

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY**  
**Minutes of the Full Governing Body Meeting**  
**Held via zoom on Tuesday 13<sup>th</sup> October 2020 at 6.30pm**

<b>Attendees</b>	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr)
Helen Peat (HP, Chair of Governors and Chair of this meeting)	Jenny Jones (JJ)
Danielle Jones (DJ)	Ruth Burrows (RBU)
Grace Matthews (GM)	Rick Howell (RH, arrived at 7.07pm)
Vanessa Allen (VA)	Raylene Armstrong (RA)
Kathryn Miller (Clerk)	

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

*Welcome and apologies:* The Clerk welcomed everyone to the meeting. No apologies were received.

*Governors absent:* KG.

*Declarations of interest:* None.

**2. Election of Officers**

**a) Agree term of office for Chair/co-chairs and Vice Chair**

Governors unanimously agreed to a one year term of office for both roles.

**b)&c) Election of Chair and Vice-Chair**

Prior to the meeting, HP nominated herself for Co-Chair and no other nominations were received. Governors commented that the GB is currently in a weak position, with no nominations or Vice-Chair previously in place. Governors discussed potential ways forward, including looking at electing two Vice-Chairs with clearly defined roles, to support Helen who could Chair. It was agreed that HP, RA, JJ and RBr will meet separately to discuss this further.

**Action: HP/RA/RBr/JJ**

**3. Annual review of operational documents, approval of meetings calendar and GB membership**

a) Code of Conduct – this document had been circulated to all governors prior to the meeting. Governors agreed to adopt it, following HP making an amendment regarding governor visits into school to qualify this guidance further in relation to the Covid pandemic. The Clerk will then circulate the document to all governors and ask each individual to confirm acceptance of this by return of email. It was confirmed that KM does not need to confirm agreement of this in her role as Headteacher.

**Action: HP/Clerk**

- b) GB Standing Orders - this document had been circulated to all governors prior to the meeting and was approved.
- c) Committee Terms of Reference – The Terms of Reference for the Curriculum and Resources Committees had been reviewed at the end of last term. They were both circulated to all governors prior to this meeting and was approved.
- d) GB Planner for the year for full GB and committees – this document was circulated to all governors prior to the meeting and it was approved. KM advised she has made notes to add regarding governor monitoring. It was agreed this will remain an open document so additions can be made throughout the year when necessary.

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

e) GB Delegation Decision Planner - this document had been circulated to all governors prior to the meeting. HP explained she produced this using a new template that JJ had sourced from the Key for Governors and it would benefit from a sub-group of governors to carry out a final review of it. It was agreed that RBU, RBr and HP will meet to do this and will bring the final version to the next Full GB meeting for approval.

**Action: HP/RBU/RBr**

f) GB Meetings Calendar 2020-21 – this document had been circulated to all governors prior to the meeting and was approved.

g) *GB Membership* – Governors’ contact details were circulated prior to the meeting and amendments were notified to the Clerk.

*GB Vacancies*

- HP notified governors that Steve Young has confirmed he will not be continuing in his role as Associate Member. Governors expressed their thanks for his support and commitment to the GB over many years, particularly with financial planning.
- HP advised that Hayley Coulter and Araminta Herd have both now resigned from the GB, which creates one vacancy for a co-opted governor and one vacancy for a parent governor. Governors gave thanks for their support to the GB, and particularly for the long standing support and commitment Hayley has given to the GB over many years. HP commented on the challenges that arise from receiving resignations without any prior discussions, and that it would be helpful to be able to address outstanding actions in future before any notice is given.
- HP explained that Diane Moore, a new potential governor, recently expressed interest in joining the GB. Diane has now met virtually with HP and has also visited the school to meet with KM. Both feel she would make an excellent addition to the GB and a supporting statement from Diane was circulated to governors prior to the meeting. Governors unanimously agreed to co-opt Diane onto the GB. HP and the Clerk will make contact with Diane to begin the induction process.

