

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Final Minutes of the Full Governing Body Meeting  
Held on Tuesday 5<sup>th</sup> March 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)
Jonathan Clarke (Deputy Head, JC)	Ruth Burrows (RBU)
Mark Burke (MB)	Julie Fryer (JF)
Vanessa Allen (VA)	Rick Howell (RH)
Clare Lowe (CL)	Grace Matthews (GM)
Kathryn Miller (Clerk)	

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

*Welcome and introductions:* The Chair welcomed everyone to the meeting and introduced CL who is attending her first meeting as a new Parent Governor. RBr explained that, as only one nomination was received from CL for the Parent Governor vacancy, she was automatically elected to join the Governing Body (GB).

*Apologies of absence:* Received and accepted from SY, RA and HC.

*Governors absent:* None.

*Declarations of interest:* None.

## 2. Minutes of the last meeting on 15.01.19

[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) Check whether reference to Accessibility Policy is included in the Complaints policy. IN PROGRESS: RBU advised it is not currently referred to and suggested we do this, which is also in keeping with what other schools currently do. RBU will add this to the Complaints Policy and will then return to the Clerk to update copy on file and on website. **COMPLETED.**
- b) Explore other Assessment system options including details of costings. **COMPLETED: Item on the agenda for this meeting.**
- c) Advertise for a new Parent Governor. **COMPLETED.**
- d) Changes to Committee membership - Clerk to amend the relevant documents. **COMPLETED.**
- e) RBU has completed her report from this visit and will send to KM and Michelle Parker for their comments and approval before circulating to governors. **COMPLETED: Report has now been approved and circulated to all governors.**
- f) Training needs document - RA will finalise this document following the meeting and will send to the Clerk to circulate. HP will then save it in a location where all governors can easily access and update it. **COMPLETED: RA has produced a document which has been circulated to all governors for comment. Positive feedback has been received and it was agreed this should now be made available for governors to begin using. HP checked governors are happy for**

this to be stored on the google drive without encryption – governors unanimously agreed with this.

Action: HP

- g) All governors are strongly encouraged to attend the budget meeting with Rob Cottle.  
**COMPLETED: VA reminded governors that the meeting will be at the school on Friday 8<sup>th</sup> March at 9.30am.**

The minutes were agreed and signed.

### 3. Headteacher's Written Report

The report was circulated to all governors prior to the meeting.

Question: Although general attendance is reported as good, there appears to be a rise in unauthorised absence. Is there a particular reason for this and anything the GB can do to help this?

Response: KM to follow up on this with HC as HC provides the attendance figures and was not present at the meeting to comment on this.

Question: It is useful to be able to see all the staff roles in the school as part of the report. Has there been any succession planning as part of appointing a new Key Stage One lead?

Response: Consideration has been made for potential internal interest and it is currently being advertised internally and externally.

Question: Has any planning been put into place yet regarding Curriculum team lead roles?

Response: We haven't looked further at this as yet. We will be reviewing the Curriculum teams as part of the full curriculum review in the Summer or Autumn Term 2019.

*MB arrived at 6.44pm.*

The following discussion is minuted confidentially.

Question: How is challenging behaviour being managed in school?

Response: The current support we have already put in place, including additional 1-1 TA support, support from the Local Authority and external agencies, is working very well and we are making strong progress working with particular children.

Question: Is this TA support going to be sustainable going forward to enable the positive progress to continue?

Response: We are currently preparing an Education Health and Care Plan (EHCP) to apply for further support with this.

### 4. Update on Deputy Headteacher Recruitment

We interviewed five very strong candidates and have successfully appointed Danielle Jones as our new Deputy Headteacher. She will be spending some time in school before Easter including a handover day, an SLT day and a leadership conference with KM. Parents and Carers have been informed.

### 5. Update on options for new assessment tracking system

KM advised that we have decided to go ahead with the 'Classroom Monitor' system. It will enable us to continue doing all we currently do but by electronically storing all our data on this system, it will mean we are more efficient and will save teachers time.

