



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 9th July 2024 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Amelia Beeley (Vice Chair, AB)
Kirsten Marriott (Co-Head, KM)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Jasmin Ash (JA)
Nicola Murchie (NM)
Jack Field (JJF)
Carlie Huddleston (Clerk)

Apologies: Kerry Caldicott (KC)

Guest: Jo Guest (JG)
Jane Fabisz (JF)

Clerk took minutes for this meeting


Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors welcomed JF to her first meeting, she is observing a meeting before joining the GB. The Governors accepted apologies from KC. AB will be joining later. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business – None		
5.	Finance matters: 5.1 Receive budget monitoring report – month 3 JG the school business manager gave an overview of the school's financial position for month 3. School is under further pressure due to:		

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	<ul style="list-style-type: none"> • An additional unplanned £7.5k for maternity cover • Recruitment for a KS2 teacher has been unsuccessful, there will be ongoing supply teacher cover, this is additional cost • Recruitment for a HLTA for KS2 has also been unsuccessful, there will be cover costs. <p>There is no further savings to be made within the curriculum budget. The iPad lease is reaching the end of contract later in the year and not renewing one of the contracts is being explored. One option is for UKS2 reducing from one an iPad per child to one per pair.</p> <p>Question: Would there be an impact on the children’s learning outcomes? Answer: currently year 5/6 have one each which is not a necessity. They could share without a negative impact. An iPad each is not common practice in other schools. Devices are only tools to learning. Question: Would this be from September 2024? Answer: No, the lease is finished in April 2025; so looking ahead for the next budget.</p> <p>Question: Is there a reason this wasn't considered earlier? Answer: It is not something that we have wanted to do but it is now becoming a necessity to consider it, with the other financial pressures already mentioned.</p> <p>Question: Is it something that parents could supplement? Answer: It could be worth exploring but we already struggle with missing payments on school trips so would not like to add further pressure to families struggling. Governor comment: The primary I work for only have a handful of iPads for the whole school and all classes have to share.</p> <p>KM advised that a letter regarding the deficit licence application had been received by the school today from the LA.</p> <p>Pre-school numbers for September 2024 are better than September 2023. A restructure has followed the resignation of the Pre-school manager and deputy manager; the new structure will be effective September 2024 and delivers cost savings.</p>		
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	<p>Question: There is a nursery in St. Ives that are losing their premises. This could present an opportunity for extra children or staff. Could we approach them to highlight we can take additional children?</p> <p>Answer: It would be premature at this stage as it has only just happened, they are likely to be looking for another premise in the first instance; but maybe opportunities further ahead.</p> <p>5.2 Scheme of Financial Delegation – Approved Review schedule for March 2025</p> <p>5.3 Internal Financial Procedures for Schools – Approved, with £5,000 inserted at 3.3.9 (insurance value for safe), and at 4.3.1 stating ‘Debt management is managed according to the Debt Management Policy. Review schedule for March 2025</p> <p>JG Left the meeting.</p>		
4.	<p>Approval of meeting minutes</p> <p>4.1 For approval: The minutes of the meeting held on 18th June 2024 - Approved</p> <p>4.2: Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
6.	<p>Headteachers report</p> <p>AB Arrived.</p> <p>Governors received the report in advance of the meeting and considered the contents. Questions raised in advance of the meeting were asked and answered during the meeting.</p> <p>Question: Why do you think the absence rate for children on free school meals is below the national average and what is being done to improve this? On the same topic, year 3 & 4 have a higher absence rate – is there a reason for this?</p> <p>Answer: This is a few children who have plans in place and we are working with family workers to improve the transition from home to school. A lot of the absences are the children arriving late, such as not at school until an hour or two into the school day, rather than</p>		

