HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Full Governing Body Meeting
Held on Zoom on Tuesday 7th July 2020 at 7.00pm

Attendees	
Helen Peat (HP, Chair of Governors and Chair of this meeting)	Jenny Jones (JJ)
Kirsten Marriott (KM, Headteacher)	Ruth Burrows (RBu)
Grace Matthews (GM)	Danielle Jones (DJ)
Vanessa Allen (VA)	Grace Matthews (GM)
Steve Young (SY)	Raylene Armstrong (RA)
Rachel Brown (RBr)	Rick Howell (RH)
Minty Herd (MH)	Hayley Coulter (HC)
Kathryn Miller (Clerk)	

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and introductions: HP welcomed everyone to the meeting and explained that CL has now very reluctantly decided to resign from the Governing Body (GB). Governors noted their thanks to CL for all her work and commitment to the GB. This now creates a Parent Governor vacancy for which we will request nominations from the parent body in September.
Apologies: None.
Governors absent: KG.
Declarations of interest: None.

2. Minutes of the last meeting on 09/06/2020 – can be accessed here, and matters arising:

a) DBS checks for re-appointed governors (RBu//VA) – **ONGOING: RBu has been unable to complete the process using the link provided. It was agreed that HC will cancel the application and re-submit it, and will then arrange to complete it over the phone with the governors.**

Action: HC

b) RA asked if we can plan for governors to share their areas of expertise with the GB next academic year, which has previously been discussed. It was agreed that RA will make suggestions for skills/knowledge which could be shared by specific governors. **ONGOING: RA confirmed she will prepare this for the next GB meeting in September.**

Action: RA

c) Prevent Duty Training – **ONGOING: HC confirmed RA and SY both still need to complete this training.**

Action: RA/SY

d) Action from Confidential minutes of FGB 28.04.2020 – financial due diligence. **COMPLETED: Item is on this agenda.**

e) School policy review - there are still actions to be completed which are listed in the final section of the document titled 'Policies listed in the Statutory Guidance which we do not currently have'.
ONGOING: HP has discussed this with KM and the following has been agreed:

- **Children with health needs who cannot attend school – KM confirmed this is not currently relevant and so it was agreed we will not proceed with this any further for now but will do so if the situation changes in the future.**
- **NQT Policy – It was agreed that we will add a section on this to our Induction Policy for now, and will look at producing a standalone policy in the future.**

  Action: KM
- **Protection of biometric information of children in school – agreed this is not relevant.**
- **Designated teacher for looked after and previously looked after children – it was previously agreed that KM will create a page on the school website which lists staff responsibilities such as this. KM confirmed she will be looking at this over the summer and the GB should revisit this at the next meeting in September.**

  Action: KM
- **Acceptable Use Policy (AUP) – KM has reviewed this and it has been circulated to all governors. HC would now like to review this with respect to GDPR and this will be revisited at the next meeting in September.**

  Action: HC

f) This item is minuted confidentially.

g) Formation of Covid working party (HP, CL, VA, DJ and HC) and well-being team (GM and JJ) - KM will contact them with further details. **COMPLETED: Meetings have now taken place and the minutes have been shared with all governors. Item also on this agenda.**

h) Governor Expenses Policy – Clerk to finalise. **COMPLETED.**

i) KM advised the Acceptable Use Policy (AUP) has been re-written to reflect current changes in using technology such as Seesaw. This will be prepared for the next GB meeting. **COMPLETED: discussed under item above.**

j) KM asked what the procedure is for considering proposals for support staff increments. SY advised KM to email the necessary information to the Salary Committee (SY/CL/VA/RH) for their approval. **COMPLETED.**

k) It was agreed that RBu will look into putting together a gift hamper from the GB for all staff, with a range of pre-packaged items. This can be left in the school foyer for staff to access when they are able to. **IN PROCESS: RBu explained 3 different options she has researched and governors discussed what they feel would work best. It was agreed that HC will purchase a large thank you card. Governors are invited to handwrite their thank you message at home, take a photo of it, and email it to HC to print out and stick into the card. Please can these be sent to HC by Wednesday 15th July. RBu will purchase biscuits and make up a gift bag for each member of staff. HC to email RBu with a staff list and any dietary requirements. RBu to ensure gifts are delivered to school by 11.30am on Friday 17th July. RBu will contact governors to confirm contributory costs and how these can be made electronically.**

Action: RBu/HC/ALL

The Clerk also advised that another action point from a previous meeting has now been completed - SY has completed his Child Protection training and his certificate of completion has been sent to HC for her records.

