

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY**  
**Minutes of the Full Governing Body Meeting**  
**Held via zoom on Tuesday 8<sup>th</sup> December 2020 at 6.30pm**

<b>Attendees</b>	
Helen Peat (HP, Chair of Governors and Chair of this meeting)	Diane Moore (DM)
Danielle Jones (DJ)	Jenny Jones (JJ)
Rachel Brown (RBr)	Ruth Burrows (RBu)
Grace Matthews (GM)	Rick Howell (RH)
Vanessa Allen (VA)	Raylene Armstrong (RA)
Clare Birkin (CB)	Helen Hollebon (HH)
Kathryn Miller (Clerk)	

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

*Welcome and apologies:* HP welcomed everyone to the meeting. Introductions were made for the benefit of new governors. Apologies were received and accepted from KM.

*Governors absent:* None.

*Declarations of interest:* None.

### 2. Election of Officers

- ***Election of Vice Chair – nominations: RA and RBr to share the role.***

Since the last meeting, RA and RBr put themselves forward to share the role of Vice Chair. This was unanimously agreed by all, RBu seconds this decision. *[RA will lead on stakeholder engagement and RBr on improving the definition and engagement of link governor roles (see item 9b) – added for information after the meeting].*

### 3. Minutes of the last meeting on 13.10.2020 – can be accessed [here](#), and matters arising:

- 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. **COMPLETED: Agreed under agenda item 2.**
- Code of Conduct – HP to make 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. **COMPLETED. Clerk confirmed all responses have been received except one which is being followed up.**
- GB Delegation Decision Planner - 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. **COMPLETED. The final version from HP was circulated prior to the meeting. Governors agreed to adopt this.**
- Prevent Duty Training. PENDING: RA advised she still needs to complete this and will do so

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

asap. **COMPLETED. RA confirmed this has now been completed.**

- e) 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.**  
Action: KM/HP
- f) 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.**  
Action: VA  
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.  
Action: HP  
VA commented that she found this monitoring activity an extremely helpful process and it was agreed that governors will rotate to complete this each time so everyone has the experience of completing it.
- g) 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. **COMPLETED. RBU confirmed she has now arranged a date to meet with Michelle Parker in the Spring term and will include LAC and Post LAC in her report. RBU invited other governors to attend this visit and will circulate the details following this meeting.**
- h) Curriculum Committee to lead on 'Catch-up Funding' and the National Tutoring Programme. **COMPLETED. This was added to the Curriculum Committee agenda.**
- i) 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. **AGREED TO DEFER THIS ITEM TO THE NEXT MEETING.**
- j) Early Years and wrap around provision - HP confirmed she will email the Chair of the Playgroup to advise of the outcome of the vote. **COMPLETED.**
- k) 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.**  
Action: HP/RBr
- l) 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. **COMPLETED. Item is on this agenda.**
- m) The School Recovery and Development plan for 2020-21 - 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. **COMPLETED. Item is on this agenda.**
- n) HP will send the completed Skills matrix to RA, to have a look at in her role as Link Governor for GB Training for any ongoing training needs. **COMPLETED.**
- o) HP and KM will meet separately to discuss monitoring remotely and to formulate a plan for

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

specific governors to support this in their link roles. **TO BE COMPLETED.**

**Action: HP/KM**

The minutes were agreed and signed.

#### **4. Screenshot of governors for the newsletter.**

RA took a screenshot of all governors at this point, which will be added to the first newsletter from the Governing Body.

#### **5. Headteacher's Verbal Report**

The following discussion is minuted confidentially.

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

The following discussion is minuted confidentially.

#### **7. Safeguarding**

RH reported from his recent meeting with KM. The safeguarding monitoring visits will follow the 'Safeguarding Wheel' model which has previously been explained to the GB. A different segment of it is focused on each half term. The current visit focused on online safety and the key aspects of this are to upskill parents, focus on the systems which provide monitoring and filtering facilities, and ensuring online safety is embedded within the curriculum. KM arranged a demonstration for the office and Designated Safeguarding Lead to review a National Online Safety resource for staff, with a section for parents and carers. This took place in November and the package has been purchased. This will be rolled out in the new year, virtually, so that parents can access it.

RH confirmed he feels reassured that the school have online safety as a high priority. DJ advised they are very aware of the need to continue updating parents and staff knowledge and awareness, particularly in the current climate where online and remote learning is taking place more frequently, and technology is rapidly evolving.

