

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Full Governing Body Meeting
held via Teams on Tuesday 15th March 2022 at 6.30pm**

Present:

Helen Peat (chair, HP)
Kirsten Marriot (Headteacher, KM)
Jenny Jones (JJ)
Grace Matthews (GM)
Vanessa Allen (VA)
Kristi Johnson (KJ)
Diane Moore (note taker, DM)
Hannah Gill (HG)
Darren Walsh (DW)

1. Welcome, introductions, apologies for absence and declaration of interests

Welcome: The Chair welcomed everyone to the meeting

Apologies of absence: Apologies were received from Kristi Johnson & Danielle Jones

Governors absent: None.

Declarations of interest: None.

2. Approve minutes of the last meeting on 7-12-2021 and note progress on matters arising

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

	Summary of matters arising 7/12/2021	
a	Engagement with school community using short half-termly newsletter	HG – In Progress Will be done for Spring 2, focus on Monitoring visits.
b	In relation to SDP priority 4, looking into other ways to increase knowledge of the GB, JJ and the Clerk expressed interest in observing a GB meeting at another local school. KM agreed to look into this. KM contacted other HTs in our cluster but no other governing boards have made contact with JJ yet. Agreed action: JJ will take this forward in the new year when capacity in schools allows	JJ – In Progress 5 th May 7pm, Meldreth Primary School virtual governor meeting. HG to join JJ
c	A suggestion was made that it would be helpful, at a future meeting, to know how many children are in our catchment area and are attending school elsewhere. HC asked admissions - They will be able to let us know how many children who live in catchment don't apply for a FS place for September 2022 when Admissions validate applications next March. Agreed action: KM will add in reminder for HC to request this data from admissions in April.	KM – In Progress Will be reported in April

d	Include a question on children's voice survey about children's confidence and understanding to report issues around peer on peer abuse.	DJ/KM - Completed Has been included (Bullying)
e	Share findings from children's voice survey with safe-guarding link governor	DJ/KM – In Progress Will happen in next safeguarding meeting
f	Undertake Governor monitoring of school website	JJ Completed
g	Governors to view and read the PP strategy	All Carry forward, HP to send reminder
h	Governor recruitment to highlight need for link governor for disadvantaged pupils	KJ,HG,VA Subgroup are aware of this – combine with action j
i	Update on pupil premium strategy to come to GB in summer term	DJ Not due - Carry forward to Summer term
j	Subgroup to promote and advertise co-opted governor in the new year (see also action h)	KJ,HG,VA On Agenda
k	Attend governor session as part of follow up meeting following Leadership and Governance Review (25/01/2022 at 1.45-2.30 pm Ask CB if she can also attend	HG,DW,KJ HP Completed
l	Look at GB action plan and add comments related to progress HP & HG to collate comments and send to KM for comment	All HP&HG Completed
m	Provide monitoring report for next curriculum meeting following PSHE monitoring visit and review of behaviour and anti-bullying policies	JJ&GM – In Progress PSHE carried out, report will be sent to next curriculum meeting.

3. Receive and Question Head Teacher Report

The report was circulated to Governors with the agenda. The following questions were asked.

Q, I see from the HT report and SDP that some milestones have been adjusted to account for the disruption over the last few months due to high levels of both staff and pupil absence due to covid. The SDP shows milestone being moved to later this year. Have any been moved to next year? Can all milestones now realistically be achieved?

A: The plan is a rolling programme, and it is likely that some will be re-aligned to the following year. This is being currently adjusted, and will be ready by the end of the academic year. Performance Management Targets have been re-aligned appropriately to ensure targets are still achievable.

Q. Can the GB support the reestablishment of the school eco-committee?

A: It was agreed that GM will support this.

Q. What was the main impact of mental health week? Did the activities about mental health with the children highlight any issues where additional support may be needed?

A: The week raised the awareness with children of the importance of positive mental health.

Children have contributed to ideas about how to support each other's positive mental health.

It promoted normalising talking about mental health with children and giving them an increased vocabulary.

Q. I am a bit confused by the graph about SEND support. The bars are coloured for autumn and spring term and stacked one on top of the other. Do some of the counts however refer to the same children – would it be better if they were grouped side by side so we can clearly see whether there has been a change in the kinds of support being provided?

