



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 11th November 2025 at
6.30pm**

Present: Amelia Beeley (Vice Chair, AB)
Danielle Gaynor (Head, DG)
Kerry Caldicott (KC)
Keith Elliott (KE)
Helen Peat (HP)
Jane Fabisz (JF)
Jasmin Ash (JA)
Nicola Murchie (NM)
Mark Kay (MK)
Carlie Huddleston (Clerk)

Apologies: Vanessa Allen (Chair, VA)
Victoria Read (VR)
Danielle Saunders (DS)

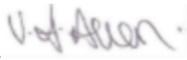
Guest: Sarah Symons

Clerk took minutes for this meeting

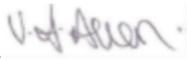
Item No.	Subject	Who	
1.	Welcome, apologies and absence The Vice Chair welcomed everyone to the meeting. The Governors accepted apologies from VA, VR and DS Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business 1 item – Ivy on school fence causing damage. The site manager had cleared and treated on Monday. Sarah Symons joined the meeting.		
4.	Staff Presentation on Curriculum – Sarah Symons Curriculum Presentation - Sarah Symons - November 2025.pdf		

Signed..... *V. Allen*Date.....09/12/2025.....

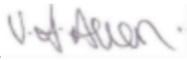
	<p>Governors received a presentation from Sarah Symons on the curriculum. Governors had the following questions:</p> <p>Question: How often does the Government mandate change and how does that effect the curriculum?</p> <p>Answer: There has just been changes which should be formalised for Spring 2026. There are lots of positive changes with citizenship and oracy marked as important. The orders topics are studied may change. The changes include keeping children safe online and recognising AI and fake news. Our curriculum plans will be adjusted to align with the review.</p> <p>Question: My grandchildren's school have children running assemblies, is that something that has been considered?</p> <p>Answer: It is great for developing Oracy and is something that we have started to explore. Smaller tasks have been started to develop the children's speaking skills with speeches and the year 6 house captains' presentations.</p> <p>Questions: Are curriculum areas all well-resourced? Do you feel any areas are struggling with the budget limitations?</p> <p>Answer: Planning lessons from scratch is very time consuming for the teachers. There are schemes that have been purchased to help reduce planning time as well as ensuring consistency and progression in the foundations subjects across the school. We invested in Kapow last year for Art, Geography and RE. This costs £750 for the year but provides lots of resources and consistent planning for the whole school. Our phonics scheme is the biggest outgoing but essential that this is taught consistently with fidelity to the scheme. Phonics results over the previous two years have been strong evidencing the impact the scheme is having on positive outcomes from children. Lots of training has been provided for this which has been validated through audits and external reviews. Existing schemes and resources are regularly audited to see if there are resources not being fully utilised. We have science lessons at different times so that we can share the</p>		
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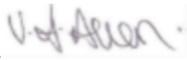
	<p>same set of resources. I think the team are managing well with the current resources.</p> <p>Sarah Symons left the meeting.</p>		
5.	<p>Approval of meeting minutes</p> <p>5.1 For approval: The minutes of the meeting held on 14th October 2025 - Approved</p> <p>5.2 For approval: The confidential minutes of the meeting held on 14th October 2025 - Approved</p> <p>5.3 Matters arising not on the agenda - action points from previous meeting</p>		
6.	<p>Headteacher report (verbal) including:</p> <ul style="list-style-type: none"> • Risks – Please see confidential minutes. • Attendance - staff absence is at expected levels. Pupils have had monitoring completed and those highlighted while be receiving a letter. Caution has been used this half term as a day of absence makes a big percentage decrease this early in the year. <p>Question: Does the attendance policy need adjusting to reflect this?</p> <p>Answer: I will check the wording in the policy, but I believe this is still within the policy. We are 0.4% above the national average for attendance.</p> <ul style="list-style-type: none"> • Well-being – staff well-being is good and the new well-being plan has been shared. Pupils have taken a survey, and results will be shared soon. • Safeguarding – We are preparing with Rachael Schofield ready for our external review. DS will be carrying out her monitoring visit soon. The leadership of safeguarding document will be used going forward. DJ has attended a safeguarding conference last week and I am on the Headteachers conference on Friday. 		
7.	<p>Review and approve SEN information report ahead of publication</p> <p>Governors reviewed and approved the SEN information for the website.</p> <p>Question: Have parents ever been asked if this section provides enough information?</p>		

