HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Full Governing Body Meeting
Held on Tuesday 17th September 2019 at 6.30pm

Attendees	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr)
Helen Peat (HP, Co-Chair of Governors and Chair of this meeting)	Jenny Jones (JJ)
Danielle Jones (DJ)	Ruth Burrows (RBu)
Grace Matthews (GM)	Rick Howell (RH)
Vanessa Allen (VA)	Clare Lowe (CL)
Kathryn Miller (Clerk)	

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and apologies: The Clerk welcomed everyone to the meeting. Apologies had been received and were accepted from SY, HC and RA.
Governors absent: None.
Declarations of interest: None.

2. Election of Officers

a) Agree term of office for Chair/co-chairs and Vice Chair
Governors unanimously agreed to a one year term of office for both roles.

b) Election of Chair
Prior to the meeting, HP nominated herself for Co-Chair and JJ nominated RA also for Co-Chair. At this point, as RA was not present at the meeting and her feelings were not yet known on this matter, the Clerk asked for any further expressions of interest in the role. CL expressed her interest, however she explained her preference would be not to take it on at this point. It was agreed that the Clerk will now contact RA regarding her being nominated as Co-Chair. Governors unanimously agreed that HP will continue in her Co-Chair role.

c) Election of Vice Chair
No nominations were received prior to the meeting.

3. Annual review of operational documents, approval of meetings calendar and GB membership

a) Code of Conduct – this document had been circulated to all governors prior to the meeting. Governors agreed to adopt it and it was signed by all present.

b) GB Standing Orders - this document had been circulated to all governors prior to the meeting. A query was raised regarding the DBS Update service. It was agreed that the Clerk will check with HC if we need to renew a governor's DBS check when their term is renewed and if we already subscribe to the Update service.

Action: Clerk

c) Committee Terms of Reference – The Terms of Reference for the Curriculum and Resources Committees had been reviewed by each Committee at the end of last term. They were both circulated to all governors prior to this meeting. The Resources Committee Terms of Reference was approved. The Curriculum Committee Terms of Reference was recently updated by RBu and it was displayed at this point for governors to discuss. A minor amendment was made and the document was approved.

d) GB Delegation Decision Planner - this document had been circulated to all governors prior to the meeting. Governors agreed to adopt it for now and will look into sourcing a more recent model version to review at the next meeting, as the current planner is now 6 years old. JJ advised she can access a model version on The Key which she will send to the Clerk.

Action: Clerk

e) Meetings Calendar 2019-20 – this document had been circulated to all governors prior to the meeting. KM made a request for the Resources Committee meeting on 08.10.19 to start at a slightly later time of 7.00pm instead of 6.30pm which was agreed by all present. The meetings calendar was approved.

f) GB Membership – Governors' contact details were circulated prior to the meeting and amendments were notified to the Clerk. HP notified governors that Julie Fryer has now resigned from the GB due to recent health issues. Governors wish to pass on their thanks to Julie for her support and commitment to the GB over the past few years. HP will send her this message and will also ask her to return her governor lanyard.

Action: HP

HP advised we now have two Parent Governor vacancies and one vacancy for a Local Authority (LA) Governor. The Clerk will now begin the process to recruit new Parent Governors. KM advised an LA Governor is currently being looked into. Governors also agreed to renew SY's term as Associate Member of the GB for one year.

Question: What information is provided to prospective parent governors when recruiting?
Response: A document is emailed to all parents/carers explaining the role in detail and RA is also in the process of producing a governor newsletter introducing the GB to parents/carers.

JJ advised she has sent RA an example of a GB annual report from previous years which we may find useful when planning information to communicate to parents about the GB. It was agreed that, for the next Full GB meeting, advertising Governor vacancies will be discussed further and HP will review the information document explaining the governor role as part of this.

Action: HP

g) GB Committee Structure – this document was circulated to governors prior to the meeting. Changes were identified including Julie's role as Chair of the Salary Committee which is now vacant. It was agreed that CL will replace her in this role.

Question: How does the focus on Reading this year fit into a potential Link Governor role?
Response: This can be included in the current English Link Governor role

KM suggested we should also add a Link Governor for PSHE. GM agreed to take on this specific role. The role of Chair of the Curriculum Committee and Vice-Chair of the Resources Committee are also now both vacant. The Clerk will ask for nominations for these roles prior to the Committee meeting.

