


**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 21<sup>st</sup> February 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)  
Kristi Johnson (KJ)  
Carlie Huddleston (Clerk)

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	<b>Welcome, apologies for absence, declarations of interest</b>  The Chair (VA) welcomed everyone to the meeting. Everyone was present. DS had a declaration of interest due to having a contact who would like to bid for the wrap around care contract. Meeting was Quorate.		
2.	<b>Minutes of last meeting held on 24<sup>th</sup> January 2023 and matters arising</b>  Discussion was had about how questions are recorded in the minutes to best show how Governors are challenging the school leadership. Going forward a tabular format and colours for questions will be trialled.  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.	<b>Safeguarding:</b>  a) <b>Monitoring induction (staff and governors) - KJ</b> volunteered and to arrange a date for completion b) <b>Monitoring safer recruitment (using proforma) - KJ</b> volunteered and to arrange a date for completion	KJ	Date TBC

Signed..........Date.....21/03/2023.....

3.	<p><b>Curriculum presentation – Spiritual, Moral, Social and Cultural (SMSC) - Presented by DJ <a href="#">SMSC Spring A 2022-23.pptx</a></b></p> <p>The Governors had a presentation on SMSC to further their understanding and how it links with the SDP (Personal Development). The Teachers had recently received a similar presentation in a staff meeting. SMSC is now an Ofsted focus which all schools are expected to demonstrate through all aspects of school. All schools must now have a more focused programme and not just teach it during RE.</p> <p>The SMSC audit has been a great tool for self-review and identifying areas that need improvement. Once the audit is complete DJ will be creating an action plan.</p> <ul style="list-style-type: none"> <li>• Parent/carer and community involvement is being encouraged, for example, Careers Week and Celebration of Cultures Day.</li> </ul> <p>Question: Is 6 logs (of reported prejudice) higher than last year?</p> <p>Answer: yes, however this is being seen as a positive that children have developed an understanding of what a prejudice incident is and feel safe enough to report it.</p> <p>Question: Could we have the presentation slides to use for new governors or a refresh of knowledge in the future?</p> <p>Answer: Yes, we can make an area on teams to save all staff presentations to GB.</p> <p>Create presentation area on Teams</p>	Clerk	21/3/23
4.	<p><b>Policies to be reviewed and approved:</b></p> <p>Charging and Remissions Policy – <b>Approved</b></p> <p>Question: If a parent could not cover the cost of a trip would the school help?</p> <p>Answer: Yes, we have some families who do struggle and make part payments. We are also considering how we run trips and making them more affordable, such as events coming into school rather than the children going off site, using the local area more.</p> <p>Question: Can you give Parents notice of when the residential trips are to give a chance to save for them?</p> <p>Answer: Yes, we are reviewing and improving this.</p>		

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	<p><b>Judicium Tier 2 Policies – Approved</b></p> <ul style="list-style-type: none"> <li>a) Additional Paid and Unpaid Leave Policy</li> <li>b) Adoption Policy</li> <li>c) Allegations of Abuse Against Staff Policy</li> <li>d) Flexible Working Policy</li> <li>e) Annual Leave Policy</li> <li>f) Shared Parental Leave (Adoption)</li> <li>g) Shared Parental Leave (Birth)</li> <li>h) Sickness Absence and Sick Pay Policy</li> <li>i) Time off for Dependents Policy</li> <li>j) Managing Sickness Absence Policy</li> <li>k) Managing Wellbeing Policy</li> <li>l) Maternity Leave and Pay Policy</li> <li>m) Parental Bereavement Leave and Pay Policy</li> <li>n) Parental Leave Policy</li> <li>o) Paternity Leave and Pay Policy</li> <li>p) Recruitment of Applicants with a Criminal Record Policy</li> <li>q) Time off for Antenatal Care Policy</li> <li>r) Time off for Adoption Appointments Policy</li> </ul> <p><b>Question: Were there any major changes?</b></p> <p><b>Answer: All have stayed the same except the days leave for a house move has been removed. The school increased dependants leave from one day to three last year.</b></p> <p>DJ requested that the review of the Behaviour policy was brought forward to help meet current needs of children.</p>	KM	
6.	<p><b>Month 9 and 10 finance reports –</b></p> <p><b>In advance of the meeting Jo Guest, Finance Administrator, had provided answers to questions raised by Governors.</b></p> <p><b>Question: The budget is currently showing a deficit. What happens if the school ends the year with a deficit?</b></p> <p><b>Answer: The budget has only shown as a deficit in Month 6 when the revised pay awards were applied. Since then, the overall budget (school and pre-school) has been balanced with small carry forwards. The latest BMR showed an initial budget setting of £10,128 to carry forward with the revised figure as £26 to carry forward and shows a difference in the two of -£10,103. (JG)</b></p> <p>Governors asked the following questions while discussing the BMR in the meeting;</p>		

