


**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 21st March 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)
James Reid (JR)
Carlie Huddleston (Clerk)


Apologies: Kristi Johnson (KJ)

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. Governors welcomed JR to his first meeting. Apologies were received and accepted for KJ. Meeting was Quorate.		
2.	Declarations of interest DS declared an interest relating to item 15; a family member runs a wrap-around care business and has submitted a tender.		
3.	No other business notified to the Chair		
4.	Minutes of last meeting held on 21st February 2023 and matters arising The minutes from the last meeting were approved and will be signed by the Chair at the earliest opportunity. Actions from the previous meeting and progress are recorded at the end of the minutes.		
5.	Headteacher report and governor questions Question: Thank you for the SEND detail graph but some of the description wording is squashed or missing making it hard to identify categories with similar names.		

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	<p>Answer: This due to formatting and will be corrected for next time.</p> <p>Governors were happy there was lots of useful information in the report, and it was a great update about what had been happening in school.</p> <p>There was discussion about safety arrangements implemented to mitigate risks to some children of the fire exit doors at the front of the building opening directly into the car park. The site manager has recently fitted alarms to the doors, audible noise alerts teachers straight away if a door has been opened. Pupils who may exit these doors also have risk reduction plans signed by parents/carers.</p>		
6.	<p>School Strategic Development Plan – mid-year update on progress</p> <p>It is coming to the end of the 3-year plan a great deal of progress has been made. In relation to reading, at the start of the plan, it wasn't known that the Government were going to introduce the use of only approved phonics schemes. The one that was originally used was not on the list of approved schemes so a new one had to be purchased.</p> <p>The SDP has been colour coded to show the highest strategic priority going forward. Green are successfully embedded and no longer needed on the SDP, yellow are almost complete and red still require focus on embedding within a revised focal point in the next SDP.</p> <p>Question: There are 4 bullets highlighted in red in the summary section at the top of the SDP – what are the main challenges on these 4?</p> <p>Answer: These are ongoing priorities that will not be completed this school year and so will be incorporated into the new SDP that GB will consider and approve Autumn term 2023.</p> <p>The SDP was noted by governors.</p>		
7.	<p>SEF – review updated document</p> <p>KM advised there are regular visits from the local authority to help evaluate the school. The SEF is important for Governors to read to see a full evaluation of the school. Ori Dalton (School Improvement Adviser) has read the SEF, feeding</p>	<p>KM</p> <p>All</p>	

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	<p>back that it is an incredibly good reflection of the school.</p> <p>Question: Can we take the Development Areas column out as it isn't used and would make the document more readable?</p> <p>Answer: Yes, it will be removed.</p> <p>At the Governor Monitoring Day on 2 February 2023 OD recommended that all Governors read the School Inspection Handbook, alongside the SEF; Found here. The SEF was noted by governors.</p>		<p>2/5/202</p> <p>02/05/23</p>
8.	<p>Operational guidance documents (school)</p> <p>HP and KM reviewed and update a year ago. KM has just done another review and identified some that are operational and therefore do not need to come to Governor Body for approval. These operational documents are part of the staff handbook which is reviewed annually.</p>		
9.	<p>Schools Financial Value Statement (SFVS)</p> <p>Feedback on the SVFS was sought prior to submission to the LA.</p> <p>The answer to question 2 was discussed. There is no Finance committee in the current GB structure, therefore the drop-down answer selected was 'in part'. However, Governors raised that while there is not a Finance committee there are members with finance knowledge that are able to effectively cover finance matters as part of the main FGB meetings.</p> <p>Governors agreed that question 23: 'Do you compare your non-staff expenditure against the DfE recommended national approved frameworks to ensure you are achieving best value?', was a potential future task for the Finance manager following the office restructure. The school currently use services from the County framework.</p> <p>The actions recorded on the SVFS in relation to Q18 and Q23 will be progressed during the 2023/24 financial year. To be incorporated within a GB plan.</p> <p>The SFVS was approved for submission; to be emailed to JG, Finance Manager for submission.</p>	<p>Chair</p> <p>VA</p>	<p>Sept 2023</p> <p>24/3/23</p>
10.	Budget		

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	<p>10.1 – Feedback from meeting with SFA held 14/3/2023 including anticipated 2022/23 year-end position – VA, HP and KM attended a meeting with SFA and the schools FA. It's anticipated the school will finish the year with a surplus of £20k, this is mainly due to funds allocated already for the rest of the academic year. Preschool are looking to finish the year with a deficit of £17k. This is similar to last year and largely caused by funded places not covering the actual cost of the spaces. The majority of children are on funded spaces. Staff costs are the main issue as it is hard to staff consistently as numbers fluctuate on a termly basis. Early Years Advisor has provided possible solutions that are being investigated. SFA was asked about source of benchmarking data for HGPS used by the DfE for their benchmarking charts. SFA advised the data comes from school budget reporting; schools are not consistent in the budget lines they use and code to, this may produce discrepancies between schools and make comparisons harder. It was agreed to follow-up with a further question to the SFA about one of the specific benchmarking charts to try to hone-in on the source data. Also to see if the DfE can provide information about where benchmarking data comes from.</p> <p>Budget meeting 19th April at 1.30pm on Teams – setting budget for 2023/24 – All Governors welcome.</p> <p>10.2 – BMR for period 11 – for information only – document not available for the meeting. KM to liaise with JG to save document in a location accessible to governors and circulate link.</p> <p>10.3 – To be advised of budget priorities for 2023/24 not already mentioned at 10.1, including premises – School is currently well maintained. Aim this year will be supporting staff with training to help retain skilled staff in incredibly challenging times.</p> <p>10.4 – Government sustainability fund – Fund for upgrading lighting across the building; quotes are being obtained.</p>	VA	2/5/23
		KM	31/3/23
11.	<p>Report from Salary Committee following meeting on 2/3/23</p> <p>Decisions have been made on support staff salaries. The site manager job role has been clarified.</p>		
12.	<p>Feedback from the H&S Committee following meeting on 24/2/23</p> <p>VA and Site Manager completed the termly H&S inspection of the school, followed by a meeting of the H&S Committee. Meeting minutes and inspection report have been circulated to governors. Alarms have been fitted to the fire exit doors on the</p>		

