



MINUTES

**Full Governing Body Meeting
On Tuesday 23rd January 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	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)	Co-Opted	06.12.2022	05.12.2026	Y
Annie Blissett (AB)	Parent	27.04.2021	26.04.2025	Y
Liz Corden (LC)	Parent	29.01.2020	28.01.2024	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: Mark Eydman (Clerk) (ME)

	Procedural	ACTION
1.1	<p>Welcome</p> <p>MB 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>None.</p>	
1.3	<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> 	

1.4	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 Succession Planning introduced by MB.	
1.7	Declarations of Interest No potential Conflicts of Interest were declared in the Agenda Items. ME confirmed that all Dol forms had now been completed. AR advised that the DBS check for SW was in progress.	AR
1.8	Minutes of the previous meeting 11th December 2023 Minutes were Approved with the following noted: <ul style="list-style-type: none"> • The Draft Scheme of Delegation provided by ME for consideration was Approved after discussion. • Governors thanked ME for providing guidance on requirements for Statutory Policies which will be used to support a full review of the current schedule. • MB noted that HT Performance Management had been completed. 	
1.9	GDPR Compliance/Notification of Data Breaches No data breaches have occurred in the period since the last meeting. In discussion, AR/LT noted concern with the robustness of current IT arrangements in the school based on the age of the Office PC and difficulties in managing files. SharePoint and One Drive are starting to be used but it is believed that significant electronic content is stored locally. In addition to storage, the PC is used as a gateway to access important services such as SIMS (School Information Management System) It was noted that BitNet have quoted approximately £3K to provide an updated “server” but it is unclear if this is needed and to what extent it will address other potential problems. It was further noted that confidence in BitNet is low, and the thought is to return to the previous provider, Primary World. In conclusion, data security standards are unclear and may not be at the desired and/or required level. As an initial step, CW will attend School this week during the planned BitNet visit to explore the current situation and advise Governors.	CW
1.10	Policies No Policies were presented.	

	Vision and Strategy	
2.1	<p>Vision and Strategy</p> <p>Discussions not planned at this meeting.</p> <p>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.</p>	
	Holding the Headteacher to account for Pupil Performance & Staff Management	
3.1	<p>Safeguarding</p> <p>MKB noted having completed the planned Safeguarding Monitoring visit over 4 sessions. Report to be forwarded to ME for distribution.</p> <p>MKB to liaise with MB for template to support termly, SCR check.</p>	<p>MKB</p> <p>MKB/MB</p>
3.2	<p>Risk Assessment Update</p> <p>AR/LT to investigate status of Risk Register and advise at next meeting.</p>	AR/LT
3.3	<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> <p>The importance of ensuring visits are recorded through reports was noted. Where available, these should be copied to the Clerk for additional distribution.</p>	ALL
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>SW confirmed the enthusiasm of the PTFA to support the School with pupil recruitment activities. Ideas include:</p> <ul style="list-style-type: none"> • Improvements to web site and social media presence. • Enhanced links with local nurseries • Development of an extended Sports Day • Potential “twinning” with Repton or Trent College who had expressed an interest previously. <p>AR/LT thanked the PTFA for their support and undertook to explore these options.</p> <p>In discussion, it was noted that it would be very helpful if the PTFA could link their fundraising to the provision of travel to support School Trips which had suffered significantly recently due to large increases in these costs.</p>	AR/LT/SW
	Financial Performance	
4.1	<p>Budget Update</p> <p>AR/LT noted significant concern with the current operation of the payroll system.</p>	

	<p>The system is operated by Dataplan having been recently transferred from the LA arrangements.</p> <p>Numerous errors are occurring in each cycle including:</p> <ul style="list-style-type: none"> • Overpayments • Underpayments • Variances in actual payments from that shown on payslip • Payments made to parties wholly inappropriately <p>Some errors are significant and are causing considerable administrative burden and distress for those involved. Unfortunately, in some cases, identified errors are having to be processed to allow the main payroll run to occur on time.</p> <p>Communication with Dataplan has been extremely poor.</p> <p>Verity Cave is exploring alternative solutions, but this will not be simple to implement and needs to consider the other services provided by Dataplan under the current agreement.</p> <p>LT reinforced the significant time being taken to manage the situation on a near daily basis.</p> <p>In discussion, Governors queries the likelihood that in part, the errors may have arisen from an initial flawed handover from the LA.</p> <p>Governors offered their full support as required and agreed to explore direct contact with Dataplan senior leaders through LinkedIn or similar means.</p> <p>In a general update, AR/LT advised:</p> <ul style="list-style-type: none"> • The new Y5/6 Teacher has settled in well and is making good progress in addressing behaviour challenges. • The PE Coach is also being used for other provision such as After School Clubs with good impact. • After discussions with MB, the School is engaging with a collaborative group, The Foxes, with increasing activity expected through the Spring and Summer Terms on a trial basis. Governors noted that this must add value and not create additional burdens. • There have been two,1 day, exclusions in the period. • Heidi Maliff (Consultant) has conducted a useful Health Check with some positive feedback and useful suggestions for further improvement. <p>It was noted that no Finance Report has been presented.</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>Best use will be made of “in-school” sessions available through the LA package.</p> <p>LC will liaise with GDS and advise confirmed dates for sessions likely to include Safeguarding, Monitoring and Ofsted Readiness.</p>	

5.2	<p>Governor Recruitment</p> <p>Current vacancy one LA Governor.</p> <p>As noted previously, LC Term of Office ends 28th January 2024 which will require a new Parent Governor process to be launched.</p> <p>Governors acknowledged the urgent need to identify a Chair of the Governing Body to replace MB at the end of the School Year.</p> <p>To support succession planning, Caroline Woodhouse (GDS) has been invited to contribute to the next FGB Meeting to discuss the challenges and options.</p>	
Closing Items		
6.1	<p>AOB</p> <p>None.</p>	
6.2	<p>Date of next meeting</p> <p>In discussion, several Governors advised not being available for the next planned meeting of 21st March and the desirability of an earlier date to further explore some items arising from this meeting.</p> <p>The next meeting will be held at the School on 5th March 2024 @ 18:00. ME noted his Apologies due to an existing commitment. MB noted his Apologies but will endeavour to join "remotely". CW will take the Chair. ME offered to support development of the Agenda and formalise any contemporaneous notes taken.</p>	
Meeting Closed @ 19:40		

Signed Chair of FGB

Date