	<p>Questions: The presentation of the BMR is confusing with the variance highlighted.</p> <p>Answer: Jo will be asked to change this to ensure clarity for Governors.</p> <p>Question: Should we be concerned that income verses expenditure has a deficit?</p> <p>Answer: there are funds already assigned to areas such as building maintenance for emergencies. The increase to support staff pay has had a significant impact this year. This will make the budget for other areas smaller for next year.</p> <p>Question: Is Jo aware of what commitments are still needed?</p> <p>Answer: We have commitments accounted for where possible. However, expenditure like the pay rises could not be foreseen. Next budget meeting is the 14<sup>th</sup> March at 2.30pm and will be held over Teams. An invite will be sent to the whole Governing Body.</p>	KM	21/3/23
7.	<p><b>School organisation for 2023-24 – looking at predicted pupil numbers, staffing requirements and staffing budget (verbal)</b></p> <p>These minutes are confidential.</p>		
8.a.	<p><b>Schools Financial Benchmarking 2021/22</b></p> <p>Governors were presented with the benchmarking overview, comparing HGPS with 14 other similar schools in the LA area. There were no significant outliers highlighted within the benchmarking. It was noted that expenditure on admin supplies was at the top end compared to most of the other schools. It was noted that the benchmarking doesn't account for EHCP's and their impact on levels of support staff needed.</p> <p>Question: Do office staff consider the cost of supplies and are they allocated correctly given they are so high compared to other schools?</p> <p>Answer: It is a valuable tool for asking questions about spending. However, it does depend which area costs are declared.</p> <p>Question: Can we ask Gaynor where the data comes from?</p> <p>Answer: We will check with Jo ready for the next meeting</p> <p>Check where data comes from for the Financial Benchmarking report.</p>	Clerk	21/3/23
8.b.	<b>Salary committee arrangements – support staff</b>		

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	<p>Governors needed to fill vacancies on the salary committee, joining HP, following recent Governor resignations. This meeting will be held virtually and can happen immediately as targets and recommendations have already been gathered. Governors are not normally allowed to sit on the salary committee as well as the Headteacher Committee. However, this meeting will be for support staff so there is no conflict for KJ to sit on the committee temporarily. AB to join Committee permanently.</p> <ul style="list-style-type: none"> <li>• <b>Date of meeting – 2<sup>nd</sup> March at 5pm (Teams)</b></li> <li>• <b>Committee membership – HP, KJ, AB</b></li> </ul> <p><b>Question: How does this affect Preschool and Item 10?</b></p> <p><b>Answer: staff performance will be for the salary committee meeting and everything else will be in item 10.</b></p> <p><b>Salary committee meeting 2<sup>nd</sup> March at 5pm (Teams)</b></p>	HP, KJ, AB	2/3/23
9.	<p><b>HR (verbal report)</b></p> <ol style="list-style-type: none"> <li>1) Staff work-life balance</li> <li>2) HR-related staff matters</li> </ol> <p>These Minutes are confidential.</p>		
10.	<p><b>Review Preschool, Premises Hire and Lease:</b></p> <ol style="list-style-type: none"> <li>a) Pre-school Business Development update and LA note of visit</li> <li>b) Premises Hire and Lease update</li> </ol> <p>These Minutes are confidential.</p> <ol style="list-style-type: none"> <li>c) Premises Hire Policy - <b>Approved</b></li> </ol>		
12.	<p><b>Governor recruitment</b></p> <p>Governors directed to the Recruitment Activity document on Teams. There has been interest in the Co-Opted vacancies, some nomination forms emailed out and awaiting their return. A reminder will be sent out to parents/carers about the Parent Governor nomination and closing date. KJ left the meeting.</p>		
11.	<p><b>Governor monitoring and training – feedback from Governors:</b></p> <ol style="list-style-type: none"> <li>a. <b>Link Governor feedback</b></li> <li>b. <b>Training or briefings attended – Annual Governance</b></li> </ol>		