**Action: HP/Clerk**

- The Clerk confirmed we have received one nomination so far for the parent governor vacancy which is currently being advertised to replace Clare Lowe, with a closing date of 14.10.2020.

h) GB Committee Structure – this document was circulated to governors prior to the meeting and was approved. A comment was made regarding the current lack of financial skills and expertise on the GB. A suggestion was made for this to be highlighted as a particularly desirable skill for new potential governors when the vacancies are advertised. This idea could be helpful but we would need to ensure we do not exclude any potential parents/carers from applying.

**Question: Can we agree to maintain a core group of governors in each of the committees who will be expected to attend all the meetings of their chosen committee, but also to open up all the meetings to all governors?**

**Response: Yes.**

**4. Minutes of the last meeting on 07.07.2020 – can be accessed [here](#), and matters arising:**

a) DBS checks for re-appointed governors (RBU/VA) – HC will arrange to complete it over the phone with the governors. **COMPLETED: RBU and VA confirmed they have received their DBS certificates. Hayley has asked that they arrange to bring their original certificates into school for Hayley to see.**

b) RA asked if we can plan for governors to share their areas of expertise with the GB next academic year, which has previously been discussed. It was agreed that RA will make suggestions for skills/knowledge which could be shared by specific governors. **COMPLETED:**

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

**to be discussed under agenda item 9.**

- c) Prevent Duty Training. **PENDING: RA advised she still needs to complete this and will do so asap.**

**Action: RA**

- d) NQT Policy – It was agreed that we will add a section on this to our Induction Policy for now, and will look at producing a standalone policy in the future. **COMPLETED: KM has sent the NQT section to the Clerk to add to the Induction Policy.**

- e) School policy review - Designated teacher for looked after and previously looked after children – it was previously agreed that KM will create a page on the school website which lists staff responsibilities such as this. **COMPLETED: KM will also amend to include 'Post LAC'.**

- f) Acceptable Use Policy (AUP) – KM has reviewed this and it has been circulated to all governors. HC would now like to review this with respect to GDPR. **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.**

**Action: KM**

- g) Staff thank you card and gifts. **COMPLETED: Governors gave thanks to RBU for organising this.**

- h) KM to circulate the powerpoint presentation from the HT briefing on 6<sup>th</sup> July. **COMPLETED: Governors agreed it is no longer relevant.**

- i) KM advised that we will now be moving forward with the Recovery Development and Improvement Planning document - KM will circulate the final plan to the GB and a more concise version will also be added to the school website. **COMPLETED: Item on this agenda.**

- j) Early Years and wrap around provision. **COMPLETED: Item on this agenda.**

- k) GB membership and chairing next year. **COMPLETED: Discussed under item 2 and 3.**

- l) A suggestion was made to look at succession planning in more detail at the September meeting. This would take into consideration the end dates of governors' terms of office. It was confirmed this item is on our meeting planner and will be added to the agenda in September. **COMPLETED: HP confirmed there are no governor end dates to consider in the near future.**

- m) Statutory Committee Membership - Clerk will contact KG to ask her about committees. **COMPLETED: KG confirmed she would like to join the Curriculum Committee.**

- n) HP asked for a volunteer to complete our termly monitoring of the Single Central Register (SCR) before the end of this term. RBU agreed to do this and will arrange with HC to come into school and check through it. **COMPLETED: RBU confirmed she has completed this.**

*Other actions carried forward from previous meetings:*

- *First Aid Policy Review – completed: has been discussed at the Resources Committee meeting.*
- *Governors attending Pupil Progress Meetings – KM advised a governor would be welcome to attend the meetings next week, however governors would find the next set of meetings more useful as by then they will have more data to discuss after this initial baseline discussion. KM will advise of these at a later date.*
- *Sue Bowman delivering training to the GB on the new Ofsted Inspection Framework – KM advised Sue Bowman is happy to attend a future GB meeting if governors would find this useful whilst meetings are being held virtually, and could offer support*

*with governor questioning.*

The minutes were agreed and signed.

## 5. Headteacher's Written Report

KM received the following questions from governors prior to the meeting which she responded to as follows:

**Question:** You mention in your HT report about the government scheme for laptops to support remote learning, which the school is currently not eligible for. Are there pupils in school who currently don't have access to any tech at home and so have that added barrier if we need to resort to remote learning again?

