

**Hemingford Grey Primary School
Governing Body**

**Draft Minutes of the Full Governing Body Meeting held via Teams on
Tuesday 7th December 2021 at 6.30pm**

Present: Grace Matthews, Helen Peat (chair), Jenny Jones, Danielle Jones, Kirsten, Vanessa Allen, Kristi Johnson, Hannah Gill (note taker)

Apologies:

No declarations of interest.

**1. Approve minutes of the last meeting on
14/09/21 and note progress on matters arising**

The minutes of the last meeting were approved by the FGB.

	Note on progress of matters arising from
a	Code of Conduct - The Clerk circulated the document to all governors and asked each individual to confirm acceptance of this by return of email. Complete
b	GB contact details – Governors' contact details were circulated prior to the meeting and amendments were notified to the Clerk. It was agreed that the Clerk will move this document onto Teams in the operational documents channel. This will enable all governors to access and update it when necessary. Complete
c	HG and RA will consider other ways to engage with the school community over the next academic year. Agreed action: to complete a short half termly newsletter. HG to progress
d	In relation to SDP priority 4, looking into other ways to increase knowledge of the GB, JJ and the Clerk expressed interest in observing a GB meeting at another local school. KM agreed to look into this. KM contacted other HTs in our cluster but no other governing boards have made contact with JJ yet. Agreed action: JJ will take this forward in the new year when capacity in schools allows
e	A suggestion was made for another proforma to be added to this, for identifying areas of interest for sharing knowledge and information among the GB. It was agreed that RA will draft this. Skills audit on the agenda
f	(HT report item) A suggestion was made that it would be helpful, at a future meeting, to know how many children are in our catchment area and are attending school elsewhere. HC asked admissions - They will be able to let us know how many children who live in catchment don't apply for a FS place for September 2022 when Admissions validate applications next March. Agreed action: KM will add in reminder for HC to request this data from admissions in April.
g	KM advised that the focus of the Safeguarding item at the next Full GB meeting should be Live Streaming and Youth Produced Sexual Imagery (sexting) and Trolling. Complete- Item under safeguarding on agenda

h	A suggestion was made for the GB to carry out another review of the Governor Visits policy due to recent changes. Complete- Governor visit policy on agenda
i	HP and DM will add dates to the SDP for monitoring visits. Complete- updated SDP brought to meeting and on agenda
j	GB size and vacancies - Governors agreed to move forward with option 2 which is to further consider reducing the size of the GB. HP and HG will research this further and produce a paper for the next Full GB meeting. Complete- paper brought to agenda
k	Governors also agreed that, in the meantime, we should proceed with recruiting for one new parent governor to fill the current vacancy. Completed but no nominations received
l	Governing Body Skills Audit Outcomes - It was agreed to defer this item to the next meeting, and the results will be incorporated into the paper considering reducing the size of the GB. Complete- item on agenda
m	Governors are encouraged to look at the training on offer and to book onto any appropriate. It would also be helpful to record any training you are booked onto, as well as recording it once completed, for other governors to be aware of. Complete- spreadsheet on teams to record training and training update on agenda

2. Receive and question Headteacher report

All HT questions asked prior to meeting were pulled together in a report with a written response from HT. Questions and answers recorded below:

Q: It is good to see that the attendance levels of the school are above LA and national levels. The high level of unauthorised absences due to family holiday is however concerning. Is anything driving this increase and can steps be taken to discourage this?

A: Some families have despite advice, taken term time, unauthorised holiday. They receive penalty notices from the LA. We deliver 'suspected holiday' letters as per policy and request evidence from families who are suspected to have been on planned holiday e.g. Change of flight details. This is a minority of repeat offending families. Attendance policy- has been helpful to assist in this process.

Expected that due to lockdowns in previous years more families have gone away during term time than usually expected. Parents have been open about going on holiday and this transparency is appreciated by the school and aids in how we continue to work together with families.

Q: What additional support is being provided to the year 2 children who did not pass the phonics test? Will they have to resit this in the summer?

