

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Minutes of the Full Governing Body Meeting  
Held on Tuesday 11<sup>th</sup> June 2019 at 6.30pm**

<b>Attendees</b>	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr, Co-Chair of Governors and Chair of this meeting)
Helen Peat (HP, Co-Chair of Governors)	Jenny Jones (JJ)
Danielle Jones (DJ, Deputy Head, observing this meeting)	Ruth Burrows (RBU)
Grace Matthews (GM)	Julie Fryer (JF)
Vanessa Allen (VA)	Hayley Coulter (HC)
Kathryn Miller (Clerk)	

## 1. Welcome, Introduction, Apologies and Declarations of Interest

*Welcome and apologies:* The Chair welcomed everyone to the meeting. Apologies had been received and were accepted from RA, SY, CL and RH.

*Governors absent:* None.

*Declarations of interest:* None.

## 2. Minutes of the last meeting on 30.04.19

[http://www.hemingfordgrey.cambs.sch.uk/website/governing\\_body\\_minutes/63189](http://www.hemingfordgrey.cambs.sch.uk/website/governing_body_minutes/63189)

### and Matters arising:

- a) Child Protection training required for SY and RA. **IN PROGRESS: Still to be completed. RA has indicated she will register to attend this training offered by Governor Services. It was agreed that the Clerk will email both governors to follow up and will provide details of the next training session.**  

**Action: Clerk/RA/SY**
- b) Resources Committee to discuss ways to increase promotion of the school to encourage more applicants from the community, for other year groups as well as FS. **COMPLETED: VA confirmed she will bring this forward to the Resources Committee meeting. KM advised she has started to look at producing a new school prospectus. A professional photographer has been into school to take photographs for this and to also update the website.**
- c) Proposed technology strategy changes - it was agreed that the Curriculum Committee should also discuss this further. **COMPLETED: Item on this agenda.**
- d) The Clerk will check the procedure for recruiting a new Staff Governor in order to do so as soon as possible. **COMPLETED: Item on this agenda.**
- e) Policy Reviews – assign reviewers for E-Safety and Social Media. It was agreed that HC will review these policies. **COMPLETED: Item on this agenda.**
- f) JJ informed governors of new food standards and fire safety guidance in the DfE Governance handbook. It was agreed that the Clerk will send the link to the Health and Safety Committee. **COMPLETED.**

The minutes were agreed and signed.

### 3. Governor membership/succession planning

**a) Proposal to co-opt Ruth Burrows, Hayley Coulter, Jenny Jones and Helen Peat for another term of office commencing 1 September 2019**

Proposed governors left the room and the remaining governors unanimously decided that this should be accepted. RBr gave thanks to all these governors for their continuing support and commitment to the school.

**b) Update on staff and parent governor elections**

The Clerk confirmed that she will now proceed with this recruitment process. She will draft two letters, one for each vacancy, and will send them to HC who will then distribute accordingly. If we have more than one applicant for each post, we will need to hold an election.

**c) Succession planning for 2019/20 academic year**

RBr advised that she will be stepping down as Co-Chair of Governors at the end of this academic year. She will have completed two years as Co-Chair which she has enjoyed and both RBr and HP feel the Co-Chair model has worked well. RBr will continue as a Governor on the Governing Body and HP confirmed she is happy to continue as Co-Chair. RBr invited any governors who are interested in starting this post in September to contact them for an informal chat.

### 4. Headteacher's Written Report

The report was circulated to governors on 10.06.19. KM requested that for future meetings, could governors email any questions to her prior to the meeting to allow her time to prepare a response.

