



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 28th April 2026 at  
6.30pm**

**Present:** Vanessa Allen (Chair, VA)  
Amelia Beeley (Vice Chair, AB)  
Jane Fabisz (JF)  
Danielle Gaynor (Head, DG)  
Jasmin Ash (JA)  
Helen Peat (HP)  
Danielle Saunders (DS)  
Kerry Caldicott (KC)  
Victoria Read (VR)  
Carlie Huddleston (Clerk)

**Apologies:** Keith Elliott (KE)  
Nicola Murchie (NM)  
Mark Kay (MK)


**Guest:** Jo Guest (JG)

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	<b>Welcome, apologies and absence</b> The Chair welcomed everyone to the meeting. The Governors accepted apologies from KE, NM and MK. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business</b> None		
4.	<b>Approval of meeting minutes</b> <b>4.1 For approval:</b> The minutes of the meeting held on 17th March 2026 - <b>Approved</b>		

Signed..... *V. Allen* .....Date.....16/06/2026.....


	<p><b>4.2 Matters arising not on the agenda</b> - action points from previous meeting (listed at end of agenda)</p>		
<p>6.</p>	<p><b>Overview of Spring term Pupil Progress meetings</b>, including Governor monitoring report</p> <p>Documents had been shared ahead of the meeting. KC commented that the meetings were very efficient and covered a lot of data and planning for interventions.</p> <p><a href="#">JG joined the meeting.</a></p>		
<p>5.</p>	<p><b>Approve the budget for 2026/27</b> and review the three-year budget forecast</p> <p>Documents of the budget had been circulated ahead of the meeting.</p> <p>VA, HP and MK had been part of the process for setting the budget with JG (School Business Manager), Danielle Gaynor, and Gaynor Pope (School Finance Advisor at the LA). VA, HP and MK had provided challenge at each step of the process.</p> <p>JG gave Governors an overview of the budget and the challenges faced this budget year. During 2025/26 Governors have been receiving the monthly budget monitoring reports and updates from the Headteacher and School Business Manager, there was awareness amongst the board about the work undertaken to strengthen the overall financial position of the school and challenges.</p> <p>The budget for 2026/27 shows School and pre-school separately and combined. The combined forecast of total school revenue carry forward balance at year end is £5,120 in surplus. The 2026/27 school's capital budget shows a forecasted capital balance carry forward balance at year end is £0.</p> <p>Governors were advised that for setting and approving the budget, the figures are for the school and pre-school combined. The submission to the Local Authority is for the one budget covering both settings.</p>		

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	<p><i>In line with the wording within the 2026-2029 Governor Approved Budget document to be submitted to the LA, Governors were asked the following:</i></p> <p><i>Has the Governing Board authorised a 3 year budget?</i></p> <p><i>Resolution – The Governing Body confirmed ‘yes’ they did authorise the prepared budget 2026/27 and predicted budgets 2027/28 and 2028/29.</i></p> <p><i>KC joined the meeting. JG left the meeting.</i></p>		
7.	<p><b>7.1 Headteacher report (verbal):</b></p> <ul style="list-style-type: none"> <li>• Risks – finance were covered in the budget setting. Staffing - A new TA has been recruited, on a 1yr fixed term contract to limit risk with changes to EHCP’s.</li> <li>• Attendance – Staff attendance is good. There was a small patch of sickness at the end of spring term but this has resolved with the Easter break. 1 staff member signed off currently but is not expected to be long term. Children – did go below the national average but has now come back up. Attendance has been monitored and letters have been sent where required.</li> <li>• Well-being staff &amp; pupils. Staff – General morale is good, retention is high. Pupils – regular feedback for polls.</li> <li>• Safeguarding. Visit for Local Authority took place just before Easter and awaiting feedback. Verbal feedback was good with no major concerns. Some staff have recently been on training and will be feeding back to others as CPD.</li> </ul> <p><b>7.2 Year 3/4 continuous provision visit</b></p> <p>Feedback from the visit had been shared ahead of the meeting. It was very positive about the provision being offered and will be used to promote the school in the future.</p> <p><b>7.3 Class structure 2026 –27</b></p> <p>The document was shared ahead of the meeting. Other schools are also seeing falling numbers.</p>		

Signed..... *V. of Alison* .....Date.....16/06/2026.....


8.	<p><b>Report from H&amp;S committee</b></p> <p>The reports from the visit had been shared ahead of the meeting. The committee have drafted a schedule for visits to cover different areas each time. It was agreed that the committee will review the H&amp;S policy when it comes for renewal.</p> <p><i>Action: Send H&amp;S policy to KC &amp; DG for review at next H&amp;S Committee.</i></p>	Clerk	June 26
9.	<p><b>Report from Salary Committee (verbal)</b></p> <p>The committee met in March and reviewed the pay recommendations.</p>		
10.	<p><b>Policies for review</b></p> <p>10.1 Judicium Tier 2 - <b>Approved</b> (updated policies had not uploaded. Policies were approved as they are provided by the schools HR provider. Updated policies will be shared with Governors following the meeting).</p> <p>10.2 Charging and remissions - <b>Approved</b></p> <p>10.3 Scheme of financial delegation - <b>Approved</b></p>		
11.	<p><b>Governor Visit Monitoring -</b></p> <p>11.1 Stakeholder engagement – parents and carers during parents evening. The report was shared ahead of the meeting.</p> <p style="color: green;">Question: How many parents don't attend parents evening?</p> <p style="color: red;">Answer: Parents that haven't booked prior to the closing time are contacted to offer an appointment. Not all will attend. It is difficult to get the right balance as staff are already staying for two evenings. Offering too many appointments outside of parents evening and expecting staff to chase for an appointment to be made risks adding additional workload to staff and negatively impacting their wellbeing.</p> <p>11.2 Safeguarding.</p>		