A: The children who did not pass have specific interventions for support in place. They will re-sit in the summer along with the Y1 pupils. We track children who did not pass the phonics as they move through school to ensure that the reading and writing interventions are appropriate

Q: Could you please clarify ERA; is it a Gov.uk thing, or LA? Are all schools included or are we invited? How has it made an impact?

A: ERA - full information can be found at the council website explaining how the Enhanced Response Area status vital to protect NHS and vital services - Cambridgeshire County Council. Cambridgeshire remains an ERA till 24.12.21.

Q: How does staff absence compare to a 'normal' year? I assume isolation has increased this. What impact is this having on continuity, learning and budget?

A: Absence is very high and staffing is extremely stretched with the highest number of cases in pupils and staff that Hemingford have seen to date in the pandemic. This is combination of isolation and other winter illnesses. Currently covid is worst in the school that it has been since the start of the pandemic with highest number of cases in school to date.

The impact is that end of term NFER assessments have been disrupted and so the data freeze date has been moved back by a week. Subsequently, the Curriculum meeting to review autumn data is proposed to move from 11.01.22 to 18.01.22 to allow time for data analysis

Impact on budget continues to be additional cleaning costs and staff cover costs. Supply is almost impossible to get for all schools at the moment. The Hemingford team have worked effectively to overcome these challenges.

Q: Are you confident that all the safeguarding concerns have been appropriately dealt with?

A: Yes, we are.

Q: What happens about authorised absence for other things that might be valid, do they count as unauthorised absence?

A: If you look at the absence policy all other reasons for absence get coded appropriately. There are no other unexpected increases in any other absence codes.

Q: The NFER assessment has been delayed by a week, what is the backup plan to conduct it?

Whilst the NFER assessments were delayed they have now already taken place two weeks ago and those who were not able to complete because they were absent are now taking the assessment. The curriculum meeting being delayed by one week will ensure that the data analysis from the assessments will be finished in time for the meeting.

3. Safeguarding – Live Streaming and Youth Produced Sexual Imagery (sexting) and Trolling and Latest Poll Feedback

The aim of this item is to ensure all governors understand terms used in KCSIE (Keeping Children Safe in Education guidance)

The Headteacher provided a definition and information on the following terms:

- **Live streaming-** transmit or receive live video and audio coverage of an event over the internet.
One of the big uses of live streaming is children live streaming their gaming. One of the concerns is that anyone could be using this and contact or engage with children.
- **Youth produced sexual imagery-** is the new terminology of “sexting”. It refers to consensual and non-consensual sharing of nude and semi-nude images and/or videos. Any images of children under the age of 16 is illegal.
This does get covered in PHSE teaching and the RSE curriculum which covers healthy relationships, sharing and consent topics
- **Trolling-** The act of leaving an insulting message(s) on the internet in order to annoy or upset someone. We also cover how you report this to someone, a trusted adult.

There are half termly safeguarding polls for all teachers. The aim is to identify any areas where we need to put any more continuous professional development (CPD) in place for staff. Latest poll has focused on the KCSIE guidance updates- it is important that we fully understand any gaps in staff knowledge accurately. The safeguarding polls are compulsory and going forward we will be chasing those who don't complete it.

Biggest issue from the review and in the updated KCSIE is that children tend not to report peer on peer sexual abuse because they don't understand what will happen in the process and who will know about it.

The designated safeguarding leads (DSL) are focusing on making sure the whole school is clear in explaining to children what will happen and who they will talk to, making sure that children understand what will happen next and they are clear on that.

From analysis of the latest staff poll, we will be sending more information. Not all staff completed the poll which will be compulsory moving forward to ensure that we increase understanding and awareness. We will re-issue the poll to check if staff knowledge has improved.

Q: How can we measure whether children at our school have the confidence and understanding to report?

We do a termly children's voice survey for safeguarding, it covers where they feel safe and action things from this.

