


**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 16th May 2023 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Helen Peat (HP)
Kirsten Marriott (Head, KM)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Amelia Beeley (AB)
Carlie Huddleston (Clerk)
Kristi Johnson (KJ)
Jasmin Ash (JA)


Apologies: James Reid (JR)

Clerk took minutes for this meeting


Item No.	Subject	Who	By When
1.	Welcome, apologies for absence, declarations of interest The Chair (VA) welcomed everyone to the meeting. Apologies were received and accepted from James Reid. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – included with item 11.		
4.	Minutes of last meeting held on 02nd May 2023 and matters arising The minutes from the last meeting have a query on budget wording and will be brought back at the next meeting. Confidential minutes will be moved to FGB folder on Teams and brought to the next meeting for approval. Actions from the previous meeting and progress are recorded at the end of the minutes.	Clerk Clerk	20/06/23 20/06/23
5.	Pupil progress – Spring reports The end of year data cohort overview and the whole school data analysis had been circulated to Governors ahead of the meeting. These are the two reports being used to monitor pupil progress.		

Signed..........Date.....20/06/2023.....


	<p>Governors noted that each year group had lower progress in reading. This is an ongoing effect from home learning during Covid lockdowns when a lot of children missed out on reading practice. It was noted that the children that had just taken their year 2 SATs had done very well.</p> <p>Question: Good to see all the years data for each cohort, this is really useful. I did find it difficult, however, to compare data in this document with the current year's data. Could the two be combined in future so that everything is together?</p> <p>Answer: The two documents have separate uses. Opening them on two screens or having a printout of one in future may help.</p> <p>Question: Why are writing targets always lower?</p> <p>Answer: Writing progress is usually lower as children need to learn to read first. The reading progress in each year group is still lower due to Covid impact. StDP Reading is in place to address this.</p> <p>Question: Does being born in summer really make a difference?</p> <p>Answer: It can be a contributing factor to achievement, almost a year difference in age is a big gap in learning especially at 4 years old. A child can be on track developmentally and making good progress, but still be achieving below their peers. An August born child may struggle in their year group but would excel in the year group below.</p> <p>KS2 SATs – Local Authority monitoring visit last week to check papers were stored securely. Exams were also witnessed. The school has also been selected for writing moderation which will take place on 7th June. Writing is assessed by the school teachers so the Local Authority will review the assessments.</p> <p>SATs results due on the 11th July.</p> <p>KM left the meeting.</p>		
6.	<p>Confidential</p> <p>KM re-joined the meeting after item 6.</p>		
7.	<p>HR Related Staff matters</p> <p>Two staff are on maternity leave; one Teacher due back in September, one TA in January. A TA was training to be a teacher, via Apprenticeship route, but has chosen not to continue with teaching.</p>		

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	Confidential		
8.	<p>Staff work-life balance</p> <p>KM advised working in education continues to be challenging and at times very difficult, with large workloads and high levels of stress. Leadership have been holding self-service meetings for staff based around wellbeing and regular informal check ins.</p> <p>Introduced staff boogie bouncing one day after school as a morale boost.</p> <p>Governors asked how they could help support staff.</p> <ul style="list-style-type: none"> • Support the summer Fayre – Tuesday 18th July 3.30pm - 6.30pm • Note of appreciation and snacks/treats for the staff room in the last week of term • Governors can attend Rockpool next week. 		
9.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Critical incident review - 3 schools were affected. KM requested the LA meet with the schools for feedback on which parts of the critical incident -policy and procedures were useful and which could be improved; KM will provide the feedback after the meeting 2. Website compliance – KJ reported back on the school website monitoring completed. PE/Sports premium needs updating as not showing the current policy. Information on second hand uniform would be a useful addition. 	KM/Office	20/06/23
10.	<p>Policies</p> <p>10.1 – Administration of medicines - Approved</p> <p>10.2 – First Aid - Approved</p> <p>10.3 – Intimate Care - Approved</p> <p>10.4 – Supporting pupils at school with medical conditions - Approved</p> <p>10.5 - Guide to information - Approved (printing cost of hard copies of documents is out of date; to be updated before uploading)</p> <p>10.6 - Lone Working - Approved</p> <p>10.7 - Pre-school Admissions Policy - Approved</p> <p>10.8 - Pre-school Fees Policy – Approved (wording around joining fees to be finalised before uploading)</p>		
11.	Visit monitoring reports		