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	<p>The overview report had been shared ahead of the meeting, and the Monitoring report will be shared afterwards. Feedback from the LA safeguarding review did not suggest any immediate concerns. DS joined the meeting for the SCR review where it was suggested that a simplified document could be used to avoid collecting and recording the non-statutory information. The sample LA template will be shared alongside the report.</p> <p>Question: Is the pastoral service at capacity and is it managing to meet the demand?</p> <p>Answer: No, there are always arising needs but it is structured to allow for flexibility for access for less high need children. There are lunchtime clubs and 1:1 drop-in sessions. The service has been tailored by the pastoral lead and her previous clinical experience. External services are also called upon to run specific sessions such as brain buddies and transition for year 6. Some very high needs children receive a higher level of support from external agencies which results in them not being enrolled in the school pastoral care.</p>		
13.	<p><b>Governor recruitment and governor terms of office ending</b> during the school term</p> <p>DS has her term of office ending on the 2<sup>nd</sup> May 2026. A parent nomination was run from the 13<sup>th</sup> April 2026 until the 24<sup>th</sup> April 2026 ready for the 3<sup>rd</sup> May 2026. One nomination was received.</p> <p>Matthew Timmis is the new parent governor from the 3<sup>rd</sup> May 2026.</p>		


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12.	<p><b>Annual review of instrument of government</b></p> <p>Governors reviewed the instrument of Government. The following reconstitution proposal was discussed and agreed to increase the Co-opted Governors from 5 to 6:</p> <p>4 Parent Governors The Head teacher 1 Elected Staff Governor 1 Authority Governor 6 Co-opted Governors Total: 13 Governors</p> <p>Following reconstitution, the GB will have one vacancy for a co-opted governor. The GB agreed to appoint Danielle Saunders to the new Co-opted vacancy once the new instrument of Governance is in place. This will strengthen the GB by keeping DS in her safeguarding Link Governor role and increasing skills with a new parent Governor.</p> <p>The new instrument of Government to come into force on the 15<sup>th</sup> June 2026.</p> <p><i>Action: Clerk to submit reconstitution proposal to Governor services for agreement.</i></p>	Clerk	ASAP
14.	<p><b>GB Self Evaluation for end 25/26</b></p> <p>This will be launched at the June FGB meeting for review at the July meeting and lead into GB action planning for 26/27.</p>		
15.	<p><b>GB Skills Audit</b> – annual task, to be launched, for review of results at June meeting</p> <p><i>Action: VA to send out templates for the skills audit. Please complete by the end of May. Clerk to collate results.</i></p>	VA / Clerk	June
16.	<p><b>GB training</b></p>		

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	<i>Annual Governors conference from Cambridgeshire Governor Services: Thursday 18<sup>th</sup> June 9.30am - 12.30pm - Governors who would like to attend can go ahead with booking a place.</i>		
17.	<b>Evaluation of governance impact</b> Financial oversight and budget approval. Governor monitoring enabling triangulation of information from meeting reports, data, and monitoring observations. Pupil progress has been evidenced through pupil progress meetings.		
18.	<b>Date of next meeting – 16<sup>th</sup> June 2026</b> <b>End of year Governor ‘thank you’ for staff</b> Thursday 9 <sup>th</sup> July 2026 12-13:30 in school  Upcoming monitoring visits – to be scheduled: Safeguarding and H&S Committee.		
	<b>Meeting Closed 8.47pm</b>		

	<b>Actions from previous meeting</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<i>Action: DG to review benchmarking data with school staff and feedback.</i>	DG	Bring to June meeting
<b>B</b>	<i>Action: Create a list of contracts and renewal dates.</i>	JG	Bring to June meeting
<b>C</b>	<i>Action: KC to draft questions from Ofsted questions for Parents evening.</i>	KC	Complete

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<b>D</b>	<i>Action: MK to email SFVS to JG for submission to the LA by the end of term.</i>	MK	Complete
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	Actions going forward	Who	Progress
<b>A</b>	<i>Action: DG to review benchmarking data with school staff and feedback.</i>	DG	Bring to June meeting
<b>B</b>	<i>Action: Create a list of contracts and renewal dates.</i>	JG	Bring to June meeting
<b>C</b>	<i>Action: Send H&amp;S policy to KC for review.</i>	Clerk	
<b>D</b>	<i>Action: Clerk to submit reconstitution proposal to Governor services for agreement.</i>	Clerk	
<b>E</b>	<i>Action: VA to send out templates for the skills audit. Please complete by the end of May. Clerk to collate results.</i>	VA/Clerk	

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