4. Minutes of the last meeting on 11.06.19 – can be accessed here, and matters arising:

a) Child Protection training required for SY and RA**. IN PROGRESS: Still to be completed. RA has confirmed she has booked a place on the training with Governor Services in October and SY has confirmed he will book as soon as he receives confirmation of whether the GB has renewed his term of office. KM advised she will be delivering a training session in school for new members of staff, which governors are also welcome to attend. It will be in the next few weeks and is likely to be on a Friday afternoon. The Clerk will advise RA and SY about this and will ask them to contact KM directly if they would like to attend.**

Action: Clerk/RA/SY

b) Update on the proposed new Technology Strategy - It was agreed that the technology governor sub-group will arrange to meet urgently to discuss how they will support the development of this. **ONGOING: Governors still need to co-ordinate a suitable date for all involved. KM will email RH/RA/HP/CL to suggest possible dates.**

Action: KM/RH/RA/HP/CL

c) Self Evaluation discussion. **COMPLETED: Item on this agenda.**

d) GB Skills Audit. **COMPLETED: Item on this agenda.**

e) Clerk to email governors with the link to updates to the DfE Governance Handbook. **COMPLETED.**

f) Summer staff/governor social. **COMPLETED.**

The minutes were agreed and signed.

5. Headteacher's Verbal Report

KM reported the following:

- The children's transitions from Lower Key Stage 2 (LKS2) to Upper Key Stage 2 (UKS2) have gone particularly well. Children transitioning into KS1 and into LKS2 have had a few challenges, but are now beginning to settle.
- All staff (teaching and support staff) had two training days at the start of this term focusing on the school vision, specifically looking at the growth mindset and the 6 Rs.
- Reading is a big focus for the school this year. All teaching and support staff have this as one of their targets to ensure everyone is involved.
- From this year on, the Key Stage leaders will be meeting HC regularly to discuss and monitor the impact of attendance on the learning and development of certain children at school.
- Sue Bowman, LA Link Primary Adviser, has been to visit at the start of term.
- Diane Stygal, LA Education Adviser, has also been to visit to discuss Pupil Premium and the impact of this funding.
- We are aware that there are some children who are not eligible for PP but will have barriers to learning which are not always evident (e.g. mental health issues, young carer). We recognise the importance of identifying these children so we can closely monitor and support them.
- KM has started to review the school website and would like to significantly refresh it. She is planning to initially simplify it so it only contains information which is a statutory requirement to publish, and then begin to rebuild it from there. KM asked for governor support with doing this, by using the statutory checklist to identify information which can be removed. RBu agreed to help with this. The GB will also look to provide termly monitoring with this once it has been finished.

Action: RBu

- New staff are settling in well and we are very pleased with the appointments we have made.
- We delivered an information session for parents today about our new Behaviour Policy which was very well attended by 60 people. We asked for feedback which was generally positive. Parents reported that they felt more informed as a result, and prepared to be able to talk to their children about it. Children have responded very positively so far and have embraced the new approach. We will continue to monitor how staff and children are responding to it and will be supporting our Midday Supervisors with this too.

Documents showing data on outcomes across the school from 2018-19 was circulated prior to the meeting and governors were asked if they have any questions relating to this.

Question: KS1 shows that there was a decline last year compared to 2 years ago; do we know why this is?

Response: We anticipated this based on teacher assessments, and we are addressing this by focusing on improving consistency with all the transitions throughout the school. Our new School Improvement Plan focuses on this and we are also planning to review the KS1 learning zone to ensure it is effectively resourced and organised for these children.

KM advised that this year we have 23 children, compared to 6 from the previous year, who were identified as under achieving in reading. To address this, we have purchased new reading material designed to support and excite them to accelerate their progress, as well as broadening and expanding their reading opportunities.

It was suggested that governors should focus more on data analysis at the next meeting, specifically to look at the progression of some children throughout the school.

Action: HP/KM

6. Attendance

A summary of attendance in 2018-19 was circulated to governors prior to the meeting.

7. Annual Child Protection Monitoring Report and Review of Safeguarding and Child Protection Policy

The Clerk will circulate the correct version of the Monitoring Report to all governors.

Action: Clerk

Governors reviewed the document summarising the actions from the Monitoring Report:

- It is recommended that Safeguarding should be added to all GB agendas (including committees) as an individual item. Governors agreed this will take place from now on.
- It is advised that E-Safety should form one agenda item. Governors confirmed this is on the annual planner for the Curriculum Committee.
- RH advised that he previously met regularly with the Deputy Headteacher to discuss any updates or issues relating to Safeguarding. He confirmed he will continue to do this.

