



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 29<sup>th</sup> April 2025 at  
6.30pm**

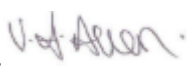
**Present:** Vanessa Allen (Chair, VA)  
Danielle Gaynor (Head, DG)  
Helen Peat (HP)  
Danielle Saunders (DS)  
Mark Kay (MK)  
Kerry Caldicott (KC)  
Jasmin Ash (JA)  
Jane Fabisz (JF)  
Nicola Murchie (NM)  
Carlie Huddleston (Clerk)

**Apologies:** Danielle Jermy (DJ) - Maternity Leave  
Amelia Beeley (Vice Chair, AB)

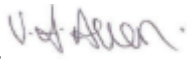
**Guest:** Jo Guest (JG)

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 AB. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business</b> – Included in Governor Monitoring  DG and JG joined the meeting.		
4.	<b>Approval of meeting minutes</b> <b>4.1 For approval:</b> The minutes of the meeting held on 18 <sup>th</sup> March 2025 - <b>Approved</b>		

Signed.....  .....Date.....17/06/2025.....

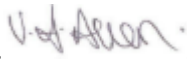
	<p><b>4.2</b> Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
8.	<p><b>Report from H&amp;S committee</b>  <a href="#">MK joined the meeting.</a>            KC had a full walkaround with the Site Manager, which is documented in the monitoring visit report, but the committee meeting did not take place due to DG's absence. The H&amp;S Committee will meet in the summer term to cover all agenda items and complete a Health and Safety monitoring visit.</p>		
5.	<p><b>Finance</b> - Approve the budget for 2025/26 and review the three-year budget forecast.</p> <p>Documents of the budget had been circulated ahead of the meeting.</p> <p>VA, HP and MK had been part of the process for setting the budget with JG (School Business Manager), Danielle Gaynor, and Gaynor Pope (School Finance Advisor at the LA). VA, HP and MK had provided challenge at each step of the process.</p> <p>JG gave Governors an overview of the budget and the challenges faced this budget year. During 2024/25 Governors have been receiving the monthly budget monitoring reports and updates from the Headteacher and Finance Manager, there was awareness amongst the board about the work undertaken to strengthen the overall financial position of the school and challenges.</p> <p>The budget for 2025/26 shows School and pre-school separately and combined. The combined forecast of total school revenue carry forward balance at year end is £3,817 in surplus. The 2025/26 school's capital budget shows a forecasted capital balance carry forward balance at year end is £0.</p> <p>Question: In the Governor snapshot tab, the figure for average staff costs for teaching increases 17% between 25/26 and 26/27, and then increases again every year, despite the FTE decreasing. Why is this? Does it consider potential scale point increases?</p>		

Signed.....  ..... Date.....17/06/2025.....


	<p>Answer: SBS assumes scale point increments for all staff SBS has % pay awards built in</p> <table border="1"> <tr> <th></th><th>2025/26</th><th>2026/27</th><th>2027/28</th></tr> <tr> <td>Support</td><td>3%</td><td>2%</td><td>2%</td></tr> <tr> <td>Teaching</td><td>3%</td><td>2%</td><td>2%</td></tr> </table> <p>It also allows for staff reaching the top of their bands and no longer receiving increments.</p> <p>Question: In the Governor snapshot tab, is it correct to assume that future revenue and staff costs are based on today's rate of funding and pay scales (i.e. we don't try to predict inflationary pay or rate of funding changes)?</p> <p>Answer: SBS now has a 2% increase (each year) built-in to the funding predictor, and this is used alongside our pupil forecast numbers in SBS, to calculate future funding.</p> <p>Question: If the budget is in surplus by end of FY25/6 does this mean there are no actions from the LA that would be applied to schools with a deficit budget?</p> <p>Answer: As this budget balances we do not need to comply with any deficit requirements.</p> <p><a href="#">See confidential minutes</a></p> <p>Question: Why is there is a zero for senior leadership?</p> <p>Answer: The software includes senior leadership staff with teaching staff.</p> <p>Question: Are there any other risks that we should be aware of?</p> <p>Answer: There are no other risks that we would be able to predict. A risk would be pregnancy as it would mean the cost of an extra member of staff. Numbers in the reception class, 31 children would need two teachers while only receiving funding for the 1 extra child. Place planning is consistently predicting our numbers to be far higher than we have.</p> <p>Governors were advised that for setting and approving the budget, the figures are for the school and pre-school combined. The</p>		2025/26	2026/27	2027/28	Support	3%	2%	2%	Teaching	3%	2%	2%		
	2025/26	2026/27	2027/28												
Support	3%	2%	2%												
Teaching	3%	2%	2%												

Signed..........Date.....17/06/2025.....

