

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY**
Minutes of the Full Governing Body Meeting
Held via zoom on Tuesday 16th March 2021 at 6.30pm

Attendees	
Helen Peat (HP, Chair of Governors and Chair of this meeting)	Diane Moore (DM)
Kirsten Marriott (KM, Headteacher)	Jenny Jones (JJ)
Danielle Jones (DJ, Deputy Headteacher)	Ruth Burrows (RBu)
Grace Matthews (GM)	Helen Hollebbon (HH)
Vanessa Allen (VA)	Raylene Armstrong (RA)
Clare Birkin (CB)	Kathryn Miller (Clerk)

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and apologies: HP welcomed everyone to the meeting. Apologies received from RBr and RH.

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last meeting on 26.01.2021 – can be accessed [here](#), and matters arising:

a) Acceptable Use Policy (AUP) – IN PROGRESS: Hayley advised by email to the Clerk that she has reviewed it and made suggested changes which she now needs to go through with KM. **AGREED TO DEFER THIS ITEM TO THE NEXT MEETING.** Clerk advised HC has discussed it with KM and they feel there is a lot of overlap with other policies. This will be revisited at the next meeting and we may require a sub-group of governors to look further into this. **COMPLETED:** KM advised it would be helpful for a governor to assist with this. RBr volunteered and will arrange a date to discuss it further with KM and Hayley Coulter before the end of this half term. **ONGOING: it is currently being reviewed.**

Action: RBr/KM

b) HP and KM will meet to discuss monitoring remotely and to formulate a plan for specific governors to support this in their link roles. **COMPLETED: The monitoring section has been updated on the GB planner and has now been circulated to governors.**

c) RA asked if RH would write a brief piece for the governor newsletter on this particular piece of work as the Link Governor for Safeguarding, to help parents and carers understand more about governor's roles and responsibilities. RH to send this to RA by the end of term. **NOT YET COMPLETED:** RH to email a paragraph to RA asap. **PENDING: In the absence of this article VA offered to write a piece for the newsletter at the end of this week, following her school health and safety inspection walk.**

Action: VA

d) The governance section of the SRDP has been completed by HP after discussions with JJ, RA and RBr, and it was circulated to all governors prior to the meeting. HP will send the proposed document to KM for her final approval. **IN PROGRESS:** HP has sent a proposal to KM which needs finalising. **COMPLETED: Item is on this agenda.**

e) Governors commented that it would be helpful, particularly for governors who are new to the role, to have further guidance on what is required as part of the policy review process. Clerk to email this to all governors for information, as well as a link to access all our policies and the policy review schedule spreadsheet. **IN PROGRESS:** Clerk has drafted this and will send to HP before

circulating. **COMPLETED: The document was circulated. Following governor feedback, this information will be added to the 'Procedure for document approval at GB meetings'.**

