




**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 23rd September 2025
at 6.30pm**

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

Apologies: Helen Peat (HP)
Jane Fabisz (JF)

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	Welcome, apologies and absence The Clerk welcomed everyone to the meeting. The Governors accepted apologies from HP and JF. Governors welcomed VR to her first meeting as Staff Governor. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business None		
4.	Elect chair and vice chair and agree term of office The Clerk had received 1 nomination from VA for chair and 1 nomination from AB for vice chair. <i>VA appointed as Chair for 1 year.</i> <i>AB appointed Vice Chair for 1 year.</i>		

Signed..... Date.....14/10/2025.....

5.	<p>Approval of meeting minutes</p> <p>5.1 The minutes of the meeting held on 15th July 2025 - Approved</p> <p>5.2 The confidential minutes of the meeting held on 15th July 2025 - Approved</p> <p>5.3 Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
6.	<p>Governing Body operational items:</p> <p>6.1 Terms of Reference – Approved <i>Action: Clerk to publish Terms of Reference on school website.</i></p> <p>6.2 Code of conduct - Approved</p> <p>6.3 Standing Orders – Approved <i>Action: Clerk to make amendments to Standing Orders</i></p> <p>6.4 Delegation planner - Approved</p> <p>6.5 Register of pecuniary interests - Approved <i>Action: Clerk to publish Register of pecuniary interests on school website.</i></p> <p>6.6 Meeting planner - Approved <i>DS joined the meeting.</i></p> <p>6.7 Review and assign link governor roles and committee membership – completed and the document updated.</p> <p>6.8 GB work plan schedule of monitoring activities for 2025/26 - Approved – it is noted this is working document with progress updates being added through the year.</p> <p>6.9 Safeguarding – agree plan for recording that all Governors have read KCSIE and undertaken safeguarding training 2-yearly – Clerk has requested all Governors confirm by specified deadline they have read KCSIE and the Safeguarding Policy.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Oct</p> <p>Oct</p> <p>Oct</p>
7.	<p>Receive and approve Strategic Development Plan for 2025/26</p> <p>The Strategic Development Plan (StDP) was reviewed and approved.</p> <p><i>Question: Which of the four areas are you expecting to be the largest challenge?</i></p> <p><i>Answer: Writing. Identifying the barriers and implementing strategies to overcome them. Including writing across the curriculum and intervention support for year groups where the whole group need support in an area of writing. Writing was impacted most during COVID home learning.</i></p>		

Signed..... Date.....14/10/2025.....

8.	Finance – review BMR Period 5 The report had been shared ahead of the meeting.		
9.	Headteacher Report (verbal), including: <ul style="list-style-type: none"> • School staffing structure and pupil numbers for 2025/26. The school is fully staffed following the successful recruitment of two teaching assistants. See confidential minutes. • Pupil outcomes using performance data from the 2024/25 academic year. Results were strong in all areas. The multiplication check results were slightly lower than expected but this can be due to the administration of the test and is not a sole indication of the children's mathematical capability. Children complete the test on an iPad where they are only given 6 seconds to answer the question. For some children, their processing speed is slightly slower and therefore, if given longer would be able to answer the questions. • Safeguarding Safeguarding inset day has taken place on the 1st September for all staff. Any absent staff have undertaken alternative training which includes the statutory requirements from KCSIE. The site manager has been on H&S update training. There are on-going concerns for some families. DSL supervision took place last week and have been updated to ensure the meetings cover all areas. • Well-being staff & pupils See confidential minutes. There is a new staff wellbeing plan that has been shared with staff and the governing body. Children are excited and settling in well to a new school year. 		
10.	Review and agree school plan for stakeholder engagement in 2025/26 (parents/carers, community, staff) The plan is in progress and objectives are being set.		

Signed..... Date.....14/10/2025.....

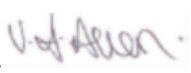
11.	Overview of Summer term Pupil Progress meetings - including data from Pupil Progress meetings and Governor monitoring reports MK and JA attended the meetings. DG and DJ have reviewed and evaluated the data. Those needing intervention have been identified. <i>Action: Monitoring report from MK and JA for the Pupil Progress meetings to be present at the October GB meeting.</i>	MK/J A	Oct
12.	Policies - 12.1 Attendance Policy - Approved 12.2 Electronic Information and Acceptable Use Policy - Approved 12.3 EYFS Policy - Approved 12.4 Pre-school Admissions Policy - Approved 12.5 Safeguarding and Child Protection Policy - Approved		
13.	GB training priorities for 2025/26 The aim is to have a Governor at each termly briefing and complete one piece of training a term. Autumn term briefing – 2 nd October at 6.30pm		
14.	Review and publish governor attendance at meetings for the previous academic year <i>Action: Clerk to publish Governor attendance on school website.</i>	Clerk	Oct
15.	Agree GB action plan for 2025/26 Reviewed and agreed.		
16.	Governor recruitment and governor terms of office ending during the school term There is a full board and no terms ending.		
17.	GB training <i>None</i>		
18.	Evaluation of governance impact The Governing board are properly set up for the year having approved the StDP and operational documents. There is a plan in place for induction to make the board more resilient with sharing of skills and knowledge. The monitoring activities have been planned.		
19.	Next meeting – 14th October 2025 in person Upcoming monitoring visits - AB pupil Premium (14 th October)		

Signed..... Date.....14/10/2025.....


	Meeting Closed 8.13pm		
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	Actions from previous meeting	Who	Progress
A	Action: Share Mark's AI feedback with Judicium.	Clerk	Clerk now received.
B	Action: end of year update to parents. Share Annual Impact Governance statement. Update on April and June GB meetings.	VA / Clerk	Governance Statement shared on newsletter
C	Action: Sign the PE and Sport Premium spending and impact report 2024/25 and publish to the school website.	DG/VA	Complete
D	Action: Add to the visit planner a Governor visit day for the spring term with a focus of continuous provision and the SDP.	VA	Partially complete – date to be agreed
E	Action: Clerk to submit Annual impact statement and add to the school website.	Clerk	Complete

	Actions going forward	Who	Progress
A	Action: Share Mark's AI feedback with Judicium.	Clerk	Clerk now received.

Signed..... Date.....14/10/2025.....

B	<i>Action: Clerk to publish Terms of Reference on school website.</i> <i>Action: Clerk to make amendments to Standing Orders</i> <i>Action: Clerk to publish Register of pecuniary interests on school website.</i>	Clerk	
C	<i>Action: Monitoring report from MK and JA for the Pupil Progress meetings.</i>	MK/JA	
D	<i>Action: Clerk to publish Governor attendance on school website.</i>	Clerk	

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