



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 17th June 2025 at
6.30pm**


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

Apologies: Danielle Jermy (DJ) - Maternity Leave
Helen Peat (HP)


Guest: Kathryn Honey

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. Governors welcomed Keith Elliott to his first meeting. The Governors accepted apologies from HP. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business 3.1 LA nomination for Keith Elliott - Approved		
5.	Staff presentation – ‘Oracy’ – Kathryn Honey Oracy - Kathryn Honey - June 2025.pptx		

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	Governors received a presentation from Kathryn Honey about the Oracy implementation progress and plans for the next academic year.		
4.	Approval of meeting minutes 4.1 The minutes of the meeting held on 29 th April 2025 - Approved 4.2 The confidential minutes of the meeting held on 29 th April 2025 - Approved 4.3 Actions from the previous meeting and progress are recorded at the end of the minutes.		
6.	Finance - Receive budget monitoring report – month 2 Governors had received the BMR report for month 2 ahead of the meeting.		
7.	Headteacher report (verbal): Year 6 have completed their SATs and year 4 have completed their multiplication check. There was lovely feedback on the Reception class meeting. The KS1 phonics check for year 1 is estimated to be a 91% pass with 100% for the year 2's that retook, this is a great achievement following all the work implementing the FFT phonics scheme. Risks Class restructure for September – communication has been shared with parents today. Kitchen repair delays – a fault with the extractor fan in the kitchen is cutting the gas supply off for safety so the main ovens cannot be used. Delays sourcing the repair part by a contractor has meant a third week unable to offer the full menu. HCL are working with school to offer a limited menu using the limited equipment available. The repair is booked to be fixed on Friday 20 th June.		

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	<p>Question: How responsive have HCL been?</p> <p>Answer: We did have to push to get a solution in place, but they have been supportive since and put the limited menu in to place.</p> <p>Attendance - staff & pupils</p> <p>Staff – 1 TA has been successfully recruited. A second TA vacancy has been created by a resignation but remains vacant at present. DJ is returning from maternity leave this month. Increased numbers of parental leave requests.</p> <p>Pupils – Half termly monitoring has been completed, and no new concerns were raised. There have been increased numbers of term time absence requests.</p> <p>Well-being - staff & pupils</p> <p>Staff – The summer term always has an increased workload, but staff morale is high.</p> <p>Pupils – lots of happy and smiling children across school; a pupil voice will be launched soon to capture their opinions.</p> <p>Safeguarding</p> <p>There have been new high needs cases that are being supported.</p> <p>Question: There was a new provider for staff welfare, has this now been launched with staff?</p> <p>Answer: We are waiting to receive the resources before sharing with staff.</p> <p>Question: What happens to the feedback from the pupil voice surveys?</p> <p>Answer: Our pastoral support worker implements changes and support to pupils where needed.</p>		
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8.	<p>Annual review of the school's vision/values/ethos</p> <p>- Approved</p> <p>Following a full review in September 2024 it was agreed that these are still relevant.</p> <p>Question: I think we should add the 7R's as they are a big part of the school and many parents would not know what they are.</p> <p>Answer: I will discuss with SMT how best to add the 7R's to this section of the website.</p> <p>Action: Explore how to incorporate the 7R's to the 'vision/values and ethos' website section.</p>	DG	Sept
9.	<p>Policies -</p> <p>9.1 Judicium Tier 3 – Approved</p> <p>Action: Share Mark's AI feedback with Judicium.</p>	Clerk	July
10.	<p>Governor Monitoring visits and activities</p> <p>The planner was reviewed and updated for this terms remaining monitoring visits.</p>		
11.	<p>Governor recruitment -</p> <p>11.1 Staff Governor update – DJ resigning as staff Governor at the end of this term. Staff election details have been sent out to all paid staff to submit their self-nominations. Nominations close on 14th July.</p>		
12.	GB Skills Audit and GB Self Evaluation		

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	Results of the skills audit were reviewed and development options discussed. GB Self evaluation will be shared and need to be compared to 2023/24 results to decide if the position of the board has changed.		
13.	Annual Governance Statement 24/25 Input sought from governors on content. VA to draft using LA template for approval at the next meeting. <i>Action: Annual Governance Impact Statement 24/25 to be completed.</i>	VA / Clerk	July
14.	GB update to parents/carers - <i>Action: end of year update to parents via the Annual Governance Impact statement. Feedback from the April and June meetings to be included in the next weekly school newsletter.</i>	VA / Clerk	July
15.	End of year thank you to staff - <i>Action: Thursday 17 July at lunchtime – Governors to host lunch with staff. AB will coordinate contributions from governors.</i>	All	17 th July
16.	GB training No feedback shared.		
14.	Evaluation of governance impact Updates on current risks and finances of the school. Welcomed a new Governor to the Governing Body. Progressed the organisation for the next school year. Building governor knowledge on oracy and actions linking to the school strategic development plan.		
15.	Next meeting – 15th July 2025 in person		
	Meeting Closed 9pm		

	Actions from previous meeting	Who	Progress
A	Action: Skills audit - VA will circulate after the meeting a template for all	VA / Clerk	On agenda – item 12


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	<p><i>Governors to complete and return to the Clerk. The Clerk will collate responses. VA and NM will review the results for considering at the June GB meeting.</i></p> <p><i>Action: Self Evaluation - VA will circulate in early June a template for all Governors to complete; governors will be asked to look at the end of 2023/24 Self-Evaluation and consider if the current position has changed. The Clerk will collate responses. Results will be considered at the July meeting.</i></p>		
B	<i>Clerk to contact KE and LA to progress nomination to the LA.</i>	Clerk	Approved by LA
C	<i>Action : AB, and NM to attend the summer Pupil Progress meetings as part of the GB monitoring activities for the year</i>	AB / NM	On agenda – item 10
D	<i>Action: VA and DG to explore survey options to capture feedback on school leadership – staff survey.</i>	VA / DG	Survey drafted, to be converted to MS Forms ready for sending to all staff for completion.
E	<i>Action: JF to undertake the training and attend the HTPMR meeting in September 2025.</i>	JF	Booked on for 10 th July

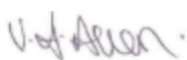
	Actions going forward	Who	Progress
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A	<i>Action: Self Evaluation - VA will circulate in early June a template for all Governors to complete; governors will be asked to look at the end of 2023/24 Self-Evaluation and consider if the current position has changed. The Clerk will collate responses. Results will be considered at the July meeting.</i>	VA / Clerk	
B	<i>Action : NM and MK to attend the summer Pupil Progress meetings as part of the GB monitoring activities for the year</i>	NM/MK	
C	<i>Action: staff survey, Clerk to distribute and bring feedback to July meeting</i>	Clerk	Distributed 18 th June
D	<i>Action: JF to undertake the training and attend the HTPMR meeting in September 2025.</i>	JF	Booked on for 10 th July
E	<i>Action: Explore how to incorporate the 7R's to the 'vision/values and ethos' website section.</i>	DG	
F	<i>Action: Share Mark's AI feedback with Judicium.</i>	Clerk	
G	<i>Action: Annual Governance Impact Statement 24/25 completed.</i>	VA / Clerk	
H	<i>Action: end of year update to parents. Share Annual Impact</i>	VA / Clerk	

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	<i>Governance statement. Update on April and June GB meetings.</i>		
I	<i>Action: Thursday 17 July at lunchtime – Governors to host lunch with staff. AB to coordinate governor contributions.</i>	All / AB	

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