**HEMINGTON PRIMARY SCHOOL**

**MINUTES**

**Full Governing Body Meeting**

**On Monday 26th September, 18:00 @ Hemington Primary School**

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

Melvyn Booley (Chair) MB Mary-Kate Batterbee MKB

Abigail Kerr AK Liz Cordon LC Annie Blissett AB

**Also, in Attendance:** Mark Eydman (Clerk)

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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.**  Apologies were received from Lucy Timbrell (LT) which were accepted.  It was noted that Matt Yandle has resigned from his role as a Governor. In his absence he was thanked for his previous contribution. |  |
| 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 | **Adoption of Code of Conduct**  Governors unanimously agreed to adopt the NGA Code of Conduct. |  |
| 1.6 | **AOB – these to be raised prior to the meeting with the Chair. Discussed at end of the meeting.**  School Food Plan. |  |
| 1.7 | **Matters of Urgency**  None. |  |
| 1.8 | **Agreement of Terms of Reference**  Governors unanimously agreed to proceed without Committee Meetings and all business to be conducted through Full Governing Body Meetings. |  |
| 1.9 | **Allocation of Governors to named roles**  After discussions taking account of experience, interests and competence, the following were agreed:   * Safeguarding and H&S – MB (AB to “shadow”) * Maths – AK * Reading & Writing – LC * Science – AB * SEND – MB * Training & Development – LC   Governors further agreed that a SEND focus will be adopted by all Governor roles.  A discussion occurred which noted the need to consider resilience and succession planning within the Governing Body. While no Vice Chair was elected, AB agreed to undertake training related to the Role of the Chair. |  |
| 1.10 | **Declarations of Pecuniary Interest pertinent to the overall role of the Governing Body/DBS Checks**  Governors continue to submit required Pecuniary Interest information.  It was confirmed that Governors will require DBS Checks at the commencement f each term of Office. |  |
| 1.11 | **Confirmation of Potential Conflicts of Interest in Regard of the Agenda Items.**  None |  |
| 1.12 | **Minutes of the previous meeting 5th July 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. |  |
| 1.13 | **GDPR Compliance/Notification of Data Breaches**  No data breaches have occurred in the period since the last meeting. |  |
| 1.14 | **Policies**  All Governors confirmed having read and understood the latest updates to the KCSiE documents.  The Attendance Policy (Autumn 2022) and Child Protection Policy (October 2022), both based on Local Authority Standards, were unanimously approved by the Governors. |  |
|  | **Vision and Strategy** |  |
| 2.1 | 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.   * An update on Pupils was provided. * A Governor asked if the “small school” nature of Hemington contributed to parents selecting the School for SEND children. ED advised that this could not be confirmed but was likely. The challenges of providing EHCP support in advance of funding were discussed. * An update on Attendance was provided. * In response to a Governor question, ED advised that it was School Policy not to administer medicines such as Calpol but that antibiotics would be administered to recovering children. * Poor attendance fines were discussed with an acknowledgement that these being managed externally was beneficial. * An update was provided on Standards and Assessments. * In response to a Governor question ED advised that while the confidence of EYFS children had improved, there were still clear COVID related impacts. The very small cohorts make percentages potentially misleading. * Governors asked that in future SATs reports, the number of associated children was shown. * ED noted that 100% of Y1 children had now passed their phonics testing. * In response to a Governor question, ED noted that when planning interactions, there was a balance to be struck with the potential negative impact on “new” learning. * In response to a Governor question, ED noted that Volunteers were very much appreciated in School, but care needed to be taken that appropriate training for tasks such as supported reading was provided. * An update on Curriculum was provided. * In discussion, ED noted that deployment of the curriculum was proceeding positively. * An update on Staff Training was provided. * An update on Staffing was provided. * An update on Safeguarding and H&S was provided. * An update on Building Developments was provided * An update on use of the PE premium was provided. * An update related to the PTFA was provided. | HT |
| 3.2 | **Consideration of 2021/222 SATS**  Considered under 3.1 |  |
| 3.3 | **Presentation of the SDP**  ED provided an overview of the SDP and noted the focus on four clear priorities for focus and clarity.  The need to align Governor Visits with the stated priorities was noted. |  |
| 3.4 | **Governor Visits**  The following visits were agreed in discussion:   * Math – AK – 11th October * English (Reading & Writing) – LC – 15th November * Science – AB – 1st December * SEND – MB – 29th November * PE – CW – 6th December |  |
| 3.5 | **Review of HT Performance Management Arrangements**  HT Performance Management scheduled for 9th November 2022. |  |
| 3.6 | **Review of Safeguarding Arrangements**  Considered under previous discussions. |  |
| 3.7 | **PTFA Update**  The PTFA were thanked for their ongoing support of the School. |  |
|  | **Financial Performance** |  |
| 4.1 | **YTD Review including Sports Premium and Pupil Premium Updates**  ED advised that a direct Bursar had been appointed and would be working for 1 day every two weeks.  ED noted that while a financial update had been provided, lack of historic Bursar support from the LA meant that detail and associated narrative was limited.  Governors requested that a full financial report be provided at the next FGB Meeting to describe the “6 month” point. | ED |
|  | **Governor Effectiveness** |  |
| 5.1 | **Governor Training & Development**  Arrangements to be finalised for the second element of Strategic Planning training. | Chair |
| 5.2 | **Governor Recruitment**  CW Term of Office as Parent Governor ends on 22nd October. CW to confirm intentions to seek a second term which will require an invitation to other parents for available posts.  Given the resignation of MY, a vacancy exists for a LA Governor. | CW |
|  | **Closing Items** |  |
| 6.1 | **AOB**  A discussion occurred regarding development of a School Food Plan.  ED advised intention to seek a Bronze healthy School Award and will be pleased to accept any offers of support in due course. |  |
| 6.2 | **Date of next meeting**  Tuesday 6th December 2022 18:00 @ School. | ALL |
|  | **Meeting Closed @ 19:35** |  |

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