Agreed action: Will look to add a question on this to one of the children's voice surveys at appropriate point- DJ/KM

Q: Can you share the children's voice survey with governors?

Yes- we will share the information with the safeguarding governor and all minutes of these meetings are available for all governors.

Agreed action: to share findings from the Children's Voice Survey with Safeguarding Governor- DJ/KM

4. Update on Strategic Development Plan 2021-22 and Self Evaluation Framework

The SEF is updated termly. The summer term SEF was shared as part of the additional meeting to respond to the Governance Review. The autumn term impact is completed at the end of the term when the StDP is reviewed and will be shared in the spring term. The evidence collected throughout a term, will always be available in the following term e.g. the spring term impact will be shared in the summer term.

Headteacher discussed the SEF to ensure governors understand where governor evidence which has taken place with monitoring contributes to the SEF. This feeds back on governor question posed in Summer term 2021 which was how do we as governors input into the SEF.

Reflections on covid-19, how we are managing it and recovering from it and using our levers is an ongoing section. School Improvement since the change of leadership is still to be added by KM.

The SEF uses the same Ofsted Criteria as the StDP – Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management and Early Years. For this meeting, all governor monitoring has been included and highlighted in yellow on the report. This should enable all governors to be able to answer the question “how do you know?”, within the areas of the school. It is clear how governor monitoring is feeding into the SEF and this is really important. This was positively reported on.

Monitoring visit undertaken on writing by DW. Initial feedback found the monitoring visit framework and information very helpful for first visit.

Agreed action: DW to complete monitoring visit report

Q: Did it highlight any gaps in monitoring that we hadn't previously thought of?

A: No because the monitoring is reflective of what is in the SDP which is our key focus. So as long as we align to the SDP there shouldn't be any gaps.

Website monitoring is one of the regular monitoring activities that needs to be picked up again but we are aware of that gap.

Agreed action- JJ agreed to look at website monitoring

5. Presentation on provision for Disadvantaged children and use of Pupil Premium and recovery funds

PP champions- Danielle Jones and Danielle Gaynor. DJ presented PP strategy presentation, full slides can be viewed alongside the minutes.

There are 300 pupils in school with 16% of PP eligible pupils. Included figures for each year group and covered PP, disadvantage, special educational needs and disability (SEND) and non-SEND.

Q: Query- on figures for year 3 data as there is no information shown for one of the columns.

A: Confirmed it means there are no SEND pupils who are PP in year 3 at present.

Previously the school's use of PP was on teaching assistants in the learning zone model, uniform, music lessons, trips and visits.

We have now moved to an evidence led approach based on the Education Endowment Foundation (EEF) guidance with 50% of PP on high quality teaching as evidence shows it has most impact on child outcomes, 25% on targeted academic support and 25% on wider strategies

The school is taking a four step approach to strategy- diagnose needs (summer 21-autumn 21); use strong evidence to support your strategy (autumn 21- current place): implement (autumn 21- spring 22) and monitor and evaluate.

It will be a three-year approach and information is on the website to ensure a comprehensive long term plan for children.

In 2021 looking at 8 children who have unauthorised absence 6 of these children are from a Romany Gypsies and Irish Travellers ethnicity group. This is important to review whether we have the right skills set to understand and support these children.

Q- can you confirm the data periods are Sept – Dec 2021 compared to Sept- Dec 2020. Have there been an improvement linked to any particular intervention?

A: the time period is correct. It is difficult to look at as the data is quite skewed due to the pandemic. It is less about the numbers but understanding if they are the same children and how we address that through support such as breakfast clubs etc.

Q: What is the late before column refer to and what is the 0.13. Is this a percentage or what does this refer to?

A: Yes it is a percentage. The late after refers to children who arrive after 09:15. Late before refers to children who arrive after the register closes but before 09:15.

Q: The increase for late before seems to be large, is this significant?

A: no this is not felt to be significant. Increase is likely to be a child per session so whilst on percentage it looks a lot it is not when considered as a child.

Agree action: can percentages be referenced to make it easier to understand. And reduce confusion in reading and understanding any school data.

