

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Full Governing Body Meeting
Held on Tuesday 15th January 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)
Jonathan Clarke (Deputy Head, JC)	Ruth Burrows (RBU)
Mark Burke (MB)	Hayley Coulter (HC)
Vanessa Allen (VA)	Rick Howell (RH)
Raylene Armstrong (RA)	Grace Matthews (GM)
Kathryn Miller (Clerk)	

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting.
Introductions: The Chair welcomed KM to her first meeting and welcomed the Clerk back from maternity leave.
Apologies of absence: Received and accepted from SY and JF.
Governors absent: None.
Declarations of interest: None.

2. Minutes of the last meeting on 06.11.18

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

and Matters arising:

- a) Confirm change of time of full GB meetings with KM. **COMPLETED: All meetings will now start at 6.30pm**
- b) Explore gaps in skills matrix and using Governor-Governor peer support to fill gaps. **COMPLETED: Item to be discussed under item 10.**
- c) Set up governor WhatsApp group. **COMPLETED: Please contact HP if you would like to be added to this group, if you have not been already.**
- d) Review of statutory information on school website. **COMPLETED: Item on this agenda.**
- e) 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.**

Action: RBU/Clerk
- f) Circulate High Needs funding consultation documents. **COMPLETED: HP confirmed this was discussed by the Resources Committee and a response has been formulated.**
- g) Circulate Christmas lunch menu. **COMPLETED.**

The minutes were agreed and signed.

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

3. Headteacher's Verbal Report – Initial Impressions

KM feels she has received a very warm welcome to the team and her first impressions have been very positive. KM gave credit to strong staff role models and high expectations across the school. She has attended pupil progress meetings and found them to be very focused and informative. She feels the leadership models are very strong and embedded within the school.

4. Deputy Head Role

JC has now given notice for his post as Deputy Head and will be leaving Hemingford at the end of this term. He explained he applied for and was offered a post at the Cambridge Primary Education Trust, as Senior Leader for School to School support and Initial Teacher Training, which starts after Easter. He said this is an interesting opportunity for him and, although he is very happy where he is now and wasn't looking to leave, he feels this is a good time for a new challenge.

HP explained that we have had to move fast to recruit someone who can give notice by the next half term. A decision has been made to advertise the post at the salary level which was agreed by the Governing Body a year ago. The post is already being advertised on the EPM website as well as the new website being used by the Local Authority called 'Teach in Cambridgeshire'. KM advised that three people have already expressed interest on the telephone. The closing date is the 30th January and interviews will take place on the 12th February. HP confirmed that she and KM will shortlist and that HP, KM and JJ will interview with RBr as a stand in if JJ or HP is unable to do so nearer the time.

Question: Do we have to advertise Nationally?

Response: No.

Question: Do we know of any internal applicants who may be interested?

Response: All staff have been made aware of this vacancy and can apply if they wish to do so.

JC advised that now is a good time to recruit as people are now looking towards planning for next September.

Question: Will the Deputy Head role continue to be a teaching role?

Response: Yes the role will continue to include two days teaching per week.

Governors commented that we will need to ensure continuity for the classes JC currently teaches.

5. School Improvement Plan (SIP) Update

The SIP was circulated to all governors prior to the meeting and it was displayed during this item for governors to refer to. JC advised that the SIP incorporates the areas for improvement outlined in the school's recent Ofsted inspection.

Question: How was recent training delivered by Chris Quigley?

Response: Four members of teaching staff attended and will feed back in due course to the Senior Management Team (SMT). They found it helpful in looking at themes, updates and reflecting upon our curriculum and assessment systems.

Question: Is the SIP reflected in the teacher's Performance Development Reviews (PDR)?

Response: Yes all teachers have one objective which is directly linked to the SIP.

Governors agreed that, for the next Governor visit into school, those attending should ensure they look at the SIP beforehand. They will have an opportunity to look at children's work during the visit.

6. Pupil Progress Data

JC advised that Pupil Progress meetings took place last Thursday and more will take place this Thursday. There were issues around the teams interpreting guidance in different ways; it has now been agreed that teachers will use their knowledge to decide how to mark children according to their projected Age Related Expectations (ARE) at the end of the academic year.

Question: Are the children who are working under ARE given different work to undertake?

Response: Some children with SEND are given different work, other SEND children have the same work but are working in smaller groups at a reduced level of pace to suit their needs. For those children who are currently exceeding expectations, they are given additional non routine problems and concepts to challenge them.

KM commented that teachers are better able to support children to fill gaps in their learning to enable them to then move on to achieve ARE. JC advised that some children in year 6 who are exceeding expectations will be going to St Ivo school to do some maths work. He also confirmed that the Senior Leadership Team (SLT) will be offering early morning maths classes again soon, as they have previously, to support year 6 children with SATS preparation. We are also aware of ensuring children continue to engage with other aspects of the curriculum such as gardening activities with the local village gardening club, and learning French.

