

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Full Governing Body Meeting
Held on Tuesday 12th November 2019 at 6.30pm**

Attendees	
Kirsten Marriott (Headteacher, KM)	Rachel Brown (RBr)
Helen Peat (HP, Co-Chair of Governors)	Clare Lowe (CL, Co-Chair of Governors and chair of this meeting)
Raylene Armstrong (RA)	Ruth Burrows (RBU)
Grace Matthews (GM)	Hayley Coulter (HC)
Vanessa Allen (VA)	Jenny Jones (JJ)
Kathryn Miller (Clerk)	

1. Welcome, Introduction, Apologies and Declarations of Interest

Welcome and apologies: HP initially chaired the meeting as she was the only elected Co-Chair of Governors at this point. She welcomed everyone to the meeting and confirmed apologies had been received and were accepted from SY and RH. DJ is now on maternity leave.

Governors absent: None.

Declarations of interest: None.

2. Election of Co-Chair

HP confirmed that, since the last meeting, CL was nominated to join HP as Co-Chair which CL has now agreed to if other governors are also in agreement. This decision was unanimously agreed by the GB and CL was duly elected to Co-Chair of Governors. HP and CL will take it in turns to take the lead chairing this meeting and, as HP chaired last time, it was agreed that CL will chair this meeting.

3. Minutes of the last meeting on 17.09.19 – can be accessed [here](#), and matters arising:

- a) GB Standing Orders - this document had been circulated to all governors prior to the meeting. A query was raised regarding the DBS Update service. It was agreed that the Clerk will check with HC if we need to renew a governor's DBS check when their term is renewed and if we already subscribe to the Update service. **IN PROGRESS: HC has confirmed that all governors have an enhanced DBS and are invited to subscribe to the Update service when they first join the GB (it is optional). 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.**

Action: Clerk

- b) GB Delegation Decision Planner (DDP) - this document had been circulated to all governors prior to the meeting. Governors agreed to adopt it for now and will look into sourcing a more recent model version to review at the next meeting, as the current planner is now 6 years old. JJ advised she can access a model version on The Key which she will send to the Clerk. **COMPLETED: HP explained that, as we are currently in the process of reviewing our GB meeting schedule, it is felt that we should continue with our existing DDP for now and we can look at adopting elements of the updated version of the DDP in the future.**

- c) HP notified governors that Julie Fryer has now resigned from the GB. Governors wish to pass on their thanks to Julie for her support and commitment to the GB over the past few years. HP will send her this message and will also ask her to return her governor lanyard. **PENDING: HP confirmed she has sent an email of thanks to Julie but we still do not believe the lanyard has been returned. HC agreed to contact Julie to request this.**
Action: HC
- d) It was agreed that, for the next Full GB meeting, advertising Governor vacancies will be discussed further and HP will review the information document explaining the governor role as part of this. **COMPLETED: HP explained this is currently not necessary after all, as we have had good interest in the parent governor vacancies since the last meeting.**
- e) Child Protection training - KM advised she will be delivering a training session in school for new members of staff, which governors are also welcome to attend. It will be in the next few weeks and is likely to be on a Friday afternoon. The Clerk will advise RA and SY about this and will ask them to contact KM directly if they would like to attend. **PENDING: KM confirmed RA attended the training in school recently. 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.**
Action: Clerk
- f) Technology Sub-Group - Governors still need to co-ordinate a suitable date for all involved. KM will email RH/RA/HP/CL to suggest possible dates. **COMPLETED: Members of this sub group who were present at the meeting agreed to meet to discuss ongoing needs and, in the meantime, it was agreed that the school should proceed with purchasing new technology as per discussions at the previous Full GB meeting.**
- g) KM has started to review the school website and would like to significantly refresh it. She is planning to initially simplify it so it only contains information which is a statutory requirement to publish, and then begin to rebuild it from there. KM asked for governor support with doing this, by using the statutory checklist to identify information which can be removed. RBu agreed to help with this. The GB will also look to provide termly monitoring with this once it has been finished. **COMPLETED: RBu completed this task and emailed the outcomes. KM confirmed she has begun to refresh the website and will continue with this.**
- h) Data analysis - It was suggested that governors should focus on this in more detail at the next meeting, in particular looking at the progression of some children throughout the school. **COMPLETED: This is covered as part of item 4 on this agenda and it will also be discussed at the Curriculum Committee meeting next week.**
- i) Annual Child Protection Monitoring Report - The Clerk will circulate the correct version of the Monitoring Report to all governors. **COMPLETED.**
- j) The Safeguarding and Child Protection Policy -HP advised we should include the list of all governors who have completed Safer Recruitment Training which was on the previous version and is not currently on this year's version. Clerk to finalise and save onto the google drive. **COMPLETED.**
- k) New Positive Behaviour Policy - Governors agreed to adopt this policy. The Clerk will make final minor amendments and will add it to the website and the google drive. **COMPLETED.**
- l) It was agreed that the Skills Audit would be discussed further at the next Full GB meeting. There are some governors who still need to complete it and the Clerk will send out a reminder. HP will produce a summary of the gaps it identifies and governors agreed we then need to be more proactive as a result of this. **COMPLETED: Item on this agenda.**
- m) Governors discussed the summary of the governors' self-evaluation. It is felt that there are some elements of Health and Safety which occasionally concern governors and KM, and that it

perhaps needs an increased focus generally in the GB. VA advised that the Resources Committee will discuss this further and will look strategically at options for managing this in the future. **COMPLETED: VA advised this has been discussed at a recent Health and Safety Committee meeting. The minutes from the Resources Committee meetings are now being circulated to all governors to ensure everyone is better informed. The future structure and focus for the meetings will be influenced by decisions which are made as part of changing the GB meeting schedule.**

The minutes were agreed and signed.