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	<p>Conference - Saturday 11<sup>th</sup> March. VA – Safer Recruitment was beneficial for broader safeguarding understanding as well as for recruitment; good for others to do if they can make the time (6 hours in total).</p> <p>c. <b>Monitoring visits undertaken or planned</b> – EYFS report now in the folder for review.</p>		
13.	<p><b>Review impact of the meeting</b></p> <ul style="list-style-type: none"> <li>• DJ presentation</li> <li>• Covered a lot of material</li> <li>• KM and DJ had lots of support from the Governing Body on wider strategic items</li> <li>• Need to help spread workload over the year as this was a long meeting</li> <li>• Progress on Actions to be done in advance to save time.</li> </ul>		
	<b>Meeting Closed 9.35pm</b>		

	<b>Actions from previous meeting</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	Re organise policy folders in Spring term	<b>Clerk, KM</b>	Date set to complete - 8 <sup>th</sup> March
<b>B</b>	Contact Governor Hub to request training records of Governors. Prevent Training. Annual Refresh of safeguarding training.	<b>Clerk</b>	Complete
<b>C</b>	Safe recruitment Monitoring	<b>KJ</b>	On Agenda (item 5)
<b>D</b>	Every half term, access the policy and complete the register on Teams. Safeguarding action.	<b>All</b>	Complete – All Governors aware
<b>E</b>	Are Governors OK to have emails and Teams on personal devices. Does the device having an access password offer enough security?  Answer: 2 factor Authorisation. KM to explore costs. Can remove action	<b>KM</b>	<a href="#">RE Service Ticket #203810 regarding Governor Cyber Security is awaiting a response..pdf</a>  Complete
<b>F</b>	Governors access the Newsletter and add a photo and info about themselves by 31 <sup>st</sup> January.	<b>VA</b>	Outstanding

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<b>G</b>	Update planned dates for Pupil Progress Meetings on Governor Monitoring schedule.	<b>KM</b>	Complete – please note due to SLT attending Grafham Residential, either KM or DJ will be at PPMs with MP and phase teachers.
<b>H</b>	Create Governor WhatsApp Group	<b>VA</b>	Complete

	<b>Actions from this meeting 21/2/23</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	Re organise policy folders in Spring term	<b>Clerk, KM</b>	Date set - March 8 <sup>th</sup>
<b>B</b>	Undertake Safer recruitment Monitoring	<b>KJ</b>	
<b>C</b>	Governor newsletter - Add photo if not already done so. Amend page 1 wording, including monitoring day on 2/2/23. Submit to school office for emailing to parents/carers.	<b>All</b>  <b>VA</b>  <b>VA/Clerk</b>	By 24/2/23
<b>D</b>	Create presentation area on Teams	<b>Clerk</b>	By 21/3/23
<b>E</b>	Ask JG to amend presentation of variance information on BMR – clarity for Governors	<b>KM (liaise with JG)</b>	By 21/3/23
<b>F</b>	Check where data comes from for the Financial Benchmarking report.	<b>Clerk</b>	By 21/3/23
<b>G</b>	Salary committee meeting 2 <sup>nd</sup> March at 5pm (Teams)	<b>HP, KJ, AB</b>	2/3/23
<b>H</b>	Confidential Actions		

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