

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 21st May 2024 at
6.30pm**

Present: Amelia Beeley (Vice Chair, AB)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Jasmin Ash (JA)
Nicola Murchie (NM)
Kerry Caldicott (KC)
Carlie Huddleston (Clerk)

Apologies: Kirsten Marriott (Co-Head, KM)
Vanessa Allen (Chair, VA)
Jack Field (JF)

Clerk took minutes for this meeting

Item No.	Subject	Who
1.	Welcome, apologies and absence Meeting chaired by AB due to planned absence of VA. The Vice Chair welcomed everyone to the meeting. Governors welcomed KC to her first meeting. The Governors accepted apologies from KM, VA and JF. Meeting was quorate.	
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 30 th April 2024 - Approved 4.2 For approval: The confidential minutes of the meeting held on 30 th April 2024. 4.3 For approval: The minutes of the meeting held on 7 th May 2024 4.4 For approval: The confidential minutes of the meeting held on 7 th May 2024. - Approved <i>Defer 4.2 and 4.3 to the June meeting as available too late for Governors to review.</i>	Clerk

Signed.....*V. Allen*.....Date.....18/06/2024.....


	<p>4.3: Actions from the previous meeting and progress are recorded at the end of the minutes.</p>	
5.	<p>Confidential item – See confidential minutes</p>	
6.	<p>Ofsted – reflection on last week's inspection and next steps</p> <p>Feedback was very positive with useful information. Strengths were noticed especially in reading and improvements were going well. This was good given his concern for falling results last year. Happy that improvements were in place. DG thanked Governors for their support and being very present and part of the leadership during the inspection.</p> <p>Question: Was there anything you were surprised by?</p> <p>Answer: No, we knew where we were on our journey and what progress we had made. We were very honest with the inspector.</p> <p>Question: I hope a positive Ofsted report will help address any concerns about the behaviour policy. He seemed a very fair inspector and was asking good questions.</p> <p>Answer: Yes, he asked very thorough questions and we had to provide supporting documentation for our answers. He liked what he saw across the school and that everyone was on the same page.</p> <p>Question: Was parent view taken into consideration?</p> <p>Answer: yes, he had over 100 responses. School can only see overall numbers and none of the comments.</p> <p>Question: He seemed compassionate about recent difficulties at the school.</p> <p>Answer: Yes, he had spoken to some parents and could contextualise their feedback against what he was seeing in the school.</p> <p>Question: What are the next steps?</p> <p>Answer: We will wait to receive the report in up to 18 days and can send supporting documents to parents as the reports don't read easily.</p> <p>Question: It was amazing how well he knew the school after only two days and is a real testament to the Senior Leadership Team. What was the role of the School Improvement Advisor during the inspection?</p>	

Signed..... *V. Allen* Date.....18/06/2024.....

	Answer: She was doing her own inspection but did make herself available when she could and gave lots of support.	
7.	Safeguarding – Early Help support Deferred to June meeting in KM’s absence	Clerk
6.	Review stakeholder engagement feedback Governors reviewed the ideas for stakeholder engagement and agreed that an action plan was needed. Question: Has engagement with the Ivo improved? Answer: Engaging through teaching has remained difficult but we have managed to have some engagement through sports. Question: How many children go on to the Ivo? Answer: The majority go to the Ivo. There were lots of appeals last year and not as many this year. Appeals last year caused anxiety for the children being unsure which school they were going to. <i>DJ to create a summary action plan for the July meeting</i>	DJ
7.	Policies – Administration of Medicines - Approved First Aid - Approved Guide to Information Available - Publication of Information - Approved Intimate Care - Approved Supporting Pupils at School with Medical Conditions – Approved Question: Are the policies working well? Answer: Yes, the main policy covers the majority of children and those with higher needs can have the policy adapted to their specific needs. Question: Do your policies get reviewed for EDIB (Equality, diversity, inclusion and belonging)? These policies seem well thought out to be inclusive. Answer: This would be an ideal next step on our EDIB focus on our Strategic development plan. It would be great to use your expertise.	
10.	Governor recruitment 10.1 - Filling 2 parent governor vacancies Governors to attend reception welcome evening (4 th June at 5.30pm) to create interest in new parents for the vacancies. Another Parent election to be held next half term for both seats. AB could be moved to a parent seat if next attempt at parent election is unsuccessful.	

