



MINUTES

Full Governing Body Meeting On Tuesday 5th March 2024, 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	N
Mary-Kate Batterbee (MKB)	Co-Opted	15.09.2020	14.09.2024	Y
Abigail Kerr (AK)	Parent	17.03.2022	16.03.2026	N
Craig Witton (CW)	Co-Opted	06.12.2022	05.12.2026	Y
Annie Blissett (AB)	Parent	27.04.2021	26.04.2025	Y
Liz Corden (LC)	Parent	05.03.2024	05.03.2028	Y
Sam Winter (SW)	Parent	11.12.2023	10.12.2027	Y
Lucy Timbrell (LT)	Staff	01.09.2021	31.08.2025	Y
Vacancy	LA			

Also, in Attendance: None

Note: Minutes written by Mark Eydman from contemporaneous notes taken by LC.

	Procedural	ACTION
1.1	<p>Welcome</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 were received and accepted from Mark Eydman (Clerk), Melvyn Booley and Abigail Kerr. Apologies were also received from Caroline Woodhouse (LCC – GDS) who had initially been invited as a Guest</p>	
1.3	<p>Roles of School Governance</p> <p>A reminder was given 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> 	

1.4	Chair's Emergency Actions 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 AR/LT advised that a new IT Server had been installed in school and all locally stored files migrated to mitigate the risk of material data loss.	
1.7	Declarations of Interest No potential Conflicts of Interest were declared in the Agenda Items.	
1.8	Minutes of the previous meeting 23rd January 2024 Minutes were Approved as a true and accurate record and will be signed at the first opportunity for record.	
1.9	GDPR Compliance/Notification of Data Breaches No data breaches have occurred in the period since the last meeting.	
1.10	Policies The updated Health & Safety Policy was reviewed and Approved after discussion.	
Vision and Strategy		
2.1	Vision and Strategy Discussions not planned at this meeting. It was previously 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.	
Holding the Headteacher to account for Pupil Performance & Staff Management		
3.1	Head Teacher's Report The Head Teacher's Report was reviewed. Attendance details will be added to future issues.	AR/LT
3.2	Risk Assessment Update AR/LT advised that the Risk Register had been completed.	
3.3	Governor Visits The need for effective Governor visits moving forward was reinforced. A programme aligned with SIP priorities will be developed.	

	<p>The importance of ensuring that visits are recorded through reports was noted. Where available, these should be copied to the Clerk for additional distribution.</p> <ul style="list-style-type: none"> • AK to issue report for completed maths visit • CW SEND visit planned for 08/03/24 • AB to issue report for completed reading visit • MB H&S visit planned for 15/03/24 • MB SCR visit planned for 15/03/24 • All Governors to review behaviour during visits 	<p>ALL</p> <p>AK CW AB MB MB ALL</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>In discussion it was noted that uptake for the PTFA Disco had been fairly low thus far.</p>	
Financial Performance		
4.1	<p>YTD Review including Sports Premium and Pupil Premium Updates</p> <p>Detailed discussions not undertaken at this meeting.</p>	
4.2	<p>Payroll Status & Proposals</p> <p>After discussion, Governors agreed to stop using Data Plan in September and utilise VC under a separate agreement.</p> <p>A Draft Contract will be presented at the next FGB Meeting for consideration.</p> <p>The proposal is to use Bright Pay software which will assist the migration process.</p> <p>While the Data Plan contract expires in September, consideration will be given to earlier termination due to material breach of contract.</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> <p>Monitoring has been confirmed for 19/03/24 and Safeguarding for 17/04/24.</p>	
5.2	<p>Governor Recruitment</p> <p>It was confirmed that LC had been successfully reselected as a Parent Governor.</p> <p>Current vacancy one LA Governor.</p> <p>With MB having advised his resignation to take effect at the end of the Summer Term, discussions have occurred to consider the next Chair. At present, LC and CW are considering serving as Co-Chairs.</p>	
Closing Items		
6.1	<p>AOB</p> <p>None.</p>	

6.2	Date of next meeting 23 rd May 2024 @ 18:00	
	Meeting Closed @ 19:40	

Signed Chair of FGB

Date

DRAFT