The Safeguarding and Child Protection Policy was circulated to governors prior to the meeting. KM confirmed there are no significant changes from last year. HP advised we should include the list of all governors who have completed Safer Recruitment Training which was on the previous version and is not currently on this year's version. One further minor amendment was agreed. Clerk to finalise and save onto the google drive.

Action: Clerk

8. Review and Approval of New Behaviour Policy

The Policy was circulated to governors prior to the meeting. KM advised it has been amended further since then and the new version was displayed for governors to see. HP advised she sent her comments and suggestions to KM which were subsequently added in.

Question: Will the Anti-Bullying Policy now also be reviewed?

Response: We are happy is it sufficient for now but will carry out a review of this as well as other relevant policies in the near future.

At this point, KM handed out a document to governors, which is a print out of appendix 4 in the policy. This shows the step by step process for dealing with any incidents which may occur.

Governors agreed to adopt this policy. The Clerk will make final minor amendments and will add it to the website and the google drive.

Action: Clerk

9. Evaluation of School Improvement Plan 2018-19

Question: I found it difficult to understand how the impact of last year's focus is evidenced in this report?

Response: We are starting to evidence this more now as part of the staff performance management review. Now that I have been in post longer after starting mid academic year, I have been able to ensure this evidence is collated and demonstrated. We will also ensure the impact of our work is clearly evidenced on our website.

10. Governor Self-Evaluation and Skills Audit

It was agreed that the Skills Audit would be discussed further at the next Full GB meeting. There are some governors who still need to complete it and the Clerk will send out a reminder. HP will produce a summary of the gaps it identifies and governors agreed we then need to be more proactive as a result of this.

Action: HP/Clerk

Governors discussed the summary of the governors' self-evaluation. It is felt there are gaps in knowledge around some elements of Health and Safety and that it perhaps needs an increased focus generally in the GB. VA advised that the Resources Committee will discuss this further and will look strategically at options for managing this in the future.

Action: VA

11. Link Governor Feedback, Termly Briefings and Governor Visits

a) **Agree attendance at termly briefings on 18.09.19 and 18.05.20**
HP and RBu confirmed their attendance at the first briefing. JJ and RBr may attend the briefing in May.

b) **Agree topics and assign governors to visits for 2019-20**
KM suggested ideas for governor visits this year which governors discussed. It was agreed that the first visit will focus on SEND/Inclusion, combined with an additional focus on other disadvantaged children. Governors also felt that another visit later in the year should focus on the proposed changes to the KS1 learning zone, as part of assessing the impact of this.

c) **Reading Governor Visit – 21.06.19**
The report from this visit is still being finalised. GM and RH both reported that they found the visit very useful, and were particularly impressed the level of reading amongst some of the older children and how they used strategies to help them overcome some of the issues they can encounter whilst reading.

d) **Governor/Clerk training or briefings**
HP advised that the paperwork from the annual Governor Conference is available on the Knowledge Hub, if any governors who did not attend would like to see it.

e) **Time spent in school**
GM attended a trip to Hamerton Zoo with Foundation Stage children.

12. Committee Reports / Updates

a) Resources Committee – last meeting 02.07.19

As part of the reviewing the Terms of Reference, it states that the minutes from Resources Committee meetings should be circulated to all governors. This has not previously happened and governors feel this would be helpful so this will take place from now on.

b) Curriculum Committee – last meeting 18.06.19

The Committee needs to elect a different Chair from this year as RBu advised she will be standing down. Governors are encouraged to consider nominations for this which will be invited by the Clerk prior to the next meeting. The Annual Planner and Terms of Reference have been reviewed and amended. JJ has sent her apologies in advance of the next meeting.

13. AOB

- CL asked about the timings of the budget meetings with Rob Cottle and enquired about the possibility of holding them in the evenings. It was explained that he offers a morning or an afternoon option. CL advised she cannot always guarantee being able to attend them but will always try to be there if she can.
- DJ informed governors that this will be her last governors meeting for a little while as she will soon be starting her maternity leave. Governors wished her well and invited her to engage with the GB as and when possible as part of her 'Keeping in Touch' days.

Meeting closed: 8.48pm.

DRAFT