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	<p>missing a whole day or session. Parents are phoned to check absence and sometimes children are collected by SLT. Governor: At the pupil meeting I attended you had just gone to collect a child. I found it very impressive how much care was given to support each family. Governor: Children are there for most of the day but have missed the session mark from not being in for the morning register. Question: Please could we hear more about the plans to cover deputy maternity leave? Answer: Various options have been explored; it was decided that using existing resources was the most effective. The Deputy Head hours and duties will be covered by a part-time member of SLT working an additional day per week, plus 3 part-time members of SMT working an extra day each. Question: Query on figures - Admissions summer term, 7 left, in reasons adds up to 10. Attendance summer term 282 on roll, admissions section 281 on roll. Answer: This is caused by the original office manager completing the reports for the first part of the year with a gap during her absence before being taken on by the current office manager. They will all line up for next year. Question: Safeguarding – any thoughts on why there is a noticeable decline in safeguarding concerns from autumn to summer term? Answer: This is an unusual decline but will be caused by the Early help support being effective. This time last year the concerns were high, but these families are currently accessing Early Support. Question: What is the workload impact for the EYFS Lead of “Pre-school to be run as a Section 27 led by the EYFS Lead in school with a Room Lead.”. How are they being supported to maintain their well-being? Answer: The EYFS Lead will be looking after a maximum of 90 children across EYFS which is similar to the other phase leaders. The additional admin will be covered by the office and other members of school staff. Better oversight of the whole EYFS will be beneficial. Question: Was this a budget decision? Answer: The resignations prompted an earlier change to give a better structure and avoid redundancies. The Pre-school manager and Deputy were included in the room ratios. Within a school structure the Pre-school can be treated as a class. Their records must remain independent as they are not on the school roll due to being a Section 27 and not a maintained Nursery class. Question: Are you confident you will manage to recruit the Room Leader? Answer: There has been one applicant so far.</p>		
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7.	Review and challenge the school's SEF – Reviewed. DG will update the SEF for the Autumn term 2024.		
8.	<p>8.1 Final review of Strategic Development Plan for 2023/24 - Reviewed</p> <ul style="list-style-type: none"> • 8.2 Priorities including curriculum development for 2024/25 Reading focus will be changing to writing. • The next steps of Well Schools which is healthy eating. • Home school agreements. • Continue with Oracy. • EYFS – Focus on Pre-school success with new structure and clearing the deficit. <p style="color: green;">Question: The third priority – Embed the home-school agreement is quite a narrow description of the priority. Would it be useful to think about something broader for the overall aim? e.g. Enhance and strengthen home-school relationships.</p> <p style="color: red;">Answer: These are just headings for now that will be developed by DJ when the full plan is drafted. Stakeholder engagement may be a better heading with an action plan around engagement with parents, community and stakeholders. Conversations around expectations with pupils and parents. Currently we have engagement that is part of school life, but it would be beneficial to have a plan in place for development and focus.</p>		
9.	<p>Overview of Summer term Pupil Progress meetings -</p> <p>A brief verbal update was given by DJ. Pupil Progress meetings are taking place this week. A full report and the governor monitoring reports will go to the September 2024 meeting.</p>		
10.	<p>Undertake an annual review of the school's vision/values/ethos and strategic plan.</p> <p>Defer to Autumn term, this will be included in the September staff training day.</p>		
11.	Receive and consider the PE and Sports Premium Impact Report for 23-24		

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	Considered and contents noted. DG confirmed it will be published on the school website by 31/07/2024 as required by the DfE.		
12.	<p>Report from the H&S Committee – meeting held 05/07/2024</p> <p>12.1 - Meeting minutes shared in advance with Governors. Lighting grant is being used over the summer for new low energy bulbs across the school. The boiler service has been completed. Fire safety training has been undertaken by all staff. Risk assessments all updated.</p> <p>12.2 Completed inspection checklist shared in advance with Governors.</p>		
13.	<p>Policies –</p> <p>13.1 Smoke Free - Approved</p> <p>13.2 Pre-School Admissions – Defer to September, to incorporate the new structure.</p> <p>13.3 Pre-School Fees - Approved</p> <p>13.4 Restrictive Physical Intervention with pupils – defer to September</p>		
14.	<p>Review draft meeting planner & dates for 2024/25</p> <p>First meeting planned for 24th September 2024. DG and DJ are reviewing the proposed dates, to check for clashes and will confirm shortly. Dates are planned to be approved at September FGB.</p>		
15.	<p>Review link governor roles, committee and H/T performance review membership – planning for 2024/25</p> <p>The document was reviewed and amended to remove the training, website and EDIB link governor roles, new roles added linked to the StDP. Governors to consider over the summer areas of interest they would like to become link governor for or the vacancy on the Headteacher Performance Review Panel. There can be more than one of the same link governor.</p>	All	
16.	<p>GB action plan</p> <p>16.1 - 23/24 year-end evaluation – this was reviewed and updated ahead of the meeting, indicating actions completed, partially completed and not completed. Outstanding actions have been moved to the draft 24/25 plan.</p>		


