

HEMINGTON PRIMARY SCHOOL



MINUTES

**Full Governing Body Meeting
On Tuesday 3rd October, 18:00 @ Hemington Primary School**

| Name: | Role: | Office Start: | Office Ends: | Present |
|---------------------------|--------------|---------------|--------------|---------|
| Andrea Reay (AR) | Head Teacher | Ongoing | N/A | Y |
| Melvyn Booley (MB) | Co-Opted | 03.10.2023 | 02.10.2027 | Y |
| Mary-Kate Batterbee (MKB) | Co-Opted | 15.09.2020 | 14.09.2024 | Y |
| Abigail Kerr (AK) | Parent | 17.03.2022 | 16.03.2026 | Y |
| Craig Witton (CW) | Parent | 06.12.2022 | 05.12.2026 | N |
| Annie Blissett (AB) | Parent | 27.04.2021 | 26.04.2025 | Y |
| Liz Corden (LC) | Parent | 29.01.2020 | 28.01.2024 | Y |
| Vacancy | Co-Opted | | | |
| Vacancy | LA | | | |

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

| Procedural | | ACTION |
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| 1.1 | <p>Welcome</p> <p>ME took the Chair and welcomed Governors to the meeting and provided a reminder of the School Mission.</p> <p><i>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.</i></p> | |
| 1.2 | <p>Apologies – to accept or decline.</p> <p>Apologies received and accepted from Craig Witton (CW) which were accepted.</p> | |
| 1.3 | <p>Election Chair/Vice Chair</p> <p>ME noted MB having previously self-nominated for a further period of office as Chair. No other nominations had been received.</p> <p>After a period of discussion, Governors unanimously decided to invite MB to serve a new period as a Co-Opted Governor and to serve for a 1-year period as Chair.</p> <p>In accepting the appointment, MB confirmed that this would be his last year as a Governor at Hemington.</p> <p>Governors thanked MB for his considerable support through an interesting period for the School. The need to actively address succession planning was acknowledged.</p> <p>After further discussion, MKB was unanimously accepted as Vice Chair for a 1-year period.</p> <p>MB took the Chair.</p> | |

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| 1.4 | <p>Roles of School Governance</p> <p>MB provided a reminder of the key roles and responsibilities of a governing body for information. These being:</p> <ul style="list-style-type: none"> • 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. • <i>Protecting the health and well-being of pupils and those responsible for their support at School.</i> • <i>Facilitating Stakeholder Voices</i> • <i>Ensuring Governing Board Self Review</i> | |
| 1.5 | <p>Chair's Emergency Actions</p> <p>No Emergency Actions had been undertaken since the last meeting.</p> | |
| 1.6 | <p>Adoption of Code of Conduct</p> <p>After discussion, Governors agreed to adopt the previously issued NGA Model Code of Conduct August 2023.</p> | |
| 1.7 | <p>AOB – these to be raised prior to the meeting with the Chair. Discussed at end of the meeting.</p> <p>None.</p> | |
| 1.8 | <p>Matters of Urgency</p> <p>None.</p> | |
| 1.9 | <p>Agreement of Scheme of Delegation/Terms of Reference</p> <p>The previously issued Pay Committee Terms of Reference were approved.</p> <p>A Draft Scheme of Delegation will be presented to the next FGB Meeting for consideration.</p> | ME |
| 1.10 | <p>Allocation of Governors to named roles</p> <p>Safeguarding – MKB H&S – MKB SEND/PP – CW EYFS – AB Training/Link - LC Pay Committee – CW & MB</p> | |
| 1.11 | <p>Declarations of Pecuniary Interest pertinent to the overall role of the Governing Body/DBS Checks</p> <p>All Governors requested to complete and return DoPI forms to Clerk as soon as possible for collation.</p> <p>AR to implement agreed BDS policy for Governors – All Governors to be DBS checked at the start of any new Term of Office OR an automatic update process to be deployed as most effective.</p> | ALL AR |