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	<p>11.1 Monitoring report from 2 February day in school (Early reading, SEND, Science and Leadership & Management) – Complete</p> <p>11.2 Pupil Premium – Great visit for AB to get to know the school better</p> <p>11.3 Safer Recruitment – KJ reported her visit was successful and checklist completed.</p> <p>AOB – LA have offered a virtual Pre Ofsted check on 12th July 10-11.30am.</p> <p>Check documents are available for Pre Ofsted check</p> <p>Skills audit to be completed by all Governors, HP will organise and circulate to Governors for completion. Results to be reviewed at the June meeting.</p>	<p>Clerk/ KM</p> <p>HP</p>	<p>05/07/23</p> <p>12/07/23</p>
12.	<p>Planned Governor Monitoring</p> <p>Pupil Progress meetings</p> <ul style="list-style-type: none"> • Year 3/4 - 10th July 3.30pm AB • Year 1/2 - 11th July 3.30pm KJ • FS – 12th July 3.30pm JR/DS • Year 5 - 13th July 3.30pm VA <p>Monitoring reports will be written following each meeting. Great example of a pupil progress monitoring report in the visits folder written by Hannah Gill.</p>	<p>AB, KJ, JR, DS, VA</p>	<p>Sept 2023</p>
13.	<p>Governor Recruitment</p> <p>Julia Elliott has submitted a nomination form. VA has requested Julia applies to be our LA Governor. Julia has approved she is happy to proceed with this.</p> <p>LA application form sent to Julia.</p>	<p>Clerk</p>	<p>20/06/20 23</p>
14.	<p>Evaluation of governance impact</p> <ul style="list-style-type: none"> • Staff regularly monitoring progress • How school is using progress data • Website compliance – monitoring work. Actions for missing bits • Future monitoring booked in 		

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12.	Next meeting Tuesday 20th June at 6.30pm		
	Meeting Closed 8.56pm		

	Actions from 2nd May	Who	Progress
A	Undertake Safer recruitment Monitoring	KJ	Complete
B	Governor biography details / section to be added to website. JR and JA to be added	Clerk	JA and JR to be added
E	Ori has suggested all Governors read the School Inspection Handbook. Found here.	All	Complete
F	SFVS actions for Q18 and Q23 - to be incorporated within a GB plan for progress during 2023/24	Chair	Remove
G	Check where data comes from for the Financial Benchmarking report. Further questions to GP re: specific charts and contact with the DfE about the data they access to produce the benchmarking reports.	VA	Report back in June 2023 meeting
I	All Governors to read Safeguarding overview. Found here.	All	Complete
J	Governors to populate a shared report on their training day on 2 nd February.	All	On Agenda
L	Confidential Actions		Remove

	Actions going forward	Who	Progress
A	Governor biography details / section to be added to website. JR and JA to be added	Clerk	JA and JR to be added
B	Check where data comes from for the Financial Benchmarking report. Further questions to GP re: specific charts and contact with the DfE about the data they access to produce the benchmarking reports.	VA	Report back in June 2023 meeting
C	The minutes from the last meeting have a query on budget wording and will be	Clerk	

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	brought back at the next meeting. Confidential minutes will be moved to FGB folder on Teams and brought to the next meeting for approval.		
D	Website compliance – PE/Sports premium needs updating as not showing the current policy. Information on second hand uniform would be a useful addition.	KM/Office	
E	Check documents are available for Pre Ofsted check	Clerk/KM	
F	Skills Audit	HP	
G	Monitoring reports will be written following each meeting. Great example of a pupil progress monitoring report in the visits folder written by Hannah Gill.	AB, KJ, JR/DS, VA	
H	LA application form sent to Julia.	Clerk	
I	Confidential Actions KM proposal - seek HR advice and test financial viability	VA	

Signed..........Date.....20/06/2023.....