Sign.....Date.....

**Question: What is the cost of this new system?**

**Response: It will cost us approximately £1000 per year.**

**Question: What are the timescales for implementing it?**

**Response: It will take 4-5 weeks to implement it from now until Easter. There will be 4 webinars which will take place as part of staff meetings and we have allocated one staff training day in the summer term to ensure all staff are comfortable and competent in using it.**

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

### **a) Feedback from governors' termly briefing (28.01.19)**

RBu, VA, RBr and HP found it useful to hear from Jonathan Lewis (Service Director for Education in Cambridgeshire) and reported a positive, proactive and determined approach to his work, particularly around financial management and influencing change in the County. Two other main areas covered in the briefing were the DfE Workload Reduction Toolkit and a SEND update, which highlighted the pressures on SEND funding.

RBu strongly recommends governors register on the Knowledge Hub (KHub) as you can sometimes access termly briefing documents beforehand via the 'Governor Group', particularly as handouts are no longer given at the briefings.

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

The Clerk attended the latest termly briefing for Clerks. Clerks received training on effective minute writing which is part of the Clerks Competency Framework introduced by the Department for Education (DfE) in 2017. The Clerk felt reassured that this competency is being successfully fulfilled.

The Clerk also reported that, as part of supporting governor recruitment, the school governance team is trialling a new method of recruiting governors. A governor category has been added to the recruitment website 'www.teachincambs.org.uk'. This will hopefully be in permanent use from the summer term.

There is also a new model Complaints policy from the Local Authority which encompasses new procedures. It is hoped that this will be made available during the second half of this term.

### **c) Report from Big Questions focused Governor visit (24/01/19)**

The report has been circulated to all governors. VA, JJ and HC attended this visit which they felt was very good. Governors were able to learn about different layers of planning in the curriculum, which was particularly useful for those who are not part of the Curriculum Committee.

### **d) Governor training**

None attended since the last Full GB meeting.

### **e) Time spent in school**

JJ and HP have been interviewing in school. KM asked if one governor would be available to interview with her for a Key Stage 2 teacher vacancy on 25.03.19. CL confirmed she will attend and KM will contact her directly to make further arrangements.

## **7. Committee Reports / Updates**

### **a) Resources Committee – last meeting 05.02.19**

Sign.....Date.....

VA confirmed the committee discussed staffing changes, and that KM is planning to speak with RA regarding change management to support with this. We looked at the Workload Reduction Toolkit and JF and RA reported on their review of the Single Central Register (SCR). Policy reviews were also discussed, including issues with GDPR related policies, and the SFVS is on target for submission at the end of March.

#### **b) Curriculum Committee – no meeting last half term**

RBu explained why the decision was made not to hold a meeting last half term. RBu suggested that for the next meeting, she feels it may not be necessary to ask Michelle Parker to attend as originally planned. Michelle has already produced a detailed report for the governor visit. Governors agreed she does not need to be invited to the meeting. RBu will contact Michelle to let her know.

### **8. AOB**

HP informed governors that Carol Peel, School Governance Advisor at Cambridgeshire County Council School Governance Team, has just resigned after having taken a one year career break. A new post for Strategic Lead Governance Advisor for Cambridgeshire and Peterborough will be advertised.

RBr explained that this is JC's last Full GB meeting before he leaves us at the end of this term. Governors gave thanks for all he has done for the school and wished him all the best for his new post.

### **9. Child Protection training session**

It was agreed that JJ and RH can leave the meeting at this point as they have recently completed this training and will provide a copy of their certificate for HC to record on the SCR. Clerk to send HC a list of governors who are attending this training and those who are not, so she can update the SCR accordingly. RA will need to complete this training another time and KM will see if she can arrange for her to join training for new school staff members next term.

**Action: KM/Clerk**

KM and JC delivered the Child Protection training, supported by documents which the Clerk will circulate by email after the meeting.

**Meeting closed: 8.40pm.**