



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 24th September 2024
at 6.30pm**

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

Apologies: Jack Field (JJF)

Absent: Kerry Caldicott (KC)


Guest: Marie Bonnot (MB)

Clerk took minutes for this meeting


Item No.	Subject	Who	
1.	<p>Welcome, apologies and absence</p> <p>The Clerk welcomed everyone to the meeting. The Governors welcomed MB to her first meeting, MB is a member of school staff and will be joining as a guest while DJ is on Maternity leave. The Governors accepted apologies from JF. Meeting was quorate.</p>		
2.	<p>Declarations of interest</p> <p>None</p>		
3.	<p>Any other business – None</p>		
4.	<p>Elect chair and vice chair and agree term of office</p> <p>Clerk had received 1 nomination from VA for chair. VA advised this would be here last year as Chair and succession planning would need to be a focus this year. AB nominated herself at the meeting for Vice Chair.</p>		

Signed..... *V. Allen* Date.....15/10/2024.....


	<p><i>VA appointed as Chair for 1 year.</i></p> <p><i>AB appointed Vice Chair for 1 year.</i></p>		
5.	<p>Approval of meeting minutes</p> <p>4.1 For approval: The minutes of the meeting held on 9th July 2024 - Approved</p> <p>4.2: 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 Increase to 6 BMR/budget reviews for the year. <i>VA to check with School Business manager the best way to increase from 5 to 6 reviews.</i> <i>Clerk to update names on Terms of reference and upload to school website.</i></p> <p>6.2 Code of conduct – Approved <i>Clerk to add departing governors to aim to provide notice of resignation of at least a school term. Add that Governors will risk assess for each meeting with guests present without a DBS to be clear on meeting content appropriate for sharing.</i></p> <p>6.3 Standing Orders – Approved Clerk to update Standing orders with reference to Teams where required.</p> <p>6.4 Delegation planner – Approved</p> <p>6.5 Register of pecuniary interests <i>Clerk to update and publish.</i></p> <p>6.6 Meeting planner There will be a verbal Headteacher report at each meeting with a written Headteacher report at the end of each term.</p> <p>6.7 Review and assign link governor roles and committee membership JA joined the salary committee. Other committee membership stayed the same as 23/24. NM was appointed as the Writing and Oracy link Governor DS was appointed as the Healthy schools link Governor. VA was appointed as the Stakeholder link Governor.</p>	<p>VA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>VA</p>	

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	<p><i>VA to consider how Governors evidence the school is delivering a broad and balanced curriculum. Should this be through the link Governor monitoring visits?</i></p> <p>Question: The only SDP priority we don't have a link gov vacancy for is pre-school. Is this something we should or could add?</p> <p>Answer: I think it would be good to have governor representation for all areas of the SDP. This way it is easier to monitor impact of the SDP on that priority area.</p> <p>6.8 GB work plan schedule of monitoring activities for 2024/25 It was agreed to reduce pupil progress monitoring to the summer term only as this has been heavily monitored. Monitoring will be focused on areas of the Strategic Development plan.</p> <p>6.9 Safeguarding – <i>Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.</i></p>	Clerk	
7.	<p>Receive and approve Strategic Development Plan for 2024/25 This is year one of a two-year StDP. The first year has been developed already and year two will be devolved as the year progresses to better fit the needs of the school as year one is implemented.</p> <p>Question: Visits by external advisors – Maths Spring 2024, Literacy Spring 2025. Point to note – visit reports good to share with GB (alternate perspective of progress, effectiveness of actions, etc.).</p> <p>Answer: Happy to share these with governors and look at adding them to the agenda once they have taken place across the year.</p>		
8.	<p>Headteacher report (verbal)</p> <p>There are two vacancies advertised for a Higher-Level Teaching Assistant and a Key Stage 2 Teacher. The long-term supply teacher has continued for the autumn term.</p> <p>Pre-school numbers have increased since July and some sessions are now full with staff numbers set at the appropriate operating level. Waiting lists</p>		

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	<p>have been started for other sessions and places will be offered once numbers reach a level to make a session cost effective.</p> <p>DSL's have carried out a safeguarding review with new office procedures and updated lanyards that make DSL's easier to identify. There are now weekly office team meetings.</p> <p>Staff have had a good positive start to the year and attendance has been high. SLT have had a review of the staffroom and made some improvements.</p> <p>Financial monitoring has been difficult with the LA migrating the budget monitoring software; schools were given very limited notice this was to take place and it had not been expected The software is still not available so the business manager is having to track the budget on an alternate internal system, the BMR, but this is not accurate. The teacher and support staff pay awards are not yet reflected. The school have a responsibility to report performance against budget but cannot without the software in place. Other schools are in the same position. The business manager has raised this impact of this situation with the LA, but still not information about when the software will be available again to school.</p> <p>Question: Does the GB need to send an email to the LA to support the school in getting an answer? There are deadlines to be met that will be challenging with no software or it becoming available very close to those deadlines.</p> <p>Answer: An email could be helpful. The school have checked with local headteachers and business managers and they are all in the same situation. Other schools are struggling to track budgets and make decisions without knowing the correct budget position.</p> <p><i>VA to send an email about budgeting software.</i></p>	VA	
9.	<p>Overview of Summer term Pupil Progress meetings and Whole School Data Analysis 2023/2024</p> <p>Governors had received the data and monitoring reports ahead of the meeting.</p> <p>Following the high SEND need in year 6 last year, TA's can now be utilised to maximise the progress made by children in the classroom. TA's are now able to offer targeted support to those children who require this but do not have an EHCP.</p>		