The minutes from the previous meeting were approved and will be signed at the earliest opportunity.

3. Headteacher's Written Report including any safeguarding updates

The report was circulated to all governors prior to this meeting. Governors asked the following questions to which KM responded:

You mentioned teachers are reviewing activity of using on line learning, do you have a view as to how many children are regularly engaging with the remote learning?

The majority of pupils are using See-Saw for home learning; we use it a lot in school also. This will support our hybrid learning approach for home and school, should pupils need to self-isolate or if we need to close bubbles due to 'Track and Test' or if local Lockdown should occur.

You mentioned a process for connecting with parents if not using the on line learning, what is this process please?

This is part of our wellbeing checks – see the Headteacher reports for further details.

Great to hear parent engagement has been good and I know you have used lots of channels such as surveys and newsletters to keep connected. What are your plans to engage parents as part of the September return to school plan?

There is a whole section in the Recovery Plan, which will be worked on over the next two weeks.

I see 73% of year 6 is in attendance. Do you get any LA benchmark data? What is happening regarding SATs?

Attendance is not compulsory so there is no LA or DfE Benchmark data for number of pupils who are back in school from 1st June. There are no SATs this year.

You reference the governor's plan for 2020-2021, as part of next year's school development. Any feedback as to what would you like to see that aligns to your school plan? When should this be completed?

The governor's plan is part of the LA document 'The Recovery Plan'. Recovery planning is to take precedence over any usual school improvement planning, but fortunately, our SDP priorities align well with the current world anyway – Wellbeing, Oracy, Reading, Early Years, Tech and Curriculum, so we'll weave them in.

SEND children - offering these spaces in sessions in w/b: 13.07.20 - What has the uptake been? How will this work with the existing hubs?
MP is offering the spaces to priority children as identified in the letter which went out Thursday – she is making calls to parents/carers of SEND pupils 'who we feel will struggle with transition' on Wednesday this week. These children will be offered two mornings in the last full week of term and can be accommodated in existing bubbles.

Reopening of school in September for all pupils and planning needed for this - thinking about staff well-being, how will this be balanced with summer holiday time off and the normal planning and preparation work teachers do?
We are hopeful that everyone can have a break.

Lettings - an observation that this gives a move solid point for progressing with the regular lettings.

One question at this point is minuted confidentially.

What arrangements are being considered for the NQT's induction in their first year at Hemingford?
They are signed up and registered with NQT conference. Mentor training is in place already.

Two questions at this point are minuted confidentially.

Do you have any information on when or how visiting staff such as sports coaches and music teachers may be able to return to school to deliver sessions?

The guidance is clear, they can return. We will focus on getting pupils back into school with an established routine in the initial weeks, with sports coaches and music teachers etc coming in after the first 3 weeks or so, once we have had an initial review of the provision for education.

What transition activities are the years 6s able to undertake? Are these equally accessible to those year 6s who are not in school?

Our staff have liaised with our Secondary schools about SEND and Child Protection. The pupils have had opportunities to have zoom calls with the schools. Y6 staff have talked at length about transition with the pupils in school.

Can you briefly summarise items of relevance to the Governing Body from the Headteacher's briefing on 6th July?

I will circulate the powerpoint presentation to governors.

Action: KM

How are you planning to use the LA's recovery document and what input would be useful from the Governing Body?

Recovery planning is to take precedence over any usual school improvement planning, but fortunately, our SDP priorities align well with the current world anyway – Wellbeing, Oracy, Reading, Early Years, Tech and Curriculum, so we'll weave them in. We will work through it, delegating sections where possible. The governors section shows considerations, which can be looked at by the COVID committee.

Are you happy with the web site services that Eschools provides? Would there be any benefit at reviewing alternatives at some point in the future?

They use a model which Rochelle (Office Administrator) is familiar with and we are happy with the provision as it includes CPD and support for Rochelle. The model is based on school leaders and staff not being experts in web design, so the features are easy to use. They are good value for money, but another time, we could look at alternatives.

One question at this point is minuted confidentially.

Does the Sex and Relationships policy need revising in relation to the new Relationship and Health education curriculum?

