



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 21st January 2025 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Amelia Beeley (Vice Chair, AB)
Danielle Gaynor (Head, DG)
Helen Peat (HP)
Nicola Murchie (NM)
Danielle Saunders (DS)
Jane Fabisz (JF)
Mark Kay (MK)
Carlie Huddleston (Clerk)

Apologies: Danielle Jermy (DJ) - Maternity Leave
Marie Bonnot (Guest Staff Member, MB)
Kerry Caldicott (KC)
Jasmin Ash (JA)

Guest: Freya Perry

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors accepted apologies from DJ, MB, KC and JA. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business – None		
4.	Staff presentation – ‘Healthy Schools’ – Freya Perry (Presentation) Within the 2024-26 Strategic Development Plan, the ‘Strategic Focus 2’ is Healthy Schools. See the Strategic Development Plan .		

Signed..... *V. Allen*Date.....11.02.2025.....

	<p>Freya Perry who is the Healthy Schools Lead gave the Governors a presentation on her plan for becoming a Healthy School. The Healthy Schools Network and Support Service wants to help schools to build resilience among their children and young people to maximise their health and wellbeing so they can reach their full potential. The Healthy Schools Accreditation journey is designed to be as accessible and easy to complete as possible. The aim of the Healthy Schools Award is to encourage schools to review the initiatives in place and the work being carried out to improve the health, wellbeing and resilience of the school community.</p> <p>Freya shared the schools Healthy school statement which outlines the planned steps to become a Healthy School. These can be found on the presentation. These are developing on the actions from well schools that were previously implemented.</p> <p>Question: What has been the biggest challenge for implementation?</p> <p>Answer: Adding extra activity into an already full curriculum. We have implemented small changes into the existing day to make activities more interactive and active. For example, jumping while giving answers or burst of activity when changing classrooms.</p> <p>Question: Are the older children harder to engage? Are they willing to join in?</p> <p>Answer: yes, some of the children feel too old and see it as playing. Staff are encouraging them with activity around things they enjoy, like football. It will be easier in future years as the current younger children will be used to the routine.</p> <p>Question: It must be strange for the older children who has spent school time being told to sit still and listen.</p> <p>Answer: There are so many children who benefit from moving while listening. There may be children with SEN in the class who are masking.</p> <p>Question: How will you be measuring the success of the scheme?</p> <p>Answer: It will be a long-term change and mindset across the school. Improvement in data would be great, but it will be worth it just for the wellbeing of the staff and children. It will be hard to monitor. But it should show in staff, pupil and parent/carer surveys, improvements in</p>		
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	emotional literacy, declines in disruptive behaviours and absence levels. The ability to determine the cause in improvements will be hard though.		
5.	<p>Approval of meeting minutes</p> <p>5.1 For approval: The minutes of the meeting held on 10th December 2024 - Approved</p> <p>5.2: Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
6.	<p>Review information demonstrating compliance with the Public Sector Equality Duty (annual review, publish equality objectives every 4 years minimum)</p> <p>Governors reviewed the equality objectives and were satisfied they met the requirements.</p> <p><i>Action: Equality objectives published on school website</i></p>	Clerk	11/02
7.	<p>Finance - Receive budget monitoring report for month 9</p> <p>See confidential minutes</p> <p>The report and current financial position were noted by Governors.</p>		
8.	<p>Headteacher report (verbal):</p> <p>Risks to bring to the attention of Governors.</p> <p>See confidential minutes</p> <p>Attendance - staff & pupils</p> <p>See confidential minutes</p> <p>Well-being - staff & pupils</p> <p>See confidential minutes</p> <p>Safeguarding</p> <p>See confidential minutes</p>		

Signed..... Date.....11.02.2025.....

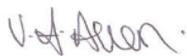
	<p>Contracts</p> <p>The cleaning contract is up for renewal. JG and DG have signed up for a service that looks for potential companies and then sends a list of options. This is a DfE approved buyer service and is free of charge.</p> <p>Question: Why are we looking for new cleaners?</p> <p>Answer: The contract is up with our current provider, and the school would like improved service delivery from the new contract holder.</p> <p>Governor: We also agreed on the deficit licence that we would re-tender for each service to achieve cost savings.</p> <p>Questions: Do you want Governor involvement like the catering contract?</p> <p>Answer: We possibly will for a panel once the options come back. We have been able to specify which services we need as the Site Manager already does some tasks in his role.</p> <p>Phones</p> <p>DG shared a 'Smart phone free childhood' letter that the local cluster schools have agreed to send to parents. The group aims to encourage devices for children that do not include social media. Parents can still have contact with their children without the risks of the internet and social media. Governors agreed this was good to send to parents.</p>		
9.	<p>Overview of Autumn term Pupil Progress meetings, including data from Pupil Progress meetings.</p> <p>Governors had received the report ahead of the meeting.</p> <p>Question: Why is earlier intervention better and more beneficial?</p> <p>Answer: The gaps in the child's knowledge only get bigger and harder to close the longer they are left.</p>		

Signed..... Date.....11.02.2025.....