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	front of the building; as mentioned at item 5		
13.	<p>Termly safeguarding report from Link Governor</p> <p>DS visited school to check safeguarding arrangements are up to date and in good order. She had no concerns to raise.</p> <p>One new member of staff is still waiting for their DBS check to come back; in the interim they are wearing a red lanyard to highlight they need supervision around school. They are always with another staff member and never left alone with the children.</p> <p>Question: At the recent Governance Conference they said the Governors didn't need to check the SCR. However, the LA say it needs to be checked.</p> <p>Answer: DS said she would rather check it anyway as it doesn't take long to do, and she is already visiting school for the rest of the safeguarding checks.</p> <p>All Governors to read Safeguarding overview. Found here.</p>	All	02/05/23
14.	<p>Pre-school business development plan –</p> <p>Changing starting age at Preschool to 2 years 6 months (currently 2 years 9 months) – Approved</p> <p>Questions: Why are you wanting to change it back to 2 years 6 months?</p> <p>Answer: To help improve numbers at Preschool. Parents are more likely to use if children can attend at a younger age. Can offer more of the funded 2-year-old places if children are eligible.</p>		
15.	<p>Wrap-around provider tender process –</p> <p>Tender is out at the moment. Once deadline passes an Assessment Panel needs forming; HP is assisting with this.</p> <p>There is a full specification providers will need to meet. The specification includes providing care from 3 years old so this will include most children at Preschool and function as the wrap around care for Preschool.</p>		
16.	Confidential item		
17.	Monitoring report from 2 February day in school (Early reading, SEND, Science and Leadership & Management)		

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	Governors to create a shared report on their training day on 2 nd February. VA will start the document for governors to populate.	All	02/05/23
18.	Governor recruitment New Co-opted Governors <ul style="list-style-type: none"> Jasmin Ash – Approved Elaine Gunn – Approved pending confirmation from EG that membership of HGPS Governing Body can be accommodated alongside her membership of the Governing Body of another local primary school. VA is continuing to advertise – including an advert in St James' church newsletter, local social media.		
19.	Changing date of the May meeting Agreed changing the meeting date to Monday 22 nd May or Wednesday 24 th May; all Governors need to check availability	All	02/05/23
20.	Evaluation of governance impact <ul style="list-style-type: none"> Strategic direction update Confirmation safeguarding procedures are up to date Preschool business development plan underway – leading towards financial stability. Steps being taken to provide wrap-around care for children from 3 years old New additions to Headteacher report 		
21.	Next meeting Tuesday 2nd May at 6.30pm		
	Meeting Closed 9.03pm		

	Actions from previous meeting 21/2/23	Who	Progress
A	Re organise policy folders in Spring term	Clerk, KM	Completed
B	Undertake Safer recruitment Monitoring	KJ	No update received
C	Governor newsletter - Add photo if not already done so. Amend page 1 wording, including monitoring day on 2/2/23.	All VA	Completed – circulated to parents/carers 24/2/23


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	Submit to school office for emailing to parents/carers.	VA/Clerk	
D	Create presentation area on Teams	Clerk	Completed
E	Ask JG to amend presentation of variance information on BMR – clarity for Governors	KM (liaise with JG)	In progress – to be checked on next BMR action completed.
F	Check where data comes from for the Financial Benchmarking report.	Clerk	VA to follow up with Gaynor – outcome noted at item 10.
G	Salary committee meeting 2 nd March at 5pm (Teams)	HP, KJ, AB	Completed – meeting held 2/3/23 - feedback to governors on the agenda
H	Confidential Actions		None

	Actions from this meeting	Who	Progress
A	Undertake Safer recruitment Monitoring	KJ	
B	Governor newsletter – to be added to the school website. Governor biography details / section to be added to website. For ideas on how to set out and what to include in the Governing Body section, look at the websites of local primary schools.	Clerk	
C	Ask JG to amend presentation of variance information on BMR – clarity for Governors	KM (liaise with JG)	
D	SEF - take the Development Areas column out	KM	
E	Ori has suggested all Governors read the School Inspection Handbook. Found here.	All	
F	SFVS actions for Q18 and Q23 - to be incorporated within a GB plan for progress during 2023/24	Chair	
G	Check where data comes from for the Financial Benchmarking report. Further question to GP re: specific charts and contact with the DfE about the data they	VA	

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	access to produce the benchmarking reports.		
H	BMR 11 - liaise with JG to save document in a location accessible to governors and circulate link.	KM	
I	All Governors to read Safeguarding overview. Found here.	All	
J	Governors to populate a shared report on their training day on 2 nd February. VA to start the document and circulate.	AIIVA	
K	Monday 22 nd May or Wednesday 24 th May – Governors need to check availability	All	
L	Confidential Actions		

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