

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY**
Minutes of the Full Governing Body Meeting
Held via Teams on Tuesday 20th April 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)	Vanessa Allen (VA)
Clare Birkin (CB)	Kathryn Miller (Clerk)

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and apologies: HP welcomed everyone to the meeting. Apologies were received from RBr, HH and RA. HP advised governors that Rick Howell has now resigned from the GB. Governors gave thanks to Rick for his contribution to the school during his time in post.

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last meeting on 16.03.2021 – can be accessed [here](#), and matters arising:

- a) Acceptable Use Policy (AUP) – ONGOING: it is currently being reviewed. **ONGOING: it is currently being reviewed, KM and RBr have a date for meeting soon to discuss this.**
Action: RBr/KM
- b) 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. 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. **COMPLETED: The governor newsletter was sent out to parents and carers at the end of last term and included a piece from VA.**
- c) 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, as well as details of other useful information from this conference. **COMPLETED: This was circulated and as yet no volunteers have come forward for this new role. HP asked again for governors to consider volunteering for this.**
- d) LA Governor Vacancy - 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. **COMPLETED: Our response was returned. Earlier today we received confirmation from the LA of their recommendation for a new LA governor. This item will be added to the next Full GB agenda for final approval.**
Action: HP
- e) 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. **IT**

WAS AGREED THIS WILL REMAIN AS AN ONGOING ACTION TO REMIND GOVERNORS FOR FUTURE VISITS. *Following the meeting, it was advised by the LA that Governors who have been in regular attendance in Virtual Governing Body meetings during the pandemic need not have new DBS checks undertaken before returning to 'normal' Governor visits and duties once the current restrictions are over.*

- f) 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 governors follow the guidance to set themselves up on Teams and to contact KM directly if they have any problems in doing so. **COMPLETED: Some governors have been unable to access the GB teams group. ICT have been contacted and KM will follow up with this to ensure all governors are added to this group.**
Action: KM
- g) Feedback monitoring/remote meetings with school staff - 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. **ONGOING: The process for moving over to Teams has now begun and will ensure the suggestion is undertaken as part of this.**
Action: KM/HP
- h) DJ will send out wellbeing information to the GB via the Clerk. **COMPLETED.**
- i) 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. **COMPLETED: Clerk confirmed there is one parent governor vacancy remaining from a previous governor's resignation. HP advised we also now have a 2nd vacancy following Rick Howell's resignation. HP and KM have discussed offering two virtual drop in sessions for prospective governors. We also need to actively encourage male parents and carers to apply to join the GB, and particularly with skills and experience in finance. This will all be included in the letter which will be sent out to parents and carers to invite nominations. VA confirmed she is happy to support the drop in sessions. HP, KM, VA and the Clerk will look at drop in dates and draft the letter.**
Action: KM/HP/VA/Clerk

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

3. Approval of the budget for 2021-22

The budget meeting took place earlier today with Gaynor Pope, our Financial Adviser. Following this there are some actions for Jo Guest, Finance Officer, to follow up on. Therefore the final budget is not yet ready for governors to approve. HP confirmed we will hold a 15 minute Full GB meeting to approve the budget on Tuesday 4th May 2021 at 6.30pm.

HP advised we have a surplus of £131,718, which is £75,000 more than was budgeted for. We are therefore in a very strong financial position and now need to clearly detail plans in this budget for how we will be spending the amount we are carrying forward into the next financial year.

KM outlined her initial plans for the best use of this carry forward:

- Sound system in the hall needs replacing.
- To support the School Development Plan focus on reading – buying into quality CPD (including 'Hooked on Books' training completed yesterday by our English Leads), purchasing specific book sets for the whole class to read together and further developing our book banded book resources.
- Outdoor learning – two areas:
 - Adding pathways and hedgerow to the field to create new learning spaces
 - Developing a new enclosed space near the pond.

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- Developing the Key Stage One outdoor space – staff completing training with Early Excellence to support them with creating the right environment for learning outdoors.
- KM advised the impact of this on pupil outcomes, particularly mental health, will be carefully monitored and reviewed. Further details of the spending plans in relation to the expected pupil outcomes will be discussed by the curriculum committee prior to any spend being approved by the Resources committee.

