

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY**
Draft Minutes of the Virtual Full Governing Body Meeting
Held on Zoom on Tuesday 21st April 2020 at 7.00pm

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

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and introductions: HP welcomed everyone to the meeting.
Apologies: None.
Governors absent: None.
Declarations of interest: None.

2. Minutes of the last meeting on 17/03/20 – can be accessed [here](#), and matters arising:

As the previous meeting was very brief, dealing only with essential matters, matters arising had been postponed. This meeting therefore considered matters arising from the two previous meetings on 14.01.20 and 17.03.20. Updates on these actions were provided by relevant governors prior to this meeting, and were displayed by the Clerk at this point.

Meeting on 14.01.2020:

- a) Advice for re-appointed governors to complete another DBS check - governors agreed to adopt this best practice, which also does not incur any further costs for the school. Clerk to follow this up with HC regarding the governors this will now apply to.

HC - I have received documentation and processed a new DBS certificate for Helen and Jenny. I sought advice and don't need to process a new one as I am a member of staff and so mine is continuous. **IN PROGRESS: RBU needs a new DBS as well as RBr and VA who have recently been re-elected. It was agreed that HC will email the paperwork to these governors. The governors will then email KM to arrange to meet her at school to hand in the completed paperwork (KM will be available at school between 8.30-10.30 most days). KM will then photocopy the documents and send them off for DBS to be processed.**

Action: RBr/VA/HC/KM

- b) Child Protection training - SY advised that he has not yet been able to ascertain if he will be completing this as part of his voluntary commitments. It was suggested that he could complete this training online via the NGA E-Learning portal. Clerk to send this information to SY.

SY - Our group Duke of Edinburgh Child Protection Training was due to take place on 17th or 18th March, which got cancelled by County due to Covid-19. We got an email on the Monday

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16th saying it was still taking place but then cancelled the following day. It is to be re-scheduled as soon as we start back as we have > 100 participants from the Ivo this year and some new volunteers have never done it. **PENDING: SY will complete this training as soon as he is able to, which could be at the beginning of September when KM will be delivering this training in school.**

Action: SY

- c) Electronic Communication Policy reviews: Social media, Staff E-Safety AUP and E-Safety. Clerk to finalise. Clerk - Only outstanding task is to update an appendix document in the Social Media policy. **COMPLETED.**

- d) KM explained that they would still like governors to attend a question and answer session with the school's 'Champions of Change'. **COMPLETED.**

- e) KM will invite a couple of governors to attend the next pupil progress meetings. **DEFER TO FUTURE MEETING.**

Action: HP

- f) 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 before then so the results can be discussed.

Clerk - 8 have completed this so far, still more to complete. **IN PROGRESS: Please can you complete this if you haven't yet done so.**

Action: ALL

- g) KM advised that Sue Bowman has offered to deliver training to the GB on the new Ofsted inspection framework and she will look at potential dates with her. **DEFER TO FUTURE MEETING.**

Action: KM

- h) GM advised she has recently completed online training entitled 'Developing and Monitoring the Primary Curriculum' which was useful. She will circulate the key learning points from this with all governors. GM - 'Developing and monitoring the primary curriculum' was actually an evening training course not online training. I circulated copies of the notes I received on the training to the people who were present at the brief meeting we had on 17th March. As I don't have an electronic version of them I will provide the notes to the people who weren't there when we next meet together in person.

Action: GM

- i) KM to circulate the 12 aspects of safeguarding document to all governors. **COMPLETED.**

- j) KM advised of a new Touch policy, which is currently being drafted. KM will send this to the next meeting of the Resources Committee. **COMPLETED: Approved by Resources Committee.**

Meeting on 17.03.2020:

- a) The minutes were agreed and will be signed by CL when a printed copy is available. **DEFER TO FUTURE MEETING.**

Action: Clerk/CL

- b) KM has provided a link for Governors to HM Government's training on the Prevent duty: <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>. All governors are asked to complete this training and email a copy of the completion certificate to HC. **IN PROGRESS: Some governors have had difficulties accessing the training. It was confirmed that**

Internet Explorer and Firefox can both be used to access it. All governors are encouraged to complete this as soon as possible.

