**HEMINGTON PRIMARY SCHOOL**

**MINUTES**

**Full Governing Body Meeting**

**On Monday 6th February 2023, 18:00 @ Hemington Primary School**

**Governors Present:** Eimear Davis ED Craig Witton CW

Melvyn Booley (Chair) MB Mary-Kate Batterbee MKB

Lucy Timbrell LT Liz Cordon LC Annie Blissett AB Abigail Kerr AK

**Also, in Attendance:** None

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|  | **Procedural** | **ACTION** |
| 1.1 | **Welcome**  MB welcomed Governors to the meeting and provided a reminder of the School Mission.  *Our school ethos is to create a happy, caring, inclusive environment which enables the development of confident, independent learners who have the opportunity to achieve their potential and have ambitions for their future.* |  |
| 1.2 | **Apologies – to accept or decline.**  Noted that Mark Eydman (Clerk) was unable to attend due to rescheduling of meeting. Minutes written by Mark Eydman from notes taken by CW. |  |
| 1.3 | **Roles of School Governance**  MB provided a reminder of the key roles and responsibilities of a governing body for information. These being:   * Ensuring clarity of vision, ethos, and strategic direction * Holding the headteacher to account for the educational performance of the school and its pupils * Overseeing the financial performance of the school and making sure its money is well spent * *Protecting the health and well-being of pupils and those responsible for their support at School* |  |
| 1.4 | **Chair’s Emergency Actions**  MB confirmed that no Emergency Actions had been undertaken since the last meeting. |  |
| 1.5 | **AOB – these to be raised prior to the meeting with the Chair. Discussed at end of the meeting.**  None. |  |
| 1.6 | **Matters of Urgency**  None. |  |
| 1.7 | **Confirmation of Potential Conflicts of Interest in Regard of the Agenda Items.**  None |  |
| 1.8 | **Minutes of the previous meeting 6th December 2022**   * To approve * To sign and retain * Matters arising not included in this agenda   Minutes were Approved with no matters arising not considered within the planned Agenda. |  |
| 1.9 | **GDPR Compliance/Notification of Data Breaches**  No data breaches have occurred in the period since the last meeting. |  |
| 1.10 | **Policies**  No policies presented. |  |
|  | **Vision and Strategy** |  |
| 2.1 | **Vision and Strategy**  Discussions not planned or undertaken at this meeting. |  |
|  | **Holding the Headteacher to account for Pupil performance & Staff Management** |  |
| 3.1 | **Head Teacher’s Report**  ED provided an overview of the previously issued Head Teacher’s Report.   * In response to a Governor question, ED noted that pupil intake details had been provided in the report. * In response to a Governor question, ED noted that holidays and illness are the key drivers of persistent absence issues and that these were being progressed directly with associated parents where required. * Governors noted the positive attainment in Reception and that those in Y1 were well below that standard. * In response to a Governor question, ED noted the positive impact of funded tutoring. * Governors noted the positive attainment of children in Y3 and Y4 and that learning associated with these outcomes should be utilised where appropriate. * In response to a Governor question, ED outlined the planed Science Project. * In response to a Governor question, ED advised that the delayed start of the new TA would require some parental or Governor help when taking children out of school for activities in the summer term. * In response to a Governor question, ED confirmed the positive impact of Emotion Coaching for children. * In response to a Governor question, ED advised that the apparent high number of reports on CPOMS was driven by the reporting of more minor issues. Discussions will continue to see how this data can be presented effectively to Governors. * ED provided an overview on how the PE Budget has been utilised. * Discussions occurred related to a possible new supplier for school meals. | ED |
| 3.2 | **Governor Visits**  It was noted that MKB has completed a Health & Safety focused visit. |  |
| 3.3 | **Review of Safeguarding Arrangements**  MKB has completed a Safeguarding Review which identified a minor data loss in the Single Central Record which has now been rectified.  As Governor for Child Protection, MB will undertake some child interviews to complete the visit overall.  One associated policy will be due for review shortly. | MB |
| 3.4 | **Risk Assessment Review**  ED/MB have created an initial Principal Risk Assessment. Moving forward, areas of risk will be discussed throughout the year.  Governors have acknowledged that Succession Planning for the role of Chair remained unresolved. |  |
| 3.5 | **PTFA**  The Governors thanked the PTFA for all their hard work demonstrated by great activities, community engagement and appreciated fund raising. |  |
|  | **Financial Performance** |  |
| 4.1 | **YTD Review including Sports Premium and Pupil Premium Updates**  The current year and five-year forecast were reviewed with overspends being discussed.  It was agreed that pupil number forecasts need to be updated to ensure associated impact on finances is fully understood. | ED |
|  | **Governor Effectiveness** |  |
| 5.1 | **Governor Training & Development**  MB confirmed that Governor Training continues to be a high priority and is serving to drive governance improvements as previously described.    Discussions are ongoing with GDS in regard of an in-school training session provided within the support package. |  |
| 5.2 | **Governor Recruitment**  Given the resignation of MY, a vacancy exists for a LA Governor. | MB |
|  | **Closing Items** |  |
| 6.1 | **AOB**  None. |  |
| 6.2 | **Date of next meeting**  Monday 20th March 2023 18:00 @ School. |  |
|  | **Meeting Closed @ 19:55** |  |

Signed …………………………………………………………… Chair of FGB Date ……………………………………………….