**HEMINGTON PRIMARY SCHOOL**

**MINUTES**

**Full Governing Body Meeting**

**On Tuesday 5th July, 18:00**

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

Melvyn Booley (Chair) MB Mary-Kate Batterbee MKB

Lucy Timbrell LT Abigail Kerr AB

**Also, in Attendance:** Catherine Wilson (Clerk)

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|  | **Procedural** | **ACTION** |
| 1.1 | **Welcome & Apologies – to accept or decline.**  Apologies from: Liz Cordon, Annie Blissett and Mark Eydman (Clerk)  Also absent: Matt Yandle  Introduction of Abigail Kerr, newly appointed Parent Governor. | Chair |
| 1.2 | **AOB – these to be raised prior to the meeting with the Chair. Discussed at end of the meeting.**  None | Chair |
| 1.3 | **Confirmation of Potential Conflicts of Interest in Regard of the Agenda Items.**  None | Chair |
| 1.4 | **Matters of Urgency & Chair’s Emergency Actions.**  None | Chair |
| 1.5 | **Minutes of the previous meeting 17th March 2022**   * To approve * To sign and retain * Matters arising not included in this agenda   Minutes Approved. | Chair |
|  | **Governance Business** |  |
| 2.1 | **Head Teacher’s Report**  The report provided by ED was reviewed.  Attendance:   * Postponed holidays due to Covid, ED asking for evidence of date change. * Covid has increased, most pupils experiencing a heavy cold. * Sickness bug – deep cleaning underway.   Assessments :   * Year 6 SATs went really well, 75% at expected. * Reception at 25% good level development. LT explained that nursery closures due Covid have affected their communication, speaking and social skills. Pupils to have Talk Boost Intervention to develop vocabulary. * 100% of Year 1 passed phonics screening.   Curriculum:   * Changing to Dimensions Curriculum, teaching staff to receive training. * All Pupils to have individual subject books. * There will be a curriculum presentation for governors in the Autumn Term. * ED encouraged governors to come in and see what they’re doing.   Staffing:   * ED to increase to 4 days a week from Autumn Term. * Need to recruit a new TA. * Difficult to find a sports apprentice, put on backburner for now.   Safeguarding:   * All incidents recorded on CPOMS, most incidents peer on peer abuse e.g. playground pushing. * Safeguarding audit to be completed annually.   Health and Safety Audit:   * Fire risk assessment and COSHH to be reviewed. * School needs bag of spare clothes in case of asbestos contact. * Audits to be carried out termly.   Building:   * New shelter being built for Class 1. * Class 3 needs a climbing frame. Interactive whiteboard needs moving, MKB suggested new PO might be able to do this. * ED confirmed PE budget has been fully allocated.   PTFA Funding:   * £1380 raised from quiz night and raffle. * Whitemoor Lakes trip was a great success. | HT |
| 2.2 | **3-5 Year Strategic Plan**  Key areas to focus on:  Leadership & Management  Development  Behaviour & Attitude Inclusivity Retention of staff | Chair and HT |
| 2.3 | **Confirmation of Pay Committee**  Meeting Monday 24th October 8am, ED, MB & CW. | Chair |
| 2.4 | **Election of Chair**  All in MB | Clerk |
| 2.5 | **Report from Sub-Committees**  Finance – Budget Finished.  Currently no bursar service, ED to chase next week. | SC Chairs |
| 2.6 | **Succession Planning**  Recruiting potential leaders. | ALL |
| 2.7 | **Risk Register Consideration**  9 key risks to work on for the risk register:  Poor Governance  Staff continuity including senior leadership  Diminishing numbers on role  Continued financial viability  Lack of resources to support SEND  Staff recruitment  Health and Safety  Declining pupil attainment  Ofsted visit downgrading to requires improvement | ALL |
|  | **Governor Effectiveness** |  |
| 3.1 | **Governing body meeting plan for next year including calendar**  Sub-committee model to be scrapped.  Meeting every half term – 6 total.  Draft agenda for whole year to be sent out, please read all documents prior to meeting and email ED with questions.  Pay Committee to meet on Monday 24th October 8.00am to consist of Melvyn Booley & Craig Witton. | Chair |
| 3.2 | **Governor contribution – statement from each governor on contribution too school activities during the year**  MB to email out document to all governors to fill out all activities done this year. | ALL |
| 3.3 | **Governor Recruitment**  Vacancy parent governor, to elect in September.  Co-opted governor, preferably an education background, CW knows of a retired headteacher in Castle Donington to potentially contact. | Clerk |
|  | **Closing Items** |  |
| 4.1 | **AOB**  No other business to discuss. | Chiar |
| 4.2 | **Date of next meeting**  Monday 19th September 2022 18:00. | ALL |
|  | **Meeting Closed @ 19:30** |  |

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