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	16.2 - proposals for 24/25 actions – pre-Ofsted actions carried forward to be reviewed to determine if they remain a priority. Priorities for 24-25 to incorporate actions from the review of the GB Self Evaluation.		
17.	<p>Governing monitoring visits</p> <p>17.1 - Concluding 2023/24 visits – monitoring visits planned for Summer term 2024 reviewed to ensure they’ve taken place; reports that haven’t be shared with GB will go to the September 2024 meeting.</p> <p>17.2 - Planning for 24/25 visits – a draft plan has been prepared, with additional visits linked to the StDP to be included. HP advised SEND will be monitored termly.</p>		
18.	<p>Plans for completing the:</p> <p>18.1 - Annual Impact Statement – Reviewed and approved. This will be shared with the LA and added to the GB section of the school website.</p> <p>11.2 - Governing Body Self Evaluation Tool – VA, JFF and AB to meet and review the comments and incorporate actions into the 24-25 GB action plan.</p>	Clerk VA, JFF, AB	
19.	<p>GB Summer Term Newsletter to parents/carers -</p> <p>The GB Annual Impact Statement can be shared as a website link with parent / carers.</p>		
20.	<p>Governor recruitment</p> <p>20.1 - Application for JF for Associate Governor -Approved</p> <p>20.2 - Feedback from meeting held interested parent Governor – Very interested and has a finance background</p> <p>20.3 - Staff governor maternity cover – LA Governor Services advice received; a staff member can attend as observer in place of DJ for the period of her maternity; DG will progress this.</p> <p>20.4 - The 2 Parent Governor vacancies advertised in September. NM will review the letter wording in advance. Clerk with liaise with the school office to agree dates for the nomination paperwork to be emailed out to parents / carers.</p>	DG NM Clerk	
21.	End of year thank you to staff		

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	Will be taking place Wednesday 17 th July over Lunchtime.		
22.	<p>Governor training booked / undertaken –</p> <p>New training spreadsheet for 2024-25 will be created. Governors can access training over the summer holidays through NGA. Look out for the LA Governor Services Autumn Term programme.</p> <p>Reminders:</p> <ul style="list-style-type: none"> • Training log attached – see tab Sept 2023-Aug 2024 – <i>to be updated for all training booked and undertaken.</i> • Slides from training uploaded to 2023-24 folder within ‘Skills and Training’ channel. 	VA ALL	
16.	<p>Evaluation of governance impact</p> <p>Concluding and reviewing work from this year. Thinking ahead on strategic plans and governance/organisation for next year. Review of monitoring visits and reports along with the annual impact statement.</p>		
15.	Next meeting – 24th September 2024.		
	Meeting Closed 9.00pm		

	Actions from previous meeting	Who	Progress
A	<i>Governors to input their responses on to the Self Evaluation.</i>	All	<p>All governors complete the Self-Evaluation afresh for results to be reviewed in July meeting.</p> <p>Update 7/7/24 - Some forms received, self-evaluation for the GB drafted and on the agenda for review.</p>

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B	<i>We need additional Governors to have completed safer recruitment training; the LA offers a course, bookable through GovernorHub.</i>	All	Mark as completed – added to draft action plan for 2024/25
C	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.
D	<i>DG will set a date for the next Health and Safety inspection and committee meeting; liaise with JF, link governor.</i>	DG/JF	Complete – took place 5/7/24
E	<i>DJ to create action plan for stakeholder engagement.</i>	DJ	Defined plan for the year 24/25 in Autumn term.
F	<i>Clerk to contact LA about LA policy tracker</i>	Clerk	https://schoolpolicytracker.co.uk/policies/cambridgeshire-maintained-policies/ Added to Policy review channel. Complete
G	<i>Review values and vision statements and bring to July's meeting.</i>	DG/KM/DJ	On agenda
H	<i>VA will draft the Annual Impact Statement with Clerk inputting GB stats.</i>	VA/Clerk	Complete – on agenda
I	<i>Enquire with LA if associate Governors get the same training access.</i>	Clerk	Yes, currently.

	Actions going forward	Who	Progress
A	<i>AB offered to look into grants the school could apply for.</i>	AB	Two found (breakfast club and forest school) email to Jo. Ongoing.

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B	<i>DJ to create action plan for stakeholder engagement.</i>	DJ	Defined plan for the year 24/25 in Autumn term.
C	<i>Review values and vision statements and bring to July's meeting.</i>	DG/KM/DJ	Autumn term following staff review.
D	Policies Pre-School Admissions – Defer to September Restrictive Physical Intervention with pupils – defer to September	Clerk	
E	VA, JJF and AB to meet and review into the action plan.	VA, JJF, AB	

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