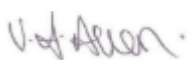
	<p>One key point of note is that the data showed that compared to the other 14 schools in Cambridgeshire HGPS was benchmarked against, our income is substantially less than some of those other schools.</p> <p>Question: Jo, income for the school comes down from central government, is there anything the school can do to influence that? There's the money that comes from pupil numbers, where else do we get our income from that potentially could be influenced by school.</p> <p>Answer: I don't know whether they count any additional income in terms of not from government funding or not, but in terms of government funding, it will be things like pupil premium and funding for EHCP's, how many free school meal children there are, looked after children, and service children. There's going to be quite a lot of schools in Cambridgeshire, that have high numbers of service children in their catchments.</p> <p>Question: Do you have any observations about the utilities data?</p> <p>Answer: The high value for utilities will not account for us having pre-school and a very large site with lots of additional space that isn't just classrooms.</p>		
7.	<p><b>Review of the financial systems and controls</b> within school</p> <p><b>7.1 For approval – Scheme of Financial Delegation - Approved</b></p> <p><b>7.2 For approval – Internal Financial Procedures for Schools – Approved</b></p> <p>Question: Financial management and separation of duties – is this being achieved with the current office staff arrangement?</p> <p>Answer: The current office staff arrangement has not impacted on the separation of duties outlined in the policy.</p>		

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	<p>Question: How cashless is HGPS? (understanding level of risk)</p> <p>Answer: HGPS is predominantly cashless. There have been families who do not have access to the required technology and therefore, agreements are made on these case by case. Any cash received in school is banked in a timely manner.</p> <p><b>7.3 For approval</b> – Debt Management Policy – In progress, ready for March meeting.</p> <p>Action: Debt management Policy deferred to March meeting</p>	DG	18/03
8.	<p><b>Review of effectiveness of services</b> used by the school</p> <p>Work is currently in progress to create a table of services to aid effective and structured approach to service reviews. This has been delayed due to the unexpected task of sourcing a new broadband provider. JG will share progress with GB as this progresses.</p> <p>Jo Guest left the meeting</p>		
9.	<p><b>School organisation</b> - pupil numbers, staffing requirements and staffing budget for 2024/25</p> <p><a href="#">See confidential minutes</a></p>		
10.	<p><b>Headteacher report (verbal):</b></p> <p><b>Risks to bring to the attention of Governors.</b></p> <p><a href="#">See confidential minutes</a></p> <p><b>Attendance - staff &amp; pupils</b></p> <p><a href="#">See confidential minutes</a></p> <p><b>Well-being - staff &amp; pupils</b></p> <p><a href="#">See confidential minutes</a></p> <p><b>Safeguarding</b></p>		

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	Continuing to support families with known needs. Continuing to ensure safeguarding is part of the culture and ethos of the school.  <a href="#">See confidential minutes</a>		
11.	<b>Policies –</b> 11.1 - Premises Hire Policy - <b>Approved</b>		
12.	<b>Review progress against the GB action plan 2024/25</b> Governors reviewed the progress and noted areas that still needed focus. The link to the training plan will be shared again, for all governors to update with training booked and completed. A buddy system for new Governors was agreed as being welcome. JF will liaise with DG to arrange a tour of the school.		
13.	<b>Review progress against the GB work plan for 2024/25 including schedule of monitoring activities</b> The progress of the work plan was reviewed. MB is currently working on the school sustainability plan as nominated staff member. Governor involvement would be beneficial. DS was appointed Sustainability link governor and has experience and training from her place of work.		
14.	<b>Governor recruitment (LA Gov) and governor terms of office</b> ending during the school term (None). Information about Governor vacancy to be included on the weekly school newsletter and on the village community Facebook group. An advert has gone out in the Parish Council newsletter. Advertising to Hemingford Abbots needs exploring, such as village newsletter.		
15.	<b>SEND monitoring visit report and feedback</b> The report from the visit was shared with Governors ahead of the meeting. HP had a good visit, and staff were happy in their roles and giving feedback without prompt.		

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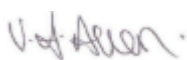
16.	<b>GB training</b> <i>Termly briefing reminder. Wednesday 26<sup>th</sup> February 6.30pm - MK and JF able to attend.</i>		
17.	<b>Evaluation of governance impact</b> Financial oversight. Headteacher report for an update on matters in school and safeguarding. Progress reviewed against the action plan and monitoring visits to ensure oversight work is being undertaken.		
18.	<b>Next meeting – 18<sup>th</sup> March 2025 in person</b>		
	<b>Meeting Closed 9.02pm</b>		

	<b>Actions going forward</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<i>Equality objectives published on school website</i>	Clerk	Completed
<b>B</b>	<i>Complete website compliance actions.</i> <a href="#">Website monitoring Jan 2025 - what maintained schools must publish online.docx</a>	Clerk	Music development plan is progress by KH (completion by March meeting). Other actions complete.
<b>C</b>	VA to source Skills audit template for completion.	VA	Carried forward

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