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	<p>Answer: MP uses it in the meetings with parents as a guide to manage expectations. Meetings usually happen first but parent feedback would be a great idea.</p> <p><i>Action: Update the SEN report on the website.</i></p>	Clerk	9/12
8.	<p>Review draft pupil premium strategy statement</p> <p>The draft pupil premium statement was reviewed and approved.</p> <p>There were no major changes. Please see AB's monitoring report for a great question and answer sheet from the Deputy Head.</p> <p>Question: Did we offer free places in clubs and extracurricular activities last year? If so, was the take-up good and how was this advertised to relevant parents/carers?</p> <p>Answer: Spaces were advertised with the clubs and codes were shared with parents who requested them. A fair use policy is in place to allow access to all eligible children. Children have just been given a poll for clubs.</p> <p>Question: is there any allowance for families struggling but not qualifying for free school meals?</p> <p>Answer: Uptake can be lower in the younger years as all infants receive a school meal. We are trying new strategies to increase our applications. Lots of approaches support all children in school (for example trampolines and visual timetables are available for all children).</p> <p>AB: We discussed how school supports children to complete computer-based homework tasks, that don't have access to a computer or tablet at home.</p>		
9.	<p>Finance – Receive budget monitoring report – month 7</p> <p>Governors had received the report ahead of the meeting and had no questions. Governors noted the great budget</p>		
10.	<p>Monitoring reports –</p> <p>Pupil Progress meetings summer term 2025 – Report and feedback from JA.</p> <p>Pupil Premium – Report and feedback from AB</p>		
11.	<p>Report from Salary Committee</p> <p>All recommendations received and approved.</p>		

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12.	<p>Report from HTPMR Panel Performance review completed and recommendations passed to salary committee.</p>		
13.	<p>Policies - 13.1 Admissions - Approved 13.2 Data retention schedule – Approved – There is an upcoming external audit from the ICT service. The school business manager is coordinating and will be updating the schedule. 13.3 Positive Behaviour Management – Approved – The LA may make some terminology updates. 13.4 PSHE – Approved – The school are part of a pilot study for a new policy. There will be big changes in the update. 13.5 Remote Learning - Approved – This is a Covid policy and no longer required. This policy will be removed from renewal and the latest copy saved for future reference. 13.6 Whistleblowing - Approved</p>		
14.	<p>GB training KE - Cyber security and governance, and a whole-school approach to food. The Oracy Imperative: transform Teaching and Learning through Talk.</p> <p><i>Next Termly briefings, seeking a couple of governors to book-on and feedback to the GB</i> <i>Tuesday 24th February at 1.30pm</i> <i>Wednesday 25th February at 6.30pm</i></p>	ALL	
15.	<p>Evaluation of governance impact Curriculum presentation from Sarah Symons, Inclusive approach to pupil premium. Review and update on continuous improvements in safeguarding, openness to external support. Pupil well-being survey and Governor training updates.</p>		
16.	<p>Next meeting – 9th December 2025 in person Upcoming monitoring visits - Please book in visits for Finance and Writing. Half day monitoring visit focused on continuous provision – 5th February 2026.</p>		
	Meeting Closed 7.56pm		

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	Actions from October meeting	Who	Progress
A	<i>Action: Monitoring report from MK and JA for the Pupil Progress meetings.</i>	MK/JA	Report from JA on the agenda
B	<i>Action: Add safeguarding procedures document to induction documents.</i>	Clerk	Complete
C	<i>Action: Reading KCSIE and Safeguarding Policy by 14/10/25.</i>	JA/KE/MK	
D	<i>Action: Check with Judicium about social media check in Safer Recruitment policy as this is not part of KCSIE.</i>	DG	Email has been sent. Awaiting response.

	Actions going forward	Who	Progress
A	<i>Action: Monitoring report from MK for the Pupil Progress meetings.</i>	MK	
B	<i>Action: Reading KCSIE and Safeguarding Policy by 14/10/25.</i>	MK	
C	<i>Action: Check with Judicium about social media check in Safer Recruitment policy as this is not part of KCSIE.</i>	DG	Email has been sent. Awaiting response.
D	<i>Action: Update the SEN report on the website.</i>	Clerk	

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Hemingford Grey
SCHOOL

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