4. Headteacher's Written Report

The report, the School Development Plan (SDP) and data documents 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:

- What are xxx i-pads?
Figure missing – 20 pupil ipads, 11 staff ipads
- What is LADO?
Local Authority Designated Officer (who deals with allegations made against staff)
- The safeguarding section indicates that an allegation against staff has been reported to the LADO. Are you able to expand on this and indicate the outcome?
Only that it was an allegation made about a staff member by a parent, it was not held up by LADO and no further action was required. It was reported to evidence that correct procedures were followed on the advice of Chris Meddle.
- Regarding KS2 targets. The combined target is 79%; what are the individual targets for Reading, Writing and Maths?
Year 6 Targets 2019/20

	Reading	Writing	Maths	Combined
ARE+	84% (31)	81% (30)	81% (30)	79% (29)
GD	16% (6)	16% (6)	24% (8)	16% (6)

**
GD targets are the minimum. We have some other children who are looking promising and could bring us up into 30% boundary. After next batch of assessment this picture will be more accurate.*

- Baseline assessment – is there a date by which this assessment becomes compulsory? How much additional teacher time is needed to administer these (this could then be budgeted for irrespective of whether or not there is additional funding)?
The assessment is compulsory next September and needs to be completed 6 weeks from when the child starts school. This will then serve as a measure of progress from FS to KS1 and then KS2. It took about 30 mins per child, so for 45 children, 20+ hours needed. This is equivalent to one week of cover.
- Teacher performance profiles – these sound like a new addition, it might be informative at some point for the GB to find out more about how these are being used.

These were discussed at a meeting in the summer term. I have one to share that has been anonymised.

- Safeguarding section – are these the figures since the start of the autumn term?
Yes, I will put them into a table for the next meeting, so that comparisons can be made term by term. I will also add some other sections based on training that I attended yesterday morning.
- Behaviour section – in next report it might be useful to have some kind of summary about the impact of the new restorative approach
I agree. As it is a SDP priority, we will add to the IMPACT section at the bottom for the next FGB along with all other priorities. This will be evidenced from monitoring that takes place, e.g. surveys, pupil voice etc.
- School on a page – Lots of green which is great! There does seem to be a bit of a gender imbalance in both KS1 and KS2 results, particularly in maths and science with more boys reaching the expected standard. Have reasons for this been explored?
In regards to Science, which is delivered through Big Questions, we have recently looked at the themes and wording of Big Questions to ensure they appeal to all children. The biggest changes have been in KS1. The details will be shared in a future Curriculum Meeting.

Maths Results:

- Year 6: Out of the 7 out of 8 of the children in the small focus group were girls; all of whom were 2c or lower in KS1; 3 of the girls were on the SEN register; 2 joined our school in Year 5 and Year 6 with many gaps in Maths. 3 of the girls also had social and emotional issues. Therefore the gender difference in performance was very cohort specific.
- Year 2: There is a group of girls that have low confidence in Maths. They are being taught in a small group in Year 3 with the focus on the use of concrete resources and pictorial representations to secure concepts. Again, this is cohort specific.
- There are not imbalances between boys and girls in other year groups so it is not a whole school issue.
- I like the grid from classroom monitor. This will be very useful going forwards. What does the excluded figure in grey below the table mean?
The grey excluded figure is for children who were not in school at the time of testing. It is odd terminology as doesn't mean they were excluded from testing, but that there is no data for them, so excluded from that particular data set.

Other questions were also raised as part of discussions relating to the above issues:

- After this pilot year of completing Foundation Stage baseline assessments, will parents be able to opt their children out of completing them, if they wish to do so?
KM will check this.
- How did the children respond to the baseline assessments being carried out?
Overall there was low engagement from the children as there were no activities provided as part of this to particularly interest them. One SEND child's test needed to be stopped as the child was finding it too distressing.

Governors were shown a blank Staff Performance Management Profile to look at, at this point. Two acronyms were explained to be 'WWW = What Went Well' and 'P2P = Points to Ponder'.

Governors commented regarding the Safeguarding section of the HT report, that it highlights the amount of work that goes into ensuring safeguarding is a top priority across the school. All concerns are thoroughly recorded which ensures traceability and enables us to monitor effectively.

Question: How many Family Worker parent drop in sessions do we hold?

