



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 9th December 2025 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Amelia Beeley (Vice Chair, AB)
Danielle Gaynor (Head, DG)
Kerry Caldicott (KC)
Helen Peat (HP)
Nicola Murchie (NM)
Mark Kay (MK)
Jasmin Ash (JA)
Victoria Read (VR)
Danielle Saunders (DS)
Carlie Huddleston (Clerk)

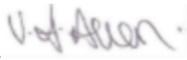
Apologies: Keith Elliott (KE)
Jane Fabisz (JF)

Clerk took minutes for this meeting

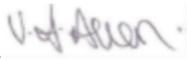
Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors accepted apologies from KE and JF. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business FOHGS – KE would like to explore having a Governor panel for fundraising and assist with a link between Friends of Hemingford Grey and the school. Following a meeting with DG about hosting an auction it has been advised that fundraising for the school needs to be through FOHGS. Concern has been raised to KE from people within the village about how raised funds have benefitted the school. It was agreed that updates on spending of the funds should come		

Signed..... *V. Allen*Date.....20/01/2026.....

	<p>from FOHGS. An annual update was suggested that could be shared via the school website, newsletter and social media. DG advised she has recently met with representatives from FOHGS where these two points were made to them for progressing.</p> <p>The GB agreed that KE could talk with FOHGS about his auction fundraising idea, and if he wishes actively work with them to progress that or other fundraising ideas, but he would not be acting as a representative of the Governing Body of Hemingford Grey Primary School, only as an interested member of the community.</p> <p><i>Action: VA will contact FOHGS to introduce KE and his ideas for fundraising.</i></p>	VA	Jan 26
4.	<p>Approval of meeting minutes</p> <p>4.1 For approval: The minutes of the meeting held on 11th November 2025 - Approved</p> <p>4.2 For approval: The confidential minutes of the meeting held on 11th November 2025 - Approved</p> <p>4.3 Matters arising not on the agenda - action points from previous meeting (listed at end of agenda)</p>		
5.	<p>Headteacher report (written)</p> <p>Governors received the report ahead of the meeting and had no questions. The report was well received and covered everything needed for good oversight. It was noted that pre-school is significantly busier this term than previous years including paid-for hours.</p>		
6.	<p>Receive budget monitoring report – month 8</p> <p>Governors received the report ahead of the meeting and were pleased with the current position. The budget is looking more positive and the gas issue in the kitchen has been repaired within the budget.</p>		

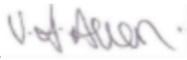
Signed..... Date.....20/01/2026.....

7.	<p>Report from safeguarding link Governor</p> <p>DS gave an update on her Safeguarding visit, confirming that safeguarding was well managed and present across school. There is no date set for the Local Authority review.</p> <p><i>Action: SCR actions from safeguarding review.</i></p>	Clerk	Jan 26
8.	<p>Report from H&S committee</p> <p>KC gave an update following her health and safety committee visit. It was a very positive visit. The new checklist was helpful and linked with actions from staff members. There was consistency between school and AK-tivities with safety messages about the car park, playgrounds, and dogs not being allowed on site. The new 'I am compliant' software looked great and was being implemented.</p>		
9.	<p>Monitoring reports –</p> <p>9.1 Pupil Premium - Feedback had been given at the November meeting, reports had been included this time to allow Governors to fully review as the visit had taken place to close to the November meeting.</p> <p>9.2 Appraisal - The feedback from staff was positive about the appraisal process. Staff felt well supported. The review had included two new members of staff, they had different levels of experience working in education, they both felt well supported in their roles and by the induction process.</p> <p>9.3</p> <ul style="list-style-type: none"> • Writing and Oracy – Date has been set for February • Finance – MK had met with JG the school business manager the day before the meeting. They explored the audit from the LA which had reviewed 10 schools and findings shared with all maintained schools; MK and JG reviewed HGPS compliance with the summary of findings and recommendations. MK felt the controls at school were strong, and the only recommendation that needed further action was the asset register which is already in progress on 'I am compliant'. • SEND – Date to be arranged 		
10.	<p>Policies -</p> <p>10.1 Cambridgeshire Protocol for Children not Collected - Approved</p>		

Signed..... Date.....20/01/2026.....

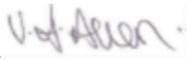
	10.2 Critical Incident - Approved		
14.	<p>GB training AB – Safeguarding refresher.</p> <p>VA – Chair and Head briefing. Focus on property survey which has already been completed.</p> <p>Next Termly briefings, seeking a couple of governors to book-on and feedback to the GB Tuesday 24th February at 1.30pm Wednesday 25th February at 6.30pm</p>	ALL	
15.	<p>Evaluation of governance impact Financial oversight has been achieved with the budget overview and the finance monitoring visit. There is assurance of budget prudence. There have been lots of monitoring visits this term to evidence the information being received at meetings and the headteachers report. It is clear that the actions being taken are having a positive impact for the pupils.</p>		
16.	<p>Next meeting – 20th January 2025 in person Upcoming monitoring visits - Please book in visits for Writing & Oracy and SEND. Half day monitoring visit focused on continuous provision – 5th February 2026. Arrive from 8.30am for the 9am start. Opportunity for lunch with the children to finish the visit.</p>		
	Meeting Closed 8.10pm		

	Actions from previous meeting	Who	Progress
A	Action: Monitoring report from MK for the Pupil Progress meetings.	MK	complete
B	Action: Reading KCSIE and Safeguarding Policy by 14/10/25.	MK	complete

Signed..... Date.....20/01/2026.....

C	<i>Action: Check with Judicium about social media check in Safer Recruitment policy as this is not part of KCSIE.</i>	DG	Email has been sent. Awaiting response. Response received. Doesn't mean we will but covers if do.
D	<i>Action: Update the SEN report on the website.</i>	Clerk	Complete

	Actions going forward	Who	Progress
A	<i>VA will contact FOHGS to introduce KE and his ideas for fundraising and suggest an update is prepared for public distribution.</i>	VA	
B	<i>SCR actions from safeguarding review.</i>	Clerk	

Signed.....  Date.....20/01/2026.....