

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY**  
**Draft Minutes of the Full Governing Body Meeting**  
**Held via zoom on Tuesday 26<sup>th</sup> January 2021 at 4.30pm**

<b>Attendees</b>	
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)	Rick Howell (RH)
Vanessa Allen (VA)	Raylene Armstrong (RA)
Clare Birkin (CB)	Helen Hollebon (HH)
Rachel Brown (RBr)	Kathryn Miller (Clerk)

**1. Welcome, Introduction, Apologies and Declarations of Interest**

*Welcome and apologies:* HP welcomed everyone to the meeting. No apologies were received, and two governors advised beforehand that they would be arriving late.

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last meeting on 08.12.2020 – 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.**

**Action: RBr/KM**

b) Completing governor monitoring to check all statutory information is easy to find on the refreshed school website, using the checklist listing the required information. **COMPLETED.** VA produced a report following completion of this, which was circulated to all prior to the meeting. VA highlighted several areas which require further work to complete and it was agreed she will email these to Rochelle Butcher in the school office for further action. **COMPLETED: VA confirmed this has been completed, and a link to the school benchmarking data has also been added to the school website. VA suggested we needed to check if we are required to confirm on our website that no members of staff earn over £100,000. [It was confirmed after the meeting that this was not necessary.]**

c) Following on from governor monitoring of school website - It was also agreed the need for more clarity around the school values and ethos, to ensure this is prominent on the website. This will be revisited at a future meeting. **GOVERNORS AGREED TO DEFER THIS ITEM TO LATER IN THE YEAR.**

d) HP advised that Governor Services now advise refreshing governors' safer recruitment training every 2 years. Clerk to ask HC to check on dates from the Single Central Register for the GB. **COMPLETED.** It is confirmed that HP and RBr are now due to complete this training again. HP and RBr to book themselves onto the next available course. **COMPLETED: HP and RBr**

Sign.....Date.....

**confirmed they both completed the training today.**

- e) HP and KM will meet to discuss monitoring remotely and to formulate a plan for specific governors to support this in their link roles. **TO BE COMPLETED.**  
**Action: HP/KM**
- f) 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.**  
**Action: RH**
- g) HP highlighted the importance of the GB understanding the impact of the catch up funding, as well as the data captured regarding assessment and attainment. For this reason, we will look to schedule an additional meeting next half term to focus on data. HP to contact the Clerk to identify a suitable date for this. **COMPLETED.**
- h) 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.**  
**Action: KM**
- i) 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.**  
**Action: Clerk**
- j) 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.**  
**Action: JJ**

**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.**

**Action: DM**

**Question:** Has the school received good support from our ICT service with our remote learning offer?

**Response:** We are in a fortunate position in that we are continuing to use Seesaw as our learning platform, which is now well established and everyone is already comfortable using it, so we have not required any specific IT support with this.

**Question:** Do we have any opportunities to learn how remote learning works in other schools?

**Response:** Yes we do share this information as part of regular local meetings. We are aware that schools are offering remote learning in different ways, and it is important for us that we do what we decide works best for us for the pupils, families and staff in the context of our school.

- k) 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.**

**Action: RA**

The minutes were agreed and signed.

### **3. Headteacher's Written Report**

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

**Question:** Playgroup takeover - Has there been a financial impact due to the lockdown, have numbers attending reduced, resulting in lower income? Are there grants available from the government to support pre-school and nursery funds affected by the pandemic?

**Response:** Playgroup as EY provision has not closed like school, so they are operating as usual with 10 not having returned. All new spring starters have joined as planned. As they are staying open, their funding has not been affected. There are always grants for EY education and if EY education suffers a financial set back, we can explore. Staff were furloughed in first lockdown. Grants are not something that we have capacity to explore at the moment and could not be applied for anyway until they are under our leadership. Currently there is already significant workload for Jo in finance.