Question: Following the recent Pupil Progress meetings where concerns were raised regarding the wellbeing of the children, are we exploring the opportunity to recruit new members of staff with particular expertise in mental health?

Response: We are currently looking at developing a new model to provide direction of funding in this area, based on the support which is offered by 'Place to be'.

Comment: Developing our own existing staff could be more beneficial to us financially, rather than buying in consultancy.

Response: We could look into this as an apprenticeship route, as part of our long term focus on wellbeing and mental health.

It was suggested that the Wellbeing governor sub group will meet this half term to discuss these ideas further. It was agreed that we need to look at upskilling our current teaching staff to provide support with this on a long term basis.

Action: DJ

HP advised that we need to make more realistic estimates of Forecasts of Outturn when we monitor the budget rather than cautiously assuming that all budget lines will be spent as originally forecast. Spending plans can then be altered as necessary and we will not end up with much larger carry forwards at the end of the year than we have budgeted for, and ensure that we are spending the budget on the current pupils.

4. Approval of SFVS for 2020-21

VA is leading on our SFVS submission for this year. VA commented that it really helps her understanding of the school through having to find out how to evidence all the information that is required. There are more questions this year that we have not yet fully answered, and for which further information is currently being sought, to ensure that we, as a GB, is satisfied the school is achieving best value.

VA explained the actions from the SFVS checklist, and we will need to show how we are addressing them in the next year:

- We need more finance experience on the GB
- The monthly BMR (Budget Monitoring Report), produced by our Finance Officer, should be circulated to the GB more often. Jo Guest has confirmed she can send us an 'easy read' version.
- We need to ensure there is clarity around how our approaches are integrated across the school, i.e. finance, curriculum, etc.
- We need to ensure we identify how the GB can be involved with ongoing service contract reviews. This has previously been discussed by the Resources Committee and VA will ensure this is considered further.
- We also need to follow up on the items identified on the dashboard results section of the SFVS.

Question: Where does the raw data come from on the dashboard?

Response: Jo Guest provides this data.

Question: There seems to be an error regarding FTE senior leaders which should probably just refer to the Head and Deputy?

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Response: VA confirmed she will be checking this with Jo Guest.

Question: Are the energy costs shown on the SFVS calculated after the playgroup portion has been taken off?

Response: VA to check this with Jo Guest.

Action: VA

Governors gave thanks to VA for all the work she has put into completing our SFVS this year. VA confirmed she will ensure it is submitted by the 28th May deadline. **Governors agreed to approve the SFVS in principle, and the final version will be circulated to all and signed by HP.**

Action: VA/HP

5. Safeguarding at Hemingford Grey Primary School

KM delivered information to the governors relating to Safeguarding, specifically focusing on policies, procedures and systems in place at our school. KM confirmed she will circulate a booklet to all governors which all staff also receive when they first join the school.

Action: KM

The following points were explained:

- We use an electronic system to manage Safeguarding issues within the school called 'My Concern' which all staff can access.
- Designated Safeguarding Leads (DSL) – KM is the Lead DSL. DSL Deputies are DJ, Hayley Coulter and Michelle Parker. All referred to as DSLs in school. We all complete regular training.
- DSLs should be notified of any concerns and the system then notifies all the school DSLs as a high priority email requiring follow up.
- Preschool has a designated person – in our case the Manager and Deputy Manager. They will share Safeguarding information with the school.
- Our Behaviour Policy is key to the GB understanding how to contribute to keeping everyone safe.
- All visitors must sign in via the Inventory system. Visitors are advised they must not allow others entry into the school, unless a member of staff is present and authorises this. The Inventory system will provide a photo and pass to insert into a green lanyard (green denotes the visitor has had a DBS check) for the duration of their visit only.
- There is DSL, Safeguarding, and Whistleblowing information in the toilets and at other key points around the school.
- A continuous whistle blowing is the school's invacuation alarm. The evacuation process is detailed in the Critical Incident policy. This policy was recently reviewed and now includes preschool. These alarms are regularly practised.
- Use of mobile phones and photographic devices are not permitted on the school site.
- Governors are advised to always use their governor email for all school related correspondence.