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10.	<p>Review of the school’s vision/values/ethos</p> <p>These had been reviewed with staff on the recent training day and the children through pupil voice. They will be relaunched in the newsletter. The GB accepted the amended version that had been presented at the meeting.</p>		
11.	<p>Policies –</p> <p>11.1 Attendance Policy – Approved</p> <p>Question: In the attendance policy it says we expect all children to ‘Discuss promptly with their class teacher any problems that may affect their school attendance’. Is this more of a responsibility for their parent?</p> <p>Answer: This is referring to the everyday niggles in the classroom that could lead to the child not wanting to attend school in the future. For example, if a child has had a fall out with their friend, we would hope that they would share this with a member of staff who can intervene early to avoid any school avoidance as a result. It could come into the parent section also though.</p> <p>11.2 Pre-school Admissions - Approved</p> <p>11.3 Safeguarding and Child Protection Policy - Approved</p>		
12.	<p>Review and agree GB action plan for 2024/25 - Approved</p> <p>The self-evaluation actions and GB action plan for 24/25 were reviewed, and the action plan agreed.</p>		
13.	<p>Governor recruitment and governor terms of office ending during the school term</p> <p>The Parent Governor election has been sent out to parents and closes on the 2nd October.</p> <p>Following updated guidance from the LA the GB is unable to appointment associate members within the Circle Model of governance that is in place. JF has been contacted to offer attendance as a guest until a Co-opted seat becomes available. JF has chosen to wait for a Co-opted vacancy and will not be attending as a guest.</p> <p>There are no governor terms of office ending during this school term.</p>		
14.	<p>Review and publish governor attendance at meetings</p> <p><i>Clerk to publish meeting attendance on the school website.</i></p>	Clerk	

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15.	GB training priorities for 2024/25 <i>Governors to complete Link Governor training and Safer recruitment training. LA training for Governors is available to book through GovernorHub.</i>	All	
16.	Evaluation of governance impact Governors have set up the GB to function effectively for this school year. A good structure is in place for effective monitoring visits and a clear plan of the work of the GB for the year. Strategic priorities have been approved. Link Governors have been assigned.		
15.	Next meeting – 15th October 2024.		
	Meeting Closed 9.00pm		

	Actions going forward	Who	Progress
A	AB offered to look into grants the school could apply for.	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
B	DJ to create action plan for stakeholder engagement.	DJ	Defined plan for the year 24/25 in Autumn term – drafted and on agenda at item 7.
C	Review values and vision statements and bring to July’s meeting.	DG/KM/DJ	Autumn term following staff review. On agenda at item 10.
D	Policies Pre-School Admissions – Defer to September Restrictive Physical Intervention with pupils – defer to September	Clerk	Pre-school admissions on agenda at item 11. Restrictive physical intervention – DG requested to be carried forward to the October meeting.

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E	VA, JJF and AB to meet and review into the action plan. Self Evaluation document.	VA, JJF, AB	Completed, on agenda at item 12
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A	AB offered to look into grants the school could apply for.	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
B	Policies Restrictive Physical Intervention with pupils	Clerk	Restrictive physical intervention – DG requested to be carried forward to the October meeting.
C	VA to check with School Business manager the best way to increase from 5 to 6 reviews.	VA	
D	Clerk to update names on Terms of reference and upload to school website.	Clerk	
E	Code of conduct - Clerk to add departing governors to aim to provide notice of resignation of at least a school term. Add that Governors will risk assess for each meeting with guests without a DBS to clear meeting content.	Clerk	
F	Clerk to update Standing orders with Teams where required.	Clerk	
G	Clerk to update and publish register of pecuniary interests	Clerk	
H	VA to consider how Governors evidence the school is delivering a broad and balanced curriculum.	VA	

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Hemingford Grey
SCHOOL

	Should this be through the link Governor monitoring visits?		
I	Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.		
J	VA to send an email about budgeting software.	VA	
K	Clerk to publish meeting attendance on the school website.	Clerk	
L	Governors to complete Link Governor training and Safer recruitment training.	All	

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