KM explained that the current system we use for tracking children's assessment heavily relies on JC inputting a lot of data. We would like to explore options for other systems to see if there is a better one for us, which would enable teachers to directly input information. We need our data to be more useful and accessible without relying so heavily on JC and so it can link directly with data already on SIMS and the Learning Journeys. We are proposing to invite companies to come and pitch different products and provide cost information. KM is speaking with the Head at Huntingdon Primary School regarding this and will explore options further. Governors agreed it would be useful to explore other options and will need details of costings particularly with the forthcoming budget meetings.

Action: KM

7. Approval of Professional Development days for 2019/20

KM confirmed proposed dates are as follows:

- 04.09.19
- 04.11.19
- 06.01.20
- 24.02.20
- 01.05.20

Governors agreed with these dates.

NB. After the meeting and following clarification from the Local Authority, the Professional Development days have now been changed to:

- **02.09.19**
- **03.09.19**
- **19.12.19**
- **02.04.20**
- **03.04.20**

8. Governor Matters

a. **Vacancies – parent governor and LA governor**

HP advised that TM's term of office ended on 06.01.19. Governors gave thanks to him for the two terms he completed on the Governing Body. We now need to recruit for a new Parent Governor which the Clerk will facilitate.

Action: Clerk

We will also need to recruit a new Staff Governor when JC leaves Hemingford. It was agreed that we will start this process in the Summer term. We still have a vacancy for a Local Authority (LA) Governor; please contact HP or RBr if you know of anyone who may be interested as the GB could then recommend them to the LA.

b. **Headteacher's Performance Review Committee**

RBu confirmed she would like to come off this committee which was agreed by the GB. RA agreed to join this committee and will be removed from the Salary committee as she is unable to be a member of both at the same time. It was agreed that VA will join the Salary committee. Clerk to amend the relevant documents.

Action: Clerk

c. **Approval of revised Governor Confidentiality Agreement**

HP explained it has been necessary to make a minor change to this document to ensure it fits with the current Code of Conduct document. HP informed governors of the change – agreed.

9. Website Review

JJ and RBu confirmed they have completed their review using the Key schools checklist. They are satisfied the school is compliant. It was agreed that HC will ask Rochelle to remove the governor photo from the website as it is now out of date. KM confirmed she is going to be looking through the school website to ensure it is all up to date and has already added her own photo and profile on there.

10. Link Governor Feedback, Termly Briefings and Governor Visits

a) **Agree attendance at termly briefing (28.01.19)**

RBu, VA, RBr and HP confirmed they will be attending.

b) **Report from SEND Governor Visit**

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. RBu provided feedback from this visit and commented on how amazed she always is with how much work goes into supporting children with SEND and that this year has been the busiest so far for Michelle and her team. Governors who attend this visit confirmed that they didn't observe a break time but will schedule to do this another time as it is a requirement for the report.

Action: RBu

c) **Confirm attendance for big question focused Governor visit (24/01/19)**

VA, JJ and HC confirmed their attendance for this visit. Clerk will send them the Governor Visits policy which contains the report proforma.

d) **Governor/clerk training or briefings**

GM and MB confirmed they recently attended the new Governor Induction training which they found useful, particularly in meeting other governors.

RA reported on work she has undertaken as part of her new role as the Link Governor for Training. She has produced a draft spreadsheet which was displayed for governors to see. RA talked through how she envisages this could work and how it would benefit the GB. 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.

Action: RA/Clerk/HP

e) Time spent in school

JJ gave thanks to JC for Kate's leaving assembly at the end of last term. Kate passed her thanks to the GB for her leaving gifts.

11. Committee Reports / Updates

a) Resources Committee – last meeting 27.11.18

VA confirmed the committee discussed monitoring Safer Recruitment and they will be looking at this further at the next meeting. SY strongly encourages all governors to attend the budget meetings with Rob Cottle, the school's Financial Adviser. They are very useful for governors to learn more about the workings of the budget. VA confirmed the next meeting will be at the school on Friday 8th March at 9.30am.

Action: ALL

VA confirmed the Resources Committee also discussed staff attendance and well-being, and the consultation for school funding which we formulated a response to. We also looked at school workforce comparative statistics and are satisfied that there are no significant anomalies.

b) Curriculum Committee – last meeting 13.11.18

RBu advised the committee completed a learning walk and had a quiz on statistics which was based on data from the Fischer Family Trust, comparing and reflecting on how this compares with our own data. RBu confirmed that the next meeting has been cancelled as it is felt it would be more appropriate to meet later in the term to look closer at the data. Governors agreed with this decision. RBu will meet with KM to discuss this nearer the time.

12. AOB

A matter was raised regarding the Seesaw system which the school uses to communicate information, photos and videos to parents and carers. Clarification was sought regarding how the school monitors this. JC confirmed we are not aware of any issues regarding content on this system and we rely on the goodwill of the parent body to let us know if they have any concerns regarding it. KM reiterated that if any parents have concerns or questions regarding it then they should speak to the class teacher in the first instance.

Meeting closed: 8.22pm.