Question: Are we able to access school information using a personal device?

Response: This is permitted as long as there is no sharing of personal information, governor email only is used, and any documents which have been downloaded should be regularly deleted.

Teams will allow open access for governors to safely share documents. Transparent practice is very important for everyone's safety. We have trained First Aiders across the school who are able to deal with any incidents quickly. KM confirmed that 'Safeguarding at Hemingford Grey' will be revisited each year.

KM advised we urgently need to fill the Safeguarding Link Governor vacancy, following Rick Howell's resignation. KM explained what is required of this role and offered an opportunity for a governor to try it initially for this term. CB agreed to do this. HP will try to arrange peer support for her, KM will contact her regarding dates to meet, and the Clerk will send details of relevant training.

Action: HP/KM/Clerk

6. Behaviour Policy in action

DJ provided a link to a video on the school website which has been produced by DJ and Michelle Parker for parents and carers. Governors were strongly advised to watch this following the meeting and the link will also be circulated afterwards to all governors.

Action: ALL

7. Monitoring visits for the Summer term

The following visits are planned for this term:

- Early Years – RBr, DM and KM
- Reading (KS1 and FS) – DM
- Review of the Single Central Register and a Health and Safety walk round the school – VA
- GM will be supporting DJ's PSHE review with the LA
- CB will meet KM regarding Safeguarding
- The Wellbeing governor sub group will meet, as discussed under agenda item 3

8. Link governor feedback, termly briefings and governor visits

a) *Feedback from training attended*

CB confirmed she has registered to attend the virtual governor termly briefing

b) *Feedback on the governor conference*

This was completed at the previous meeting.

c) *Feedback on monitoring/remote meetings with school staff*

DM will share her report from the recent Pupil Progress meetings

Action: DM

9. AOB

- VA advised that a 3rd governor is now required for the Salary Committee to approve a salary review recommendation as this had not been completed prior to Rick Howell's resignation. DM agreed to approve this.

Meeting closed: 8.00pm.

Full GB Meeting 20.04.2021

Action Summary Sheet

	Action	By whom
a	Acceptable Use Policy (AUP) – ONGOING: it is currently being reviewed. ONGOING: it is currently being reviewed, KM and RBr have a date for meeting soon to discuss this.	RBr/KM
b	LA Governor Vacancy - 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. COMPLETED: Our response was returned. Earlier today we received confirmation from the LA of their recommendation for a new LA governor. This item will be added to the next Full GB agenda for final approval.	HP
c	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 governors follow the guidance to set themselves up on Teams and to contact KM directly if they have any problems in doing so. COMPLETED: Some governors have been unable to access the GB teams group. ICT have been contacted and KM will follow up with this to ensure all governors are added to this group.	KM
d	Feedback monitoring/remote meetings with school staff - 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. ONGOING: The process for moving over to Teams has now begun and will ensure the suggestion is undertaken as part of this.	HP/KM
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f	It was suggested that the Wellbeing governor sub group will meet this half term to discuss these ideas further (following discussion around developing a new model to provide direction of funding in this area). It was agreed that we need to look at upskilling our current teaching staff to provide support with this on a long term basis.	DJ
g	SFVS:	VA

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h	Governors agreed to approve the SFVS in principle, and the final version will be circulated to all and signed by HP.	VA/HP
i	KM delivered information to the governors relating to Safeguarding, specifically focusing on policies, procedures and systems in place at our school. KM confirmed she will circulate a booklet to all governors which all staff also receive when they first join the school.	KM
j	KM advised we urgently need to fill the Safeguarding Link Governor vacancy, following Rick Howell's resignation. KM explained what is required of this role and offered an opportunity for a governor to try it initially for this term. CB agreed to do this. HP will try to arrange peer support for her, KM will contact her regarding dates to meet, and the Clerk will send details of relevant training.	HP/KM/Clerk
k	DJ provided a link to a video on the school website which has been produced by DJ and Michelle Parker for parents and carers. Governors were strongly advised to watch this following the meeting and the link will also be circulated afterwards to all governors.	ALL