

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Full Governing Body Meeting
Held on Tuesday 30th April 2019 at 6.30pm**

Attendees	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr, Co-Chair of Governors)
Helen Peat (HP, Co-Chair of Governors and Chair of this meeting)	Jenny Jones (JJ)
Danielle Jones (DJ, Deputy Head, observing this meeting)	Ruth Burrows (RBr, arrived 6.49pm)
Steve Young (SY)	Julie Fryer (JF)
Vanessa Allen (VA)	Rick Howell (RH)
Clare Lowe (CL)	Grace Matthews (GM)
Raylene Armstrong (RA, arrived 6.49pm)	Hayley Coulter (HC)
Kathryn Miller (Clerk)	

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and introductions: The Chair welcomed everyone to the meeting and introduced DJ, new Deputy Head, who is observing this meeting.

Apologies of absence: None.

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last meeting on 05.03.19

http://www.hemingfordgrey.cambs.sch.uk/website/governing_body_minutes/63189

and Matters arising:

- a) Training Needs document – HP to save this on the google drive without encryption.
COMPLETED. HP reminded all governors to inform RA when training has been completed, or to update the training document themselves on the google drive.
- b) Child Protection training session - 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. **COMPLETED: RA and SY are both required to complete this training. They were unable to join new members of staff for the training recently so another date will be arranged for as soon as possible. HP advised that Child Protection training is also available via Cambridgeshire Governor Services.**

Action: KM/RA/SY

The minutes were agreed and signed.

3. Approval of Budget 2019-20

HP/SY/KM/VA and Jo Guest (Finance Officer) met with Rob Cottle (Financial Adviser) this morning to discuss and prepare the budget which now needs to be agreed at this meeting by all governors. Two documents were displayed for governors to see, showing data from last year and the proposed budget for this coming year. SY provided a summary of last financial year including the balance brought forward into 2019-20. This amount is £86,657 which is significantly more than when the budget was set. This is the first year in a long time that we have not had to use our carry forward.

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

HP explained the budget setting process. Next financial year, issues to consider include a reduction to the amount we receive per pupil, more funding due to more EAL (English as an Additional Language) children on roll and an increase in PP (Pupil Premium) funding. The Local Authority hasn't yet fully implemented the new funding formula so our funding is still capped.

All of the staffing needs have been included, including potential staff pay increases. Support staff payscales for next year have not yet been confirmed, but expected increases have been included. All other relevant budget lines were considered using last year's spend and known school priorities to set appropriate values. The budget proposed is very precautionary to include the most costly option where a range of scenarios are possible. This does mean that the budget set uses most of the current carry forward, and the Governing Body will need to discuss ways of either saving costs or increasing income for next year.

One issue which will impact next year's budget is the new pupil numbers for the September 2019 intake in the Foundation Stage (FS). Our PAN is 45, however only 37 places have been offered and we do not yet know how many have been accepted. During the meeting with the financial advisor we discussed ways to increase promotion of the school to encourage more applicants from the community, for other year groups as well as FS. It was agreed this will be discussed further by the Resources Committee.

Action: VA

The following discussion is minuted confidentially.

Question: Has increased pension costs been included in the new budget?

Response: Yes Rob Cottle confirmed he has already accounted for this.

HC advised she can access the school applications portal to view information on any new admissions applications. She follows this up when necessary to facilitate and encourage a quicker process for starting new children at the school to increase numbers.

Resolution - Revenue Finance: That the Governing Body approves the School Budget Plan for the financial year 2019/2020 total spend of £1,280,000.70.

Resolution - Capital Finance: That the Governing Body approves the School Budget Plan for the financial year 2019/2020 total spend of £25,000.

4. Headteacher's Oral Report

KM provided an update on the SDP (School Development Plan). We are now using the new classroom monitor system to support teachers to effectively analyse and support the provision of data. We use this to be able to plan for children's next steps in their learning.

Question: Do we need to ensure this system is GDPR compliant?

Response: It is all GDPR compliant.

Other key priorities in the SDP include ensuring the learning is appropriately scaffolded, and focusing on spelling. KM also wants to look at the way we teach phonics to ensure it is sufficiently impacting upon reading and spelling.

We also want to look at the way in which the curriculum is taught throughout the school to ensure there is a continuous consistent flow for the children as they move throughout the years. As part of this curriculum analysis, we also want to look at the way in which the Key Stage 1 learning zone is managed to ensure that children are supported in moving on in their learning.

KM advised that we are working with a consultant called Roy Blatchford (of 'Blinks' training) who will be conducting an external review of the school on 11.06.19. He will also be

attending a staff meeting on this day to talk about peer support. KM advised that all governors are welcome to attend this staff meeting. JJ expressed interest in attending. The Family Group Cluster heads are also working with him and the learning will be cascaded down to the other staff teams.

KM advised she would like to push back the teachers' performance reviews to next term instead of this term, to allow her more time to understand the staff and school better first.

Question: What is the main reason for delaying these reviews?

Response: The reviews need to fit in with the SDP and I need longer to work on this first, as well as ensuring I can do the best job for the teaching staff by having longer to understand the needs of the staff and school first.

