

Hemingbrough Community Primary School
Full Governing Body Minutes
Monday 17th July 2023 @ 18.00pm

Name	Role	Name	Role
Sarah Chappell	Head	Jolene Grasby	Acting Chair
Helen Taylor	Assoc Governor	Sarah Read	SBM
Kelly Brackley	Governor		

	Action Points from 17th July 2023	Responsible for Action
6	Year 3 History visit governor report	KB
6	Year 5/6 PHSE visit governor report	KB
7	Recruitment advert for office administrator	SC
7	Submit School Fund accounts to Charity Commission.	SR
11	Governor Healthcheck Report to circulate when it arrives	SC

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

Signed **Date**

	Item	Action /Note
1	Welcome and reminder of confidentiality: JG opened the meeting at 6.00pm. Everybody was welcomed to the meeting and thanked for attending.	
2	Receive apologies and consideration for consent: There were apologies of absence from JGu as she was running late and hoping to attend later in the evening and there were also apologies from KR and these were consented to by the FGB.	

	Resignation of Laura Ward as chair was officially accepted by the Governing body. JGr was thanked for stepping into the role of chair and for her support in the last few weeks.	
3	Declarations of interest (Pecuniary or otherwise): There were no declarations of interest.	All
4	Identification of any confidential items: Governors were reminded that any items discussed in the meeting were to remain confidential until after the ratification and publication of minutes.	All
5	Urgent other business: <ul style="list-style-type: none"> - Headteacher performance management. SC has been advised to speak to Elaine Trewitt as her PM is still in draft form. PM was agreed for January to September and is still in draft form as the previous COG has not presented to governors to officially sign off. SC needs advice on what process needs to take place to get this formally approved following the resignation of the chair.	HT
6	To approve the minutes of the last FGB meeting 15th May/2023 and any matters arising: Minutes were ratified and approved, signed by the COG and passed to the SBM to file. Matters Arising: All actions completed bar: <ul style="list-style-type: none"> - LW to circulate Safeguarding Report. This has been chased several times by SC. - Governor's file has been requested to be returned from LW. - KB sent link visit report. - Link report from SATs visits minuted so no longer required. - Start Budget agreed, - Clarification around pay committee. SC spoke to HR around staff appraisal and process is being carried out correctly. - No date agreed for governors meeting with staff, move to Autumn term. 	JGr
8	SIC update. SEF SEF had been circulated which had been updated to include all SATs data. This was sent on 11 th July 2023. Q: - Were you happy with the outcomes? A: - Yes. Improved on last year but still some work to do in some areas. Q: - What about monitoring of pupil progress? A: - Various meetings throughout the year and clarified in mini-sefs. Q: - Are PP meetings with subject leaders? A: - No they are with teachers. Q: - But do teachers take the books to subject leaders?	

	<p><i>A: - We moderate between staff and look at gaps of children, but my pupil progress meetings for my children in my class I do these with SC. As subject leader when I do my summary I can see where the children are and ask the teacher what is in place for these children.</i></p> <p><i>Q: - Can I confirm if we received the KS2 SATS data?</i></p> <p><i>A: - Yes, it is in the updated SEF sent on 11th July.</i></p> <p><i>Q: - What about Phonics, were you happy with the results?</i></p> <p><i>A: - 80% and 100% on recheck so this was really good. Just have one child in KS2 that hasn't passed phonics now. Total of 4 children to be rechecked next year which is really pleasing.</i></p> <p><i>Q: - Do you think the new books have had an impact?</i></p> <p><i>A: - Yes, the books are fantastic, and we are starting to see the impact now we have had them for over a year. As school we have bought into the whole package so there are also sheets with writing that go along with the reading.</i></p> <p>Ofsted Action Plan</p> <p>Updated with RAG system. End of year update added to the monitoring section. SEF has also been updated to include the Ofsted action plan.</p> <p>Governor Visits.</p> <ul style="list-style-type: none"> - Year 3 History lesson by KB, report to follow. - Year 5/6 PHSE by KB, report to follow. 	
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Resources / Finance update

Updated monitoring report had been previously circulated. Now showing a surplus going forward with everything that has been actioned:



School Fund Audit

School fund has been independently audited. Accounts circulated to all governors. Have spent £6737 more than we received in the last 12 months, however there was a healthy balance in there of £14,000. Keeping it with a positive constant balance.

Q: - So is this separate to school delegated funding?

A: - Yes, it's nothing to do with the main budget, its donations and fund raising etc.

Q: - Do you prefer this to FAN club?

A: - We have always had a school fund; FAN club was in addition to this.