**Response:** There was a government scheme during school closure, but we did not have any pupils who would have benefitted from the scheme. During that time, the majority of our pupils accessed See-Saw. Those who did not engage with See-Saw were kept in touch with by wellbeing phone calls and had chosen not to do the work provided by school. One family took up the offer of paper packs being delivered. There is a parent poll going out this week to gather views on home learning and remote learning access so that we can plan our provision.

**Question:** Have the 7 children who have left and been replaced done so in the same year groups (i.e. a year 4 child left and was replaced by a new Year 4 child) or do we have some classes where numbers are lower/higher? The follow up question is also is the school currently full or are there areas where classes have spare places?

**Response:** Of the 7 leavers since September 3rd, one was in FS, one was in year 2, four were in year 3 and one was in year 4.

We have had one child join Year 1, three children join year 2, two children join year 3 and one child join year 4.

The spaces available in each year group are:

FS: 1

Y1: 8

Y2: 4

Y3: 2

Y4: 1

Y5: 0 (we are one over PAN in this year group)

Y6: 0

**Question:** If individual children are self-isolating do they need access to remote education? If so how will this be provided so that individual children get a near equivalent provision as possible to the provision within class?

**Response:** Yes, we have a letter that goes out to any isolating families whilst they are awaiting testing. It signposts them to Oak Lane Academy and BBC Bitesize with an expectation to post any work completed onto See-Saw.

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

Question: The new website is looking good - when would be a good time for some governor monitoring to check all statutory information is easy to find?

Response: Yes please. A checklist would be provided and it can be completed remotely. VA agreed to complete this.

**Action: VA**

Question: Organisational structure - one of the reasons for asking for this to be included in the first HT report of the year was to provide governors with information on who is undertaking statutory roles. It does not include the name of the teacher who is responsible for LAC. Please could this be added along with any other statutory roles not included?

Response: Website has LAC named and KM will add Post-LAC. KM will also check the reporting of Inclusion to see if it contains LAC or if this needs an additional update. RBU, the Link Governor for SEND, confirmed she does discuss this regularly with Michelle Parker. It was agreed that LAC and Post LAC also needs to be added to the Governor Visit Form Proforma for when RBU carries out her SEND Governor Visit.

**Action: RBU**

Question: As a governing body we are tasked with oversight of the spending of the above fund. Can you confirm whether HG has received the first of the three tranches of funding? I understand that the overall amount is £80 per pupil based on October 2020 census.

Response: I referenced it in my head's report – 'The local authority are forming clearer information on the use of 'Catch-up Funding' and the National Tutoring Programme so that schools can make informed decisions about how best to move forward.' We have not received any funding yet and are so awaiting both the funding and advice on how best to use this from the LA. I am booked on a head's briefing about this on 22<sup>nd</sup> October.

It was agreed that the Curriculum Committee will now lead on this item.

**Action: Clerk**

KM has drafted a new Remote Education Policy which was displayed at this point. It was agreed that the Covid Committee will review and approve it at their meeting later this week, and KM will send the final version to the Clerk to add to the website.

**Action: KM**

Following a governor request prior to the meeting, KM displayed a document at this point showing pupil numbers in each cohort, class teachers and PAN for each year group. Governors requested an updated copy of this report to be included with each written Headteacher report for the Full GB meetings.

**Action: KM**

## **6. Early Years' Provision**

**This item is minuted confidentially.**

## **7. Safeguarding (including updates to Keeping Children Safe in Education (KCSIE) and review of Safeguarding and Child Protection Policy)**

The updated versions of KCSIE and the Safeguarding and Child Protection Policy were circulated to all governors prior to this meeting. KM confirmed elements of safer working

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

practice has been added in, as well as new terminology in KCSIE. A query was raised regarding why the document is still showing as a draft on the school website. KM confirmed this is in line with LA guidance and, once approved by the GB, the 'draft' will be removed. 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.