A poll is already out for parents/carers to be consulted and pupil view will be done with Champions of Change in September.

Is the Huntingdon Sports Partnership altering its offering due to Covid-19? One of the reasons for moving to them was to be able to participate in more inter-school competitions. Presumably this kind of activity will be limited for some time.

They are hopeful this will resume in the autumn in some format. Good question in regards to value, I will contact them and ask. We do get all the other parts of the Gold package too, so we've planned team work days that are included in the package and can still be delivered.

Is the non-uptake of places offered mainly due to families who are shielding or through parental concerns over safety and does the school have data on this? I'm just thinking ahead to September when the Government has indicated it will be mandatory for children to return and has indicated fines might once again be introduced for non-attendance. I'm concerned about the potential extra workload for the school.

There are some shielding and some who have siblings at home – not many have shared that they are overly anxious – just that they are more comfortable waiting until September.

4. Report from Covid sub-committee

The minutes from the first two meetings were circulated to all governors prior to this meeting. Committee members agreed a date for a further meeting this term.

5. Staff Structure 2020-21

This item is minuted confidentially.

6. School Development Plan, SEF, and priorities for next year

KM advised that we will now be moving forward with the Recovery Development and Improvement Planning document which was circulated to all governors prior to the meeting. The Covid sub-committee will discuss this further at the next meeting and KM will then submit this plan to the LA. KM will also circulate the plan to the GB and a more concise version will also be added to the school website.

Action: KM

7. Early Years and wrap around provision

This item is minuted confidentially.

8. GB membership and chairing next year

HP advised that we will recruit for a new parent governor in September, to replace Clare Lowe who has now left the GB. HP will also contact our potential new governor again to confirm HP and KM will be happy to meet with him in school next term.

HP advised we need to consider the role of Chair for the GB for next academic year. HP confirmed she would be happy to continue co-chairing as this model has been working well for the past few years. We could contact a Leader of Governance in Cambridgeshire for advice on this if required, bearing in mind this is a new role recently established. RA expressed interest in the role of co-chair and will contact HP to discuss further.

Action: HP/RA

A suggestion was made to look at succession planning in more detail at the September meeting. This would take into consideration the end dates of governors' terms of office. It was confirmed this item is on our meeting planner and will be added to the agenda in September.

Action: HP

9. Meetings schedule and committees for 2020-21

The Clerk will shortly be drafting the GB meeting schedule for next academic year, based on the revised meeting planner which was agreed earlier this year. This will include committee meetings as well as full GB meetings. Governors will remain allocated to one committee but all governors are strongly encouraged to attend both committee meetings. We will continue meetings on Zoom for now, and when we return to meeting in school we may look at allowing remote attendance ongoing. We may also begin using 'Teams' to hold meetings as the school moves over to the new Office 365 system. RH and RA offered support with this as they already have experience of using it. KM explained we may need to plan some creative ways to enable effective governor monitoring visits to take place virtually.

10. Items that would have been covered by Resources:

- **Review of Premises programme**
  VA confirmed this was discussed at the Health and Safety Committee meeting. Jeremy Birkin is providing updates and plans have been made for work to take place over the summer and next term. A walk around the school was completed recently, and identified routine repairs and improvement work. We have also been contacted by the LA to offer a surveyor visit which we would like to arrange.

- **Review of Spending and Virement Delegations**
  The document for this current year was circulated to all governors prior to the meeting. KM confirmed she is happy with the specified level of spending. Document was agreed.

- **Statutory Committee Membership**
  MH and KG still need to be assigned to a committee. MH confirmed she would like to join the Resources committee as this is a better fit with her skills and experience. Clerk will contact KG to ask her about committees.

  Action: Clerk

  We need to replace Clare on the Salary Committee and RBu confirmed she is happy to do so.

  Question: Do we need to add a link governor role for IT/Technology?
  Response: I think this is more of an area for general monitoring by the GB.

  The new Wellbeing link role was added to the document, which GM and JJ will be responsible for. HC asked to be removed from the main link for school policies, as she feels it would now be more beneficial for a different governor to take this on. It was agreed that the Committee Chairs will take on this role.

11. AOB

- HP asked for a volunteer to complete our termly monitoring of the Single Central Register (SCR) before the end of this term. RBu agreed to do this and will arrange with HC to come into school and check through it.

  Action: RBu

- This item is minuted confidentially.

Meeting closed: 8.56pm.