Signed.....  Date.....18/06/2024.....

	<p>VA to make contact with possible Co-opted Governor. NM will review the letter for parent election and simplify the content. DJ to create QR code for reception welcome evening.</p>	<p>VA NM DJ</p>
11.	<p>End of year thank you to staff</p> <p>Week of 15th July – exact date TBC</p> <p>AB will create a list of items for a lunch between Governors and staff.</p>	
12.	<p>Governing monitoring visits</p> <p>12.1 - SEND monitoring report from HP Helen gave Governors an overview of her first visit as the SEND link Governor. NM had accompanied her, and both found it very informative.</p> <p>12.2 - Induction monitoring report from VA</p> <p>12.3 - Interview panel for KS2 recruitment, 1 Governor requested – 5th June pm - DS</p>	
13.	<p>Governor training booked / undertaken – feedback from Governors.</p> <p>13.1 - Termly briefing feedback – by governors who attended the virtual session 20/5/24 (VA on 20/5/24)</p> <p>13.2 - Reminder – Heads and Chairs LA briefing circulated (YouTube video and slides) for governors to access.</p> <p>The school have selected the same support offer from the local authority for the next year.</p> <p><i>Clerk to contact LA about LA policy tracker</i></p>	<p>Clerk</p>
14.	<p>Evaluation of governance impact</p> <p>Discussed Ofsted feedback and next steps and how these links with the StDP. HP's SEND monitoring visit and how it links to the Ofsted feedback and StDP. Reflected on vacancies and next steps to recruitment.</p>	
15.	<p>Next meeting – 18th June.</p>	
	<p>Meeting Closed 8.13pm</p>	

Signed.....  Date.....18/06/2024.....

	Actions from previous meeting	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	<p>All governors complete the Self-Evaluation afresh for results to be reviewed in July meeting.</p> <p>Complete alongside Annual Governance impact statement the LA would like all GB's to complete (they are providing a proforma).</p> <p>VA - Start again and collate for July meeting. Ready for review and assessment over the summer? Clerk to resend form.</p>
C	<i>VA to create prompt sheet to use alongside current template.</i>	VA	<p>Template will be added in monitoring folder on teams. The question prompt sheet to be completed.</p> <p>Completed – can be found here in monitoring folder.</p> <p>Monitoring template & Q prompts</p>
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	<p>Two found (breakfast club and forest school) email to Jo.</p> <p>Ongoing.</p>
F	<i>8.4 - Review the three-year budget forecast. Carry forward to April meeting.</i>	Clerk	<p>On agenda 7th May</p> <p>Completed</p>

Signed..... *V. Allen* Date.....18/06/2024.....

G	Safeguarding and training agenda items to be carried forward to the 21 st May meeting and reviewing the monitoring schedule to the 7 th May meeting.	Clerk	Defer to 18 th June
H	<i>DG will set a date for the next Health and Safety walk and email recruitment panel dates.</i>	DG	Ongoing Recruitment panel, VA in am, DS in pm.

	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	All governors complete the Self-Evaluation afresh for results to be reviewed in July meeting. Complete alongside Annual Governance impact statement the LA would like all GB's to complete (they are providing a proforma). VA - Start again and collate for July meeting. Ready for review and assessment over the summer? Clerk to resend form.
C	<i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i>	All	
D	<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.
E	Safeguarding agenda items to be carried forward.	Clerk	Defer to 18 th June
F	<i>DG will set a date for the next Health and Safety walk.</i>	DG	Ongoing

Signed..... *V. of Allen* Date.....18/06/2024.....

G	<i>Defer 4.2 and 4.3 to the June meeting as available too late for Governors to review.</i>	Clerk	
H	<i>DJ to create action plane for stakeholder engagement.</i>	DJ	
I	<i>Clerk to contact LA about LA policy tracker</i>	Clerk	
J	<i>VA to make contact with possible Co-opted Governor. NM will review the letter for parent election and simplify the content. DJ to create QR code for reception welcome evening.</i>	VA, NM, DJ	

Signed..... *V. Allen* Date.....18/06/2024.....