**Question: Are we making good progress with the new Classroom Monitor system we are now using?**

**Response: Teachers have been trained how to carry out data analysis on the system which will allow scrutiny of the data before the pupil progress meetings. We will become more proactive and effective at doing this over time.**

**Question: The section in the report detailing teachers' responsibilities doesn't specify all the curriculum areas, is there a reason for this?**

**Response: KM is working on developing this as part of the new SDP (School Development Plan) which will be looked at further under agenda item 5.**

**Question: Is there a known reason for the increase in unauthorised absence shown in the report compared with the same period last year?**

**Response: We are aware there has been an increase in family holidays during term time.**

**Question: What is involved in the sensory circuits?**

**Response: This is offered to specific children who have identified additional needs, to help to prepare them for the day ahead by encouraging them to use different parts of their brain to complete different tasks.**

**Question: Are you able to provide some initial feedback from the staff training today which was delivered by Roy Blatchford of 'Blink Training'?**

**Response: KM confirmed she will provide a report on this at the next full governors meeting. The training was very positive and Roy feels there is a good line of progression for the school throughout all the cohorts. Roy is very good at asking thought provoking questions to encourage self-evaluation and considering the impact on the children's learning. We would like to focus on improving teachers' knowledge and understanding of**

how the different learning zones operate. This would ensure we have a consistent approach throughout the school thereby helping to raise overall attainment. Roy commented that we already have a lot of good practice in place and it is more a case of fine tuning some of our systems. Also as part of providing a broad and balanced curriculum, we are planning to dedicate one or two weeks per term to focus on immersing children in local and national community initiatives/events. RBu commented that we previously had good links with the mosque in St Ives and the children were able to walk over there for a visit. KM is keen to explore this further as an interesting learning opportunity for the children.

## **5. School Development Plan 2019/20**

KM explained about a new way we are using technology to capture the parents' voice by creating polls which are sent out electronically to parents and they can respond very quickly and easily using their phones. The polls so far have covered behaviour and the PTA. Future polls will include communication and homework. Staff are also being invited to vote on a different poll sent out to them. The results can then very easily be used to generate graphs and charts which will be used to inform SLT discussions.

**Question: Are the results anonymous?**

**Response: Yes they are, though the person voting can choose to add their name to their response if they wish to.**

**Question: How would the school follow up any comments of a more serious nature?**

**Response: We hope that the users of this facility will appreciate the true nature and purpose of it and that if they had any serious concerns they would discuss those directly with us.**

KM informed governors which SLT members will be leading on each of the Fundamental Five (FF) as part of the new SDP. She explained that 'Mental Health and Behaviour' has now been rephrased to 'Wellbeing'.

As part of 'Broader Curriculum', KM advised we have been invited, to which we have agreed, to participate in a Cambridge University project known as 'DIALLS' (Dialogue and Argumentation for Cultural Literacy Learning in Schools). This offers 15 flexible sessions for children in years 1, 4 and 5 and will pay for the school to provide supply cover as part of this.

Sarah Symons is leading on 'Good to Great' and has found training available from [www.cambteach.org.uk](http://www.cambteach.org.uk) entitled 'DOT' (Developing Outstanding Teaching) which will equip her to support other staff.

## **6. Governor Views on School Ethos and Values**

KM explained she recently carried out a 'gingerbread' activity with all staff as part of gathering their views on the school ethos and values. At this point she asked all governors to also participate in this activity for 5 minutes. Each governor was given an A4 sheet of paper with an outline of a gingerbread man printed onto it, and we then wrote down key words to highlight what we would like for each child at the school. She then collated all responses and is planning to produce a piece of word art which will be circulated in due course.

## **7. Update on Proposed New Technology Strategy**

KM explained that a small group of teachers from Hemingford visited an Apple accredited school in London last week to learn about use of Apple technology in the learning environment. KM advised that the school has a high level of children eligible for Pupil Premium funding due to the level of deprivation in the local community. The children in this school were accessing technology as an supportive tool for their learning and it was helping them develop high levels of verbal skills and understanding. KM feels that we need to move forward

as soon as possible to ensure these opportunities are provided for our children. We have now received 3 quotes from different service providers including BT and Albion. Our link contact from the County ICT service (Craig Thompson) has also expressed interest in working with us to provide this. Governors discussed the benefits of using the ICT service as we are already working with them and they can provide local support. It was agreed that the technology governor sub-group will arrange to meet urgently to discuss how they will support the development of this.

