

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY**  
**Minutes of the Virtual Full Governing Body Meeting**  
**Held on Zoom on Tuesday 19<sup>th</sup> May 2020 at 7.00pm**

<b>Attendees</b>	
Helen Peat (HP, Co-Chair of Governors and Chair of this meeting)	Clare Lowe (CL, Co-Chair of Governors)
Kirsten Marriott (KM, Headteacher)	Ruth Burrows (RBU)
Grace Matthews (GM)	Hayley Coulter (HC)
Vanessa Allen (VA)	Minty Herd (MH)
Steve Young (SY)	Rick Howell (RH)
Rachel Brown (RBr)	Kirsty Gow (KG)
Kathryn Miller (Clerk)	

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

*Welcome and introductions:* HP welcomed everyone to the meeting.

*Apologies:* Received and accepted from JJ, RA, GM and DJ.

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last meeting on 28/04/2020 – can be accessed [here](#), and matters arising**

a) DBS checks for re-appointed governors (RBU/RBr/VA) – **IN PROCESS: HC confirmed the paperwork has been received and is currently being processed.**

**Action: HC**

b) Deferred to future meeting.

c) Deferred to future meeting.

d) Governor Skills Audit and Training Plan - HP advised that some governors are yet to complete this. Governors are requested to complete this using the link provided in the email from HP. Clerk confirmed 8 have completed this so far, still more to complete. **IN PROGRESS: HP will check how many have now completed it and will update at the next meeting.**

**Action: HP/ALL**

e) Deferred to future meeting.

f) Deferred to future meeting.

g) Deferred to future meeting.

h) Prevent Duty training – HC has received more certificates of completion by email since the last meeting. HC will provide a checklist so that governors can be reminded to complete it if they haven't already done so. This information will also be documented on the Single Central Register.

**Action: HC**

i) Action from Confidential minutes of FGB 28.04.2020 – financial due diligence. **IN PROCESS: CL will continue to lead on this, with SY and Jo Guest also involved. CL will report to the FGB when an update is available.**

**Action: CL**

j) Deferred to future meeting.

k) Governors approved the SFVS document for submission. HP confirmed she will add her electronic signature to it and will ask our Financial Adviser about what we need to do with it next.

**COMPLETED: SFVS has now been submitted.**

l) Discussion of before and after school provision – action from confidential minutes of FGB 28.04.2020. **ONGOING: Governors agreed to discuss this under item 3.**

m) KM confirmed she will be amending the 'Administration of Medication' document which forms part of the First Aid Policy. **ONGOING: KM will update on this at the next meeting.**

**Action: KM**

n) School policy review - Reviewing procedural documents/guidelines. Clerk to add this item to the Full GB meeting planner and will make all changes as agreed in the document. **IN PROGRESS: Clerk confirmed she has updated the meeting planner and will confirm once the policy review schedule has been updated.**

**Action: Clerk**

o) School policy review - there are still actions to be completed which are listed in the final section of the document. These actions will be reviewed at a future meeting. **ONGOING: HP confirmed she will look at these actions before the next meeting.**

**Action: HP**

*The minutes from the previous meeting were approved and will be signed at the earliest opportunity.*

### **3. Policy on Lettings**

**This item is minuted confidentially.**

### **4. Headteacher Updates**

**This item is minuted confidentially.**

### **5. Meeting Schedule**

Before this meeting, HP circulated details of proposed future meetings of the Governing Body for the remainder of this term. These are Tuesday 9<sup>th</sup> June and Tuesday 7<sup>th</sup> July, both at 7.00pm. It was confirmed that additional meetings may also be arranged if decisions are required to support the school.

KM advised that the Health and Safety Committee met last week and will also be meeting this week. They will continue to have regular contact given the nature of the current situation. KM/HC will send the minutes from these meetings to the Clerk for circulation to all governors.

**Action: KM/HC**

### **6. AOB**

- HP advised that we have received details from the Local Authority of a new potential governor who has registered their interest in the school. HP, CL and KM have had an initial chat with him on Zoom and it has been agreed that they will arrange for him to visit the school at the earliest opportunity, once it is safe to do so, and will discuss it further with him at that point. He has skills which could be useful to the Governing Body, and he could be appointed as our Local Authority Governor, for which we currently have a vacancy.

**Meeting closed: 7.30pm.**