



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 15<sup>th</sup> October 2024 at  
6.30pm**

**Present:** Vanessa Allen (Chair, VA)  
Amelia Beeley (Vice Chair, AB)  
Danielle Gaynor (Head, DG)  
Jack Field (JJF)  
Helen Peat (HP)  
Kerry Caldicott (KC)  
Carlie Huddleston (Clerk)

**Apologies:** Danielle Jermy (DJ) - Maternity Leave  
Jasmin Ash (JA)  
Nicola Murchie (NM)  
Danielle Saunders (DS)  
Marie Bonnot (Guest Staff Member, MB)

**Guest:** Jo Guest (School Business Manager)

Clerk took minutes for this meeting


Item No.	Subject	Who	
1.	<b>Welcome, apologies and absence</b> The Clerk welcomed everyone to the meeting. The Governors accepted apologies from DJ, JA, NM, DS and MB. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business – None</b>		
4.	<b>Approval of meeting minutes</b> <b>4.1 For approval:</b> The minutes of the meeting held on 24 <sup>th</sup> September 2024 - <b>Approved</b>  <b>4.2:</b> Actions from the previous meeting and progress are recorded at the end of the minutes.  <i>JG joined the meeting</i>		

Signed..... *V. Allen* ..... Date.....12/11/2024.....


5.	<p><b>Finance</b></p> <p>See Confidential minutes.</p> <p>JG left the meeting.</p>		
6.	<p><b>Safeguarding</b></p> <p><b>6.1 Receive Annual Safeguarding Report for Governors 2023-2024.</b> Governors reviewed the safeguarding report which is a document used by the LA to collect data from the schools in the county.</p> <p>Question: Do the safeguarding monitoring visits cover the content for this report? Answer: It would be a good framework to use for the visits. Governor Answer: I feel this report is light on details compared to the detail in our monthly updates.</p> <p><b>6.2 Review of safeguarding arrangements and procedures in school.</b> The safeguarding policy was reviewed and approved at the September meeting. The staff team have regular meetings to update each other about concerns and attendance. Changes have recently been made to the start and end of the school day. With changes to gate opening times and late children now needing to come through the school office to prevent late children being unaccounted for on registers.</p> <p>Question: Is the SCR is being managed by someone following staffing changes? Answer: Yes, it is managed by DG and CH.</p> <p>Question: With KM leaving and DJ on maternity leave have you got the safeguarding lead roles covered? Answer: DG is the Prevent lead and is booked in for training. The Online safety lead is covered by Ben Carter who is already the IT lead. The Domestic Abuse role is not statutory, and DJ is only temporarily absent. Any incidents can be covered by the DSL's in her absence.</p>		

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	<p>Question: How many incidents of domestic abuse do the school usually have in a school year?</p> <p>Answer: Domestic abuse and parental mental health are the largest risks in this school. It would be hard to estimate how many there may be while DJ is absent. It could be zero, there is an average of six in a whole school year.</p> <p><b>6.3 Reading KCSIE and Safeguarding Policy.</b> Governors were reminded to complete the yearly safeguarding requirements if not already completed.</p>		
7.	<p><b>Headteacher report:</b></p> <p><b>Overview of plan for staff appraisal arrangements.</b> SLT and teachers have been completed. The Headteacher appraisal is taking place on Thursday. Teaching assistants and support staff are taking place over the next two weeks. DJ completed all hers before starting maternity leave. All staff targets have been linked to the Strategic Development Plan with the focus on writing targeted at and tailored to their role.</p> <p><b>Census data.</b> The census has just been collected and numbers are lower than predicted.</p> <p><b>Confirm LA admissions arrangements have been published on the school website.</b> Completed.</p> <p><b>Risks to bring to the attention of Governors.</b> The biggest risk is still the budget. Budget constraints are preventing recruitment of new TA's when resignations are received; TA's are being reassigned to ensure children with EHCP's receive their required support.</p> <p><b>Attendance - staff &amp; pupils</b></p> <p>Staff attendance has been very good. A member of SLT and an office administrator are now meeting half termly to monitor and improve pupil attendance.</p> <p><b>Well-being - staff &amp; pupils</b></p>		

