**HEMINGTON PRIMARY SCHOOL**

**MINUTES**

**Full Governing Body Meeting**

**On Tuesday 6th December, 18:00 @ Hemington Primary School**

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

Melvyn Booley (Chair) MB Mary-Kate Batterbee MKB

Lucy Timbrell LT Liz Cordon LC Annie Blissett AB Abigail Kerr AK

**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.**  None. |  |
| 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.  MB noted that a discussion had taken place with a Parent regarding their behaviour. This matter was considered to be resolved. |  |
| 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**  None. |  |
| 1.7 | **Confirmation of Potential Conflicts of Interest in Regard of the Agenda Items.**  None |  |
| 1.8 | **Minutes of the previous meeting 26th September 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. |  |
| 1.9 | **GDPR Compliance/Notification of Data Breaches**  No data breaches have occurred in the period since the last meeting.  In response to a Governor question, ED advised that IT security was provided by Business Solutions with apparent high standards. Training for Governors may be considered moving forward. | ED |
| 1.10 | **Policies**  Note: AK joined the meeting at 18:15.  In consideration of the Teacher’s Pay Policy 2022-23, Governors discussed Section 11 at length and agreed to include “a combination of absolute and relative performance measures”. The Policy was subsequently unanimously Approved. |  |
|  | **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.   * In a discussion related to Pupil Numbers, the relatively high proportion of SEND Pupils was noted. * In response to a Governor question, ED confirmed that the high number of SEND Pupils did create additional workload for Staff and that despite great cooperation, there were practical limits of what could be expected. * In further discussion, it was confirmed that 3 Children at School had EHCPs with one more being actively considered. * ED noted that Attendance is Below National with Y4 a specific concern. This matter continues to receive active attention. (In response to a Governor query, the nature of “Persistent Absence” was explained. * In response to a further Governor question, ED confirmed that all Absences are investigated with those related to Persistent Absence receiving particular attention. * In response to a Governor question regarding low Reception Outcomes, ED confirmed that active monitoring and interventions will support these Children through their ongoing learning journey. ED further noted that these interventions are developed dynamically as the situation and needs of Children change. It is also important that interventions do not interrupt “new” learning as this can serve to create additional gaps. * ED provided an overview of performance data recently completed in School. Strong performance in Science was noted. A lack of confidence in Writing was noted though improvements in Reading are being observed. * ED noted Curriculum and Curriculum Development to be a current Ofsted focus with particular emphasis on adaption for local context. * Governors noted and supported the emphasis on Staff Training but also the need that this did not create an unmanageable burden of the associated Staff and School overall. * Progress against the SDP was reviewed at a high level. * In a discussion of Equity Information and Objectives, Objectives 1 and 2 as proposed by ED were unanimously accepted. * Governors and ED discussed the role and management of CPOMs as an important tool in Safeguarding arrangements. * The activity level of the PTFA and the quality of events was acknowledged. * The Carry Forward at the end of this financial year is forecast to be approximately £11K against the previous £77K in line with a significant In Year Deficit.   Governors thanked ED for the thoroughness and clarity of the provided Head Teacher’s Report. |  |
| 3.2 | **Attainment & Progress**  Considered under 3.1. |  |
| 3.3 | **Curriculum Update**  Considered under 3.1. |  |
| 3.4 | **Governor Visits**  The following visits were noted in discussion:   * Maths – AK – 25th October (Report Issued) * English (Reading & Writing) – LC – 15th November (Report Issued) * Science – AB – 30th November * SEND – MB – 29th November   Reports will be circulated when available.  Further visits will be developed for the Spring term including Foundation Subjects (CW). |  |
| 3.5 | **Review of HT Performance Management Arrangements**  HT Performance Management has commenced with targets set for 2022-23. |  |
| 3.6 | **Review of Safeguarding Arrangements**  MKB to organise Safeguarding visit at earliest opportunity.  ED is organising meeting with PCSO to secure latest context information. | MKB |
| 3.7 | **Health & Safety Update**  MKB to organise visit with Premises Officer now that training has been completed. | MKB |
| 3.8 | **Risk Assessment Review**  ED/MB have created an initial Principal Risk Assessment.  “Poor Governance” is noted as a Severe Risk with improvement being based on required training and full adoption of defined roles. In subsequent discussion, based on work which has already been undertaken, the Risk was reduced to Medium.  Governors acknowledged that Succession Planning for the role of Chair remained unresolved.  Governors agreed that the assessment should be reviewed annually or more frequently if required by changing circumstances. | ALL |
| 3.9 | **PTFA**  The Governors thanked the PTFA for all their hard work demonstrated by great activities, community engagement and appreciated fund raising. |  |
| 3.10 | **Wellbeing**  Governors noted the huge contribution made by all Staff to the success of the School. The associated workload is acknowledged, and full support confirmed to ED in her efforts to provide effective support.  The NGA Wellbeing Charter was noted for future review and potential adoption. |  |
| 3.11 | **Equality Information & Objectives**  Considered under 3.1. |  |
|  | **Financial Performance** |  |
| 4.1 | **YTD Review including Sports Premium and Pupil Premium Updates**  Considered under 3.1. |  |
|  | **Governor Effectiveness** |  |
| 5.1 | **Governor Training & Development**  MB confirmed that Governor Training continues to be a high priority and is serving to drive governance improvements as previously described.    The current training brochure will be distributed with Ofsted training to be considered a priority. | MB |
| 5.2 | **Governor Recruitment**  Given the resignation of MY, a vacancy exists for a LA Governor. | MB |
|  | **Closing Items** |  |
| 6.1 | **AOB**  None. |  |
| 6.2 | **Date of next meeting**  Monday 23rd January 2023 18:00 @ School.  Planned discussions will include focus on School SEF. |  |
|  | **Meeting Closed @ 19:25** |  |

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