

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY**
Draft Minutes of the Virtual Full Governing Body Meeting
Held on Zoom on Tuesday 9th June 2020 at 7.00pm

Attendees	
Helen Peat (HP, Co-Chair of Governors and Chair of this meeting)	Jenny Jones (JJ)
Kirsten Marriott (KM, Headteacher)	Ruth Burrows (RBu)
Grace Matthews (GM)	Danielle Jones (DJ)
Vanessa Allen (VA)	Grace Matthews (GM)
Steve Young (SY)	Raylene Armstrong (RA)
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, particularly DJ who has now returned from Maternity Leave.

Apologies: Received and accepted from CL, MH, HC and RH (received from RH after the meeting).

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last meeting on 19/05/2020 – can be accessed [here](#), and matters arising

a) DBS checks for re-appointed governors (RBu/RBr/VA) – HC confirmed by email prior to the meeting that the DBS checks had been completed. VA advised that she will be taking her paperwork to school very soon so hers can also be processed.

Action: VA/HC

b) Governor Skills Audit and Training Plan – **COMPLETED:** HP advised that no further additions have been made to the audit since it was last discussed. HP explained it shows we are reasonably well covered with essential skills and it doesn't highlight any skills where we are particularly lacking as a GB. Governors agreed this item will now be marked as completed and governors will be asked to complete it again at the same time next year. 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.

Action: RA

c) Prevent Duty Training – **ONGOING:** HP advised that HC has produced a list of governors from which she has received the certificate of completion of this training. HP then emailed all those outstanding. Clerk to follow up with HC for updated list.

Action: Clerk/HC

d) Action from Confidential minutes of FGB 28.04.2020 – financial due diligence – **IN PROGRESS:** **see confidential minutes.**

e) KM confirmed she will be amending the 'Administration of Medication' document which forms part of the First Aid Policy. **IN PROGRESS: KM advised she is in the process of doing this and it was agreed she will prepare the final version for the first meeting in September.**

Action: KM

f) School policy review - Reviewing procedural documents/guidelines. Clerk will make all changes as agreed in the document. **COMPLETED: Clerk confirmed the policy review spreadsheet has now been updated incorporating all the agreed changes. This has been emailed to HP and CL for their comments. Clerk raised a query regarding whether all the policies, which should now be removed from the school website and made available to staff and governors only, should remain on the website for the time being as we are not yet using the new IT system which will allow these documents to be shared internally. It was agreed all policies should remain on the website for the time being.**

g) 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 advised she will look at these for the next meeting and so it was agreed this item will be deferred to next time.**

Action: HP

h) Policy on lettings – confidential minutes - HP agreed to draft a letter which she will send to KM. **COMPLETED.**

i) Before and after school provision – confidential minutes – **this item is minuted confidentially.**

j) KM/HC will send the minutes from the Health and Safety Committee meetings to the Clerk for circulation to all governors. **COMPLETED.**

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

3. Headteacher's Written Report

The report was circulated to all governors prior to this meeting. Governors asked the following questions to which KM responded:

- **Summary - how are the reception children being taught?**
The Reception pupils are being taught in two hubs. One is based in the classroom and one is based in the Outdoor Classroom and allotment. Mrs Askew, as Early Years lead, has worked closely with the Early Years Local Authority team to clarify any questions about provision using the government guidelines:
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>.
- **Staffing section - presumably the date range should be 23.03.20 - 22.05.20?**
Yes
- **Are the three members of staff not in school able to work from home?**
One is and two are not. One is a teacher – this would limit us opening another hub. The other two roles do not impact on the capacity of delivery in the current model.
- **How many families is Mrs Parker contacting regularly?**
About 30 Families (50 Pupils) which incorporates SEND, LAC, EHCP, and Families receiving outside agency support like Social care or Early Help.
- **Why has the number of key worker children risen to 61 on 1st June when previously there have only been up to 15 in school?**

The initial government stance was that it was safer for children to be at home if they could be. With 1st June phased re-opening, the guidance changed to state that children in eligible groups should attend. With the natural return to work of many in education, early years and other key worker roles, these spaces have been taken up.

