

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held on Tuesday 6th November 2018 at 7:00pm**

Present: Kate Fox (KF) Headteacher
Jonathan Clarke (JC) Deputy Headteacher
Rachel Brown (RBr) Co-Chair of Governors and Chair for this meeting
Helen Peat (HP) Co-Chair of Governors
Jenny Jones (JJ)
Raylene Armstrong (RA)
Ruth Burrows (RBu)
Tony McMahon (TM)
Vanessa Allen (VA)
Rick Howell (RH)
Grace Matthews (GM)
Mark Burke (MB)
Hayley Coulter (HC) Acting Clerk

1. Welcome and apologies for absence, declarations of interest

Welcome: The Chair welcomed everybody to the meeting and introduced the two new governors, Grace Matthews and Mark Burke, who were both attending their first meeting.
Apologies for absence: Apologies received from Julie Fryer and Steve Young
Declarations of interest: None

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were confirmed and signed an accurate record of the meeting

- a) Doodle poll for timing of GB meetings (HP) On agenda*
- b) Meet to discuss Training Link Gov role (HP/RA) In hand*
- c) Circulate KCSIE and update CP policy on website (HC) Done*
- d) SIP action plan to govs to discuss at Curriculum (KF) Done*
- e) Circulate dates for spring/summer termly briefings (HP) Done*
- f) Circulate date for SEND gov visit (KF) Done*
- g) GDPR as regular item on Resources Committee planner (HC) Done*

3. Headteacher's written report which was circulated in advance of the meeting

KF offered Governors the opportunity to ask any questions they may have. No questions were asked. HC reported information about attendance and that the attendance for the first half of the Autumn term was 97.1% which was 0.1% lower than for the same period of the previous academic year. HC maintains regular contact with the Educational Welfare Officer (EWO) who has explained that due to financial pressures and the fact that the School is categorised as low need, only one visit a year will be scheduled by the EWO. The EWO is available for telephone consultation at any point and if the School requires additional visits for complex cases, these can be arranged. The EWO confirmed with HC that

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Date

she is very happy and fully supports the attendance monitoring processes in place. A further discussion on attendance is minuted confidentially.

3a) Rachel Rayner, a specialist maths consultant, came to school for a one day visit. She conducted a Maths book scrutiny and the main focus for the school is to continue to focus on reasoning, but breaking this down even further into 5 steps of reasoning, the last step aiming to show the depth at which the learning has taken place. Rachel was very clear that ALL children should be given the opportunity to reach step 5. Rachel has provided the school with a table of the 5 steps which will be used in cluster moderation to maintain consistency.

3b) The Basic Skills Quality Mark Assessor visited school to look at the 11 elements required to achieve this mark. The assessor spent the morning reviewing the evidence and speaking to teaching assistants, parents, a Governor, the maths lead and Jonathan Clarke. The Assessor was very complimentary and the school retains the mark for the next 3 years. KF asked whether the Governors felt this is something we should invest in again and whether it was challenging and developmental enough for the school. Governors agreed to reflect on this in due course.

3c) KF updated on teaching and learning across the school and reported that observations are taking place at the moment. KF had been in Foundation Stage that day and remarked how settled the children were, that they understood their routines, are very independent and their listening skills were phenomenal, particularly for such young children who haven't been at school for very long. The outside learning space in Foundation Stage replicates the inside learning area where focus is sustained. KF explain how teachers from different year groups are part of the observation process and give developmental points as feedback. CPD has clearly impacted on lesson delivery, rapid progress has been made and training has been taken on board by the teachers and applied in the classroom. The Learning Zones are a real asset to the school and how well the Teaching Assistants have set it up facilitating small group learning and independence. The children know what it is to be a good learner and work hard. The teachers are always looking for development points.

Question: Do you grade teachers in observations?

Answer: No, this stopped a while ago in line with Ofsted guidelines and as a result, staff are much more receptive to the feedback, rather than focussing purely on the grade.

An item about behaviour was minuted confidentially.