**Question:** Playgroup takeover - is there input from the GB that would be useful to support this?

**Response:** KM has action plans which we are working to time scales on. It is very operational at the moment, the timescale for full take over is now 1<sup>st</sup> April 2021. Contracts are being drawn up and HC and KM will have 1:1 meetings with the staff prior to half term, which will then follow with agreed contracts moving forward. RBr has been assisting with some of the necessary financial processes as part of taking on the playgroup. 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.

**Action: VA**

**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.

**Action: KM**

*[screen share of EEF school planning model document – circulated to all governors directly after this meeting]*

**Question:** Are our budget plans based on 300 children on roll, as indicated in the above document?

**Response:** Yes they are.

**Question:** Children on Roll - You have a shortfall of 16, was this planned for in the initial budget for the year, or is this potentially having a financial impact on the next budget? Which year groups are lower than the PAN? 3 children have left, is that since September? What are the reasons? Have any joined?

**Response:** See attached document (circulated to governors). Predicted forecast was lower than our actual Foundation Stage intake and increased the school number as less year 6's left.

**Question:** Safeguarding Review - Have the action points been completed?

Response: The action points are dated on the report with October 2020 if completed. The only one outstanding has an action to go to Health and Safety Committee – A Site Security Policy and Plan.

**Question:** Fixed Term Exclusions - You mention there have been 4 for a total of 13 days. How many children is this?

Response: Have not answered this due to confidentiality of information. Exclusions are recognised by the Local Authority SEND (Special Educational Needs and Disability) team and support is in place.

**Question:** School Recovery Plan - Objective 5 Action 1 Reading; You state 'phonics / book banding is on hold' but reading is a SDRP priority, and there has been maths CPD and actions, although this is not currently a priority. What are your plans to develop reading as part of your priority on the SDRP?

Response: Monitoring was on hold, not the approach. The approach was due to launch March 2020, but as school had been closed, it hadn't been up and running long enough to let it embed before monitoring began.

**Question:** Data - What plans are being made for collection of data for the rest of the year? (presuming that none can be collected during the current lockdown and therefore any targets set last term may need to be revised).

Response: We are awaiting further guidance from the Department for Education.

**Question:** Children in school - are any now attending on a part time basis?

Response: 19

**Question:** Termly dates consultation - did you respond to this (as the deadline appears to have passed) - if so, how did you respond?

Response: KM confirmed she responded with a preference for the additional week on autumn half term, with a reduction of the week in the summer break.

**Question:** Has there been chance to think about what the school's approach will be to using 'best endeavours to complete the EYFS profile' or will this be determined once more is known about when schools will reopen?

Response: We will continue to assess the children against the Early Adopter EYFS profile and will report on these at the end of the school year.

**Question:** What is the situation regarding use of catch up funding now the school is closed? Is this put on hold until school reopens or being done remotely?

Response: Please refer to our plans (circulated to governors). This is on hold until the end of this half term. We are still waiting for our recommended tutors to complete training. If we are still delivering remote learning after half term, we'll plan for something, though impact for spend is in question. KM explained it has now been confirmed that the Catch Up fund has been extended for a further period of time. Therefore our planning for use of this fund will now be longer term.

*[screen share of the school's Covid Catch Up Fund and National Tutoring Programme Statement – circulated to all governors directly after this meeting]*

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.

**Action: KM**

Sign.....Date.....

**Question:** Safeguarding review and follow up actions - Is the reciprocal arrangement for access to a Designated Safeguarding Lead documented in the Safeguarding and Child Protection Policy?

Response: Yes

**Question:** Is there a reason why Diane Stygal recommended use of the NSPCC Safer Recruitment training rather than the courses run by the Local Authority?

Response: The reason was due to the cost.

**Question:** Remote learning - What lessons were learnt during the first period of school closure that have been applied to the second one to improve remote learning provision and reduce gaps in learning opening up?

Response: Following the parent poll (please refer to summary circulated to governors) and staff discussion, we purchased the upgraded versions of Seesaw to give access to more functions. A Remote Learning policy was also created. We have considered the EEF research <https://educationendowmentfoundation.org.uk/news/eef-publishes-new-review-of-evidence-on-remote-learning/> and <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice> in creating this.