- If the Government allows primary schools to extend opening for other year groups (beyond key worker children), what number can we accommodate with the hub set up? What if more pupils want to return than there is space? Do we already have any plans in place?

We have been advised by the Local Authority to consider this stage of planning only when Central Government directs us to. Gavin Williamson announced 09.06.20 that schools will not open to accommodate other year groups this term. At HGPS, we can offer to the remaining Y1 and Y6 pupils who have not taken up the offered space so far.

- Pupil progress / attainment - despite the home learning provision, is it expected that some or all pupils will have fallen back in their progress / attainment come the Autumn term? How might this be addressed?

We are working on the recovery curriculum and local authority guidance. Teachers have up to date assessment on classroom monitor which will enable gaps to be addressed.

4. Safe-guarding in relation to school opening for Reception, Yr 1 and Yr 6 in addition of children of key workers

The COVID-19 Risk Management Assessment for Educational Settings (framework produced and approved by the Local Authority (LA) and the minutes from the recent Health and Safety (H&S) Committee meetings were circulated to all governors prior to this meeting.

Question: Has the Risk Assessment been helpful?

Response: Yes it has been helpful to have this as a useful reference document. It has also been useful to continue with weekly H&S Committee meetings to ensure regular communication about relevant issues.

Comment: The school has been effectively supported by the LA; the guidance we have received from the LA has been robust and provides a good framework for the school to put things in place.

5. Staff Issues (Focusing on Recruitment and Well-being)

The following discussion is minuted confidentially.

DJ is focusing on staff well-being as part of her role and has been sharing toolkits, strategies and coping mechanisms with colleagues to ensure they feel well supported.

6. Formation of Covid working party delegated to make relevant decisions/approve policy

KM asked governors if any individuals would be interested in forming this group. It is suggested they would meet on a weekly basis after the H&S Committee meetings. Any decisions made by this group would also be reported to the Full GB so all governors are aware. It was agreed that the following governors will be part of this: HP, CL, VA, DJ and HC.

KM also asked if any governors, with a specific interest in this, would like to be involved with the school's focus on well-being moving forward. GM and JJ agreed to support this, KM will contact them with further details.

Action: KM

7. Policy Reviews

The following documents were circulated to all governors prior to this meeting:

a) Governor Expenses Policy

GB feels this is useful to have and agreed on the final details to insert.

Action: Clerk

Question: What sort of expenses would this cover?

Response: These expenses should be agreed beforehand and could include costs such as childcare to enable governors to attend a meeting.

The following documents are new appendices to existing policies related to opening the school following the pandemic:

b) Safeguarding

c) Behaviour

d) Complaints

e) Health and Safety

Governors agreed to approve all documents.

8. AOB

- KM advised the meeting with Rob Cottle, Financial Adviser, will still go ahead as planned on 15.06.2020 but this will now have an operational focus to gain further clarity on specific matters. Jo Guest will then email the GB with a report from this meeting to share the key strategic information.
- KM advised we have rewritten our Acceptable Use Policy (AUP) to reflect current changes in using technology such as Seesaw which will be prepared for the next GB meeting.
Action: KM
- KM asked what the procedure is for considering proposals for support staff increments. SY advised KM to email the necessary information to the Salary Committee (SY/CL/VA/RH) for their approval.
Action: KM
- RBu explained that, at this point in this year, we usually start planning a staff/governor social event as a way of governors expressing their thanks to the staff. Due to the current circumstances this will not be possible so governors discussed alternative ways of expressing our thanks and support to the staff. It was agreed that RBu will look into putting together a gift hamper from the GB with pre-packaged items for all members of staff. This can be left in the school foyer for staff to access when they are able to.
Action: RBu

Meeting closed: 7.55pm.