Governors were in agreement to ratify the accounts and approve for them to be submitted to Charities Commission.

Staffing



Office administrator has handed her notice in, which due to the timing of the school holiday means that she will finish at the end of this term. She covers 2 days a week and there is now not enough time to recruit anybody for September. When we return after the summer, we will be looking to recruit somebody for 3 additional hours and spread them across 3 days instead of 2.

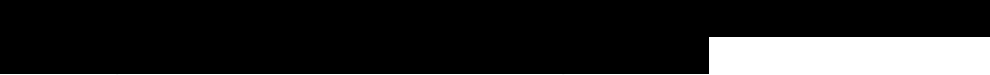
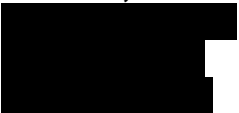
Q: - How quick can you get an advert out?

A: - We will place the advert before we break for summer and then shortlist and interview when we return in September.

Just need to get approval from finance that we can increase the position from 12 hours to 15. SC will have to cover the admin in the interim period in September.

Premises

- Fence that had blown over. Owner of the house has said   Have contacted safeguarding team and we are going to have to put a fence on our side. It will be done in September, and we will use a small amount from capital to do this.
- Roof repairs – front roof (which is the worst section) is being repaired over summer holidays.
- Lighting Survey – Quotes being obtained for LED lighting throughout. This will be paid from additional capital funding received from DFE for energy efficiency.

10	<p>Headteacher Updates</p> <p>HT report had been previously circulated. Governors had been asked to submit questions in advance to clerk, but no questions had been submitted.</p> <p></p> <p><i>Q: - Year 1 data looked a little like it had decreased, was it down to a particular pupil?</i></p> <p><i>A: - Monitoring data is throughout the year, and we don't know the outcomes until final sections are all monitored so this is likely to change. It will always move up and down in this year group.</i></p>	
11	<p>SEF</p> <p>Updated document has been circulated. Has been updated and sent twice on 11th and 13th July.</p> <p><i>Q: - Was the maths paper extremely hard as expected them to do a little better?</i></p> <p><i>A: - It was hard. went through all the papers where children were 2 or 3 marks off, but we could not find anything.</i></p> <p><i>Q:- Maths was in line with national though?</i></p> <p><i>A: - No it wasn't.</i></p> <p><i>Q: - So do you think all the practising throughout the year has helped?</i></p> <p><i>A: - Yes. They have done puma tests and past papers throughout the year and when they have sat these, they have got them. Just need to keep on with this now for the next year groups.</i></p>	
12	<p>Exclusions, Incidents and Complaints</p> <p></p> <p>More of a concern than a complaint about mixed classes and has been resolved by the HT.</p>	
13	<p>Governors Leadership Training</p> <p>There has been no training undertaken.</p> <p>Governor Health check.</p> <p>Very positive meeting. As the school was previously in RI this had to be done, but there were no concerns. LA will help to recruit governors for the school. Final report will be circulated once it arrives.</p> <p>Action Plan</p> <p>Action plan for 2022/2023 needs to be ratified and signed off at first full governors meeting on 2023/2024.</p> <p>New action plan needs to be drawn up for 2023 / 2024.</p>	

	<p>Academies. No further updates</p> <p>Governor Recruitment Need to have a recruitment drive on new governors. LA and clerk have spoken to governor support about how to recruit. 2 websites suggested to advertise for new governors – Inspiring Governance and Governors for Schools. Adverts to be placed on both in September. KB to draft a recruitment email and send this out to local companies as well as larger organisations such as banks, supermarket chains etc.</p>	
14	<p>Safeguarding All items covered in HT report.</p>	
15	<p>Policies There had been no policies circulated to be ratified.</p>	
16	<p>Any other business Wraparound Care <i>Q: - What about Wraparound care?</i> <i>A: - SC has met with third party company who might take it on after Christmas. They are coming back to school so it's still in the pipeline.</i> <i>If not, then we will get in touch with other providers we have are aware of.</i></p> <p>Dates for 2023 / 2024</p> <ul style="list-style-type: none"> - 25th September 2023 – Governor Business meeting. - 13th November 2023 – Finance Focus / Staff Appraisals. - 29th January 2024 – Data - 18th March 2024 – Finance – SFVS / Start Budget - 29th April 2024 – Date and finance updates. - 15th July 2024 – End of year and SATs data. <p><i>Meeting closed at 19.15pm</i></p>	
17	<p>Details of next FGB meeting</p> <ul style="list-style-type: none"> - 25th September 2023– 6pm 	