Response: There is one per month

5. Approval of School Development Plan (SDP) 2019-20 and associated monitoring activities

The SDP was circulated to all governors prior to the meeting. It was unanimously agreed by all governors present. A suggestion was made and agreed that there will be a reference to this document in a parent newsletter which will also be published on the school website. KM suggested that this should be a condensed version, which was agreed by governors.

6. Decision on purchase of Visitor Management System

The matter was discussed at a recent Health and Safety Committee meeting and it was identified that our current system is not GDPR compliant. It requires operating different systems to record visitors coming into school generating a lot of additional work. We have received 3 quotes from different companies to provide a new visitor management system and one in particular is being considered based on a competitive quote provided. The product brochure was displayed at this point so governors could see the features it provides. KM and HC explained it will link into SIMS which will assist with monitoring pupil attendance. It will also assist with monitoring personnel DBS checks and updating our Single Central Register (SCR). A 'Fire' app is also provided which has password protection and enables remote access to the system which could be extremely valuable, for example, during a fire drill or critical incident. A 3 year warrantee is provided and we would be supplied with a screen, a small printer, software updates and the Fire app.

The quote is for £3,500 which includes hardware, software, installation and ongoing support. There is an additional cost of £749 per year for 1.5 years licensing.

Question: Is this quote related to the size of the school or could there be any scope for economies of scale?

Response: No, this is a tailored quote just for us.

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.

Action: HC

Question: Where would we pay for this in our school budget?

Response: We have money available for this from our capital fund.

Question: How would clubs fit into this when they are being run by external providers on the school site?

Response: We would be able to manage this effectively. The system can create registers for school run clubs, but external providers will still be responsible for managing their own registers.

Governors agreed to approve this capital expenditure, subject to HC initially gaining feedback from other schools.

7. Review and Approval of Policies:

- **Complaints policy (*attached*)**

A new model policy is now available from the Local Authority. HP has reviewed it and added comments and questions which was circulated to all governors prior to the meeting. Governors reviewed it at this point and the Clerk noted down all amendments and suggestions to be incorporated. Clerk to send these to HP so a final version can be produced. Governors agreed to adopt this subject to these final changes being made.

Action: Clerk/HP

- **Managing serial and unreasonable complaints (*attached*)**

A new model policy is now available from the Local Authority. This model is very brief and does not cover some aspects of our existing equivalent policy which includes model letters. Once the complaints policy has been finalised HP will have another look at this model and our existing policy and propose a policy for adoption at the next meeting.

Action: HP

- **Accessibility Plan (*attached*)**

The plan was circulated to all governors prior to the meeting. Minor changes were made and approved.

- **Social Media and E-Safety Policies (*assign reviewer*)**

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.

Action: KM/CL

JJ left the meeting at this point.

8. Discussion on GB Meeting Schedule

Proposed changes to the GB meeting schedule, and the reasons behind this, were circulated to all governors prior to the meeting. It was agreed that the proposed changes affecting the Curriculum Committee will be discussed by the Committee at its next meeting. Following the outcome of this meeting, the other changes proposed will be discussed and agreed at the next Full GB meeting. It was decided that the Health and Safety Committee should meet in the first half of the Autumn term, 2 meetings in the Spring term, and 1 meeting in the second half of the Summer term.

9. 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.

Action: HP

10. Safeguarding Issues

KM advised there are no issues to report.

11. Link Governor Feedback, Termly Briefings and Governor Visits

- a) **Governor visit attendance (22/11/19)**

It was identified that governor attendance still needs to be confirmed for this visit. RBu confirmed she will attend. Clerk will email all governors asking for 2 more volunteers.

- b) **Governor/clerk training or briefings**

RBu and HP attended the governor termly briefing and the Clerk attended the Clerk termly briefing. GM advised she has completed some webinars, including one about the quality of education which she has found very useful. She recommended these to other governors,

particularly for the flexibility they offer.

- c) **Finance consultations – Stanton House (20/11/19), CPDC (25/11/19)**
HP and CL confirmed they will be attending this (HP attending at CPDC)
- d) **Time spent in school**
None reported.

12. Committee Reports / Updates

- a) **Resources – last meeting 8/10/19**
Updates from meeting with school financial advisor 8/11/19

VA advised the minutes of the Resources Committee are now being circulated to all governors, which was agreed by this Committee. The ongoing completion of the SFVS was also discussed. 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.

Action: VA

- b) **No meeting held since last full GB**

13. AOB

No items.

Staff Governors (KM and HC) left the meeting at this point.

14. Report from Salary Committee

Details of the report were provided from the Salary Committee which had met to decide upon any salary increases for the Headteacher. The decision on the Headteacher's salary took into account the recommendation from the Headteacher's Performance Review committee. Details of the decisions are held in the confidential minutes of the Salary Committee.

The following discussion is minuted confidentially.

All teaching staff who were eligible for rises will receive them on the basis of their performance. This includes three members of staff moving from UPS1 to UPS2.

Support staff salary reviews will take place towards the end of Spring 2020.

Meeting closed: 9.07pm.