- f) RBr will work with each link governor to finalise the document regarding the Link Governor roles. We could potentially look at adding more detail (e.g. examples of questions to ask) for each of the Link Governor roles in the future, if it was felt that this would be of value. IN PROGRESS: RBr to report back once this document has been finalised. RBr confirmed that DM has agreed to take on the link governor role for English. It was also previously suggested that we could create a new link governor role for disadvantaged children, and that this governor could work jointly with the SEND link governor. It was agreed that this item will be discussed at the next meeting of the Curriculum Committee. **COMPLETED: HP highlighted that we still need to fulfil the new Link Governor role for Disadvantaged Children. HP to circulate a useful presentation from the recent annual governor conference which explains more about this area of work.**
Action: HP
- g) The Local Authority has also recommended creating another new link governor role for remote learning. Governors agreed to go ahead with this and it was agreed that DM will take on this role. Remote learning will now come under the remit of the Curriculum Committee. DM to arrange to meet with KM to plan a way forward for the role. **COMPLETED.**
- h) RA will reshare the process for recording training as a GB. She will also look ahead to future training opportunities and will email the GB to highlight any particularly useful ones. IN PROGRESS: RA confirmed she circulated training information at the end of last term and will also now share the process for how governors should keep a record of training attended. **COMPLETED.**
- i) It was agreed that we need to incorporate the playgroup staff members into our annual governor monitoring of staff induction, which the Resources Committee takes responsibility for. **COMPLETED: DM confirmed she will be completing this monitoring in June.**
- j) **Question:** It is good to see the outdoor learning links that Nick Churchill is continuing to make and his invite to present at the Outdoor learning conference. How have outdoor learning plans been affected by the current school closure? What has been the effect of Covid on outdoor learning?
Response: KM will ask Nick Churchill to explain more about this at the next Curriculum Committee meeting. **COMPLETED: Meeting has now been arranged.**
- k) *Covid Catch Up Fund and National Tutoring Programme Statement* – It was agreed that this document will be added to the school website. It will be developed into a longer term plan over the coming weeks. **COMPLETED.**
- l) **Question:** Were the Age Related Expectations for our current Pupil Premium year 6 cohort also at 28% this time last year?
Response: KM will check on this. **COMPLETED: this item was discussed at the Curriculum Committee meeting.**
- m) Whole school overview document (screen shared during meeting) - Governors agreed that this document should be circulated to all governors and discussed further at the next Curriculum Committee meeting. **COMPLETED.**

The minutes were agreed and will be signed at the earliest opportunity.

3. LA Governor Vacancy

HP and KM recently met with a new prospective governor, following receipt of her expression of interest form which was sent in via the Local Authority (LA). This form was circulated to all governors prior to this meeting. HP and KM both feel she has a lot of useful knowledge and experience particularly around the LA, schools, and health working together. They felt she expressed a genuine interest and enthusiasm for the role, and would be effective in promoting the link between schools and health, as well as strengthening this in the wider community. GB agreed to recommend our agreement to the LA for recruiting her as a new LA Governor. HP will provide our response to the LA and then we will wait to receive further instruction.

Action: HP

4. Leadership and Governance Review

Following discussions between Sue Bowman, the school's Improvement Advisor, KM and HP it was felt that there might be benefits in having a Leadership and Governance Review. This review will be undertaken by Tina Hubbard the area lead Governance advisor for Huntingdonshire and Craig Duncan one of the LA's school improvement advisors. The aim of the review is to look at how things are working, what is going well and what areas might benefit a different approach. The review will consist of meetings/discussions with the Headteacher, staff members (to be agreed) as well as the Chair of Governors, governing body members (as many as possible) and the clerk. HP emailed all governors prior to this meeting to explain this. Tina Hubbard had been planning to attend this meeting to provide further information but was unable to. HP will contact Tina to request further details of what exactly is required on the day of the review, which is planned to take place virtually on 23rd April.

Action: HP

KM explained that this review process is a valuable tool for our ongoing improvement, and provides an opportunity for us to self-evaluate.

Question: Do we have to pay for this review?

Response: No I believe it is part of a package of support that we already buy into from the LA. I will contact the LA for confirmation of this.

5. Headteacher's Written Report

The following governor questions were asked prior to this meeting, and KM responded to each in turn:

Question: Are governors also able to complete NSPCC training as part of the training which has been bought into by the school? It would be useful to have this as an alternative to the Governor Services Safer Recruitment training – two governors were booked to complete this training via Governor Services, however it was cancelled and rearranged to take place over two half days instead of one, which one governor now cannot complete. It is felt that this amount of time required for one course could potentially be a barrier for other governors to also complete this training and an alternative option would be useful.

Response: The NSPCC training can be accessed by governors if they are unable to attend this training when offered for free by Governor Services. The cost is £35 per person and governors should contact KM to arrange this when necessary.

Question: A governor asked about whether employers should allow time off for individuals to undertake Governor duties.

The chair stated that this counted as a public duty and the Government states that reasonable time off should be allowed. It is up to employers as to whether paid or unpaid leave is granted and how much leave to grant. (<https://www.gov.uk/time-off-work-public->

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duties). It was suggested that governors who are employed can check with their employer regarding leave for voluntary commitments.

Question: What percentage of teaching at the school do you rate as good or better?

Response: I have no concerns around the quality of teaching across the school, and feel very fortunate to have such a strong teaching team. We have put in place additional layers of support for those who are new to the teaching profession, due to the disruption at the start of their career.

Question: Regarding data for the spring term - I am interested to know how this is measured; is it on the basis of children engaging with online learning (teachers being able to see who has logged on etc.) as well as attendance from those actually at school?

Response: Physical attendance of children attending school in line with LA guidance for children permitted to attend.

Question: What was attendance like during the first week after school reopening? Are there any children who have not returned and, if so, what follow up actions have happened?

Response: 95.8% 8th-12th March. LA advice is please do not fine where possible. We have had 52 unauthorised sessions in total

Question: It is good to see the continuous professional development of staff being prioritised. What led you to the Continuous Professional Empowerment programme and how did you decide that this was the right offering for HG school staff?

Response: With CPD, we look initially for LA opportunities. LA have great packages for different levels of leadership e.g. this year we have accessed the Middle Leadership for a member of staff and the Deputy Head training. There are also isolated training and support which are generally are first point of reference.

We receive many emails about CPD opportunities and sometimes come across great additional opportunities like the Deep Dive Reading training that our English Leads accessed just before lockdown 1 in Feb 2020.

JJ and GM had been speaking with our Inclusion Manager and DJ about investing in wellbeing support for staff. This is a package that does that. We wanted something that would promote positive wellbeing and give teachers the tools for maintaining wellbeing as a preventative measure to avoid teachers being in crisis and then needing a completely different level of input.

At that time, I had been looking at this programme for a number of months. The Pathway programme of CPE is collaboration from a wide variety of experts which has been created by NAHT and Discovery Education, which are both highly regarded in the educational field. The focus is on professional and personal development of staff, rather than just isolated courses.

This package is something all teachers can access, so we have a shared staff journey of growth as well as it being personalised.

6. Update on Early Years Provision

KM explained that this has been a big project for us to take on, and that we are making good progress with completing all the necessary processes. New staff contracts are currently being issued and pre-school staff will officially join the school on 1st April. The pre-school will be classed as a 'Private and Voluntary Institution' and the school will remain as offering provision for 4-11 year olds, though we will be legally responsible for the pre-school children. Two separate income streams will continue for both, which are set up on Orivia, the school finance system.

Question: Do we know of any other local schools which are also going through the same process that we can contact for mutual support?

Response: Yes we are already in contact with another school in our cluster in the same situation as us.

The following discussion is minuted confidentially.

7. Safeguarding

RH and KM met recently to discuss safeguarding updates. The Clerk has requested a report from this meeting from RH as he was unable to attend this meeting at short notice.

KM requested an Induction Update item for the next Full GB meeting. This will be a brief school induction, personalised to Hemingford Grey.

KM advised that all governors will need to complete a new DBS check (Disclosure Barring Service) ahead of when they next plan to visit the school, due to the length of time governors have not been able to visit due to the pandemic. Governors are required to contact Hayley Coulter directly to arrange this, when they know when they will next be coming into school.

Action: ALL

KM and DJ explained they have put together a brief quiz focusing on safeguarding, for all staff and governors to complete every half term. It is designed to ensure safeguarding is always kept fresh and up to date, through this regular interaction. There will be five different questions asked each time. A suggestion was made to ensure the correct answer is immediately displayed after answering a question, if answered incorrectly, which DJ will arrange to put in place.

8. Update on School Recovery and Development Plan

DJ displayed the Recovering including Catch Up Funding presentation and talked through the key points relating to the school Catch Up plan. Governors commented that it is useful to see how this links back to the EEF research, and also that children's involvement is being actively encouraged.

Question: Have the early morning sessions for years 5 and 6 started yet?

Response: Yes they have already begun. We have also been using the catch up funding to target children who have been identified by teachers as potentially benefitting the most from specific small group sessions.

