

Marleigh Academy Primary
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 10th January 2022 at 6.00pm via Teams

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

APOLOGIES: None

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

Action Log

Item	Action	Resp.
2.	Marleigh Primary Academy Progress Update LGB 10 Jan 2022 document to be uploaded to Teams	PR
4.	All governors to confirm they have read safeguarding documents on ALiS	All
5.	SW to liaise with Shelley Monk ref. joining the LGB	SW
7.	PR to table a list of required policies at the LGB on 31.01.22	PR

No	Description	Resp.
1.	Welcome and apologies	
	SW welcomed all to the meeting and governors introduced themselves to one another. There were no apologies.	
2.	Project Update	
	<p>A separate document titled 'Marleigh Primary Academy Progress Update LGB 10 Jan 2022' was shared at the meeting and PR proceeded to go through it.</p> <p>KJ joined the meeting</p> <p>Action: Marleigh Primary Academy Progress Update LGB 10 Jan 2022 document to be uploaded to Teams</p> <p>PR advised the construction was currently one week behind programme, largely due to the effect of the pandemic and she had met with personnel from the contractors Morgan-Sindall to discuss the vision for the school and had received various feedback. Photos of contractors working on the site had been taken which would be used to create canvases in the school and builders from the photos would be interviewed to create a book explaining possible careers for children. She was grateful to Marshall and Hill for agreeing to finance additional furniture in the school.</p> <p>A governor queried when KPIs would be shared? PR advised they would be finalised by 12th January ready for the sign-off meeting with D of E on 21st January.</p> <p>A governor queried when staff would be in place? PR advised it was planned the school would be handed over to the trust in June, ready to open at the start of 2022-23. Recruitment would take place over the summer term.</p> <p>A governor queried if the school had considered community engagement events around the opening? PR advised there would be an arts-based activity in the school and MF would join the school as Headteacher in a full-time capacity from the start of the summer term and would continue to communicate with parents and the wider community.</p> <p>CF advised that Locality, the organisation for developing community links would be based in the community office, funded by the developers for five years. The Land Trust had been appointed to</p>	PR

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	<p>oversee the public spaces within the development and would be based in the community wing which would be opened by the end of February.</p> <p>CF then suggested that a community event could be held in the hall before the building handover and to meet one of the conditions in the planning approval, there would be a 'Parent Jam' event. Monkey Puzzle were running a nursery.</p>	
3.	Summary of Governance	
	<p>KJ advised there were now four governors in place with SW as Chair and noted the trusts LGB handbook, located in ALiS, the trusts intranet platform.</p> <p>KJ forwarded instructions to access ALiS to MF and CF on 11.01.22</p> <p>KJ then advised that from the LGB Guidance Handbook v4.0 May 2021, LGBs in primary schools must be between 8-12 governors and have the following composition: -</p> <ul style="list-style-type: none"> • 1 Headteacher • 2 Parent governors • 4 Trust Appointed community governors • 1 staff governor • Other governors up to the maximum of 12 would be trust appointed <p>SW advised that Barnwell Baptist Church had appointed a minister to work on the development.</p>	
4.	Review of Action Plan	
	<p>A separate document titled 'Marleigh Governance Action Plan' had been distributed prior to the meeting and KJ proceeded to go through it.</p> <p>Until the school opens, the trust would manage the SCR for staff and governors. Within ALiS there were a number of safeguarding documents that KJ asked that all governors confirm they had read them to allow this to also be included in the SCR.</p> <p>Action: All governors to confirm they have read safeguarding documents on ALiS</p> <p>SW advised that governors would start to be linked to roles and responsibilities after Easter when more governors would be in place. CF advised he would be happy to be linked to finance.</p>	All
5.	Governor Recruitment	
	<p>SW advised he was keen to recruit governors from the local community and KJ added that a Chair of Governors from a local secondary school had expressed an interest in joining the LGB.</p> <p>Action: SW to liaise with Shelley Monk ref. joining the LGB</p>	SW
6.	Governor Induction	
	<p>It was agreed that once further governors were recruited to the LGB, SH would oversee the induction process.</p>	
7.	Policies	
	<p>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.</p> <p>Action: PR to table a list of required policies at the LGB on 31.01.22</p>	PR
8.	Training	
	<p>Post Meeting Note: SH advised of two documents on ALiS titled 'Governor Training Opportunities 2021-22' and 'Professional Learning Programme 2021-2022' for governors' awareness.</p>	

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9.	Any other business	
	<p>Parental Communication – MF asked if there were further means of communicating with parents and the wider community apart from social media? PR advised the school’s website was now ‘live’ and CF added that communications could also be included in noticeboards around the development as well as in the sales and marketing suite. A governor noted the school could also communicate via Barnwell Babble, a Facebook page.</p> <p>Governor Meetings – CF advised that governors would be welcome to hold the next meeting on 31st January in the meeting rooms at Marshall.</p>	
10.	Date of next meetings –	
	<p>LGB – Monday 31 January at 6.00pm (online?) LGB – Monday 7 March at 6.00pm (tbc)</p>	
	Meeting closed at 6.50pm	

Signed By:	Date: