

**Hemingbrough Community Primary School**  
**Full Governing Body Minutes**  
**Monday 15<sup>th</sup> May 2023 @ 18.00pm**

<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Sarah Chappell	Head	Laura Ward	Chair
Helen Taylor	Assoc Governor	Jackie Gutierrez	Parent Governor
Katie Richardson	Staff Governor		
Kelly Brackley	Governor		

	<b>Action Points from 15<sup>th</sup> May 2023</b>	<b>Responsible for Action</b>
8	Safeguarding report still to be circulated.	LW
8	KB to sent link visit report out from meeting with NH.	KB
8	Link report to be sent regarding SATS	JG and JG
9	Start Budget to be submitted to LA	SC
9	Budget Deficit Application to be submitted to LA	ALL
13	HR Clarification around Pay Committee and evidence to support Pay Progression. Clerk checked with governor support and advice was to speak to HR.	SC/LW/Clerk
16	Feedback around dates for governors to meet staff.	KR


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

**Signed .....**      **Date .....**

	<b>Item</b>	<b>Action /Note</b>
1	<b>Curriculum Presentation</b> Presentation on History and Geography by NN. Clerk was not in attendance for this meeting as joined the meeting slightly later at 6.15pm COG was also not in attendance for this presentation.	

2	<p><b>SET Presentation</b></p> <p>Presentation from Ian Clennon and Jane Tupper.</p> <p>All information that's been discussed can be found on SET website, so it is always fully up to date. 2 key documents on the website that governors should review:</p> <ul style="list-style-type: none"> <li>- How Governance Operates</li> <li>- What responsibility is shared to local governors (Scheme of delegation).</li> </ul> <p>School improvement strategy was circulated to all governors. Key areas of strategy are:</p> <ul style="list-style-type: none"> <li>- Striving for Excellence.</li> <li>- Children at the heart of all decisions.</li> <li>- Value and differences.</li> <li>- Sustainability.</li> </ul> <p>Finance - School would still have a delegated budget which would be managed at school level. Trust takes a top slice of 4.5% from the school budget. This is just from GAG funding and not from funding given for recovery, SEN, PP, Sports premium etc.</p> <p>The top slice pays for auditing, HR, legal, payroll, H&amp;S, ICT, school improvement.</p> <p>Currently have 2 schools in the SET. Have a further 2 schools interested, and these should be confirmed by July 2023.</p> <p><b><i>Q: - Would we be fully supported in processed if we decided to move across to the SET?</i></b></p> <p><b><i>A: - There is a process of due diligence that happens so the trust can understand what it is taking on. SET would guide through the process. There would be a conversion grant available of £25,000 which is managed through the SET account. SET use a legal company to do the conversion and they often come in under budget. If there is any excess of funds from this grant these would come back into the school.</i></b></p> <p>Staffing would be retained on current terms and conditions if the finances allowed for this to continue. Discussions can take place after the conversion for new staff members employed and all SET contracts include a caveat in them to working across the trust.</p> <p>Aware that governors give a lot of time voluntarily and propose that governors would meet 4 times a year instead of 6. This would give 2 half terms without meetings scheduled and would encourage governors to go into school to do visits in these two half terms. Governors are usually able to commit to 4 meetings a year.</p> <p><b><i>Q: - We work closely with clusters of schools especially around moderation. Would like to continue to do that??</i></b></p>	
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	<p><b><i>A: - Some stuff we would have to do as an agreed group, but we could be flexible. There is no reason why you couldn't moderate other things with local schools.</i></b></p> <p><i>SET left at 19.00pm</i></p>	
3	<p><b>Welcome and reminder of confidentiality:</b></p> <p>LW opened the meeting at 7.00pm. Everybody was welcomed to the meeting and thanked for attending.</p>	
4	<p><b>Receive apologies and consideration for consent:</b></p> <p>There were apologies of absence from Jolene Grassby, and these were consented to by the FGB.</p>	
5	<p><b>Declarations of interest (Pecuniary or otherwise):</b></p> <p>There were no declarations of interest.</p>	All
6	<p><b>Identification of any confidential items:</b></p> <p>Items in item 10 around staffing.</p>	All
7	<p><b>Urgent other business:</b></p> <p>There were no additional items to add to the agenda.</p>	All
8	<p><b>To approve the minutes of the last FGB meeting 08/03/2023 and any matters arising:</b></p> <p>Minutes were ratified and approved, signed by the COG and passed to the HT to file.</p> <p><b>Matters Arising:</b></p> <p>All actions completed bar:</p> <ul style="list-style-type: none"> <li>- LW to circulate Safeguarding Report.</li> </ul>	LW
8	<p><b>SIC update.</b></p> <p><b>Action Plan</b></p> <p>Following OFSTED report amended action plan had been circulated to all governors, this is the start point for the Ofsted recommendations. SIP will run to the end of the year, and this will then carry over and have new actions added from September.</p> <p>Discussed the areas of improvement as a staff team. Have done some research and put everything into a document which was agreed a couple of weeks ago. Everybody is keen and on board and already started.</p> <p><b>Q: - What is a reading café?</b></p> <p><b>A: - Children come in at lunchtimes and read rather than during school time. Its more relaxing for some children.</b></p> <p><b>Data Assessment</b></p> <p>Covered in HT report.</p> <p><b>Governor Visits</b></p>	

	<ul style="list-style-type: none"> <li>- KB came and spoke to NN. Report still to be written. Very positive meeting and NN has since presented to governors. Seems very structured. It's a developing subject so the journey is continuing.</li> <li>- JG and JG came in and did SATs observations. Structure was good, children were relaxed, and the instructions were very clear.</li> </ul> <p><b>Agreed that link reports would be sent to HT who would then either send to the clerk to circulate or circulate themselves.</b></p>	
9	<p><b>Resources / Finance update</b></p> <p>Start Budget had been circulated last week. Needs to have governor approval so that it can be submitted to LA. The budget assumes that from September 2024 the school will reduce to 4.5 classes. Had the financial review but waiting for the final report. There is also a meeting with school's financial service scheduled before the end of term.</p> <p><b>Q: - When is the report due?</b></p> <p><b>A: - The review was done a few weeks ago and is waiting quality assurance so will be sent ASAP.</b></p> <p>School needs to submit a budget deficit application, and this will be supported with a plan on how the school will improve the budget. Currently the forecast is as follows:</p> <p></p> <p><b>Q: - Re SEN funding, why is it at £0 going forward?</b></p> <p><b>A: - Because we can't assume what funding we will get and our current EHCP children will have left.</b></p> <p><b>Q: - Where is the income from fundraising?</b></p> <p><b>A: - This sits in the school fund account not the main budget.</b></p> <p><b>Q: - When do we need to submit the deficit application by?</b></p> <p><b>A: - 24<sup>th</sup> May and it will need to be done together.</b></p> <p><b>Q: - Is there a template we need to complete?</b></p> <p><b>A: - Yes, I can get that sent out to you.</b></p> <p><b>Q: - Who does it go to?</b></p> <p><b>A: - Schools financial governance?</b></p> <p><b>Q: - It would be helpful if you could give us some bullet points?</b></p> <p><b>A: - Yes, I will send something over to you.</b></p> <p><b>Governors approved the start budget to be submitted to the LA.</b></p> <p>122 children on roll. 1 new child in school.</p> <p><b>Premises</b></p> <p>Temporary fencing is still there. Contacted H&amp;S to see if we can get some help from them to get the owners of the property to repair or reimburse school if we get it completed.</p> <p>Asbestos – Soffits around the early years area damaged and contained asbestos. Work carried out immediately but some of the equipment has</p>	

