HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Virtual Full Governing Body Meeting
Held on Zoom on Tuesday 28th April 2020 at 7.00pm

Attendees	
Clare Lowe (CL, Co-Chair of Governors and Chair of this meeting)	Rachel Brown (RBr)
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)
Jenny Jones (JJ)	Kathryn Miller (Clerk)

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and introductions: CL welcomed everyone to the meeting.
Apologies: *Received and accepted from* HP.
Governors absent: RA, KG.
Declarations of interest: None.

2. Minutes of the last meeting on 21/04/2020 – can be accessed here, and matters arising

The previous meeting was one week prior to this and the minutes had not yet been circulated, therefore this item will be deferred to the next meeting.

3. Approval of the Budget for 2020-21

KM and Jo Guest (Finance Officer) along with a few other governors met virtually with Rob Cottle (Financial Adviser) last week to discuss and prepare the budget which now needs to be agreed at this meeting by all governors. A summary document was circulated to all governors prior to this meeting, showing data from last year and the proposed budget for this coming year. SY provided a summary of last financial year including the balance brought forward into 2020-21. This amount is £94,900.

Governors gave thanks to KM and all those involved with ensuring the budget is managed so successfully to provide us with a healthy amount to carry forward into the next financial year.

Question: Is the the size of the cohort for the Foundation Stage (FS) shown in the budget document based on the data we currently have available to forecast this for the next 3 years? This is lower than our PAN (Planned Admission Number) which will in turn affect our income.
Response: Yes this data is generated by a Microsoft Excel forecast tool and a report from this was circulated to all governors for the February 2020 Resources Committee meeting. It does show our numbers as being low over the next few years but we are optimistic that our numbers will increase.

Question: What is included in the budget column entitled 'Other Income'?
Response: This is income generated from our lettings. We will review this figure again in November at which point this figure could change.

Question: What is the risk of claw back on the amount we now have to carry forward?
Response: We have discussed this with Rob Cottle and he is confident this is a very low risk for us due to the amount we have.

Resolution - Revenue Finance: That the Governing Body approves the School Budget Plan for the financial year 2020/2021 total spend of £1,359,000.10.
Resolution - Capital Finance: That the Governing Body approves the School Budget Plan for the financial year 2020/2021 total spend of £15,000.70.

4. Discussion of before and after school provision

This item is minuted confidentially.

5. School Policy Review

The document was circulated to all governors prior to the meeting. It was produced following HP, CL and KM meeting to look at

Question: How will staff and governors be able to access the policies and procedures which will not be on the website, as recommended in this document?
Response: When the school moves to Office 365, there will be a section on there for staff and governors to be able to access documents in a secure location. This will be instead of using the google drive for storing all GB documents. This will also ensure we comply with advice from Judicium to remove all HR policies from the public domain.

Governors would like to combine all the leave policies which will make it much simpler to refer to.

Concern regarding the suggestion of combining the First Aid policy (incorporating Administration of Medication) with Supporting Children with Medical Needs. GM advised she has checked the current guidance which confirms that 'Supporting Children with Medical Needs' should remain a stand-alone policy. We might also want to rename this to 'Supporting Children with Medical Conditions' to better reflect the nature of this document. KM confirmed she will be amending the 'Administration of Medication' document.

Action: KM

Question: How will the GB check that the procedural documents/guidance are regularly reviewed by the school, as detailed in the 'Procedures and Guidelines' section?
Response: Governors agreed that we will add this as a regular item to the Full GB meetings in the Summer term. From now on, at this point each year the GB will check with HC/KM to ensure they are all in place and are up to date. If there are any issues with them that need to be discussed by governors then they can be brought to the meeting at that point. Clerk to add this to the Full GB meeting planner and will make all changes as agreed in the document.

Action: Clerk

Governors agreed with the recommended list of policies to remove, and agreed with all other recommendations. 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.

Action: HP/CL

6. AOB

- SFVS – SY confirmed this was discussed with Rob Cottle at the budget meeting last week. Rob recommends continuing to submit this annual document and it has now been submitted for this year.

Meeting closed: 7.51pm.