

**Marleigh Academy Primary**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Monday 31<sup>st</sup> January 2022 at 6.00pm via Teams**

**PRESENT:** Stuart Wood (SW) Chair  
Mike Fish (MF)  
Chris Flood (CF)  
Shelley Monk (SM)  
Alex Smaridge (AS)

**APOLOGIES:** None

**IN ATTENDANCE:** Prue Rayner (PR)  
Kerrie Jones (KJ)  
Stuart Hales (SH) Clerk

**Action Log**

Item	Action	Resp.
3.	SH to forward Register of Pecuniary Interests form to governors to complete and return to him	SH/ALL
3.	KJ to liaise with Sarah Golding ref. allowing SM access to Teams	KJ/SM
5.	All governors to confirm they have read safeguarding documents on ALiS	ALL
5.	KJ to liaise with IT dept. ref. governor using personal email account	KJ/CF
6.	PR to distribute recruitment and finance plan	PR
6.	Recruitment and finance update to be taken to LGB on 07.03.22	SW/SH
6.	Locality and Land Trust to inform governors of forthcoming community events to allow them to attend	CF/MF
8.	KJ to distribute policy summary document and list of statutory academy polices	KJ
13.	Governor meeting dates for summer term to be taken to LGB on 07.03.22	ALL

No	Description	Resp.
<b>1.</b>	<b>Welcome and apologies</b>	
	SW welcomed all to the meeting and introduced SM as a new governor and governors then introduced themselves. He then advised he had contacted Steve Dawson prior to the meeting but had not received a response and it was suggested he be removed from the LGB.	
<b>2.</b>	<b>Apologies and Quorum</b>	
	There were no apologies, and the meeting was quorate.	
<b>3.</b>	<b>Declarations of interest</b>	
	SW was the Chair of Governors at Fen Ditton Primary School and AS was also a governor at the same school. SW was also a trustee at See-Saw Preschool. CF advised he was an employee of Marshall Group Property who were involved with the construction of the new school. KJ then asked governors to complete and return the Register of Pecuniary Interests form to SH to formally record any such declarations. Governors would then only have to declare an interest to a potential conflict with a specific agenda item. <b>Action: SH to forward Register of Pecuniary Interests form to governors to complete and return to him</b>	<b>SH/ALL</b>
	KJ advised she would liaise with Sarah Golding ref. allowing SM access to Teams. <b>Action: KJ to liaise with Sarah Golding ref. allowing SM access to Teams</b>	<b>KJ/SM</b>
<b>4.</b>	<b>Agree minutes of previous meeting – 10<sup>th</sup> January 2022</b>	
	The minutes had been circulated in advance of the meeting and were agreed as an accurate record. The paper version would be signed by the Chair when he met with the Clerk.	
<b>5.</b>	<b>Matters arising and actions from previous minutes</b>	

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	<p><b>Item 4</b> – SW asked if governors had confirmed they had read safeguarding documents on ALiS? He confirmed he still had to do so.  <b>Action: All governors to confirm they have read safeguarding documents on ALiS</b></p> <p>SW then asked if all governors could now access ALiS?  A governor queried if governor emails could be forwarded to his work address instead of his school email account? KJ advised the trust would prefer that all governors use school emails but would liaise with the IT Dept regarding making an exception to this - it might be acceptable to access meetings from personal accounts.  <b>Action: KJ to liaise with IT dept. ref. governor using personal email account</b></p> <p>A governor queried if it would be acceptable for emails to be automatically forwarded onto personal address'? KJ and PR advised the trust would prefer this not to happen due to complying with GDPR.  Further to a recent LGB at Fen Ditton, a governor advised that should governors have IT issues, to contact Nathan Durrant at <a href="mailto:ndurrant@anglianlearning.org">ndurrant@anglianlearning.org</a> which would automatically raise a 'ticket' and ND would offer support as quickly as he could.</p> <p><b>Item 7</b> – A separate document titled 'Get Information About Schools and Ofsted Pre-registration Inspection' was distributed prior to the meeting and PR briefly went through it. She was in the process of identifying trust policies that could be adopted by the school and MF and herself would develop the schools' own policies and would take a policy schedule to a subsequent governors meeting.</p> <p>It was agreed all other actions had been completed.</p>	<p>ALL</p> <p>KJ/CF</p>
<p><b>6.</b></p>	<p><b>Project Update</b></p>	
	<p>PR advised there would be a 'topping out' ceremony on Wednesday 2 February.</p> <p>Two separate documents titled 'Marleigh Primary Academy Education brief v2 22.01' and 'Marleigh PA Consultation Report v1 211121' were distributed prior to the meeting and PR briefly went through them.</p> <p><b>Pupil Numbers</b> – The school would accept children in all year groups and not just reception which was the model used for many other new schools. The school could liaise with other primary schools in the trust who operated with mixed age classes.  PR advised there were currently five children who would start in Reception in September 2022 with the families of a further three reception children considering the school but had first asked for details of its after-school provision. The trust would review such provision across all of its primary schools.  There were currently eight further children who would start in the school and the contactors had advised of a further approx. 30 primary school aged children already living in the development.  A governor queried the staff recruitment process? PR advised it had been shown where other new primary schools had opened, the families of some children in other nearby schools would request their child join the new school which could restrict the number of places then open to families moving into the development. The school would also benefit from staff and children working with Fen Ditton Primary School.  A governor queried should there be lengthy lead times for fixtures and fittings, would the school consider alternative sources such as second hand products?</p> <p><b>Nursery</b> – PR advised the trust had agreed the nursery provision would be for three and four year olds as there were already other nurseries within the development for younger children and funding would be more straightforward. The nursery would have to be financially separate from the main school.</p>	