As part of the understanding work (stage 2) we also use a venn diagram looking at maths, reading and writing and where they are in terms of age related expectations (ARE) for each year. It also includes key barriers and what solutions can be put in place for these.

Barriers for disadvantaged children include: oracy, metacognition, engagement and motivation, literacy, attendance and punctuality, SEMH (social, emotional, mental health)

Evidence can be seen in the PP strategy on the website. This is a new DFE format. It details the work being undertaken so governors encouraged to read in full on the website.

Agreed action: governors to view and read the PP strategy on the website for information.

Currently at the point of looking to implement for this school year, this will include CPD for all staff, ensure PP champions visit networking with similar schools, pupil profiles for pupil premium children which provides a clear evidence log of what is working to support each child, workshops (reading, metacognition, oracy), and to develop and nurture breakfast club provision.

Although a focus is on making sure children meet ARE, we are also focusing on all PP to ensure that if they are already meeting ARE that they are reaching their full potential.

Whilst we use PP funding for PP eligible pupils there are other children who do not meet PP eligibility but are disadvantaged who also benefit from PP funding.

Q: What is difference between PP and disadvantage?

A: disadvantaged pupils include those who are educationally at a disadvantage but do not meet the eligibility for the PP. They may change more frequently and we do record and monitor them separately.

Noted that when we appoint some more governors we need a named governor for disadvantaged pupils as we have increased the PP from 4% to 16% over the last few years.

Agreed action: governor recruitment to focus on link governor for disadvantaged pupils- Vacancy Subgroup (KJ, HG, VA)

Agree action: Request for an update to the governing board to come in the summer term.

Catch up funding was issued last year in response to support in education following covid-19. This year it has been replaced by Recovery Funding. The formula for working out how much recovery funding we get is allocated for 60% of the number of PP eligible children on the day of the census. This year there is approximately £5,000. There is also PP Plus funding- they are children who have been adopted known as post looked after children (POST- LAC).

6. Governing Body size and vacancies

RA is coming to the end of her term of office in January. We would like to thank Raylene for the work she has undertaken particularly around the headteacher performance review and communication work on the newsletter. DM has also had to

step back due to family caring responsibilities at present which require her to be out of area during the week. She has said she can support virtually for the moment but she will need to step back fully in the long term.

Therefore, there is currently one parent vacancy and after Christmas there will be three co-opted governor vacancies. It is suggested we seek to recruit at least two co-opted governors and then make a decision on the governing body size.

Suggestions about approaching someone from the estate agents for a governor

Agreed action- for a subgroup of governors to take this forward to promote and advertise the vacancies to go out in the new year- HG, KJ and VA

The vacancy for the clerk role has gone through two advertisements with no success. Suggested we could look at parish council clerks as a potential source for our clerk.

Need to agree roles whilst clerk is not available:

- **Meeting minutes- Rochelle Butcher will minute meetings although couldn't for this meeting**
- **Paperwork associated with onboarding with any new governors-KJ**
- **Governing body information up to date- KJ**
- **Review of school policies- HP**
- **Providing advice on procedural matters- HP**
- **Update the school website- HG to ensure content is correct and send to KM to load**

7. Governing body skills audit

Agreed to close action as this will be included as part of the work looking at recruiting co-opted governors to ensure that we are targeting the right skills.

8. Update on Governing Body Action Plan and Leadership and Governance Review

Cambridgeshire council governor team will come back for an impact review on 25/01/22 holding a governor session at 1.45-2.30pm. Asked for volunteers to attend.

Agree action: HG, DW and KJ will attend. HP to ask CB to attend as well as CB was present for the last review.

Agreed action: for all governors to have a look through and provide comments on the teams document.

Agreed action: HP and HG to collate all comments on the GB action plan and will then send to KM for comments.

9. Policies and approval of governor visit policy

Majority of changes are linked to the monitoring visit form which has now been used on a number of occasions and has had positive feedback. All governors approved the policy and changes.

