

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Minutes of the Full Governing Body Meeting  
Held on Tuesday 14<sup>th</sup> January 2020 at 6.30pm**

<b>Attendees</b>	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr)
Helen Peat (HP, Co-Chair of Governors and Chair of this meeting)	Clare Lowe (CL, Co-Chair of Governors)
Raylene Armstrong (RA)	Ruth Burrows (RBU)
Grace Matthews (GM)	Hayley Coulter (HC)
Vanessa Allen (VA)	Jenny Jones (JJ, arrived 7.08pm)
Kirsty Gow (KG)	Minty Herd (MH)
Rick Howell (RH)	Kathryn Miller (Clerk)

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

*Welcome and introductions:* HP welcomed everyone to the meeting and introduced our new parent governors KG and MH.

*Apologies:* Received and accepted from SY.

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last meeting on 12.11.19 – can be accessed [here](#), and matters arising:**

- a) GB Standing Orders - HC confirmed that governors whose term is renewed do not currently have their DBS check renewed. It was agreed that the Clerk will contact Cambridgeshire Governor Services to check if governors do need to renew their DBS checks in this case. **COMPLETED: Clerk confirmed Tina Hubbard from Governor Services has advised it is recommended for the DBS checks to be renewed in this case. Governors agreed to adopt this best practice, which also does not incur any further costs for the school. Clerk to follow this up with HC regarding the governors this will now apply to.**

Action: Clerk

- b) HC agreed to contact Julie Fryer to request the return of the governor lanyard. **COMPLETED: HC confirmed this has been returned.**
- c) Child Protection training - SY has said he will check to see if the training he attends as part of his other voluntary commitments is sufficient. Clerk to follow up. **IN PROGRESS: SY advised that he has not yet been able to ascertain if he will be completing this as part of his voluntary commitments. It was suggested that he could complete this training online via the NGA E-Learning portal. Clerk to send this information to SY.**

Action: Clerk/SY

- d) Decision on purchase of Visitor Management System - Question: Can we contact other local schools who are currently using this system, to gain their feedback on it? Response: Yes we can do this. It was agreed that HC will follow up. **COMPLETED: HC confirmed she contacted a local school who are very happy with the system they use.**
- e) Complaints policy – HP to produce a final version based on the new Local Authority model policy for approval. **COMPLETED: Item on this agenda.**
- f) Managing Serial and Unreasonable Complaints policy – HP to produce a final version for approval. **COMPLETED: Item on this agenda.**

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

- g) Social Media and E-Safety Policies - It was agreed that KM and CL will review the E-Safety policy and KM will review the Social Media policy before the next meeting. **COMPLETED: Item on this agenda.**
- h) Governor Skills Audit and Training Plan - Due to time constraints of this meeting, it was decided that this item will be moved to the next Full GB meeting. **COMPLETED: Item on this agenda.**
- i) Jo Guest, Finance Officer, has a summary document from the meeting with Rob Cottle, our Financial Adviser, which VA will forward to CL and HP for ongoing circulation. **COMPLETED.**

The minutes were agreed and signed.

### 3. Headteacher's Written Report

The report, the School Development Plan (SDP), the Self Evaluation Form (SEF), and Autumn term progress data were circulated to all governors prior to the meeting. Governors were invited to send comments and questions to KM prior to the meeting. KM addressed each question at this point with her responses:

#### ***Classroom monitor - maths example autumn term data***

***I am confused as to why these tables suggest that no children in any year group were above age-related at the end of key stage 1?***

This is the first data set that we have in the system that we can analyse, so as Pupil Progress took place in the last week of term, we have only had one week back to look at this. SLT met last Wednesday and looked at the first data set and raised questions about analysis that were taken back to classroom monitor for clarification. This term, I have only shared Maths, which SLT all agreed look accurate for the KS2 cohorts.

I have called the DfE Assessment Support Team and gained clarification that scaled scores for KS1 only categorise children as below or at age related expectations (ARE).

I have called Classroom Monitor with this information and they explained that this is why no children sit at above ARE. Key Stage One SATs papers only give a judgement of Below, At and ARE, and it is the teacher assessment that gives Greater Depth judgements. These are being introduced by Classroom Monitor with CTFs (Common Transfer Files) that will be able to record At, Above and Below. CTFs contain statutory assessment data for submission to the local authority. When we use this information from FFT (Fischer Family Trust) to set targets it comes through from the teacher assessments which are submitted nationally.