Action: ALL

- c) Governors to participate in a trial Zoom meeting. **COMPLETED.**
- d) Confidential minutes – financial due diligence. **CL/SY - No further update due to current circumstances. ONGOING: It was agreed that CL/SY will begin this process by contacting the relevant person to request information.**

Action: CL/SY

The minutes were agreed and will be signed by the Chair when a printed copy is available.

Action: Clerk

3. Headteacher's Written Report

The report was circulated prior to the meeting, and governors were asked to email questions/comments directly to KM beforehand. The following questions were submitted and responded to as follows:

Question: Expenditure – is there currently any additional expenditure due to the COVID-19 situation? Are there areas where we are saving money (e.g. energy, less resources being used etc?)
Response: No, not at this point. We don't anticipate any, but we don't know what is to come.

Question: Spend on replacement wireless – what is this spend? Similarly spend on outdoor equipment? Does it make sense to approve this now or when governors have more information to see that the costs are included in the 20-21 budget and are affordable?
Response: I have worked with the ICT service to evaluate the efficiency of the wireless system at school now that Eastnet provides us with high functioning broadband. Our wireless infrastructure has not been maintained since the extension was built and also the survey indicated that all the new areas of the school as well as the refurbished area run on home boosters and so are not as efficient as the ones intended for schools. The internet runs moderately, as the I-pads run through a caching server, but the infrastructure will not withstand a move to Office 365. The school has been quoted for a replacement wireless (£4797), which will need to be budgeted for in maintenance and can come from the capital fund. This work is essential as schools are now moving from having a server to working in a cloud, most using Office 365, as supported by the ICT service. We have extended warranty on our server for a further two years, on the advice of the ICT service. This allows us time to plan and move over to Office 365 with a wireless server that meets current school requirements.

This has been put in the budget under 'Capital Maintenance', which will have to be budgeted for in subsequent years.

There is £10,000 in the PTA fund with the intended use of playground equipment plus an additional £2400 in school fund which can be added. Our Finance Officer is currently in the process of collecting 3 quotes.

The following question is minuted confidentially.

Question: How many children are attending school at the moment?
Response: 5-12 per day.

Question: Are all those on free-school meals getting the relevant vouchers?
Response: Yes, there were some issues with the Edenred system initially due to extreme use, but this is improving and we have been able to provide vouchers to all those eligible.

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Question: What planning is being undertaken for the possible future scenarios – e.g. extended period with most children home-learning or supporting children once they return to school?

Response: The Local Authority has teams working on guidance for return to school, so we are awaiting this. Home-learning on See-Saw continues with great success. We are planning for the new September intake as places have now been allocated and are in the process of being accepted. We are working on a new intake class See-Saw account where we can post videos introducing ourselves, tour the school on videos and answer FAQs. We are planning a summer event to allow children and parents/carers to meet as a community.

Question: You mention the issue with LAC funding in the summer term, do you foresee any additional budgetary implications of the current situation? Do you think we would need to access the exceptional funding set out by government?

Response: No, not at this point.

It was suggested that approval of expenditure on purchasing outdoor play equipment and replacement wireless can go ahead directly after the budget meeting with Rob Cottle this Friday 24th April.

4. Safeguarding and Child Protection Policy – approval of new appendix

The new appendix from the Local Authority was circulated to governors prior to the meeting.
Approved.

5. Approval of the Schools Financial Value Statement (SFVS)

CL and VA, with support from SY, prepared a draft copy of the SFVS, which was circulated to governors prior to the meeting. Governors were asked to make comments or amendments beforehand. CL and VA explained the decision to complete it electronically this year instead of submitting a folder containing the evidence. Governors agreed this is an easier and helpful way to share this information, which therefore encourages governors to refer to it, to understand more about the guidance and workings of the school. It also assists with the GB's focus on school improvement and provides transparency with the Local Authority, to evidence that we are doing all we should.

Governors agreed to adopt the electronic way of working with the SFVS in future, and agreed to approve 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.

Action: HP

6. Plans for approval of the School Budget

Governors are welcome to join the meeting this Friday 24th April at 9.30am on Zoom, with Rob Cottle. This will be to look at the proposed budget for next year, and a summary of last year. HP to circulate details of how to access this meeting. Governors agreed to hold another virtual meeting next Tuesday 28th April at 7.00pm to approve the budget. Further information about the budget, as well as an agenda, will be circulated beforehand.

7. AOB

None.

Meeting closed: 7.55pm.