

**Hemingbrough Community Primary School**  
**Full Governing Body Minutes**  
**Monday 17<sup>th</sup> January 2022 at 7.00pm**

<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Sarah Chappell	Head	Laura Ward	Chair
Nick Wilkinson	Co-opted Governor	Ruth Hayes	Associate Governor
Sarah Read	Staff Governor	Alison Harrison	Parent Governor
Samantha Edwards	Clerk	Joelene Whiteman	Parent Governor
Kelly Brackley	Governor	Jackie Gutierrez	Parent Governor

	<b>Action Points from 17/01/2022</b>	<b>Responsible for Action</b>
7	SIC minutes to be circulated from 17 <sup>th</sup> January 2022	LW
8	Resources minutes to be circulated from 17 <sup>th</sup> January 2022	LW
9	Timings for Governor Leadership Coaching	SC
9	Parent Survey to form part of the SIC agenda and be added to the Governor action plan.	LW
9	Breakdown of CPOMs incidents.	SC
13	Clarification on Acceptable Use Policy	SC
14	LA to send out LA governor application	CLERK

**The minutes were agreed as a true record by the Chair of Governors**

**Signed .....**      **Date .....**

	<b>Item</b>	<b>Action /Note</b>
1	<b>Welcome and reminder of confidentiality:</b>  LW opened the meeting at 7.00pm. Everybody was welcomed to the meeting and thanked for attending. Introductions were made to the two new governors Jackie Gutierrez and Kelly Brackley.	
2	<b>Receive apologies and consideration for consent:</b>	

	There were two apologies of absence to record from JW and SR and both absences were consented to	
3	<b>Declarations of interest (Pecuniary or otherwise):</b>  None.	All
4	<b>Identification of any confidential items:</b>  Staffing Discussions	All
5	<b>Urgent other business:</b> There were no additional items to add to the agenda.	All
6	<b>To approve the minutes of the last FGB meeting 20/09/2021 and any matters arising:</b>  Updates to previous action points: <ul style="list-style-type: none"> <li>- SIC Minutes circulated</li> <li>- Resources minutes circulated.</li> <li>- Governor Safeguarding refreshers completed.</li> <li>- Governor visits to school booked.</li> <li>- Feedback to LW for governor action plan.</li> </ul> The minutes were ratified as a true and accurate record. Minutes were signed by the chair and passed to SC to file in school.	LW
7	<b>SIC update</b> All governors had been present at the SIC meeting and there was nothing of urgency to report and focus on. Agreed on certain items that would sit on the agenda as standard items in terms of school improvement and monitoring of quality of education. Discussed the new Phonics programme that had been purchased. Minutes will be circulated, refer to SIC minutes for further details.	LW
9	<b>Resources update</b> All governors had been present at the Resources meeting held just before the FGB. Main points discussed: <ul style="list-style-type: none"> <li>- Staffing for 22/23</li> <li>- SFVS</li> <li>- School Fund and Trustees</li> <li>- Buildings</li> <li>- Grant Applications to support Thrive</li> </ul> Minutes will be circulated, refer to resource's minutes for further details.	LW

9	<p><b>Headteacher Dashboard</b></p> <p>Item will now be called Headteacher Report. Report had been circulated for governor questions.</p> <p>On 14<sup>th</sup> February, have some virtual training during the day for coaching governors' leadership. Headteacher from Ricall, Nick Stiles, will be leading due to a reduction in advisers to support schools. Ricall governors have got the NGA gold standard for leadership.</p> <p><b>Q: - Can you clarify what the timings are for the meetings?</b></p> <p><b>A: - Yes, I will get that confirmed and sent out.</b></p> <p><b>Q: - Data shows that boys versus girls seems to be higher in working at or above, is there a reason for this?</b></p> <p><b>A: - No particular reason behind it.</b></p> <p><b>Q: - Is it because there is a smaller number of boys?</b></p> <p><b>A: - Yes there is that. Year 3 and 4 has a very small percentage number of boys so 5% is a very small percentage difference.</b></p> <p><b>A: - In the last few years we have had minimal difference between girls and boys.</b></p> <p>Children have all had different experiences over lockdown and children have also had varying periods of isolation as well. The year 4 pupils don't have end of year 2 data either.</p> <p><b>Q: - Year 1 is the only cohort where no children are working below ARE?</b></p> <p><b>A: - There has been a glitch and not all the children were pulled through. There are 23 children in year one and it only picked up 21 and these are the two children working below the year one level and it hasn't picked them up. It will be reflected in the next data assessment.</b></p> <p><b>Q: - How is Thrive going?</b></p> <p><b>A: - Really well with several children having 1:1 support. Since doing the assessments additional children have been the identified for Thrive.</b></p> <p><b>Q: - How did they crop up?</b></p> <p><b>A: - Through observations and we are finding as we move on more and more children are affected by COVID.</b></p> <p>SC has just completed Mental Health Leaders course and will be creating an action plan moving forward around this training.</p> <p><b>Q: - How do you know is going well?</b></p> <p><b>A: - It monitored through assessments and also initial feelings.</b></p> <p><b>Q: - How often are these done?</b></p> <p><b>A: - Once a term hopefully.</b></p> <p><b>Q: - When did you last complete them?</b></p> <p><b>A; - November.</b></p> <p><b>Q: - So potentially could you say, looking at CPOMS, that Thrive has had an impact on incidents?</b></p> <p><b>A: - CPOMS looks all incidents but certain children having Thrive are having less incidents.</b></p> <p><b>Q: - Do you get parental agreement to use Thrive with their child?</b></p> <p><b>A: - Yes if its group or individual, but as we are a Thrive school it's also a whole school approach.</b></p>	
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<p><b>Q: - There has been a significant drop in incidents between November and December?</b></p> <p><b>A: - CPOMS is being used really well, its not all behaviour incidents logged.</b></p> <p><b>Q: - Could it has reduced due to a large amount of absence in December?</b></p> <p><b>A: - Could have reduced it slightly. [REDACTED]</b></p> <p><b>Q: - What is an Early Help Assessment?</b></p> <p><b>A: - Assessment that parents complete with the school before it gets to social care. After working with parents and discussing the support with the family it has made a difference.</b></p> <p><b>Q: - How do you feed your mental health training back to your team?</b></p> <p><b>A: - Chose to go with Thrive as it fits in with what we were doing already but the end part is school audit and action plan which has been sent to staff to add anything to it and this will then be shared with staff once it is completed. Two main things I want Astra focus on these will be shared with staff.</b></p> <p><b>Q: - How did the Safeguarding meeting go?</b></p> <p><b>A: - Report which has been sent earlier today and NW will feedback under item 13. It was very positive.</b></p> <p><b>Q: - With fund raising, will there be any funds available to help with the initial outlay?</b></p> <p><b>A: - Yes.</b></p> <p><b>Q: - Will we get opportunities as parents to come up with ideas and run events separately now the PTA is no longer running?</b></p> <p><b>A: - Think it should be kept separate and any ideas parents have should be shared with the HT/ Staff. We will always need support with running events and getting events up and running.</b></p> <p><b>Q: - Has it dissolved before?</b></p> <p><b>A: - No.</b></p> <p><b>Q: - How long has it been running for?</b></p> <p><b>A: - Absolutely years.</b></p> <p><b>Q: - Was that any chance it could have been kept going?</b></p> <p><b>A: - Enough opportunities were given to keep it going and nobody wanted to take on the key roles all the chairs position so it couldn't keep running.</b></p> <p><b>A: - We just need parents to make HT aware if they are willing to help or be involved in school fundraising events. We always had in school fund raising running alongside Fanclub.</b></p> <p><b>Q: - If you were going to hold a termly fund-raising meeting could parents be invited to join that?</b></p> <p><b>A: - Yes, we could look at this. We already have plans for Easter fundraising ideas.</b></p> <p><b>Q: - Is the parents evening on the 16th / 17<sup>th</sup> February still going ahead?</b></p> <p><b>A: - Yes.</b></p> <p><b>A: - If anybody is available could they be around that night so parents can speak to governors if they wish to.</b></p> <p><b>Q: - Is the trip to the pantomime still going ahead this week?</b></p>	
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	<p><b>A: - Yes, there is nothing in the risk assessment that says we can't go ahead with this.</b></p> <p><b>Q: - We have spoken before about a parent survey is this something that we can still do?</b></p> <p><b>A: - Yes, we can either send forms link out from the governors or were you thinking something more face to face.</b></p> <p><b>Q: - When did the school last do a parent feedback?</b></p> <p><b>A: - We have done one this academic year.</b></p> <p><b>Q: - So potentially we could send out some Ofsted questions and then some additional governor questions?</b></p> <p><b>A: - Yes and we can add this into the Governor Action plan as well.</b></p> <p><b>A: - We will pick this up at the next SIC meeting and add it onto the agenda.</b></p>	
10	<p><b>SEF</b></p> <p>Not been updated since the last meeting so there are no changes. There were no questions around the SEF.</p> <p>Any further questions regarding the SEF can be emailed to HT after the meeting.</p>	
11	<p><b>Exclusions, Incidents and Complaints</b></p> <ul style="list-style-type: none"> <li>- There had been no exclusion.</li> <li>- There had been no Incidents</li> <li>- There had been no formal complaints</li> </ul> <p><b>Q: - Can we have a breakdown on CPOMS incidents for the next meeting such as increase in safeguarding, decrease in behavioural. Just straplines?</b></p> <p><b>A: - Yes, I can provide that no problem.</b></p>	
12	<p><b>Staffing update.</b></p> <p>Covered in Resources meeting, refer to SIC minutes.</p> <div style="background-color: black; width: 100%; height: 80px; margin-top: 10px;"></div>	
13	<p><b>Safeguarding</b></p> <p>Report had been circulated earlier today. This was a very positive meeting with Jill Stubbs from the LA. Highlights are as follows:</p> <ul style="list-style-type: none"> <li>- Staff and Governors have all completed SLA training.</li> <li>- Pupils what confident when speaking to the advisor.</li> <li>- Pupils were well behaved and understood right and wrong.</li> <li>- Internet safety was good in school.</li> <li>- Policies were all up to date.</li> <li>- Safeguarding was very effective.</li> <li>- Thrive and Jigsaw programmes were looked upon favourably.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Governors had a good understanding of safeguarding.</li> </ul> <p>Actions points:</p> <ul style="list-style-type: none"> <li>- Support Senco in understanding DS the. Role.</li> <li>- Explore attendance data for SEN children.</li> <li>- Share one-minute guides for safeguarding with the Governing Body.</li> </ul> <p>Have had an update to the Acceptable Use Policy. Have previously used the Veritas Policy but it's not very thorough. Safeguarding team at NYCC have produced a more detailed document which the school would like to use. Copy of the Policy was circulated to all governors. [REDACTED]</p> <p>[REDACTED] Once you stopped working in school you shouldn't befriend any parents who aren't in your current circle of friends. We haven't been able to challenge this as it's not in our current Acceptable Use Policy.</p> <p><b>Q: - Would this being place going forward from now and to cover future incidents?</b></p> <p><b>A: - yes.</b></p> <p><b>Q: - Does it have to include past students?</b></p> <p><b>A: - Yes because you can still be accused of something several years later.</b></p> <p><b>Q: - Is there an age limit? What if you have taught them, they have grown up and are now working back at the school?</b></p> <p><b>A: - This would need checking.</b></p> <p><b>Q: - Does it include how your privacy settings should be set?</b></p> <p><b>A: - This will need to be checked as well.</b></p> <p>SC to look into and provide governors with some clarification around certain points and around the use of safe sticks and USB drives.</p>	
14	<p><b>Any other business</b></p> <p>SC has completed her performance management on Friday 14<sup>th</sup> January. SC now has new targets for the next 12 months.</p> <p>It was identified that it shouldn't be the chair and vice chair on the performance management committee in case there was a dispute. LW would like to make governors aware that the next review will be undertaken by either the chair or vice chair and not both.</p> <p>Alison Harrison has been moved to sit as a Co-Opted Governors, LW to move to sit as LA Governor. Clerk to request application form to be sent directly to LW from the LA.</p> <p>HT would like to give some clarification on some pupil groups as follows:</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

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15	<b>Details of next FGB meeting</b>  7 <sup>th</sup> March 6pm – SIC/Resources (Not clerked) 9 <sup>th</sup> May 6pm SIC/Resources (Not clerked) 9 <sup>th</sup> May 7pm FGB Clerked meeting 18 <sup>th</sup> July 6pm – SIC/Resources (Not clerked)  <i>Meeting closes 20.30pm.</i>	All