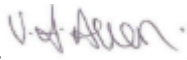
	<p>submission to the Local Authority is for the one budget covering both settings.</p> <p>In line with the wording within the document to be submitted to the LA, Governors were asked the following: Has the Governing Board authorised a 3 year budget? Resolution – The Governing Body confirmed ‘yes’ they did authorise the prepared budget 2025/26 and predicted budgets 2026/27 and 2027/28.</p>		
6.	<p><b>Overview of Spring Term Pupil Progress meetings</b></p> <p>Meetings had taken place at the end of spring term. Children needing more support are identified along with those who are now on target and no longer need interventions. Meetings take place between the SENCO, Headteacher, class teachers and the intervention teacher. Data is used to see the impact of the intervention and the next step for each child.</p> <p>Data will be available for Governors to review after the meeting. Questions can be added to the question sheet for DG to answer.</p> <p>Writing in year 3 and 4 is still below target but good progress is being made.</p> <p>Question: What about the children with SEND needs? Answer: It was initially thought that interventions would not be suitable to meet their needs. However, specific needs have been identified, and the interventions have been tailored to ensure that the interventions support children with SEND in the same way that all other children are supported.</p> <p>Question: What about Pupil Premium children? Answer: Assessment and monitoring has identified that the Pupil Premium group of children are falling below the age appropriate expectation. This has meant that these children have been prioritised for the intervention to ensure that we close the gap and provide the</p>		

Signed.....  ..... Date.....17/06/2025.....

	<p>best opportunity for children to make accelerated progress and achieve in line with their peers.</p> <p>DS joined the meeting.</p> <p><i>Action : AB, and NM to attend the summer meetings as part of the GB monitoring activities for the year</i></p>		
7.	<p><b>Headteacher report (verbal):</b></p> <p><b>Attendance - staff &amp; pupils</b></p> <p>Staff See confidential minutes</p> <p>Pupils</p> <ul style="list-style-type: none"> <li>This year a new monitoring process has been used to track attendance throughout the year. This helps to see whether support is improving attendance. The attendance process has also been made more robust. Attendance is good against national average. Punctuality is strong across the school and children with persistent late marks are improving.</li> </ul> <p>Question: Does the time of year and weather make any difference to lateness?</p> <p>Answer: A few families have long walks to get to school so it will make a difference. There are some families who fall outside the regular attendance tracking, and in line with the attendance policy and requirements from the LA, a different pathway is taken ensuring the right support is put into place to support these families.</p> <p><b>Well-being - staff &amp; pupils</b></p> <p>Staff</p> <ul style="list-style-type: none"> <li>There is a new staff welfare scheme about to start which will be launched with staff soon.</li> </ul>		

Signed.....  .....Date.....17/06/2025.....

	<p>Pupils</p> <ul style="list-style-type: none"> <li>We are part of 'Virtual schools' which gives access to a number of free workshops to support all children. Year 5 have just completed a 10 week course of 'Brain buddies'. There are a number of girls currently struggling with friendships so a workshop on friendships is starting soon in addition to the school running a workshop for parents on the same topic.</li> </ul> <p><b>Safeguarding</b></p> <p>The LA have provided a new screening tool to improve tracking and recording neglect.</p>		
9.	<p><b>Report from Salary Committee</b></p> <p>HP advised that the salary committee had met to receive and review recommendations. All recommendations had been approved.</p>		
10.	<p><b>Governor Monitoring -</b>  <b>10.1 - Writing – completed 27 February 2025</b>            NM shared feedback on the monitoring visit. NM met with Vicki Read and saw the plan in action. There was a great link across the school. Children were engaged and happy to share their work with NM. NM also met with the intervention lead.</p> <p><b>10.2 - Appraisal and Induction monitoring visit</b>            KC shared feedback on the monitoring visit. KC left confident in the process and links to the school strategic development plan. The visit took place while the appraisals had recently been completed. Continued professional development can be difficult to achieve in schools but KC found staff were positive about their CPD and career development, with development and progression being supported and encouraged. The induction process was well implemented. There has been increased numbers of request for work experience this year from year 10 and 12 students, many who used to attend the school.</p> <p>Question: Will there be capacity implications with more work experience placements?</p>		

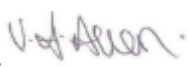
Signed.....  .....Date.....17/06/2025.....