	<p>been destroyed, have put in an insurance claim to replace and school will have to pay the £250 excess.</p> <p>Leak in the computer room. Its been made safe. Still waiting on insurance claim from 1<sup>st</sup> leak. Ceiling tiles will be replaced. Ongoing.</p> <p><b>School Meals</b> Consultancy firm that's taken on the tender process. Still ongoing. Will be looking to start new contract in September. If we stay in house, we may need to look at hours of the staff in the kitchen. Started looked at the reorganisation process if we stay in house. <b>Q: - Does that mean if we stay in house the money, we have spent on the tendering process will be lost?</b> <b>A: - It's the gamble you take but yes.</b> <b>A: - Didn't realise that.</b></p> <p><b>Utilities</b> Looking at a 6% decrease in electricity and a 2.6% increase on Gas.</p> <p><b>Trips and Visits</b> - Year 1 Mill Visit - Year 3/ 4 Ledston Estate Used PP funding to top up places not paid for on PP children. Other trips have been funded through donations to school.</p> <p>1 more round of swimming for year 5. Had to suspend lessons for a while so year 5 swimming will start after half term. £180 collected from the £450 we requested. If we have year 5 swimmers that cannot swim the required 25 metres next year, we can use Sports premium to pay for these. <b>Q: - Isn't swimming part of the statutory requirements?</b> <b>A: - Yes.</b></p> <p><b>Staffing</b> Interviewed for the positions available from September. [REDACTED] [REDACTED]</p> <p>KR is resigning to take up a new post in September.</p> <p>May also need to advertise for a 0.6 teaching position from September.</p> <p>Intending to let all parents know what the class situation will look like by half term if we can or shortly after.</p>	
10	<p><b>Headteacher Updates</b> HT report had been previously circulated. <b>Q: -</b> [REDACTED] [REDACTED]</p>	

	<p><b>A:</b> [REDACTED]</p> <p><b>Q: - Attendance is good, what has been put in place that is having an impact?</b></p> <p><b>A: - Children are excited about attendance awards.</b></p> <p><b>Q: - What are your thoughts about breakfast club?</b></p> <p><b>A: - It will be me running it. Have applied for a grant to get some equipment and games. It will be one day a week initially to see what sort of uptake we get.</b></p> <p><b>Q: - Mentioned in interviews about data and help that may be needed?</b></p> <p><b>A: - They are an ECT and they need a lot of mentoring and support. Needs help with the workload and getting the balance right.</b></p> <p>Governors commented that the report contained a lot more information and thanked SC for the detail included.</p>	
11	<p><b>SEF</b></p> <p>Updated document has been circulated. Will continue to be updated and circulated. Biggest updates are usually in July and September.</p>	
12	<p><b>Exclusions, Incidents and Complaints</b></p> <ul style="list-style-type: none"> <li>- 0 Complaints</li> <li>- 0 Incidents</li> <li>- 0 Exclusion</li> </ul>	
13	<p><b>Governors Leadership Training</b></p> <p>All Safeguarding training is up to date.</p> <p><b>Action Plan</b></p> <p>Looked at February / March. Plan to be updated again ready for the final FGB meeting. Still have a grey area over HR monitoring issues with staff. Governors would like some clarification overpay committee and pay scale progression and evidence that supports this. Need to speak to HR around what governors are allowed to have access to around annual increments and also UPS.</p>	
14	<p><b>Safeguarding</b></p> <p>All items covered in HT report.</p>	
15	<p><b>Policies</b></p> <p>There had been no policies circulated to be ratified.</p>	
16	<p><b>Any other business</b></p> <p><b>Q: - At the last governors meeting, we asked how staff would like to meet governors and the feedback was they didn't want to however in the staff survey it said that they did?</b></p>	

	<p><b>A: - General response was not necessarily a meeting. They didn't want a meeting, they just wanted to meet you but during the school day. Would prefer more informal and have a cup of tea and a chat.</b></p> <p><b>A: - Staff would appreciate seeing governors but they understand that they can't all get together at the same time.</b></p> <p><b>Q: - It would be nice if governors sent out a message around Ofsted to staff?</b></p> <p><b>A: - Which is what we wanted to do in person at the meeting.</b></p> <p><b>Q: - What about if you came in at the end of the day just as the school day ends?</b></p> <p><b>Q: - What is the best day for this to be done on?</b></p> <p><b>A: - Friday straight after school is probably the easiest.</b></p> <p><i>Meeting closed at 20.20pm</i></p>	
17	<p><b>Details of next FGB meeting</b></p> <p>- 17<sup>th</sup> July 2023– 6pm</p>	