It was suggested that KM could split the reviews so some could be carried out in the summer term and some could be done in September which was agreed to be a good idea. It was confirmed that delaying some of them would not affect the Headteacher's performance review process.

Question: Is there a better way to carry out teachers observations as a continual process rather than one big observation which is linked to the performance review, therefore creating more pressure and stress for the staff?

Response: We will be looking at other options as part of planning for this next year. At the moment I don't want to change too much too soon as feel it would be better for me to see how the school operates throughout a full academic year first. This will give me a better understanding of what works well and what areas could be changed.

A suggestion was made for communicating plans and timescale for future change with all staff, as part of managing expectations and alleviating anxieties as much as possible. KM commented that SLT (Senior Leadership Team) days are focusing on how to move things forward. Last term KM and Jonathan Clarke, the previous Deputy Head, mapped out key activities and events for this term to support the new leaders. DJ commented that this has been very helpful for her starting her new role at the school.

KM provided a brief overview of staff changes at the school. We have appointed Alison Brown to cover maternity leave in the FS. She has extensive experience of working in Early Years which will be valuable for us. We have also appointed a new year 5/6 teacher and Eleni Griffiths will be returning from Maternity leave in September working two days per week in the FS.

HC advised that children's attendance has increased by 0.4% from this time last year.

5. Proposed Technology strategy changes and report from iPad demo

This item is minuted confidentially.

6. Development of School Improvement Priorities for 2019-20 (the Fundamental Five)

A document was circulated to all governors prior to this meeting. KM advised that the five areas specified in the plan all tie in with Ofsted's key areas.

Question: How does the SDP fit in with the SIP (School Improvement Plan)?

Response: The SIP is still being used and we will continue working on this until the end of this term. At the same time we are starting to develop the SDP now and will move towards only using this from September.

7. Pupil Progress Data

A document showing pupils progress data was circulated to governors prior to this meeting.

Some of the parents governors asked for their thanks to be passed on to the relevant staff for the time and effort that have gone in to providing the additional maths sessions for year 6 children, as part of preparing them for the SATS assessments.

DJ attended the pupil progress meetings which very recently took place and was very impressed with the commitment of staff and the effort that is made to support children at an individual level.

8. Governor Vacancies

HP advised that Mark Burke has now reigned as a Parent Governor. The Clerk will begin the process of recruiting a new Parent Governor in the second half of the summer term.

Jonathan Clarke left his post as Deputy Head at the end of last term and he was also the Staff Governor on the Governing Body. The Clerk will check the procedure for recruiting a new Staff Governor in order to do so as soon as possible.

Action: Clerk

We still have a Local Authority Governor vacancy and we have not had anyone put forward for this as yet.

HP advised that the new Teach In Cambridgeshire website is being developed for use to advertise governor vacancies. It is expected that this should be possible at some point in the summer term. We have received an update from Cambridgeshire Governor Services following a restructuring; Tina Hubbard is our new Area Lead Governance Adviser.

9. Policy Reviews – assign reviewers for E-Safety and Social Media

It was agreed that HC will review these policies.

Action: HC

10. Link Governor Feedback, Termly Briefings and Governor Visits

- a) Confirm attendance at termly briefing (15.05.19)**
CL, JJ and HP confirmed they will be attending.
- b) Confirm attendance at the annual governance conference (15/06/19)**
CL, RA, HP and possibly RBr will be attending.
- c) Confirm date and attendance for Governor visit with Reading focus**
GM, CL and possibly HP will attend. The new date agreed is Friday 21.06.19.
- d) Governor/Clerk training or briefings**
None attended since the last Full GB meeting.
- e) Time spent in school**
VA, CL and KM attended the school play which they were very impressed by. VA attended a Come to Learn session.

11. Committee Reports / Updates

a) Resources Committee – last meeting 26.03.19

VA confirmed the Committee will be reviewing the effectiveness of services in school and found the benchmarking data useful.

b) Curriculum Committee – last meeting 19.03.19

RBu confirmed we have accessed and allocated funding from the Langley Trust to support certain families. The Equality Act policy is currently being reviewed and a new update will be referenced. The Committee agreed to delay the review of the Assessment policy until

September in light of the new system currently being implemented. The next Committee meeting will include presentations from the Team leaders, to which all governors are invited to attend.

12. AOB

HC has a new bank mandate form from Barclays Bank with new signatories for the school account (KM/DJ/Kathryn Honey/Sarah Symons and Jo Guest). Jo Guest requires governors to agree to this – **AGREED**.

KM asked for one governor to sign a document at another time to confirm and verify we have received the SATS papers and that we are following best practice. VA agreed to do this.

JJ informed governors of the 'Boxall Profile' which is for assessing children's emotional wellbeing. This can be accessed at <https://www.nurtureuk.org/introducing-nurture/boxall-profile>. JJ also 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.

Action: Clerk

A date was agreed for the staff-governor social at the end of the academic year – Thursday 18.07.19.

Meeting closed: 8.40pm.