	<p><b>Answer:</b> In previous years the placement students have had a positive impact on the classes. They have been keen to join in and contribute and have left with positive feedback.</p> <p>10.3 - A.O.B - HT performance review panel The panel met with DG for her interim performance review meeting. Progress against objectives was reviewed and discussed. Within the appraisal document there are monitoring measures for the Governing Body, many are incorporate within the planned work. One of the measures is around capturing Parent engagement, staff feedback and pupil voice. Ideas were discussed: Staff survey – JF to draft using MS Forms. Parent engagement – VA and DG to plan simple survey capturing feel for school leadership. Pupil Voice – considering capturing from within school and feedback to the GB.</p> <p><i>Action: VA and DG to explore survey options to capture feedback on school leadership.</i></p>		
11.	<p><b>Governor recruitment</b> - LA Governor vacancy – to consider how to proceed with: 11.1 Nomination from KE – <b>Nomination approved</b></p> <p><i>Action: Clerk to contact KE and LA to progress nomination to the LA.</i></p> <p>11.2 Expression of interest received from NS via the Cambs County Council website – Governors voted to progress with KE for the LA Governor vacancy</p>	Clerk	17/06
12.	<p><b>GB Skills Audit and Self Evaluation</b> - plans for completion <i>Action: Skills audit - VA will circulate after the meeting a template for all Governors to complete and return to the Clerk. The Clerk will collate responses. VA and NM will review the results for considering at the June GB meeting.</i></p> <p><i>Action: Self Evaluation - VA will circulate in early June a template for all Governors to complete; governors will be asked to look at the end</i></p>	VA / Clerk	17/06

Signed.....  .....Date.....17/06/2025.....

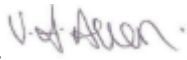
	<i>of 2023/24 Self-Evaluation and consider if the current position has changed. The Clerk will collate responses. Results will be considered at the July meeting.</i>		
13.	<p><b>GB training</b> Feedback from training attended JF- Governor induction</p> <p>Standing reminder – Governor Services Training Programme 2024/25 - <a href="#">GovernorHub</a></p> <p>Upcoming training from Governor Services on Headteacher Performance Review is scheduled for later in the summer term. An incoming member of the HT Performance Review Panel was sought to join the panel and book on to the training. JF proposed herself and governors agreed this. JF to undertake the training and attend the HTPMR meeting in September 2025. JF will take over from DS who will be reaching the conclusion of her third year on the HRPMPR panel.</p> <p><i>Action: JF to undertake the training and attend the HTPMR meeting in September 2025.</i></p> <p>All governors to consider booking on the Annual Governance Conference on 19 June 2025 from 9:30-13:00; book via GovernorHub.</p>		
14.	<p><b>Evaluation of governance impact</b> The budget was approved for the 2025/26 school year. Pupil progress overview was received. Monitoring visits were linked to strategic development plan.</p>		
15.	<b>Next meeting – 17<sup>th</sup> June 2025 in person</b>		
	<b>Meeting Closed 8.40pm</b>		

	<b>Actions from previous meeting</b>	<b>Who</b>	<b>Progress</b>
--	--------------------------------------	------------	-----------------

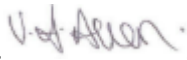
Signed.....  .....Date.....17/06/2025.....

<b>A</b>	VA to source Skills audit template for completion.	VA	Carried forward – on agenda at item 12
<b>B</b>	<i>Action: Defer Salary Committee feedback till the April meeting.</i>	Clerk/HP	On agenda
<b>C</b>	<i>Action: Defer writing monitoring visit feedback till the April meeting.</i>	Clerk/NM	On agenda

	<b>Actions going forward</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<p><i>Action: Skills audit - VA will circulate after the meeting a template for all Governors to complete and return to the Clerk. The Clerk will collate responses. VA and NM will review the results for considering at the June GB meeting.</i></p> <p><i>Action: Self Evaluation - VA will circulate in early June a template for all Governors to complete; governors will be asked to look at the end of 2023/24 Self-Evaluation and consider if the current position has changed. The Clerk will collate responses. Results will be considered at the July meeting.</i></p>	VA / Clerk	
<b>B</b>	<i>Clerk to contact KE and LA to progress nomination to the LA.</i>	Clerk	
<b>C</b>	<i>Action : AB, and NM to attend the summer meetings as part of the GB monitoring activities for the year</i>	AB / NM	

Signed.....  .....Date.....17/06/2025.....

<b>D</b>	Action: VA and DG to explore survey options to capture feedback on school leadership.	VA / DG	
<b>E</b>	Action: JF to undertake the training and attend the HTPMR meeting in September 2025.	JF	

Signed.....  ..... Date.....17/06/2025.....