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| 1.12 | <p>Confirmation of Potential Conflicts of Interest in Regard of the Agenda Items.</p> <p>None</p> | |
| 1.13 | <p>Minutes of the previous meeting 22nd June 2023</p> <ul style="list-style-type: none"> - To approve - To sign and retain - Matters arising not included in this agenda <p>Minutes were Approved with no matters arising not considered within the planned Agenda.</p> | |
| 1.14 | <p>GDPR Compliance/Notification of Data Breaches</p> <p>No data breaches have occurred in the period since the last meeting.</p> | |
| 1.10 | <p>Policies</p> <p>After discussion, the following policies were Approved by the Governors</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding • Whistleblowing • Low Level Concern • SEND <p>ME to research situation regarding requirement for presentation of Policies to FGB for Approval moving forward.</p> <p>AR provided a review of changes in the recent KCSiE guidance:</p> <ul style="list-style-type: none"> • Telling job applicants about online searches • Clarification on filtering and monitoring online activity • Clarification on allegations about agencies and individuals • Clarification on pupils that are absent. <p>Governors are requested to write to the School to confirm receipt and understanding of the changes described in issued documents.</p> <p>AR noted that an external Safeguarding Audit is planned for 8th November 2023.</p> <p>AR advised that Safeguarding training has been provided for all Staff. Associated slides will be distributed to all Governors.</p> <p>LC will explore more detailed training offers for Governors through LTS.</p> | <p>ME</p> <p>ALL</p> <p>AR</p> <p>LC</p> |
| Vision and Strategy | | |
| 2.1 | <p>Vision and Strategy</p> <p>Discussions not planned at this meeting.</p> <p>It was noted that it would be useful to revisit the previously agreed Vision & Strategy to ensure continued suitability and alignment with yearly planning. A major revision is not anticipated.</p> | |

| Holding the Headteacher to account for Pupil Performance & Staff Management | | |
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| 3.1 | <p>Consideration of 2022/23 SATs</p> <p>AR advised that 4 children had sat the 2023 SATs, all were Pupil Premium, 3 SEND. Given the context, results were considered good.</p> <p>AR noted the strong KS1 results and the need to ensure that progress is maintained into KS2 for these children.</p> | |
| 3.2 | <p>Presentation and review of the SIP</p> <p>AR provided an overview of the previously issued SIP.</p> <p>In general, the structure and content is informed by recent Ofsted feedback and has a focus on Curriculum and Behaviour.</p> <p>A description of the new Behaviour Framework was provided.</p> <p>In response to a Governor question, AR advised that “threads” related to Behaviour were investigated and responses included adaptations, timetabling, training, parental engagement and staffing patterns.</p> <p>AR confirmed that care is being taken to ensure that required processes are followed in relation to Behaviour Management of individual children.</p> <p>In discussion, it was noted that in specific cases, the safety and wellbeing of Staff needed to be taken into specific account when considering responses to poor Behaviour.</p> | |
| 3.2 | <p>Governor Visits</p> <p>The need for effective Governor visits moving forward was reinforced.</p> <p>A programme aligned with SIP priorities will be developed.</p> | |
| 3.3 | <p>Review of HT Performance Management Arrangements</p> <p>MB noted that arrangements are being progressed to provide external support for the HT PM arrangements.</p> <p>It was further agreed that MB/CW would attend the Pay Committee at 09:30 on 31st October 2023.</p> | <p>MB</p> <p>MB/CW</p> |
| 3.4 | <p>PTFA</p> <p>Governors acknowledged the benefit delivered by the PTFA and thanked members for their support of the School.</p> <p>AR to liaise with PTFA to ensure that the group is properly constituted and has a clear identity separate from the School. It is important that activities are properly and appropriately coordinated with the School.</p> | |
| Financial Performance | | |
| 4.1 | <p>Budget Update</p> <p>Issued finance reports were reviewed.</p> | |

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| | <p>It was noted that the forecast for the end of the current financial year had deteriorated with the Carry Forward reduced to £14K.</p> <p>Current forecasts indicated an absolute deficit will occur during the 2024/25 year.</p> <p>Governors acknowledged the need for strong control of the budget and Verity Cave will be invited to future meetings to allow more detailed review.</p> | |
| | Governor Effectiveness. | |
| 5.1 | <p>Governor Training & Development</p> <p>Governors acknowledged that training continues to be a high priority and is serving to drive governance improvements as previously described.</p> | |
| 5.2 | <p>Governor Recruitment</p> <p>Current vacancies exist for one Co-Opted and one LA Governor.</p> | |
| 5.3 | <p>Governance Document Management</p> <p>Continued use of Share Point for document management is planned.</p> | |
| | Closing Items | |
| 7.1 | <p>AOB</p> <p>In closing discussions, Governors acknowledged the need to consider options moving forward which may include joining a MAT or some form of “federation”. These discussions will be continued at a future meeting when more research can have been undertaken.</p> | MB/AR |
| 7.2 | <p>Date of next meeting</p> <p>23/24 FGB Meetings agreed as follows:</p> <p>11th December 2023 23rd January 2024 21st March 2024 23rd May 2024 25th June 2024</p> <p>All meetings in School at 18:00</p> | |
| | Meeting Closed @ 20:10 | |

Signed Chair of FGB

Date