A: The school SENDCo will be consulted on this and ensure that a clearer graph is provided in the summer report.

Q. Can you provide an update on the attendance since the beginning of this ½ term please?

A: Attendance information is shared termly in the headteacher's report and an update will be reported to the FGB in the summer report.

Q. What % of parents chose to attend the parent consultations in person? Do you see a role for the Hybrid model in the future?

A: % not available at the moment. School staff prefer face to face, but some virtual meetings can be arranged for those where it is not possible to do F2F

Not a question, just a comment; Really pleased to see you expand the use of the FFT as a tracking of progress tool. This is a commendable resource.

Also, Excellent attendance (with the Covid data removed) above average for local and national data.

Q. Which agency does column 14 refer to?

A. Children working with a private provider

Q. Were there any key learning points from the St Ives Cluster? How are other schools affected?

A: Very welcome return to these Cluster meetings, many key learning points specific to roles. Professional networking is of immense benefit and will continue to be an essential tool to develop skills / knowledge.

Q. Do all children with specific support now have a pupil profile or are any still on a pupil passport? Does this include all PP children as well?

A: Passports no longer exist, pupils with a specific or multiple needs, inc SEND, Pupil Premium, EAL etc will have a profile.

Q. What difference have you seen through the use of a pupil profile rather than a pupil passport?

A: Consistent use, meaning any child who is disadvantaged and receives targeted support has a profile. Some group targeted work will feature on the class provision map which identifies, Quality Teaching, Targeted Support and whole school approaches in line with EEF school improvement categories. These are completed termly at Pupil Progress Meetings. A Pupil profile also contains pupil and parent voice.

KM advised Governors when the next pupil progress meetings were happening and asked if any Governors would like to attend. HG volunteered for this.

Action: HG

Q. The Feb figure for school attendance was 96.2%, overall Spring term was 92.6%, it states that covid absence is not counted in the whole school attendance figures. What do you think is the reason for reduction in attendance across whole school and all groups in the Spring figures? (noted the exception of GRT group)

A. Covid isolation is not counted, but Covid illness is included in the absence figures as this is now recorded as 'I'. The high number of Covid cases is the reason for lower attendance in the Spring term.

Q. With the GRT attendance there has been a positive increase, has this been as a result of a particular focus or support?

A. There has been work done to build positive relationships with our GRT community.

Q. Has there been support provided to the child(ren) and their family(ies) who had a fixed term exclusion?

Yes, there is very specific support with external agencies also.

Q. In order to fulfil the statutory requirement of the role governors in the performance management process. How do you envisage we can assist you with this? (One of the next steps recommended in The Leadership and Governance Review Jan.2022)

A. It would be helpful to add an annual monitoring visit to the meeting and schedule planner.

4. Safeguarding Update

KM shared the information contained within the school leaflet that has been produced to contextualise and personalise the safeguarding process at HGPS, separate leaflets are produced for pre-school to ensure it reflects their own context.

Points shared at this meeting were:

- Clarification about lanyard procedure
- Signing in Process
- What to do if you have a concern
- Links to the Behaviour Policy
- Confidentiality
- Whistleblowing information
- Invacuation / Evacuation process
- Staff Wellbeing
- Use of personal devices
- First Aid; who the first aiders are and where the materials are. Duty of Care means we are all responsible for children in need.

Q. Who is the audience for this leaflet and how would it be issued?

A. Induction for new Governors, a similar leaflet is produced for staff, and another for volunteers.

Now it is easier to have people in school, arrangements for volunteers are being considered. Volunteers will now have a mini-interview and references will be sought to ensure there is a robust procedure in place.

5. Update on Strategic Development Plan 2021-22

The updated Strategic Development Plan was shared prior to the meeting.

Some Actions/ Targets have been moved forward, due to the interruptions to teaching and learning and the shift of leadership focus managing the pandemic impact during T1 and 2.

Q Autumn A EYFS were due to have a visit as part of the LA 'Gold Package', has this happened?

A; No, they did not attend due to the pandemic. This should happen before the end of the year.

Q Focus 3; states that CPD booked is for Adrian Bethune, has this happened?

