



Minutes of Full Governing Body Meeting

Wednesday 20th September 2023

At Hambleton Primary School

1. Welcome and Apologies (WS)

Adrienne Corr (Headteacher), Jana Murray (Chair), Caroline Crowe (Lead of Strategy), Dominic McGrath, Mark Watkiss, Marishelle Butler, Jo Burgess, Andy Goodall, Marina Slaney (Clerk).

Apologies: Matt Frost (Lead of Resources), Izzy Acton, Kelly Hanlon

2. Introductions including a fun fact (all)

All Governors introduced themselves and told a fun fact.

3. Declaration of annual pecuniary interests – governors to add/confirm their interests in their profile in GovernorHub (JM)

MS to send email to remind Governors to declare pecuniary interests via GovernorHub.

4. Declaration of interests in agenda items (JM)

None.

5. Approval of Minutes from last meeting (JM)

CC approved and signed.

6. Actions update and matters arising (JM)

MS to add action box on each agenda.

7. Quick update on start of term and NOR for September 2023 (AC)

AC explained that it has been a busy start to term with new staff members welcomed (two teachers and an LSA). Admin officer appointed following Cheryl Barker leaving has handed in her resignation. AC has rung EFS re. Admin Officer situation, there is no need for one month period notice. Susan Coulston and Marina Slaney are currently covering.

At start of the year there were 100 pupils, however a family of three have just joined Hambleton so NOR has increased to 103.

There is also interest from a family with two children to join in January which will bring it to 105. Officially full at 105.

Class sizes as follows – 20 in Robins, 23 in Kingfishers, 33 in Owls and 27 in Ospreys.

Q - Is it working with 33 in Owls? A – Yes, however teacher will be given extra time for writing reports and marking. It does seem fairly settled and calm in class.

8. School Improvement Plan (AC) – overview and governor questions (AC)

AC explained that the SIP has a 3 year plan - go through SEF criteria and look at assessments, staff survey, pupils surveys etc.

Following points added:-

- Headings have been placed under Ofsted categories, then end goals for 3 years, milestones at end of each term.
- Have also included helpful governor questions. Ties in with governor monitoring, MS adds to relevant sections so can see evidence completed.
- Governors will have sight of SEF for next strategy meeting.

9. Safeguarding (MB)

- Governors to confirm they have read KCSIE 2023 in their profile on GovernorHub.

Safeguarding – KCSIE – A summary of changes was included in the documents distributed.

Governors need to go into GovernorHub go into confirmation and click read KCSIE 2023. **Action:**

MS to send reminder to governors.



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- Approve safeguarding audit tool for submission by 30th September
Audit – document also shared prior to meeting. There was an audit with external safeguarding auditor last term. There were no concerns just suggestions on how to further improve.
Change to be made to page 6 under section iii Designated teachers – AC to make it clear have no children on school register.
Vote made all approved safeguarding audit.

10. Governing Body Business

- Nominations and vote for Vice-Chair (please send your nominations/self-nominations to Marina by 12 midday on 20th September) (MS)
JB emailed MS to self-nominate. Vote made for JB to be vice chair. All approved.
- Discuss and confirm link roles for 2023-2024 (JM)
Pay committee – Mark and Jo. Jana to ask Izzy.
HTPM – Marishelle, Caroline and Dominic
Resources Lead – Matt, Mark to shadow.
Strategy Lead – Caroline, Jo to shadow.
English Link Governor – Izzy
Maths Link Governor – Matt
Foundation – Mark with Kelly to shadow
PP and SEND – Jo
DTG/Training – Jana
Forum rep – Andy
Safer recruitment – Dominic, Marishelle and Matt
Attendance and Behaviour/Attitudes – Dominic
Health and Safety/Safeguarding – Marishelle
Staff wellbeing Governor – Caroline – once a term to visit School and check on staff.
Website monitoring governor – Andy
Pupil development – Guy
Leadership and Management – Jana
Governor monitoring visit forms discussed – link governors to arrange dates for visits with AC.
JM/CC to look into template and creating monitoring visit form. To be completed before half term.
Subject leaders to show action plans. MS to still add information to SIP.
(This covers Agenda Item 15)
- Approval of FGB terms of reference
All approved FGB terms of reference.
- Approval of Pay Committee terms of reference and agree committee membership (JM)
All approved Pay Committee terms of reference.
- Approval of HTPM terms of reference and agree panel membership
All approved HTPM terms of reference. Panel membership discussed under Item 10.
- Confirm external advisor for HTPM review (JM)
Kila Barber is external advisor.
- Agree process for membership on panels (JM)
All agreed same as previous year.