**Question:** Remote learning - Are there opportunities for the whole school to come together and for peer-to-peer interactions? If not, what else is being done to maintain a cohesive community?

Response: Assemblies started this week, with Mental Health Awareness week planned for next week. We have been exploring how best to facilitate 'Together Time' for classes in Teams and we are awaiting support from the ICT service with this. There are 'Playground Pop-ins' planned to start next week, where parents can access leaders and wellbeing support to touch base and ask any questions.

#### 4. Pupil Data

*[screen share of whole school overview document - circulated to all governors directly after this meeting]*

KM explained that the NFER baseline completed at the beginning of September 2020 would, under normal circumstances, have been completed at the end of the previous term. We have been fortunate to have been able to keep all our bubbles open throughout the Autumn term 2020.

Governors briefly looked at the data for each cohort in turn.

Year 6

**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.

**Action: KM**

**Question:** Which maths programme do we offer?

Response: We use Herts for Learning with elements from other programmes including White Rose.

Year 3

KM explained that phonics has been a big focus for this year group when they returned to school in the Autumn term, due to the amount of work they had missed during the period of school closure. Fortunately all teachers had recently completed phonics training prior to this, as well as book banding having been completed in school, which enabled us to support the children effectively.

Year 1

It was identified that this is a key priority year group for providing catch up funding support.

*Foundation Stage (FS)*

**Question:** Are you optimistic that this cohort will make good progress once back in school with appropriate support?

Response: Yes we are confident of this.

Governors agreed that this document should be circulated to all governors and any questions discussed further at the next Curriculum Committee meeting.

**Action: JJ**

## **5. Remote provision in the context of school closure**

It was agreed that this will be looked at in more detail by the Curriculum Committee. Two documents were provided by DJ and shared on the screen for all to see (both documents circulated to governors following the meeting). DJ talked through the key findings of the parent and carers poll as part of the remote learning report. DJ advised she has pre-recorded assemblies and will be holding virtual 'playground drop in' sessions which have been set up on Teams.

Comment: Sharing an informal plan with parents and carers of how the school will be offering support during this period of school closure would provide a lot of reassurance to families.

Response: We recognise that communication is of key importance and, in time, we will be sharing further information. We have had a very short period of time so far to carry out all the plans and preparations necessary as our initial priorities, alongside operating the school as we normally would

**Question:** Could we look to use our newly refreshed website more as a tool for communicating with parents?

Response: Yes we can look at doing this further down the line, however at the moment we are still in the early stages of having to respond very quickly to this school closure and plan accordingly.

## **6. Safeguarding**

- KM confirmed that all the families of critical workers or vulnerable children who requested school places for their children have been granted.
- RH will be meeting again with KM later this term to discuss safeguarding.
- RBU advised she will be sending a Governor Visit report to the Curriculum Committee following the recent Governor SEND monitoring virtual visit with Michelle Parker.

## **7. Link governor feedback, termly briefings and governor visits**

### **a) Feedback from training attended**

- JJ confirmed she recently attended a staff wellbeing webinar for governors
- DM attended the governor termly briefing and circulated her notes from this, as well as the briefing presentation slides.
- HP and RBr both completed their Safer Recruitment training today
- VA is attending the termly briefing tomorrow
- VA and DM are both booked to attend Safer Recruitment training
- Governors were reminded that the NGA (National Governance Association) provides free online training for governors –  
<https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx>

Sign.....Date.....

**b) Feedback monitoring/remote meetings with school staff**

- DM completed Safer Recruitment monitoring and will send her report to the Resources Committee
- The well-being subcommittee (JJ, DM, DJ and Michelle Parker) are meeting next week
- The Covid working group met this week and the minutes have been circulated to all governors. There are now vacancies for two governors to join this committee – it was agreed that DM and HH will both join.
- A reminder that the Finance meeting, which Rob Cottle will be attending along with Gaynor Pope (Financial Advisers) will be taking place on Wednesday 3<sup>rd</sup> February at 2.30.

**8. AOB**

None

**Meeting closed: 6.18pm.**