**Action: Clerk**

**Question: The covid annex appears to be missing from the policy? We previously listed both staff and governors who have undertaken safer recruitment training whereas this just lists the staff**

**Response: There were two different COVID annexes which were in response to school's safeguarding responsibilities at two points in time – 1. School closure, when school was only open to children of key workers and vulnerable children and 2. When school had a partial opening for the year groups of R, 1, 6 as well as children of key workers and vulnerable children. KM has checked the 2019 policy which also states staff members:**

**4.2 The governing body will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.**

**The following members of staff have undertaken Safer Recruitment training:**

**Kirsten Marriott, Hayley Coulter, Danielle Jones, Michelle Parker**

**We have completed the required gaps in the model policy provided by county, so perhaps they no longer include governors as these are on the SCR.**

It was agreed that we would amend the policy to include the names of governors who have completed the training.

KM and RH (Link Governor for Safeguarding) agreed to meet virtually every half term to discuss safeguarding and RH will update at each Full GB meeting.

**Action: RH**

Governors agreed to approve the policy.

## **8. School Recovery and Development Plan 2020-21**

The School Recovery and Development plan for 2020-21 was circulated to all governors prior to this meeting. The LA approach is that recovery forms the predominant focus for school improvement this year. KM drafted this to adopt this approach whilst also capturing the new ofsted framework that had been incorporated into the school improvement plan. It was agreed that HP, RBr, JJ and RA will meet virtually to discuss and complete the leadership and management section focusing on governance, and will bring this to the next Full GB meeting. This includes self-evaluation to create an action plan and monitoring visits.

**Action: HP/RBr/RBu/JJ**

**Question: From looking at the recovery document section on bringing the school together, how are you doing whole school assemblies and collective worship?**

**Response: We are doing them on Teams, but reviewing how effective this is.**

KM advised she will also be producing a new 'Raising Attainment Plan' following on from pupil progress meetings, which she will share with governors in January. A new termly operational plan will also be produced.

## **9. Governing Body Self Evaluation and Skills Audit**

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

A GB self-evaluation using the LA framework would normally have been completed in the summer term, but this was delayed due to covid. It is suggested this is looked at later on in the year. HP has received returns from all but one governor for the Skills Audit. A summary was displayed at this point. One weakness is our lack of governors who have experience of being a governor or a trustee at another school or in another sector. We also score lower for finance expertise. Most of the other areas score much higher.

**Question: is there anything that was identified regarding ongoing training and development for governors?**

**Response: HP will send the matrix with RA, to have a look at in her role as Link Governor for GB Training.**

**Action: HP**

## **10. Link Governor Roles and Monitoring Remotely**

HP and KM will meet separately to discuss monitoring remotely and to formulate a plan for specific governors to support this in their link roles.

**Action: HP/KM**

## **11. Link Governor Feedback, Termly Briefings and Governor Visits**

### **a) Feedback from termly briefing**

Governors reported that they found it helpful to attend remotely. Useful to have an update on the current situation, particularly due to the pace of changes in recent months.

### **b) Feedback from training attended**

HP attended the LA finance briefing regarding the budget consultation. Governors discussed whether we should put together a response to the consultation as we have done previously. It was agreed that we will ask Rob Cottle at our finance meeting for his advice regarding this.

## **12. Committee Reports / Updates**

### **a) Resources Committee – last meeting 29.09.2020**

Minutes will be circulated soon. Committee is now low on core members following recent governor resignations so would be helpful to have more governors joining.

## **13. AOB**

- KM suggested it would be useful to create a new link governor role for disadvantaged children due to a significant increase in children claiming Pupil Premium as a result of the pandemic. It was noted that this might be an area of interest for our newly co-opted governor.
- HP advised we need to approve our Pay Policy which will be finalised after we have spoken to Rob Cottle. Governors agreed to adopt the National document recommendation for pay scales for teachers and school leaders. Local authority pay scales are used for support staff.
- The Salary Committee needs to meet by 31<sup>st</sup> October to discuss and agree pay awards – KM will arrange to meet with committee members (RH, VA, RBu).
- DJ recommended a podcast which governors may find useful regarding the recovery curriculum. DJ will circulate the link by email.

**Action: KM**

**Action: DJ**

**Meeting closed: 8.45pm.**

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