11. Adoption of Manual of Personnel Practice (MOPP)

To be moved to next meeting and add to next agenda.



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12. Adoption of NGA model code of conduct

All approved.

13. Review/agree instrument of government (JM)

All approved.

14. Approval of Policies - Anti-Bullying • Safeguarding • Child Protection • Finance and Home School Agreement

Anti-Bullying

Q - The Anti-bullying policy references Hambleton Peer Mentors - do we still have children in this role? A - Yes we have play leaders, is a similar role to school leaders. Sentence to be changed.

Q – Are parents aware of specific ways behaviour is managed and how operates within class? A - To add to newsletter so parents are aware.

Question was also asked if procedures are in places to the children who are bullying – AC to add to policy.

All happy to approve subject to change.

Safeguarding and Child Protection

Q - Does the section in the safeguarding policy need updating to explicitly reflect the increased emphasis on filtering and monitoring in the latest KCSIE document or is it sufficient for it to be in the child protection policy? A - All covered as says in CP policy that it should be read in conjunction with Safeguarding Policy.

All agreed to adopt and approve.

Finance –

It was agreed that this needs a bit of a 're-write' as still relates to committees and that Harrap is IT support. Agreed to discuss at next Resources meeting.

Action – JM to contact MF to review.

Q - KCSIE has added a sign post to SENDIASS for parents and care givers of children with SEN. Are we passing this on to our parents as a helpful resource? A - AC to look into - either signpost to parents in newsletter or for SENCO to send to relevant parents.

Following slight change to Home School Agreement to add that parents to call/email school before 8.40 if child is unwell, all agreed and approved.

15. Governor Visits – discuss visits schedule for the year (JM)

Discussed under Item 10.

16. Governor Training – discuss potential topics and date for Whole Governing Body Training

All agreed for Governors in Ofsted for training. JM to ask for dates and book.

DMcG to give feedback on experience of Ofsted that took place in other school he is governor at.

DMcG left at 7.25.

17. Any Other Business

MS to send letter re. parent governor vacancy. If no applications, CC will step forward as parent governor, then fill co-opted Governor vacancy with people had interest from.

Action: MS to send letter to parents.



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Other items to be discussed at end of meeting – confidential staff items. MS/AG to leave.

18. Approve annual meeting schedule

All happy to approve meeting schedule. MS to send to Governing Body.

19. Date of Next Meeting – Thursday 12th October 2023

Meeting ended at 7.30pm

13/07/23 Item 11	MS to send out document of questions that governors can ask parents/children.	MS	
	AC to check when SCR was last checked. Will also need to be done at beginning of next term.	AC/MB	
20/09/23	Agenda item for Dominic to do Ofsted talk.	MS	
20/09/23	Link governors to arrange their visits for the year ahead – fill in template with dates, actions and success criteria and email it to JM/JB/AC– <i>deadline half term.</i>	All	
20/09/23	MB to share School Self-evaluation (SEF) with GB and explain the process.	AC	
20/09/23	MS to send email reminding Governors to declare pecuniary interests on GovernorHub and confirm read KCSIE 2023.	MS	Completed 3/10/23
20/09/23	MS to send letter re. parent governor vacancy to parents/carers	MS	Completed
20/09/23	MS to send dates for meetings 23/24 to Governors	MS	Completed 3/10/23