



**Hemingford Grey Primary School
Governing Body
Draft Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 14th October 2025 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Amelia Beeley (Vice Chair, AB)
Danielle Gaynor (Head, DG)
Danielle Saunders (DS)
Kerry Caldicott (KC)
Keith Elliott (KE)
Helen Peat (HP)
Jane Fabisz (JF)
Carlie Huddleston (Clerk)

Apologies: Victoria Read (VR)
Jasmin Ash (JA)
Nicola Murchie (NM)

Absent: Mark Kay (MK)


Guest: Jo Guest (School Business Manager)

Clerk took minutes for this meeting

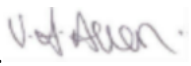
Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors accepted apologies from VR, JA and NM. MK was absent. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business None		
4.	Approval of meeting minutes 4.1 For approval: The minutes of the meeting held on 23rd September 2025 - Approved 4.2 For approval: The confidential minutes of the meeting held on 23rd September 2025 - Approved		

Signed..... *V. Allen*Date.....11/11/2025.....

	4.3 Actions from the previous meeting and progress are recorded at the end of the minutes.		
5.	<p>School Safeguarding report 2024/25 and LA safeguarding review</p> <p>Governors received and reviewed the report ahead of the meeting. LA have confirmed compliance and LA are due to conduct a safeguarding review soon.</p> <p>Question: Safeguarding annual report – some dates missing and negative responses that look like follow up needed, such as annual audit of safeguarding documents. Is this an issue? Is the school compliant? Are there actions arising to progress in 25/26?</p> <p>Answer from DG: Annual audits of the safeguarding documents are usually done in-house. This year, we have been informed that we are due a safeguarding review by the local authority which will take the place of the internal audit. Dates are missing for Online Safety Lead Training – this is booked in for May 2026. Having an Online safety lead is good practice rather than a statutory requirement, so the school remains compliant. Dates are missing for governor Safeguarding training due to governors having completed this at different times. Termly DSL supervisions happen within school, however, we have not opted into any external supervisions. This was raised at the local cluster heads' meeting, and this seems to be normal practice. This is something I can look into for the coming year. Actions will arise following the safeguarding review from the LA which we will action.</p>		
6.	<p>Review of safeguarding arrangements and procedures in school</p> <p>DG has created a new overview document for Governors. Governor thought the document was very informative and would be great to add to Governor induction documents.</p> <p>Action: Add safeguarding procedures document to induction documents.</p> <p>Action: Reading KCSIE and Safeguarding Policy by 14/10/25. Jo Guest (School Business Manager) joined the meeting.</p>	<p>Clerk</p> <p>JA/ KE/ MK</p>	<p>11/11</p> <p>11/11</p>

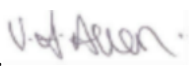
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8.	<p>Finance –</p> <p>8.1 Review BMR Period 6</p> <p>8.2 Quarterly Budget Monitoring report for HGPS Q2 submitted to LA – for information</p> <p>Governors had received the BMR and the Quarterly Budget Monitoring report ahead of the meeting. The scrutiny to budgets was once again commended. There was positive news in both school and pre-school budgets.</p> <p>Jo Guest (School Business Manager) left the meeting.</p>		
7.	<p>Headteacher report (verbal):</p> <ul style="list-style-type: none"> • Overview of plan for staff appraisal arrangements - these will be carried out next week with objectives based around leadership or the StDP. • Census data has been submitted with school meal uptake very good. • Confirm LA admissions arrangements have been published on the school website - Completed • Risks – No concerns for finance. Please see confidential minutes. • Attendance - staff & pupils – Good levels of attendance with absences from winter viruses starting. • Well-being - staff & pupils – The behaviour policy is under review and a ‘come to understand’ for parents is being planned. There is a new electronic system for house points which the children are enjoying. Please see confidential minutes. <p>DS joined the meeting.</p>		
9.	<p>Monitoring reports – Pupil Progress meetings summer term 2025 Unavailable, to be presented at the next available meeting.</p>	MK/J A	TBC
10.	<p>Policies -</p> <p>10.1 Supervision Policy - Approved</p> <p>10.2 Judicium Tier 1 Policies – Approved</p> <p><i>Action: Check with Judicium about social media check in Safer Recruitment policy as this is not part of KCSIE.</i></p> <p>10.3 Car Park Guidelines Policy - Approved</p> <p>10.4 Complaints Policy - Approved</p> <p>10.5 Online Safety Policy - Approved</p> <p>10.6 Trade Union Recognition Statement - Approved</p> <p>10.7 Hemingford Grey ECT policy - Approved</p>	DG	11/11

Signed..... Date.....11/11/2025.....


11.	GB training Safer recruitment - KE Early reading and phonics -KE <i>The Governor termly briefing was full when AB tried to sign up.</i> Next Termly briefings, seeking a couple of governors to book-on and feedback to the GB Tuesday 24 th February at 1.30pm Wednesday 25 th February at 6.30pm	ALL	
12.	Evaluation of governance impact Financial oversight with budget review, key risks and personnel policies reviewed and approved. A safeguarding update and all governors now have a greater understanding of safeguarding procedures.		
13.	Next meeting – 11th November 2025 in person Upcoming monitoring visits Half day monitoring visit focused on continuous provision – 5 th February 2026.		
	Meeting Closed 8.20pm		

	Actions from previous meeting	Who	Progress
A	Action: Share Mark's AI feedback with Judicium.	Clerk	Complete
B	Action: Clerk to publish Terms of Reference on school website. Action: Clerk to make amendments to Standing Orders Action: Clerk to publish Register of pecuniary interests on school website.	Clerk	Complete

Signed..... Date.....11/11/2025.....

C	Action: Monitoring report from MK and JA for the Pupil Progress meetings.	MK/JA	
D	Action: Clerk to publish Governor attendance on school website.	Clerk	Complete

	Actions going forward	Who	Progress
A	Action: Monitoring report from MK and JA for the Pupil Progress meetings.	MK/JA	
B	Action: Add safeguarding procedures document to induction documents.	Clerk	
C	Action: Reading KCSIE and Safeguarding Policy by 14/10/25.	JA/KE/MK	
D	Action: Check with Judicium about social media check in Safer Recruitment policy as this is not part of KCSIE.	DG	Email has been sent. Awaiting response.

Signed..... Date.....11/11/2025.....



Signed.....*V. of Allen*.....Date.....11/11/2025.....