**Action: RH/RA/HP/CL**

## **8. GB Self Evaluation Discussion**

RBr explained that this is an annual exercise which all GBs are advised to carry out as best practice. At this point governors worked in small groups to discuss and answer 3 questions provided by RBr, encouraging reflection on the effectiveness of the GB and considering ways in which to make further improvements. RBr will collate the results and circulate the responses at a later date.

**Action: RBr**

KM requested authorisation to register for a higher level of school support from the Local Authority's Primary School Improvement Offer. The package offers opportunities for staff across the school. The annual cost of this is £2,700 and the Headteacher's spending limit as stated in the Spending and Virement Delegation is £2000. We currently sign up to the minimum level of support (annual cost is £2,050) but KM explained there is significantly more support available with the higher package for relatively little increase in cost.

***Governors unanimously agreed to approve this.***

HP confirmed she will send out the GB Skills Audit this term for governors to complete over the summer break. This is an annual exercise, the results of which are reviewed at the start of the next academic year.

**Action: HP**

## **9. Policy reviews**

### **a) E-safety and Social media policies – under review by HC**

HC and KM have looked at these policies and reported they are in line with current practice in school; however, both will require updating to reflect changes in the technology strategy currently under consideration. Therefore it was agreed that these reviews should be carried forward for one year.

### **b) New CCC model Complaints procedure – not yet available, defer to Sept**

Model policy not yet available from CCC therefore this will be carried forward to the next meeting in September.

## **10. Link Governor Feedback, Termly Briefings and Governor Visits**

### **a) Feedback from governance termly briefing on 15/05/19**

JJ reported on the main items at this briefing: an outdoor learning briefing which she found useful, updates on LAC and the virtual school, the updates that the LA were planning to make to the model Complaints policy and understanding the need for schools to improve attainment in phonics.

### **b) Feedback from clerks' termly briefing**

Clerk reported back on two key items from this briefing: further development of the 'Teach in Cambs' website taking place over the next year which will eventually see us using this instead of the Knowledge Hub for information sharing and booking training courses. There are also several updates to the DfE Governance Handbook for governors to be aware of,

including many updates in the section on compliance. Clerk to send the link to this to all governors.

**Action: Clerk**

- c) Reminder/confirm attendees for annual governor conference on 15/06/19**  
RBr, HP and CL are attending.

- d) Confirm attendees for governor visit (reading focus) on 21/06/19**  
GM, JF, RH and HP will be attending.

- e) Governor training**  
None reported.

- f) Time spent in school**  
JJ attended the training with Roy Blatchford today, HP interviewing in school this week, and governors will be completing their school visit next week.

## **11. Committee Reports / Updates**

### **a) Resources Committee – last meeting 07.05.19**

RBr provided this update as she chaired the last meeting. Key items include an update on health and safety, discussing how best to review the effectiveness of the services used by the school, update on staff matters, and several policy updates.

### **b) Curriculum Committee – last meeting 14.05.19**

RBu reported on the key items of the last meeting: presentation from Elliot Mephram to help governors to understand how the different curriculum teams work, ensuring compliance with our policies, and we are awaiting the review of the SEND policy which RBu will follow up for the next meeting.

## **12. Reminder about staff/governor social 18/07/19 – Doodle poll for contributions**

It was agreed that this event will begin at 4.00pm at the school. RBu will set up a doodle poll for food and drink contributions.

**Action: RBu**

## **13. AOB**

- KM asked if we need to have a governor present for interviews taking place later this month. HP confirmed that we do, as stated in our Recruitment Policy. It was agreed that HC, in her Co-opted Governor capacity, will sit on the interview panel alongside three other senior members of staff.
- **This discussion is minuted confidentially.**
- HC advised that we had an unannounced visit from the Local Authority's Primary Adviser today to carry out a phonics assessment. It was confirmed that we are compliant and we received positive feedback.

**Meeting closed: 8.49pm.**