

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 30th April 2024 at
6.30pm**


Present: Vanessa Allen (Chair, VA)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Amelia Beeley (AB)
Danielle Saunders (DS)
Jack Field (JF)
Danielle Jermy (DJ)
Jasmin Ash (JA) (joined remotely)
Nicola Murchie (NM)
Carlie Huddleston (Clerk)

Guest: Chris Sutton (CS), Strategic Lead for School Governance from
Cambridgeshire County Council. (joined remotely)

Apologies: Kerry Caldicott (KC)
Kirsten Marriott (Co-Head, KM)

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. DS and JA sent apologies that they would be late to the meeting. The Governors accepted apologies from KM and KC. Meeting was quorate.		
AOB	Governors were informed that JR and DL had given their resignations effective immediately.		
2.	Declarations of interest None		
3.	Any other business – None		
4.	Approval of meeting minutes 4.1 For approval: The minutes of the meeting held on 19 th March 2024 - Approved 4.2 For approval: The confidential minutes of the meeting held on 19 th March 2024 - Approved 4.3: Actions from the previous meeting and progress are recorded at the end of the minutes.		

Signed..... Date.....21/05/2024.....

	DS joined the meeting.		
8.	<p>Policies – for approval - Judicium Tier 2 Policies remaining from March meeting.</p> <p>8.1 Adoption Policy – Approved</p> <p>8.2 Flexible Working Policy – Approved</p> <p>8.3 Maternity Leave and Pay Policy – Approved</p> <p>8.4 Paternity Leave and Pay Policy – Approved</p> <p>8.5 Shared Parental Leave (Adoption and Surrogacy) Policy – Approved</p> <p>8.6 Shared Parental Leave (Birth) Policy – Approved</p> <p>8.7 Additional Paid and Unpaid Leave – Approved</p> <p><i>Question: Have these policies been fully personalised to the school?</i></p> <p><i>Answer: Yes, they have.</i></p> <p><i>Clerk will update policy schedule, Teams and school website.</i></p>		
9.	<p>School Improvement Record of Visit from LA English Advisor – DG informed Governors this was a regular visit to review English across the whole school. The visit went well with a promising report. Actions from the report were already known to the school and in progress. The report and actions have been circulated to staff.</p>		
5.	<p>Confidential item – See confidential minutes</p> <p>CS joined the meeting just for item 5.</p> <p>JA joined the meeting remotely during item 5.</p>		
6.	<p>Spring term Pupil Progress</p> <p>6.1 Overview of data and meetings</p> <p>6.2 Governor monitoring reports from meetings</p> <p>DJ had circulated the pupil progress reports to Governors. It was highlighted that there has been high mobility across school and the majority of children joining had been below ARE. Majority of children leaving were at ARE so this affecting the performance against targets; whilst the number of children in a year group are the same, who the children are is not the same. DJ had included an additional percentage to account for this.</p>		

Signed..... Date.....21/05/2024.....

	<p>Question: Have the meetings highlighted any gaps in resources? Answer: Majority of TA's are now for one-to-one support rather than a resource for the whole phase. TA's were used for intervention groups before to help children under ARE. Next year we are planning to priorities TA's that aren't on one to one to offer interventions.</p>		
7.	<p>Safeguarding - Early Help Support</p> <p><i>Deferred to the to the 21st May meeting.</i></p>	Clerk	
10.	<p>Governing Body and Committee Membership 10.1 Headteacher performance review panel – NM to join panel 10.2 GB Vice-Chair – AB appointed as Vice-Chair 10.3 Parent Governor vacancy and filling the two new vacancies – No nominations received for the Parent Governor vacancy. Following JR's resignation there are now 2 parent governor vacancies. Ideas to promote the vacancies to parents were discussed and need further considerations. DL's resignation created a Co-opted Governor vacancy. KC appointed as a Co-opted Governor. - Approved. 10.4 Exclusion Panel Membership – HP, DS, and AB were appointed to the exclusion panel. HP was appointed Chair of the Exclusion panel.</p> <p><i>DS left the meeting</i></p>		
11.	<p>Governing monitoring visits</p> <p>Health and Safety link Governor now vacant – VA is appointed for the interim.</p> <p><i>Review of monitoring visits planned for the summer and assigning Governors; deferred to the 7th May meeting.</i></p>	Clerk	
12.	<p>Governor training booked / undertaken – Deferred to the 21st May meeting</p>	Clerk	
13.	<p>Evaluation of governance impact</p> <p>Discussed pupil progress reports and how mobility and resources affect the data. Updated GB membership, key roles and responsibilities. Started exploring future recruitment ideas.</p>		
14.	<p>Next meeting – 7th May 2024 – budget approval. AB as new Vicechair will Chair the 21st May 2024 meeting due to planned absence by VA.</p>		

Signed..... *V. Allen*Date.....21/05/2024.....

	Meeting Closed 8.44pm		
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	Actions from March meeting	Who	Progress
A	<i>5 Confidential actions</i>	All	EDIB completed Just 1 action left
B	<i>Governors to input their responses on to the Self Evaluation. VA will circulate individual forms.</i>	All	Outstanding - Governors to forward outstanding self-evaluation forms to VA. NM to assist with collating results.
C	<i>Feedback on Governor monitoring report (website compliance)</i>	KM/DG/Clerk	<i>Completed</i>
D	<i>VA to create prompt sheet to use alongside current template.</i>	VA	Template will be added in monitoring folder on teams. The question prompt sheet to be completed.
E	<i>Clerk to email all governors to ask for self-nominations; positions will be filled at the April meeting.</i>	Clerk	On Agenda. One nomination for Head teacher performance panel. No nominations for vice chair
F	<i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i>	All	
G	<i>All Governors to send a few sentences to Vanessa about their Governor duties or impacts this term; by Monday 25/3/24.</i>	All	Completed
H	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo.
I	<i>8.4 - Review the three-year budget forecast. Carry forward to April meeting.</i>	Clerk	On agenda 7 th May
J	<i>VA will email the SFVS to JG for submitting to the LA by 31/3/24.</i>	VA	Completed

Signed..... *V. Allen* Date.....21/05/2024.....

K	<i>Outstanding Judicium polices to April meeting.</i>	Clerk	On Agenda
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	Actions going forward	Who	Progress
A	<i>1 Confidential action</i>	All	
B	<i>Governors to input their responses on to the Self Evaluation. VA will circulate individual forms.</i>	All	Outstanding - Governors to forward outstanding self-evaluation forms to VA. NM to assist with collating results.
C	<i>VA to create prompt sheet to use alongside current template.</i>	VA	Template will be added in monitoring folder on teams. The question prompt sheet to be completed.
D	<i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i>	All	
E	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
F	<i>8.4 - Review the three-year budget forecast. Carry forward to April meeting.</i>	Clerk	On agenda 7 th May
G	<i>Safeguarding and training agenda items to be carried forward to the 21st May meeting and reviewing the monitoring schedule to the 7th May meeting.</i>	Clerk	

Signed..... *V. of Allen* Date.....21/05/2024.....