	<p>Question: Is mobility a problem? When I last attended a pupil progress meeting there were children who had only just started the school and so had not experienced any of the strategies in place.</p> <p>Answer: That is more impactful on overall data. The data for these reports is child specific and is therefore targeted.</p> <p>Question: If intervention is targeted to younger children. What is happening for the older children with larger gaps in learning?</p> <p>Answer: The older children will still receive the intervention as they are already out of the younger years. There are smaller class sizes in year 5/6 so they have more focused lessons. Some older children cannot learn with phonics and so will receive one to one intervention on a different scheme.</p>		
10.	<p>Report from safeguarding link Governor – including monitoring SCR and safer recruitment.</p> <p>Governors received the report from the safeguarding link Governor DS. Governors were satisfied that safeguarding is being well managed within the school.</p>		
11.	<p>Policies –</p> <p>11.1 - SEND Policy</p> <p>11.2 - Judicium Tier 2 policies</p> <p>Additional Paid and Unpaid Leave policy - Approved</p> <p>Adoption Policy - Approved</p> <p>Allegations of Abuse against staff in school policy - Approved</p> <p>Flexible working policy - Approved</p> <p>Leave – Annual Leave policy - Approved</p> <p>Leave – Managing Long Term Employee Absence - Approved</p> <p>Leave – Managing Short Term Employee Absence - Approved</p> <p>Leave – Sickness Absence and Sick Pay Policy - Approved</p> <p>Managing Sickness Absence Policy - Approved</p> <p>Managing Wellbeing Policy - Approved</p> <p>Maternity Leave and Pay Policy - Approved</p> <p>Parental Bereavement Leave and Pay Policy - Approved</p> <p>Parental Leave Policy - Approved</p>		

Signed..... Date.....11.02.2025.....

	<p>Paternity Leave and Pay Policy - Approved</p> <p>Recruitment of Applicants with a Criminal Record Policy - Approved</p> <p>Shared Parental Leave (Adoption and Surrogacy) Policy - Approved</p> <p>Shared Parental Leave (Birth) Policy - Approved</p> <p>Time off for Adoption Appointments Policy - Approved</p> <p>Time off for Antenatal Care Policy - Approved</p> <p>Time off for Dependants Policy - Approved</p>		
12.	<p>Website compliance with DfE publication requirements</p> <p>Governors had received the report ahead of the meeting. Actions are already in progress between the Clerk and SS who manages the website.</p> <p><i>Action: Complete website compliance actions.</i></p>	Clerk	11/02
13.	<p>Annual review of instrument of government</p> <p>Governors felt the current set up was working well. - Approved</p>		
14.	<p>Governor recruitment (LA Gov) and governor terms of office ending during the school term (None).</p> <p>Information about Governor vacancy to be included on the weekly school newsletter and on the village community Facebook group.</p>		
15.	<p>GB Skills Audit – launch for review of results at the Feb or March meeting.</p> <p>It was agreed that completing together at the next suitable meeting, where there is sufficient time on the agenda available, would work best. Results could be considered and discussed during the meeting.</p> <p>Action: VA to source Skills Audit template and schedule into the planner for completion during a meeting</p>	VA	11/02
16.	<p>GB training</p> <p>Heads and Chairs briefing 17 Jan 2025 included an item on ‘Schools Net Zero Sustainability Strategy. All schools will need a nominated sustainability lead staff member and a climate action plan by</p>		

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	September 2025. DG is aware and progressing this; Governors will be updated as work is done. <i>Action: VA will circulate the briefing slides.</i>	VA	11/02
1.	Evaluation of governance impact Staff Presentation on the Healthy schools' whole school approach for both staff and pupil wellbeing. Targeted intervention evidence on pupil data reports. Financial oversight and risks in school. Compliance assurance for the school website, equality and policies.		
18.	Next meeting – 11th February 2025. VA, HP and MK to meet in advance of meeting for benchmarking data.		
	Meeting Closed 9.02pm		

	Actions from December meeting	Who	Progress
A			
B			

	Actions going forward	Who	Progress
A	<i>Equality objectives published on school website</i>	Clerk	
B	<i>Complete website compliance actions.</i>	Clerk	
C	VA to source Skills audit template for completion at February meeting	VA	
D	VA will circulate the Governor briefing slides.	VA	

Signed..... *V. Allen*Date.....11.02.2025.....



Hemingford Grey
SCHOOL

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