4. Update on new Headteacher appointment and transition meetings

RBr gave an update on progress with the new appointment since the last GB meeting. An offer letter had been sent to Kirsten Marriott and received back. Initially a confidential letter was sent to staff to inform them of the appointment and an anonymised letter was sent to parents informing them that an appointment had been made but not naming the appointee. Once contracts, checks and other formalities had been completed a further letter identifying Mrs Marriott was sent to parents accompanied by a letter from Mrs Marriott herself. This coincided with the announcement of her resignation from her current school. Mrs Marriott will be visiting the school on 13 and 14 November during which she will have transition meetings with KF/JC and will meet with members of staff across the school and with HP and RBr. She will also have the opportunity to spend time with the children and meet parents on the playground.

Signed

Date

Question: Will Mrs Marriott have a mentor?

Answer: Mrs Marriott can opt to have a mentor from the Local Authority if she chooses to and JC will speak with Mrs Marriott regarding her CPD needs.

Question: Will the links with Cambridge University Primary School and Huntingdon Primary School still happen?

Answer: The school would advocate maintaining these links and Mrs Marriott is very positive and forward thinking so we hope these will stay in place. HP has spoken with the Headteacher at Huntingdon Primary School who is keen that the link with Hemingford Grey Primary School remains strong.

5. Timing of GB Meetings – Results of Doodle Poll

HP had conducted a Doodle Poll in advance of the meeting which gave Governors the opportunity to nominate first and second choice for their preferred meeting start time. HP explained how Governors had voted, with the majority choosing 6.30pm as first choice. Of those governors not choosing 6.30pm as their first choice, all had it as their second choice. In light of the results all Governors agreed with the proposal that the start time for Full Governing Body meetings be brought in line with that for all committee meetings and changed to 6.30pm from next term. This proposal will be put to Mrs Marriott when she meets with HP and RBr on 14 November.

Action HP/RBr

6. Governor vacancies and governor development – results of the skills audit

Two Governor vacancies have been filled by Mrs Grace Matthews (co-opted governor) and Mr Mark Burke (parent governor); the vacancy for a Local Authority Governor remains vacant. The LA can suggest a candidate to the school or the school to the LA. Jonathan Lewis is looking at creating somewhere for schools to advertise vacancies to businesses. Tony McMahon's term of office as parent governor ends on 8 January 2019, which will prompt another parent governor election, and when Jonathan Clarke's term of office as staff governor ends in May next year an election will have to take place for this post. The Governors agreed to consult later on in the year with the co-opted Governors whose terms end in August 2019 (JJ, RBU, HC, HP). The results of the skills audit were reviewed and a suggestion was made from one Governor (RA) to explore how Governors could acquire learning from areas where there are skill gaps from other Governors. The Governors liked this idea and RA was asked if she could look at how her suggestion could work to move this idea forward. This will fit with RA's new role as Link Governor for Training.

Action RA

7. Governor What's App Group

Thoughts about the idea of creating a Governor What's App group were discussed by Governors and the majority of Governors liked the idea. HC and JC suggested that there should be parameters as to how this would be used, times of the day, weekends etc. A Governor suggested that the Governors trial it for a month and see how it goes. HP felt the What's App group would be beneficial to get quick responses when necessary from Governors and prompt the need for them to check important emails. TM explained that this

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Date

app has the facility to turn off notifications if Governors did not want to be disturbed by it. HP said she would write a brief code as to how Governors use it and will set up the group so the proposal can be trialled. **Action HP**

8. Review of statutory information on the school website –assign reviewers

RBr reported that the DfE has recently updated the guidelines for statutory information on school websites and so it would be timely for the GB to undertake a review, as it has done in previous years as part of its monitoring role. JJ, RBU and TM agreed to undertake the review. RBr will send them a link to the updated DfE guidelines. **Action RBr JJ RBU TM**

9. a) Approval of Accessibility Plan following review by Curriculum Comm (attached)

The plan had been reviewed and approved by the Curriculum Committee; however, one minor query remained regarding whether the plan is mentioned in the complaints procedure. RBU agreed to check this and amend if necessary. Otherwise the plan was approved. **Action RBU**

b) Review of Electronic Communication policies (x3) – due Nov 18

These policies are all Judicium policies and as they have said there are no changes since the last review, they will stand as they are.