10. Link governor feedback, termly briefings and governor visits

Writing monitoring visit conducted by DW. Process was really clear and really insightful.

Agreed action for DW to send report for next curriculum meeting.

Early Career Teacher induction & pupil progress meeting report submitted by DM.

PSHCE – JJ and GM had a virtual monitoring meeting. They looked at reviewing behaviour and antibullying policy. A follow up visit was due this week but due to the impact on staffing in the current covid-19 situation, it has been postponed till January 2022.

Action agreed- JJ and GM to provide follow up report for next curriculum meeting

Governors noted the hard work and resilience of all the staff and ensuring all things were continuing throughout this term.

11. Feedback from training attended

VA attended property and estates training and health and safety training this term. HG attended safeguarding and data reporting and analysis.

Reminder for all governors to record training on the training spreadsheet.

12. Committee reports and updates

- ***Resources***

Report on the health and safety committee including school inspection checklist. The school was found to be in good order.

Presentation from headteacher on staff performance management and how the appraisal process is applied.

Discussion on how to deal with safer recruitment monitoring.

Unable to discuss finance meeting or benchmarking as meeting held prior to the resources committee occurring so will be included in next meeting.

Discussion on pre-school and what is needed to be updated to resources committee and full governors.

KM briefed on any HR related items and number of policy reviews and policies approved.

- ***Curriculum***

Presentation on the Curriculum and Key Influencers by Sarah Symons went well and was informative.

Review of summer data- did see a significant impact on children particularly for younger children due to the impact particularly with children who have not yet had a whole year of school with the pandemic.

13. Review impact of the meeting

PP and disadvantaged presentation was insightful and provided strong evidence of what the school is doing to support children to achieve their outcomes, enabling governors to understand the approach being taken and understand that there is a clear strategy in place.

Safeguarding update essential and useful to ensure all governors have a clear understanding of terminology.

There have been a number of concrete actions to take forward particularly for clerk and governor vacancies.

14. Any other business

Q: has there been a change in the catering contract as number of issues reported to parent governor DW?

A: Agency staff in at the moment and high levels of sickness. But no concerns had been reported to the school despite the Headteacher and the Deputy Head making themselves available in the playground daily and our communication channels being available on the school website.

	Summary of matters arising 7/12/2021	
a	Engagement with school community using short half-termly newsletter	HG
b	In relation to SDP priority 4, looking into other ways to increase knowledge of the GB, JJ and the Clerk expressed interest in observing a GB meeting at another local school. KM agreed to look into this. KM contacted other HTs in our cluster but no other governing boards have made contact with JJ yet. Agreed action: JJ will take this forward in the new year when capacity in schools allows	JJ
c	A suggestion was made that it would be helpful, at a future meeting, to know how many children are in our catchment area and are attending school elsewhere. HC asked admissions - They will be able to let us know how many children who live in catchment don't apply for a FS place for September 2022 when Admissions validate applications next March. Agreed action: KM will add in reminder for HC to request this data from admissions in April.	KM

d	Include a question on children's voice survey about children's confidence and understanding to report issues around peer on peer abuse.	DJ/KM
e	Share findings from children's voice survey with safe-guarding link governor	DJ/KM
f	Undertake Governor monitoring of school website	JJ
g	Governors to view and read the PP strategy	All
h	Governor recruitment to highlight need for link governor for disadvantaged pupils	KJ,HG,VA
i	Update on pupil premium strategy to come to GB in summer term	DJ
j	Subgroup to promote and advertise co-opted governor in the new group (see also action j)	KJ,HG,VA
k	Attend governor session as part of follow up meeting following Leadership and Governance Review (25/01/2022 at 1.45-2.30 pm Ask CB if she can also attend	HG,DW,KJ HP
l	Look at GB action plan and add comments related to progress HP & HG to collate comments and send to KM for comment	All HP&HG
m	Provide monitoring report for next curriculum meeting following PSHCE monitoring visit and review of behaviour and anti-bullying policies	JJ&GM