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	Staff and pupil well-being is good this half term. DG and JG have been under constraints and pressure with the budget, but this is to be resolved soon hopefully.		
8.	<p><b>Policies</b></p> <p>8.1 Supervision Policy – <b>Approved</b></p> <p>8.2 Judicium Tier 1 – <b>Approved</b></p> <p>8.3 Car Park Guidelines – <b>Approved</b></p> <p>8.4 Complaints Policy – <b>Approved</b></p> <p>8.5 Online Safety Policy – <b>Approved</b></p> <p>8.6 Responding to Prejudice Related Incident Policy – <b>Approved</b></p> <p>8.7 Trade Union Recognition Statement – <b>Approved</b></p>		
9.	<b>Working Group to be formed</b> – headteacher recruitment KC, HP and VA put themselves forward to be part of this group.		
10.	<p><b>Governor recruitment</b></p> <p>Parent Governor nominations have ended and no nominations were received. Governors discussed moving two Co-opted Governors who now have children in the school to fill the Parent Governor vacancies. This would leave two Co-opted vacancies. One for Jane Fabisz who was unable to join as an associate member under the circle model. The second vacancy could be filled in the future by a parent or member of the community being Co-opted onto the board. Proposal to fill the vacant seats:</p> <p>AB move to Parent Governor - <b>Approved</b></p> <p>JA move to Parent Governor – <b>Approved</b></p> <p>Jane Fabisz to become a Co-opted Governor – <b>Approved</b></p> <p><i>VA to contact prospective parent Governor who was hoped to self-nominate in the recent Parent Governor nominations; to follow-up.</i></p>	VA	
11.	<p><b>GB training</b></p> <p>11.1 - Feedback from Termly Briefing on 01/10/24 and 03/10/24 Governors received feedback from JF, HP, and VA on the termly briefing. Slides from the meeting were circulated to Governors by HP.</p>		
12.	<p><b>Evaluation of governance impact</b></p> <p>Governors have received safeguarding and finance assurances from DG, with knowledge of the safeguarding procedures that are in place. Assurance that JG and team are doing the best they can to improve</p>		

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	budgets without impacting pupil outcomes. The school are compliant with employment law. Updates on wellbeing and staff appraisals.		
13.	<b>Next meeting – 12<sup>th</sup> November 2024.</b>		
	<b>Meeting Closed 8.25pm</b>		

	<b>Actions from September meeting</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	AB offered to look into grants the school could apply for.	AB	Two found (breakfast club and forest school) email to Jo. Link to PP and breakfast club visit. Move to monitoring schedule.
<b>B</b>	<u>Policies</u> Restrictive Physical Intervention with pupils	Clerk	Restrictive physical intervention – New policy being created with MP. Defer until November.
<b>C</b>	VA to check with School Business manager the best way to increase from 5 to 6 reviews.	VA	Defer until after deficit/budget update
<b>D</b>	Clerk to update names on Terms of reference and upload to school website.	Clerk	Complete
<b>E</b>	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	Complete
<b>F</b>	Clerk to update Standing orders with Teams where required.	Clerk	Complete

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<b>G</b>	Clerk to update and publish register of pecuniary interests	Clerk	Waiting for Governors who were absent at September meeting.
<b>H</b>	VA to consider how Governors evidence the school is delivering a broad and balanced curriculum. Should this be through the link Governor monitoring visits?	VA	VA to discuss with DG at next monthly meeting.
<b>I</b>	Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.	Clerk	On Teams safeguarding channel– Please complete if not already done so.  Completed by: HP, DS, KC, VA and MB
<b>J</b>	VA to send an email about budgeting software.	VA	Completed
<b>K</b>	Clerk to publish meeting attendance on the school website.	Clerk	Completed
<b>L</b>	Governors to complete Link Governor training and Safer recruitment training.	All	Completed

	<b>Actions going forward</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<u>Policies</u> Restrictive Physical Intervention with pupils	Clerk	Restrictive physical intervention – New policy being created with MP. Defer until November.
<b>B</b>	VA to check with School Business manager the best way to increase from 5 to 6 reviews.	VA	Defer until after deficit/budget update
<b>C</b>	Clerk to update and publish register of pecuniary interests	Clerk	Waiting for Governors who were absent at September meeting.
<b>D</b>	VA to consider how Governors evidence the school is delivering a	VA	VA to discuss with DG at next monthly meeting.

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<b>E</b>	Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.	Clerk	On Teams safeguarding channel– Please complete if not already done so.  Completed by: HP, DS, KC, VA and MB
<b>F</b>	<i>VA to contact prospective parent Governor who was expected to nominate in Parent Governor nominations.</i>	VA	

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