10. Link governor feedback, termly briefings and governor visits

a) Feedback from autumn termly briefing

HP reported that she had attended the briefing and that a review of educational outcomes in Cambridgeshire last year showed that Primary outcomes had improved but nationally they had improved more so there is still a bit of a gap. HP reported that it is now free to advertise vacancies on the Teach In Cambridgeshire website. At the briefing, Jonathan Lewis talked about ethical leadership as well as how important the Whistleblowing Policy is within schools and that a new model policy is on its way. Demographic pressures within Cambridgeshire were raised at the briefing and that ongoing funding issues exist. HP reported that the last half an hour of the briefing was more interactive with the opportunity to talk with other Governors. The LA will be looking to offer training where Governors have identified areas of weakness.

b) Attendance at spring (28/01/19) and summer (15/05/19) termly briefings

RBU and RBr will attend the Spring briefing in January 2019. Governors to let HP and RBr know if they can attend the Summer briefing in May 2019.

c) Confirm attendees for SEND governor visit on 23/11/18 (RBU, JF, RA and RH)

All confirmed they are able to attend

d) Confirm attendees for Big Questions governor visit on 24/01/19 (VA, HP and JJ)

VA, HC, JJ to attend

e) Governor/clerk training or briefings

JJ has completed Child Protection training and RBU has completed online exclusion training which she found useful

f) Time spent in school

JJ came to school to meet with the Quality Mark Assessor. RA attended the Science Parent Workshop which she found really engaging and interesting. VA has attended two Come To

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Date

Lunches with her children and reported what a friendly environment the dining hall is and what a lovely place it was to be.

11. Committee reports/updates

a) Resources

VA was elected to stand as Chair and JF as Vice Chair. There was a discussion about a newly discovered gas meter and how resolution is being sought for a bill received by the school. An update on GDPR was given and staff issues discussed. VA attended the budget meeting and reported that there was a predicted overspend as in previous years, although as the school had a significant underspend the previous year, this would more than balance the books. At the finance meeting with Rob Cottle (the school's financial advisor), we agreed that continued prudent management of the budget would be needed. VA explained for the benefit of new Governors that the budget is set in May and if Governors are able to attend that meeting with the Financial Advisor they should as it is really useful to get a better understanding as to how the budget is put together. There has been a financial impact on the school this year with number joining in reception lower than the predicted number.

b) Curriculum

RBu was elected as Chair and JJ as Vice Chair. It was noted that this committee is small in numbers; however, since the Curriculum meeting newly co-opted governor Grace Matthews has agreed to join.

12. AOB

Question: Is there a requirement for the school to debate academy status each year?

Answer: No there isn't

RBr told Governors that consultation evenings are taking place on 12th November at CPDC in Cambridge and 20th November at Neale Wade Academy about funding arrangements from the LA next year. HP will circulate the paperwork about this and reported that as there is a problem with funding High Needs. The LA is consulting on a proposal to transfer 1.7 million pounds from the schools block to the high needs funding block. This will probably result in a lower basic entitlement AWPU (the amount received per pupil at the school. There is an online survey too which will be discussed at the next Resources meeting.

The Governors were reminded that the Christmas Fayre takes place on Friday 30th November and were asked if gold/silver coloured contributions could be made to the staff/governor hamper.

Governors were also reminded about the Christmas Lunch and HC will circulate a menu once she receives it.

RBr noted that this was Kate Fox's last Full Governing Body meeting and gave formal thanks to her for her skilful leadership of the school during her time in post. KF said that the Governing Body have been incredibly supportive throughout her time at Hemingford Grey Primary School.

Action HP HC

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Date

13. Report from the Salary Committee – Staff Governors left the meeting

HP read out the report from the salary committee which had met to decide upon any salary increases for the Headteacher and all teaching staff. The decision on the headteacher's salary took into account the recommendation from the Headteacher's Performance Review committee and the decisions for all other teaching staff, including the deputy, took into account the Headteacher's recommendation following the annual performance review for each teacher. Details of the decisions are held in the confidential minutes of the salary committee.

Meeting closed at 9:00pm

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Date