***What is being put in place to support the children in years 3 and 4 (8 in each year group) that are significantly below age related expectations?***

Pupil Progress meetings have identified actions for children in all year groups who are not making good progress, not just for maths, but for reading and writing. The children identified on the table are on Assess, Plan, Do, Review cycles. Michelle Parker as Inclusion Lead now joins Pupil Progress Meetings and if progress is not made within these cycles, she will look at further evidence and assessment for the SEN register. It is unlikely they would all end up on the register, but this forms the evidence for the support they have had to improve progress.

Pupil Progress Actions across school for Reading, Writing and Maths in year 3/4 include:

- Phonic / spelling interventions

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

- Spelling intervention 3 x a week
- 45 minutes per day for Big Question with a focus on basic sentence construction and spelling
- 45 minutes per day in small intervention group
- 3x reading comprehension using rising stars
- 1:1 reading 3 x a week
- Break down of tasks specific to individuals
- Differentiating foundation subject in order to access the wider curriculum

**Thinking about Classroom Monitor and what was demonstrated to co-chairs of governors on Friday, I was wondering whether there are different types of login. It seemed very easy for someone to accidentally change something when they were not entering data. If someone is simply using the system to extract data for analysis, for example, is it possible to login on a read only basis?**

There are different logins: Admin, SLT (Senior Leadership Team) and Teacher. The system backs up daily and all data is stored at a user level, so is still in the background and accessible by the support team, should anyone accidentally change data.

**PE Premium - How will the funds be used to support key indicator 1?**

At this point governors looked at the PE Premium funding document on the school website. Last week, Michelle Parker (MP), lead of the 'Wellbeing Team' for the SDP began work with the pupils and staff during lunchtimes. As explained in the HT report, 'The plan this term is to open indoor lunch clubs so that children can access 20 minutes of their lunch to play, colour, sing and do other activities across the week as well as access outdoor play, games outside and the allotment'. The clubs incorporate darts, speed stacking and other physical activities inside as well as outside games and activities. Due to inherited commitment in the budget of St. Neots and Huntingdon Gymnastics, with Sport Premium Funding, we were only able to nominate a minimal amount of funding to key indicator 1, despite 'Wellbeing' being a School Development Priority. Physical Health is a part of the Wellbeing SDP and the additional funding will enable us to properly resource this.

**Behaviour - How is the restorative approach to behaviour management going?**

We review regularly with SLT and the approach is well embedded into school. Educational consequences always take place and protective consequences when necessary. Recent discussion has led to MP creating a flow chart like in the appendix for staff, so that children have a clear visual image about how behaviour is escalated across school. We are also creating a quick guide for parents. We are looking to do this for a few policies which parents typically reference. Any children who get to Step 4 have a recorded conversation using a reflective conversation script which, on the whole, are with SLT. These are kept and parents informed. If 3 forms are recorded without impact for a similar behavioural issue, they escalate to MP or KM. MP and parents are then involved in discussions about further support needed and further assessment using tools from the Step On training, e.g. Anxiety Mapping and Roots and Fruits. These are assessment tools recognised by the SEND Team and add to evidence in Plan, Do, Review cycles, should we need to evidence support for outside agencies. If needed, additional plans e.g. Risk Reduction Plans are then put in place for individuals.

**Question: On reading, have you found many conferences/courses to support this focus?**

**Response: KM attended a Heads forum meeting in the summer term and requested training around developing reading as a key development plan for the school, but has not yet received a response to this. We have booked training for two members of staff at the end of February around the 'Deep Dive into Reading'.**

**Question: Is the 'Deep Dive' related to each subject area or are there other areas also covered outside of this?**

Response: Yes the 'Deep Dive' relates specifically to subject areas, looking at progression and our approaches to learning.

*JJ arrived at the meeting at this point.*

HP asked the new governors for their feedback on reading through the HT report for the first time. They found it interesting and felt that some aspects of it will take more time for them to understand once they have settled more into their governor roles

Question: You must be delighted from the feedback letter, and super helpful to get peer feedback. Really good to see Artwork, Big Question and the 3 day strategy highlights. I think the overall focus on wellbeing comes through in the letter, outside learning, developing independent learning, giving choice to the children in their learning space. What are the plans for future sharing/visits between the schools?