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	<p><b>Recruitment and Finance</b> – PR briefly went through the recruitment process.  <b>Action: PR to distribute recruitment and finance plan</b></p> <p>She then advised of the importance of having funding levels confirmed to allow for the appointment of staff. Reception numbers would be confirmed on 19<sup>th</sup> April, but she would ideally like this data by the end of February to allow for adverts to be placed.  <b>Action: Recruitment and finance update to be taken to LGB on 07.03.22</b></p> <p>A governor queried if the school would open with three teachers? PR advised the school had a PAN of 60 and the local authority had confirmed funding for two teachers. A third teacher would start, funded separately.</p> <p>As there would be so much to learn about the management systems in the school, the trust would consider employing a caretaker from June. Paul Dunn the trusts Head of Operations had resigned, and the trust was in the process of recruiting a replacement.</p> <p>PR advised she had liaised with the local authority regarding a contingency plan should the school not be ready to open in September, perhaps by the use of temporary mobile classrooms. CF advised of lengthy lead times for some fixtures and fittings, and he would have further details on this after meeting with the contractors on 2 February. PR added all fixtures and fittings required by the trust had been ordered and were on schedule to be delivered on time.</p> <p><b>Local Context</b> – PR advised of the importance of engagement between the school and the local community.</p> <p>A governor noted Locality had organised a recent coffee morning as part of its community initiative and queried if it would be beneficial for a governor to be present at any subsequent events to meet with families in the development?  <b>Action: Locality and Land Trust to inform governors of forthcoming community events to allow them to attend</b></p> <p>A governor queried the demographics of people moving into the development? SW advised a colleague who had attended the coffee morning had noted a significant number of families with EAL. From the distributed documents, PR noted the use of the Bell Foundation EAL Assessment Framework and Digital Assessment tracker that would be used in the school.</p> <p>A governor queried the percentage of affordable housing in the development? CF advised it was 30% with 70% of this being shared ownership and the rest affordable housing.</p> <p>SW asked if there were any further queries? There were none.</p>	<p style="text-align: center;"><b>PR</b></p> <p style="text-align: center;"><b>SW/SH</b></p> <p style="text-align: center;"><b>CF/MF</b></p>
<p><b>7.</b></p>	<p><b>Review of Action Plan</b></p>	
	<p>The action plan had been distributed prior to the meeting and was also shared during the meeting and SW briefly went through it. From the LGB Guidance Handbook v4.0 May 2021, LGBs in primary schools must have between 8-12 governors - there were currently five governors on the LGB. SW advised he would like the governing board to include people from the local community.</p> <p>PR advised MF had been invited to join a New School Network group on social media.</p> <p>SW advised there was now a requirement for additional pre-appointment checks to be completed for governors as well as DBSs which would be further disused at a forthcoming Anglian Learning Forum meeting.</p> <p>The trust was developing an updated New Governor Recruitment and SCR Policy which would be in place by September 2022 which would also allow a consistent approach across all trust schools.</p>	

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	SW asked if there were any queries? There were none.	
<b>8.</b>	<b>Policies</b>	
	<p>It was agreed this had already been discussed in the meeting and SW advised that Chris Lindley a governor at Fen Ditton Primary School was undertaking a project to standardise the layout of their school policies and of the importance in agreeing both the format, storage and approval process of policies. KJ added there was a trust format for central policies and also a policy summary document and a list of statutory academy policies.</p> <p><b>Action: KJ to distribute policy summary document and list of statutory academy policies</b></p> <p>A governor noted at another local school, governors had agreed to numerically subdivide policies to allow for greater ease of use.</p>	<b>KJ</b>
<b>9.</b>	<b>Governor Matters</b>	
	<p><b>Governor Recruitment</b> – It was agreed this had already been discussed.</p> <p><b>Training</b> – SW reminded governors of forthcoming training sessions organised by the trust.</p>	
<b>10.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – There would be an Anglian Learning Chairs Forum meeting on Monday 7 February.</p> <p>PR advised the school had received an application for a child with an EHCP already in place. There was an increase in both the numbers of ECHPs and their complexity – the trust would look to work collaboratively between schools and develop the role of TAs.</p> <p>A governor noted the University of Cambridge Primary School opened in 2015 and queried if the school could learn from them? MF advised he would like to visit the school next term.</p> <p><b>Fen Ditton Primary School</b> – SW advised both schools would look to work in partnership and that the parents of children at Fen Ditton Primary School be informed of the benefits of this.</p>	
<b>11.</b>	<b>Any other business</b>	
	There was none.	
<b>12.</b>	<b>Review of meeting</b>	
	There was nothing further to add.	
<b>13.</b>	<b>Date of next meetings</b>	
	<p><b>LGB</b> – Monday 7 March at 6.00pm in person (venue to be confirmed)</p> <p><b>Action: Governor meeting dates for summer term to be taken to LGB on 07.03.22</b></p>	<b>ALL</b>
	<b>Meeting closed at 7.15pm</b>	

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