

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 20th June 2023 at
6.30pm**

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

Apologies: Amelia Beeley (AB)

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 Amelia Beeley. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – included with item 6.		
5.	Curriculum Presentation: Science by Marie Bonnot Found here The Governors received a presentation about how Science is taught across the school. There is a progressive approach to science across the school with it being embedded into the learning that children are already doing. The content of lessons builds on the lessons from the previous phase. Staff carried out a cross curricular exercise identifying where science was already included across the curriculum. There were lots of examples identified across the school. Science had been identified as a focus subject to implement across the whole school and this has now been achieved. Evidence of science work can be seen across all phases, floor books for EYFS and KS1, science book in LKS2 and on Showbie for UKS2.		

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	<p>One teacher per phase takes the lead on planning the science lessons. A learning sheet is created for each lesson with content the teacher covering the lesson will need to know. Teachers follow CPD with Teacher Mastery, staff meetings, Subject leader training, Science networking with cluster schools and subject teams.</p> <p>Children use software called 'Developing experts' for the lesson content, children can access any lesson and have the option to have the content read out, which is great for children with a reading barrier. There are quizzes for teachers to check the children's knowledge of each topic. This can be completed with a member of staff for younger children and independently by children in UKS2.</p> <p>All children learn science with Developing experts helping those with barriers to learning. Mixed ability groups also help children who need extra support.</p> <p>Question: How much time a week is spent on Science?</p> <p>Answer: It is a weekly lesson a minimum of an hour and considered a core subject.</p> <p>Question: How do you stretch the top 20%?</p> <p>Answer: The activities have further learning options for children to continue their learning.</p> <p>Question: Is Developing Experts a subscription? Does everyone have access?</p> <p>Answer: Yes, it is, and all staff and children have access to each lesson that has been uploaded.</p> <p>Question: Has Covid left a gap in knowledge and how does that affect the follow on to each phase?</p> <p>Answer: Teachers are aware the children may have knowledge gaps and will spend longer on the re-cap to assess where the knowledge level is for each class.</p>		
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	Check warranty of Foundation stage playground surface		23
6.	<p>Safeguarding: Personal Development, Health and Welfare</p> <p>Safeguarding children also includes looking after their welfare as covered in 'Keeping Children Safe in Education'. Next week the school will have a portable classroom, Life Education Centre, visiting to teach the children about drugs and medication. They will be taught topics appropriate to their key stage.</p> <p>There is also an NSPCC assembly that encourages children to 'Speak out and stay safe'. It encourages children to have a voice as many will be unsure about what will happen if they share information about a bad situation.</p>		
8.	<p>Premises programme for financial year 2023/24</p> <p>Not a lot planned as budgets are very tight.</p> <ol style="list-style-type: none"> 1. The Site manager has filled in the worse bits of the carpark himself with cold-fill kits. The Local Authority have advised the school they will resurface the car park over October 2023 half term; this was identified as an area in need of improvement in the most recent school condition survey undertaken by the LA. 2. A Sustainability Grant will be spent on new energy efficient light bulbs across the school. 3. Painting in Key stage 1 area by the Site Manager over the Summer holidays. 4. Stud wall to be erected in Upper Key stage 2 as children get distracted by the busy corridor effect with their classroom being so open plan. <p>Question: How did you decide that light bulbs were the best use of these funds?</p> <p>Answer: The quality of light in the classrooms has been on the H&S inspection reports. The grant can only be spent in limited areas and isn't a large enough amount to invest in something bigger like solar panels.</p> <p>Question: Are parents asked to help practically with any projects? There are lots of skills that could be volunteered.</p> <p>Answer: Not currently but would be a great project for the PTA once up and running. Especially when budgets are so tight.</p>		
9.	Policies		

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	<p>9.1 – Judicium tier 3 policies – All approved</p> <p>9.2 - Data Protection - Approved</p> <p>9.3 - Sponsorship statement - Approved</p> <p>9.4 - Health & Safety - Approved</p>		
10.	<p>Review spending and virement delegations – Approved</p> <p>Minor changes were made during the meeting to some of the document wording to aid understanding and clarity; the limits were not changed.</p> <p>KM left the meeting</p>		
11.	<p>Confidential</p> <p>KM re-joined the meeting</p>		
12.	<p>Meeting structure review – Approved (12-month review)</p> <p>Governors discussed whether to keep the current meeting structure of monthly FGB meetings rather than having separate committees. It was agreed that that the current structure worked well with having all Governors getting the same information at the same time with no repeated workload having to update Governors that weren't in the committee meetings. Progression over the year was easier to follow with all Governors present at each meeting.</p> <p>A finance working party would be worth having next year in the Spring term to cover budget related matters. A better balance of workload needs to be achieved to stop some meetings being larger and going over the planned 2-hour timeslot.</p> <p>Succession planning for developing a Vice Chair role is needed. It was suggested that the Vice Chair could lead on the Governing Body section of the agenda; preparation in advance and during the meeting.</p>		
14.	<p>Planner for school year 2023/24</p> <p>Will be brought to July meeting.</p>		
13.	<p>Skills audit</p> <p>Governors had received the skills audit results. A knowledge gap around Headteacher Appraisal was identified. Training resources on the NGA website was suggested.</p>		

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15.	Evaluation of governance impact <ul style="list-style-type: none"> • Marie's Science presentation gave Governors a greater understanding of science teaching across the school. • A review of the Health and Safety matters at school. • A spending update from the school's Financial Manager. • More policies reviewed and updated. • Planning GB structure for next year 		
16.	Next meeting Tuesday 11th July at 6.30pm		
	Meeting Closed 8.50pm		

	Actions from Previous meeting held 16th May 2023	Who	Progress
A	Governor biography details / section to be added to website. JR and JA to be added	Clerk	Complete
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	<p>Complete</p> <p>Information from DfE website - https://schools-financial-benchmarking.service.gov.uk/Help/DataSources</p> <p>Financial returns based on schools' Consistent Financial Reporting (CFR) returns for LA maintained schools – last returns were for 2021-22.</p> <p>Link provides advice on interpreting the data. Advice includes the following: "You should take care when interpreting the data. It shows the position of a school relative to others; it doesn't explain why this is. There may be good reasons for a school to have high or</p>

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			low figures. What's important is that those involved in budget setting review the differences, and consider the reasons for them."
C	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.	Clerk	Complete/ On Agenda
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	Outstanding
E	Check documents are available for Pre Ofsted check	Clerk/KM	Outstanding
F	Skills Audit	HP	On agenda.
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. One report to cover all meetings – KJ to collate.	AB, KJ, JR/DS, VA	To be completed after July Pupil Progress meetings.
H	LA application form sent to Julia.	Clerk	Complete sent on to LA
I	Confidential Actions KM proposal - seek HR advice and test financial viability	VA	HR advice sought and financial viability information received. To be discussed on agenda.

	Actions going forward	Who	Progress
A	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	

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B	Check documents are available for Pre Ofsted check	Clerk/KM	
C	16 th May Confidential minutes amended	Clerk	
D	Monitoring reports will be written following Pupil Progress meetings. Great example of a pupil progress monitoring report in the visits folder written by Hannah Gill. One report to cover all meetings – KJ to collate.	AB, KJ, JR/DS, VA	
E	Check warranty of Foundation stage playground surface and amend wording on inspection report to remove ambiguity.	VA	

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