Response: We will be working closely with other schools to share and support good practice. We are planning to focus on a specific area of development every half term.

#### 4. SEF

The SEF was circulated to all governors prior to the meeting. KM explained it is not a statutory document but it is useful for us as a starting point for planning further development of the school. We use it to identify gaps and plan how to address these. Our statement of 'intent' and the implementation of this is a key focus for Ofsted. A suggestion was made to add a separate column enabling recording of the history of reviewing our intent statement. KM advised she will be reviewing the document with the SLT and making changes to the format to ensure it is closely linked to the SDP.

Question: How has the School Evaluation Framework been developed - where do the statements in the first column come from and what does the colour coding mean?

➤ The template including statements comes from The Key for Leaders and was recommended by county:

➤ The template is called Checklist to evaluate your school against the 2019 Ofsted framework.

➤ The statements in this checklist come from Ofsted's 2019 school inspection handbook.

➤ For each judgement area, start by evaluating yourself against each of the 'good' statements:

○ Green – you're secure about and have evidence for the statement

○ Yellow – you're less secure about and have little evidence for the statement

○ Red – you're not secure about and have no evidence for the statement

The judgements were made at the end of the summer term and need to be reviewed, with evidence added and colours amended.

KM noted that the format is lengthy and, whilst the information is useful, KM will look to create a format which incorporates links to past and ongoing SDP priorities.

Governors commented that the list of staff CPD training is impressive and are pleased to see they are taking advantage of training opportunities to develop their knowledge and practice further. Also, it is good to see lots of focus on wellbeing.

Question: Can the Governing Body support progress with this in any way?

Response: KM will consider this after the meeting.

## 5. School Development Plan (SDP) Update

The SDP was circulated to all governors prior to the meeting. KM explained that evidence to support the impact of actions related to the SDP so far has started to be added into this document.

## 6. Visitor Management System Update

Governors were advised it is likely this new system will be installed this Friday. The ICT service will be working on it remotely as part of setting it up for us. HC advised the new system will significantly help with our compliance with many of the statutory requirements including GDPR (General Data Protection Regulation) and the SCR (Single Central Register). We will be providing different coloured lanyards for visitors according to their DBS status. Governors were advised to continue using the existing lanyards for now and they may be issued with photo ID badges in due course. HC contacted Thorndown Primary School who already use this type of system and advised they are very happy with it.

**Question:** Do we envisage that it will initially take longer to complete daily tasks using it, once it is operational?

**Response:** Some aspects of it may initially take a little longer as we adjust to using a new system, possibly relating to generating reports, however users should straightaway find it very quick and straightforward to use when entering/exiting the school.

**Question:** Will we run a test fire drill to practise using the new system to check everyone is accounted for?

**Response:** Yes, we do drills regularly anyway.

## 7. Review and Approval of Policies:

- **Complaints Policy**

HP produced a final version of this which was circulated to all governors prior to the meeting. Governors agreed to approve and adopt this.

- **Managing serial complaints policy**

HP produced a final version of this which was circulated to all governors prior to the meeting. Governors agreed to approve and adopt this.

- **Electronic Communication Policy – Social media**

The reviewed version was circulated to all governors prior to the meeting. Governors agreed to approve this subject to a few minor changes which were discussed and agreed. Clerk to finalise.

**Action: Clerk**

- **Electronic Communication - Staff E-Safety AUP**

The reviewed version was circulated to all governors prior to the meeting. Governors agreed to approve this subject to a few minor changes which were discussed and agreed. Clerk to finalise.

**Action: Clerk**

- **Electronic Communication - E-Safety**

The reviewed version was circulated to all governors prior to the meeting. Governors agreed to approve this subject to a few minor changes which were discussed and agreed. Clerk to finalise.

**Action: Clerk**

## **8. Approval of GB meeting schedule and notion that all governors are welcome to all meetings now that there is a reduced schedule, review of items on GB Planner and assign governors to visits**

The proposed GB meeting schedule and governor visits were circulated to all governors prior to the meeting. Governors agreed with the new meeting schedule and the notion for all governors to be encouraged to attend all meetings as there will now be fewer taking place throughout the year. The papers and minutes from all meetings will be circulated to all governors. Governors were assigned to forthcoming governor visits as detailed below:

<b>Spring A - Wednesday 29<sup>th</sup> January 2020</b>	<b>Spring B – Tuesday 24<sup>th</sup> March 2020</b>	<b>Summer A – Thursday 21<sup>st</sup> May 2020</b>	<b>Summer B – Monday 22<sup>nd</sup> June 2020</b>
<b>Wellbeing - talk to the Wellbeing SDP leads: Mental Health (Michelle Parker), PSHE (Sarah Askew), and Pastoral Mentor (Tracy McMahon).</b>	<b>Technology – focus on use of Technology around the school and talk to pupils, Ben Carter as ICT lead and Kirsten as SDP lead.</b>	<b>Wider Curriculum SDP (Kathryn Honey) and the DIALs project.</b>	<b>Shadow a Deep Dive of Reading</b>
JJ	CL	HC	MH
GM	RA	KG	RBr
	HP (TBC)		RH (TBC)

KM explained that they would still like governors to attend a question and answer session with the school's 'Champions of Change'. The Clerk confirmed she will contact Michelle Parker to ask for potential dates and how many governors would ideally be required to attend.

**Action: Clerk**

KM will invite a couple of governors to attend the next pupil progress meetings.

**Action: KM**

## **9. Governor Skills Audit and Training Plan**

HP advised that some governors are yet to complete this so it was agreed to defer this to the next meeting. Governors are requested to complete this using the link provided in the email from HP before then so the results can be discussed.

**Action: ALL**

KM advised that Sue Bowman has offered to deliver training to the GB on the new Ofsted inspection framework and she will look at potential dates with her.

**Action: KM**

## **10. Safeguarding – Emergency Procedures**

KM advised that our Invacuation procedure has been reviewed and practised, which worked well. We have also changed the evacuation process to specify different doors to be used in the event of an emergency which are much quicker and safer. We will be practising our critical incident procedures soon with staff members and not children. We will be changing the location of children's medication to make it simpler for staff to take them in the event of an emergency.

Question: What happens with regards to the children's outside shoes in case of emergency, as they are not worn inside the school?

Response: We try to ensure that our practise drills are carried out at times when we know the children will have their shoes on, but in a real emergency they would have to leave without shoes.

## 11. Link Governor Feedback, Termly Briefings and Governor Visits

### a) SEND Governor visit (22/11/19)

The visit report was circulated to all governors on 13.01.2020. Governors gave thanks to Michelle Parker for her time at this visit and for all the work she puts into preparing for this.

Question: When a child is identified as a 'cause for concern', are the parents/carers always notified of this?

Response: The parents/carers will be informed if the school has concerns and is putting measures in place to support them. However, there may be other reasons why they are identified in this way that do not require parents/carers to be informed, as there are many different reasons why and it may not be relevant to inform them. It is not always related to a child protection issue.

### b) Governor/clerk training or briefings

GM advised she has recently completed online training entitled 'Developing and Monitoring the Primary Curriculum' which was useful. She will circulate the key learning points from this with all governors. One suggestion that came out of this is to plan a governor book scrutiny and/or a learning walk just before GB meetings.

**Action: GM**

### c) Finance consultations

HP confirmed she submitted our feedback on this. The School Forum met in December to review all the feedback and did not actually recommend any transfer of money from the schools block to the High Needs block. The final decision on school funding and whether or not there is any transfer will be made by the County Council's Children and Young People Committee on 21<sup>st</sup> January.

### d) Time spent in school

GM walked to church with the Foundation Stage and will be attending the visit to the Young Voices event at the O2.

## 12. Committee Reports / Updates

### a) Resources – last meeting 3/12/19

VA advised which matters were discussed at this meeting. The next meeting of the Health and Safety Committee is taking place later this week.

### b) Curriculum – last meeting 19/11/19

JJ chaired the last meeting and confirmed that there will be a rotating chair this year. JJ advised which matters were discussed and congratulated the school on the exemplary result of the Safeguarding Audit. Committee members agreed to trial an earlier start time of 4.30pm, at the next meeting on 03.03.2020. KM will be circulating the 12 aspects of safeguarding document to all governors, as agreed at this meeting.

**Action: KM**

## 13. AOB

- RA took a group photo of the GB, to add to the governor newsletter and the school website.
- KM advised of a new Touch policy, which is currently being drafted. The policy will define physical touch in school for the purpose of comforting children, and support staff in their

understanding of appropriateness. KM will send this to the next meeting of the Resources Committee.

**Action: KM/VA**

**Meeting closed: 8.39pm.**