A; Booked for 28th March with all teaching and support staff attending.

Q. In the StDP- there are still some red and amber milestones from autumn terms- is it possible to have a small note to update on those? To either, state whether they are not being done, or have been moved and being covered in a different term?

A. Yes, this would be easier for SLT and governors to have this clearly identified. KM will add a row to contain this information which will be shared at the next FGB when the spring B and summer A terms reviews will have taken place.

Action: KM

Q. Understandable that there has been a number of milestones moved to the Spring B or Summer terms, could these be identified in the StDP? This will allow us to track which have needed to move, a simple suggestion would for these to be given an amber status.

A. As above

6. Final report from Leadership and Governance Review

The report was circulated prior to the meeting. The review showed lots of positive progress since the first meeting and particularly highlighted the work undertaken to improve the Strategic Development Plan.

It acknowledged that it was felt there was an improvement in leaders and teams with respect to their strategic thinking and direction and that the restructuring of leadership teams into a Senior Leadership Team and middle leadership teams has had a positive impact.

It noted that CPD has been aligned and research and evidence used to make decisions and that robust performance management systems are in place.

The review recommended that further work is needed on the SEF, along with further work on gathering pupil voice. It noted progress in the understanding of governors' roles and responsibilities but also suggested that further work to ensure that there is an equal share of the workload would be useful. To gain a better understanding of what work each Governor is currently undertaking HG agreed to develop a work plan and send round for comments. This would list what actions Governors have undertaken and be linked to STDP and link governor roles. This should illustrate how much work is needed, responsibilities, potential commitment and help to spread the work load out more evenly.

Action: HG

The review also suggested that there needed to be increased monitoring links with middle and subject leaders but the GB felt that this was already being done as all monitoring visits are currently with middle and subject leaders

There was a recommendation that increased knowledge was required on the GB to understand pupil progress and what good progress looks like. It was agreed that it would be useful for more Governors to attend Data interpretation training.

ACTION: HG to send data training link to all governors

The review also highlighted training for governors to be a focus. The GB felt that there was already a good level of training being undertaken but that the impact of that training was not always disseminated and recorded. To rectify this Governors would be asked to focus on the impact of the training when reporting back at GB meetings.

Need for parent voice to be stronger to inform governors strategic planning. KM does regular surveys to gather parent voice and outcomes of these need disseminating to the GB. There is a Parent Voice section on the website with the link to Ofsted Parent View. KM will begin next term to use these same questions in a termly poll and will report these to FGB.

ACTION: KM to provide parent voice summary to governors.

Finally the review suggested that it was important for Governors to still ask follow up questions – the GB feel that this was being done and that we need to continue to do so and ensure that the minutes reflect this.

7. Clerk and Governor Recruitment

Due to pressures of work, Claire Birkin has tendered her resignation, we are very grateful for the work she has done, particularly relating to her Safeguarding role.

Clerk recruitment, 4 rounds of advertising have been unsuccessful, with no applications. DM has written to LA stating that we have now done all we can and asking for increased support from them.

HG has advertised the governor role on 2 national platforms. 2 responses initially, 1 having a virtual conversation with HP on Thursday 17-3. Will be targeting local businesses to try and attract further interest. VA has potential contacts who she will follow up. Will also put on Year Group WhatsApp page. HP will look at the relevant timing for re-advertising the parent governor role. Playgroup to be included in the distribution of Governor / Clerical vacancies in future.

Action: recruitment subgroup, HP

8. Link governor feedback, termly briefings and governor visits

- Website monitoring: Checklist used which identified very few actions required, will be addressed by KM

Action: KM

- PSHE monitoring took place (GM / DJ) on 15/3. Further visit to take place before full feedback, but excellent, informative visit. Full report will be discussed at Curriculum committee
- Reading / KS1 continual provision monitoring took place (DW / DM / Dani G) 15/3. Full feedback will be given at curriculum meeting in June.
- Presentations to the termly briefing 22/1 available on teams so accessible to all. Main presentations were Covid Situation / PSHE / RE
- Annual Governor Conference 12/3. This was attended by HP. Where there were three presentations – the HT of Cottenham Primary School about their approach to the curriculum, Professor Adam Boddison focused on SEND and how governors can support SEND children and the final one by Mike Hamilton on Culture, Character and Community. HP will share the presentations and a SEND link governor role description provided by Adam Boddison.