RH drew attention to the E-Safety section on the school website, which does not name the Designated Safeguarding Lead (DSL). *It was later confirmed that the DSL is named under the Safeguarding section of the website.*

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.

**Action: RH**

#### **8. Update on School Recovery and Development Plan (SRDP) 2020-21**

DJ advised that we have focused on the quality of education by assessing our baseline data for the children's return to education, and how our recovery curriculum is supporting this. The National Federation for Educational Research (NFER) testing has been used as part of this process.

Our year 3 cohort has been particularly affected by the long lockdown period, partly because it is the first year those children are engaging with the Key Stage 2 curriculum. We have been carefully working to improve learning behaviour this term, including addressing low level disruption and distractions as well as the pace of learning in the classroom. We now feel we are in a place where we are ready to progress further with their learning next term.

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

The Key Stage 1 phonics tests which were delayed from last year have now been completed with the current year 2 cohort.

**Question:** When will we have the test results from this?

Response: We will receive these at the beginning of next term.

**Question:** How will we know if we are succeeding with filling the gaps in their learning?

Response: We will be comparing our baseline data with the most recent data which has now been inputted. We will discuss this at the Full GB meeting next term.

**Question:** Will the school use the catch up funding to support the children who have not yet met the required attainment in the phonics test?

Response: We will need to continue to closely monitor the learning progress and attainment of all year groups, to enable us to identify trends where funding can be used to provide support and make the most difference and impact.

**Question:** Is year 3 still working on phonics as those children have missed out on a significant amount of this in year 2?

Response: Yes they are, and we will continue to closely monitor their progress with this throughout the year.

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.

**Action: HP**

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.

**Action: HP**

## **9. Working smarter as a Governing Body**

### **a) Focusing discussions – proposal was circulated to all governors prior to the meeting**

**Question:** Should we still have a discussion regarding a policy which has been reviewed by just one governor, to allow for others to make comments or suggestions?

Response: I don't think this is necessary unless they have reviewed a policy which is either new to us or relates to a wider aspect of the school such as Health and Safety. In that case we may require a sub group of governors to carry out the review.

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.

**Action: Clerk**

### **b) Better definition of Link Governor roles - proposal was circulated to all governors prior to the meeting**

It was decided that a new Link Governor role should be created focusing on Disadvantage, Pupil Premium and Catch Up funding. DM agreed to take on this role. RBU advised she would like to relinquish her role as the Link Governor for English.

**Question:** Is there a central document on which we record planned contact time between governors and school staff? It would be helpful for all governors to be aware of this.

**Response:** There is a new function for this on Teams which is already being used in school and will also be available for governors in the near future. KM is currently working on a shared calendar to display scheduled visits and remote meetings.

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.

**Action: RBr**

### **c) Governor Training**

VA confirmed she recently attended budget training, which she found useful and helped her understand more about the wider context and process of budget delegation. It was also a useful reminder of our strategic role as a GB.

RA advised there are a few more outstanding Skills Audits which she will follow up on. From looking at the Skills Audits already received, finance is an area which is clearly identified for future training and development.

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.

**Action: RA**

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

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

- VA completed budget training, as mentioned under previous agenda item.
- DM completed her governor induction training.
- HP attended a meeting with other GB Chairs on zoom and found the smaller breakout group discussion useful in terms of sharing similar themes and challenges.

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

- RH met with KM to discuss safeguarding as mentioned under agenda item 7.
- DM met with Hayley Coulter to complete Safer Recruitment monitoring. DM will report back on this as the next Resources Committee meeting.
- RBU has completed the Autumn term review of the Single Central Register (SCR).

## **11. Committee Reports / Updates**

### **a) Resources Committee – last meeting 24.11.2020**

VA highlighted to main areas discussed at this meeting. Monitoring the SCR was looked at in more detail and we now feel clearer about the process for this. We are also encouraging more governors to undertake Safer Recruitment training. It was decided that we will revisit the benchmarking data at a future meeting once the data has been updated.

### **b) Curriculum Committee – last meeting 10.11.2020**

JJ highlighted the main areas discussed at this meeting. Governors agree it is extremely valuable to have teacher input at these meetings and all governors are encouraged to look at Sarah Symons presentation from this, which has previously been circulated. It was reported that the school is in the process of working toward a new National Mental Health Award. Governor monitoring visits are being planned to hopefully take place in the summer term.

## **12. AOB**

RBr advised she will be taking some individually wrapped treats into school this week for staff, as a thank you from the GB alongside the Christmas message.

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

**Meeting closed: 8.14pm.**

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