

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

**APOLOGIES:** Kerrie Jones (KJ)

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

**Action Log**

Item	Action	Resp.
5.	PR to discuss governors access to Teams with Richard Mayer	PR
5.	SH to forward any meeting documentation to SD and CF as mail attachments	SH
7.	Visuals of internal furniture and fixtures to be taken to LGB on 25.04.22	PR/MF
7.	PR to place details of pupil numbers into meeting folder	PR
8.	SM, SW and AS agreed to be part of interview panels for forthcoming appointments - PR to confirm date and time	SM/SW AS/PR

No	Description	Resp.
<b>1.</b>	<b>Welcome from the Chair</b>	
	SW welcomed all to the meeting and introduced SD as a new governor and governors then introduced themselves.	
<b>2.</b>	<b>Apologies and Quorum</b>	
	There was one apology, and the meeting was quorate.	
<b>3.</b>	<b>Declarations of interest</b>	
	There were no declarations of interest for any items on the agenda.	
<b>4.</b>	<b>Agree minutes of previous meeting – 31<sup>st</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>	
	<p><b>Item 3 –</b> SH distributed Register of Pecuniary Interests forms to governors to complete and return to himself during the meeting.</p> <p><b>Item 3 –</b> Governors briefly discussed issues they had when accessing Office365. PR advised the trust was investigating alternative platforms to be introduced from next year.  <b>Action: PR to discuss governors access to Teams with Richard Mayer</b>  <b>Post Meeting Note: KJ had asked Sarah Golding to allow SD and SM access to Teams</b></p> <p>A governor asked that when issuing agendas or minutes, SH forward them as an attachment to an email as well.  <b>Action: SH to forward any meeting documentation to SD and CF as mail attachments</b></p> <p><b>Item 5 –</b> It was agreed that ALiS would prompt governors to read safeguarding documents.</p>	<p>PR</p> <p>SH</p>

Signed By:	Date:



	<p>A governor queried if the choice of secondary school would be led either geographically or by capacity? PR advised there was a meeting planned with the local authority to review the transition process.</p> <p>A governor queried if the trust could liaise with the local authority to allow children to feed into secondary schools in the trust? PR advised she would consider this when meeting with the LA.</p> <p><b>Recruitment</b> – PR advised the delays with funding had pushed back the recruitment process. A governor queried if delays due to funding continued, would the trust consider opening the school in January 2023 or wait until the start of the next academic year? PR advised she would prefer that children in the development did not go to other local schools in the short term whilst funding was agreed.</p> <p><b>Equipment</b> – MF advised he had started to consider IT requirements especially around the STEM room and computer suite with PR adding that funding had been agreed for immersive technology. CF then advised of 'Launch Pad', an initiative to encourage STEM in schools. A governor queried the 'rationale' around the fixtures and furniture? PR advised there would be a focus on flexibility and consideration as to the framework of the school day. The trust was working around curriculum continuity through to 18 years.</p> <p>A governor queried if there would be an opportunity for adult learning in the school? PR advised the trust would consider this as a means of engaging with the community.</p>	
8.	<p><b>Recruitment and Finance Update</b></p>	
	<p><b>Recruitment</b> – A separate document titled 'Appointments to Marleigh' was distributed at the meeting and PR advised adverts would be placed at the end of March for the site manager and office manager.</p> <p>A governor queried if these posts could be either part or full time positions and for term time only? PR advised both positions included additional employment outside of term time and the school had decided to appoint qualified teachers to lead in the nursery. The trust had decided not to advertise for teachers with subject specialisms.</p> <p>A governor queried if the trust expected any parental comments from the nursery only opening during term time? PR advised of the reasoning for this, and the nursery had to be financially viable and separate to the main school.</p> <p>A governor queried if the trust had considered an apprenticeship for TA posts? PR advised the trust was starting a programme to develop the TA role including training progression for HLTA, qualified teacher as well as for more specialist areas.</p> <p>PR asked if governors would be able to be part of an interview panel w/c 18 April? SM, SW and AS offered to take part in interviews.</p> <p><b>Action: SM, SW and AS agreed to be part of interview panels for forthcoming appointments - PR to confirm date and time</b></p> <p>A governor queried if a governor on the interview panel should have safer recruitment training? PR advised she would liaise with Kerrie Jones regarding this.</p> <p>A governor queried if there was a deadline for staff to be in place to allow the school to open in September? PR advised by the May half-term break.</p> <p>A governor queried if there had been any expressions of interest from candidates wanting to work at the school? PR advised there had been which the trust logs.</p> <p>SW asked if there were any further queries? There were none.</p>	<p><b>SM/SW AS/PR</b></p>
9.	<p><b>Review of Action Plan</b></p>	
	<p>The Marleigh Governance Action Plan had been circulated at the LGB on 10 January and SW briefly went through it.</p>	

Signed By:	Date:

	A governor queried where were governor DBS checks logged? PR advised within the trusts centralised SCR.	
<b>10.</b>	<b>Policies</b>	
	It was agreed this had already been discussed under Item 5.	
<b>11.</b>	<b>Governor Matters</b>	
	<b>Governor Recruitment</b> – It was agreed this had already been discussed.  <b>Training</b> – A governor queried if training would still be online? SW advised it was and the trust were considering including in person training and reviewing start times to allow more governors to attend.	
<b>12.</b>	<b>Standing Items</b>	
	<b>Trust Matters</b> – SW advised the trust were considering a governor away day in 2022-23 to allow governors from all schools in the trust to meet.  <b>Fen Ditton Primary School</b> – SW advised the school had incorporated training opportunities within the annual cycle of governor meeting dates. A governor queried if the LGB would consider committees within its structure? SW advised Fen Ditton Primary School only had LGBs and governors were monitoring the AIP with a focus on the priorities from the new Ofsted Framework. PR added the trusts approach was for primary schools not to have committees.	
<b>13.</b>	<b>Agree further governor meeting dates</b>	
	It was agreed this had already been discussed.	
<b>14.</b>	<b>Any other business</b>	
	There was none.	
<b>15.</b>	<b>Review of meeting</b>	
	There was nothing further to add.	
<b>16.</b>	<b>Date of next meetings</b>	
	<b>LGB</b> – Monday 25 April at 6.00pm (at Marshalls) <b>LGB</b> – Monday 20 June at 6.00pm (in school or hanger?) <b>LGB</b> – Monday 11 July at 6.00pm (at school?)	
	<b>Meeting closed at 7.55pm</b>	

Signed By:	Date: