

Hemingbrough Community Primary School
Full Governing Body Minutes
Monday 08th Nov 2021 at 7.00pm

Name	Role	Name	Role
Sarah Chappell	Head	Laura Ward	Chair
Kelly Brackley	Parent Governor	Alison Harrison	Parent Governor
Sarah Read	Staff Governor	Joelene Whiteman	Parent Governor
Jackie Gutierrez	Parent Governor		
Nick Wilkinson	Co-opted/Dep Ch		

	Action Points from 08/11/2021	Responsible for Action
17	Photos/biography to be taken of governors at the next meeting	ALL
16	Governor safeguarding refreshers to be completed. Read and sign (SSS grey box) policy documents, of section 1 and 2 of KCSIE	ALL
17	Governor school visits booked.	ALL
18	Governors to feedback to LW regarding action plan items	ALL

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

Signed ...Laura Ward..... Date

	Item	Action /Note
1	Welcome and reminder of confidentiality: LW opened the meeting at 19.00 on ZOOM following safeguarding training session 18:00-19:00. Jackie Gutierrez and Kelly Brackley were welcomed to the board of Governors. Governors were reminded of their requirement for confidentiality.	
2	Receive apologies and consideration for consent: There were no apologies of absence to record.	

3	Declarations of interest (Pecuniary or otherwise): None.	All
4	Identification of any confidential items: There were no Confidential items highlighted.	All
5	Urgent other business: There were no additional items to add to the agenda.	All
6	To approve the minutes of the last FGB meeting 20/09/2021 and any matters arising: Updates to previous action points: <ul style="list-style-type: none"> - Minutes from previous SIC/Resources circulated by LW - Subject lead time built into timetables completed by SC - Meeting between HT/COG completed - Parent Governor election completed - Formalise monitoring completed - Eco committee – in progress plan put together - LA governor – nobody from clerk’s database currently. The minutes were ratified as a true and accurate record. Minutes were signed by the chair and passed to SR to file in school.	LW
7	Governor Housekeeping <ul style="list-style-type: none"> - Post meeting note Register of Business interests to be completed by JG and KB. 	KB JG
8	SIC update Various policies circulated for review. Governor link policy – JG avoiding disruption, LW requested a thorough read prior to issue. <ul style="list-style-type: none"> • Lesson observation policy – JG if happy with observation 3 obs per year. LW asked Part of appraisal policy, should it be obsolete? • JG asked Team points – how are they measured, individual certs • SEN Policy support plans in place, format has place for parents comments, running document? Minor typo’s. Person/persons typo. • LW picked up on SEN policy e.g.IEP – term not used any more. Approve pending changes. AOB – School review from June. SIC mins did not offer enough challenge to SC. Format for SIC to be reviewed.	LW

9	<p>Resources/Finance update</p> <p>All governors had been present at the Resources meeting held just before the FGB. Main points discussed:</p> <ul style="list-style-type: none"> - Staffing 1 New TA., 1 Resignation, NN full time, - Recovery plan and financial implications. Budget and forecast sent through. Update regarding imminent energy cost rises. Revised budget required. Extra £6k on energy, this will need to be factored in next year. Decision to be made if ok with this. What are planning to do. <p>New windows working nicely now</p> <p>Thrive room is fully resourced following successful grant application, training session undertaken. Parent consent received for specific children. PP money goes towards staff who will deliver THRIVE</p> <p>PIRA and PUMA assessment purchased.</p> <p>Facilities [REDACTED] existing provider cheapest but reduced by half some elements taken out. Can return to existing service if needed.</p> <p>Energy costs £6k extra (55% increase), possibly lower next year. Need to reduce energy consumption. Ali asked if this could be raised with MP.</p> <p>MASS schemes set package of maintenance pay as you go system to maintain equipment. Set amount for PPM £6.5k per year. PAYG above this level. Basic maintenance, keep service to a minimum. Last year cost [REDACTED].</p> <p>Bank account (HSBC) moved across to 'charitable' bank account with extra charges. Not many banks taking on new customers. Can't do bank transfers due to 2 signatures needed.</p> <p>Licence deficit form needs to be completed/signed off by LW.</p> <p>Refer to resources minutes for further details. Minutes still to be circulated.</p> <p>All to keep an eye on grants/schemes that can save money or bring funds into the school.</p> <p>Teacher salary (Ali) Benchmarking (£44k) pre K and N. Lots of teachers at top of scale.</p> <p>Current budget agreed, discuss at January if further changes required at extraordinary meeting.</p>	LW
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10	<p>Headteacher Dashboard</p> <p>See email from SC 13 Oct 21 for full Dashboard.</p> <p>Key Dates: 30/11 – School visit, Monitoring and evaluating the quality of education 9/12 – Culture of safeguarding (1 or 2 Governors) 13/1 – Monitoring, coaching and discussion with selected Middle leaders (1 or 2 Governors to attend please) 3/2 – Leadership with Governors (during school day) 1/3 – Leadership in EYFS, including adult interactions, monitoring and evaluation 15/3 – Curriculum review (1 or 2 Governors too) 7/6 – Safeguarding review (1 or 2 Governors)</p> <p>Safeguarding training undertaken, asked about children referred to social care.</p> <p>LW sent in report prior to half term.</p> <p>JG - [REDACTED] CPOMS [REDACTED] very useful not yet seeing trends, probably post Christmas will start to see trends.</p>	
11	<p>SEF N/A</p>	
12	<p>School Review N/A</p>	
13	<p>Relational based approach to behaviour management</p> <p>Action Plan completed and provided by email 14th Oct 2021.</p> <p>Hemingbrough Primary School strives to develop Relational Practices that are built on cohesive values, a sound understanding of community needs and an ethos that identifies strong, mutually respectful relationships as a foundation upon which all learners can thrive. It is our intention to update our Schools behaviour policy in line with Relational based approaches.</p> <p>Aim To implement and embed a relational based approach to behaviour management within Hemingbrough CP School by the end of the academic year 2021-2022.</p> <p>Objectives</p>	

	<ul style="list-style-type: none"> - Evidence at all levels in the school community are in line with the relational approach - Evidence of a calm environment and response within the school community including both adults and children - The school community facilitates restorative practices at all levels. 	
14	Exclusions, Incidents and Complaints <ul style="list-style-type: none"> - There had been no exclusion. - There had been no Incidents - There had been no formal complaints CPOMs data recording is ongoing.	
15	Staffing update. Covered in resources section of mins meeting.	
16	Safeguarding Safeguarding training undertaken by most governors online. Read and sign SSS policy documents grey box at top. Tick as read policy documents. Safeguarding report provided, RH has not undertaken DSL training, LW asked could RH or someone else in the school complete this should SC not be available? There had been no safeguarding concerns. Actions undertaken: <ul style="list-style-type: none"> - Arranged a Single Central Record check - undertaken by LW 20 Oct 21 	ALL ALL
	Pupil Premium Strategy Format as per LA requirements, 3 year plan commenced in 2019, reviewed every year. Brand new document in 2022 sept new one. OFSTED will question this and its effectiveness. Remote learning policy. Disadvantaged children seen, had home visits and some provided with laptops (if wanted) during COVID. Need to question what is happening to improve PP/SEN outcomes, are interventions working. When next figures are in. Close the Gap or Diminish the Difference?! CLA, GRT, LAC. Data where is it going, trends? Breakfast clubs? No have done in the past. May look at after Christmas. Pupil Premium Strategy agreed.	

17	<p>Any other business</p> <p>link roles agreed as follows, re-distributed due to two additional governors:</p> <ul style="list-style-type: none"> - Maths JG - English AH - Leadership KB - Curriculum JW - NW oversee vulnerable groups, English and Maths, SEN - LW oversee curriculum/leadership/ safeguarding. <p>Governors to all book a visit into school before the end of term.</p> <p>Governor report – assistance required. Link to school improvement plan items.</p> <p>Governor biography – all to send in.</p> <p>SC Performance Management (allocated Michelle Hattersley) form to be completed prior to 24th November.</p> <p>Governor visits – more staff voice. Spot check. LW and Ali have undertaken school visits and provided reports. Remaining governors to undertake school visits.</p>	LW/N W
18	<p>Details of next FGB meeting</p> <p>17th January 6pm SIC/Resources (Not clerked), 7pm FGB Clerked meeting</p> <p>7th March 6pm – SIC/Resources (Not clerked)</p> <p>9th May 6pm SIC /Resources (Not clerked) 7pm FGB Clerked meeting</p> <p>18th July 6pm – SIC/Resources (Not clerked)</p> <p><i>Meeting closes 21:00.</i></p>	All