Action: HP

9. Committee reports/updates

a. Resources

The completed SFVS was circulated prior to the meeting. VA explained how it had been completed and discussed by the Resources committee. A few action points have been identified where further progress in how the GB monitors finance and value for money have been identified. These will be taken forward by the Resources Committee.

The GB agreed to approve the SFVS. HP will sign the document and pass on to Jo Guest for submission to the LA before the deadline of 31st March.

Action: HP

The GB has regularly held a thank-you event for school staff at the end of the school year. This was discussed at Resources and the recommendation is that this year we have an informal tea/cake get together after school on Wednesday 20th July. This was agreed. The resources committee will co-ordinate this.

Action: VA

b. Curriculum

It was agreed that DW will chair the remaining curriculum meeting this year as DM will only be available remotely.

10. Review impact of the meeting

Impacts:

- Provided the opportunity for Governors to reflect on the Leadership and Governance review and decide on some next steps for further improvement.
- Gave Governors an update on safe-guarding procedures within school which is particularly important now more face to face meetings are happening
- Approved the SFVS

Curriculum Meeting 14th June; DW to chair as DM will no longer be available.

Budget Setting meeting to be Virtual as a short meeting.

Summer Meetings to be Face to Face, but Virtual to be made available for those unable to attend.

Any Other Business

It was agreed that meetings in the summer term would be held face to face with a virtual option enabled for those unable to be there in person (assuming no increased Covid restrictions).

It was agreed that membership of National Governors Association will be renewed.

Action: HP to inform Jo Guest

IT was noted that GW / JJ were very impressed by the work done by DJ / MP, collecting and collating evidence which is to be submitted to the Carnegie Mental Health Award.

Meeting Ended 20.48

Summary of matters arising 15/3/2022		
a	In relation to SDP priority 4, looking into other ways to increase knowledge of the GB, JJ and the Clerk expressed interest in observing a GB meeting at another	JJ / HG

	local school. KM agreed to look into this. KM contacted other HTs in our cluster but no other governing boards have made contact with JJ yet. 5th May 7pm, Meldreth Primary School virtual governor meeting. HG to join JJ	
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c	A suggestion was made that it would be helpful, at a future meeting, to know how many children are in our catchment area and are attending school elsewhere. HC asked admissions - They will be able to let us know how many children who live in catchment don't apply for a FS place for September 2022 when Admissions validate applications next March. Agreed action: KM will add in reminder for HC to request this data from admissions in April.	KM
d	Share findings from children's voice survey with safe-guarding link governor	KM
e	Governors to view and read the PP strategy. HP To send reminder, including a link to the document	HP
f	Governor recruitment to highlight need for link governor for disadvantaged pupils	KJ,HG,VA
g	Provide monitoring report for next curriculum meeting following PSHCE monitoring visit and review of behaviour and anti-bullying policies	JJ&GM
h	Observe pupil progress meeting	HG
i	Add a row to show how milestones on the SDP have been readjusted which will be shared at the next FGB when the spring B and summer A terms reviews will have taken place.	KM
j	To gain a better understanding of what work each Governor is currently undertaking HG agreed to develop a work plan and send round for comments. This would list what actions Governors have undertaken and be linked to STDP and link governor roles. This should illustrate how much work is needed, responsibilities, potential commitment and help to spread the work load out more evenly.	HG
k	Link to 'Data Interpretation for Governors' course to be sent to all governors.	HG
l	Feedback from 'Parent Voice' to governors at future meeting	KM
m	Recruitment subgroup - Will be targeting local businesses to try and attract further interest. VA has potential contacts who she will follow up. Will also put on Year Group WhatsApp page. HP will look at the relevant timing for re-advertising the parent governor role. Playgroup to be included in the distribution of Governor / Clerical vacancies in future.	VA, HG, KJ, HP
n	Respond to findings from website monitoring	KM
o	Links to Governors Conference to be shared with other governors	HP
p	Sign the SFVS and pass to Jo Guest for submission to the LA	HP
q	Informal tea / cakes with governors to be organised	VA