KM made governors aware that phase specific Catch Up plans and a letter to parents and carers explaining this is available on the school website. This also includes information about the plans for each individual phase. We now have three members of staff who are ready and available to provide the tutoring as part of the Catch Up programme.

Question: A Just Giving page has recently been set up to fundraise for a new sensory garden at the school in the Foundation Stage. Will the amount raised also be subsidised by any other funding?

Response: The money that is raised by this appeal will be gifted to the school and put towards the total cost of the garden. Our plans for this come under our Outdoor Education development plans and budget and is not being budgeted for separately. We will include information about these development plans in our letter to parents and carers.

9. GB Use of Teams

Guidance on using Teams was circulated to all governors prior to the meeting. The plan is to move across to using Teams for future virtual meetings and document storage. KM requested all

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governors follow the guidance to set themselves up on Teams and to contact KM directly if they have any problems in doing so.

Action: ALL

10. Discussion on school ethos/values

Governors were divided into four breakout groups and were given time to review and discuss the school ethos and values statement on the school website. The following feedback and suggestions were provided:

Group 1 – would like kindness to be added (being kind to yourself and to others), highlight some of the key words, simplify some of the statements, remove some of the statements which are less relevant (including ambition).

Group 2 – simplify it, take out some of the less relevant key words, move wellbeing to the forefront.

Group 3 – heading should be 'Vision and Values', ensure vocabulary and content is consistent with recent statements regarding Catch Up plans, few grammatical suggestions.

Group 4 – would be beneficial to make it more catchy and concise to make it easier to embed into other school documents and in the wider community. Highlight some of the key words. It would be useful to find a more visual way of representing the information.

KM reported that the key words have been added to a wordle, which we will revisit for display on the website and around school.

11. Link governor feedback, termly briefings and governor visits

a) Feedback from training attended

HP gave thanks to the governors who have now completed the online Safeguarding training and emailed their certificates. DM and CB confirmed they completed the Governor Services Safeguarding training course and have not received a certificate. Clerk to follow this up with Governor Services.

b) Feedback on the governor conference

Several Governors attended the conference and reported that there were a range of interesting talks, particularly focusing on disadvantaged children and wellbeing. HP will circulate details of the useful content.

Action: HP

c) Feedback monitoring/remote meetings with school staff (circulated)

DM has completed remote learning monitoring and governor induction monitoring. Reports from both have now been circulated to governors. An outcome from the governor induction monitoring was a suggestion for a separate governor induction channel to be set up on Teams, to provide a direct focus on specific information to help build their knowledge and understanding.

Action: Clerk/HP

12. Committee Reports/Updates

a) Resources

An amendment to the Pay Policy was agreed by the Committee. HP has one final amendment to make and she will then send to the Clerk.

Action: HP

VA confirmed the Resources Committee minutes will be circulated to all governors soon.

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b) Curriculum

- Sarah Askew attended and gave a very interesting presentation on early years provision. The report from this has now been circulated to all governors.
- There has been a video for prospective FS parents on the school website since Autumn 2020. This was for the FS intake 2021 cohort parents, but whilst application has closed, the content will be interesting for governors to view to see the FS environment.
- DJ is now our Educational Visits Co-ordinator (EVC) and is looking at how this feeds into wider curriculum opportunities for all children.
- Various governor monitoring visits have taken place recently and the PSHE and SRE policies are currently being updated using new LA guidance.
- DJ will send out wellbeing information to the GB via the Clerk.
- An additional Curriculum Committee meeting has now been arranged for Tuesday 11th May at 4.30 which will include a presentation on Outdoor Learning from Nick Churchill.

Action: DJ

13. AOB

- Clarification was requested regarding how the Salary Committee should approve recommendations for staff pay changes. It was confirmed that this Committee are able to meet remotely to discuss and review this.
- It was highlighted that there may still be one vacancy for a Parent Governor on the GB. Clerk to look into this and if so, we will need to recruit for this at the start of the Summer term.

Action: Clerk

- The wellbeing of the school staff was enquired about, following the recent full school reopening. KM and DJ confirmed that staff are happy to have all the children back in school again.

Meeting closed: 8.49pm.