

**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>	
	<b>Item 3 –</b> SH distributed Register of Pecuniary Interests forms to governors to complete and return to himself during the meeting.	
	<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>PR</b>
	<b>Post Meeting Note: KJ had asked Sarah Golding to allow SD and SM access to Teams</b>	
	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>	<b>SH</b>
	<b>Item 5 –</b> It was agreed that ALiS would prompt governors to read safeguarding documents.	

Signed By:	Date:

	<p><b>Item 6</b> – SW advised MF and himself had attended a recent community event and had met with a small number of parents, some of whom might be willing to join the LGB in due course. He had asked that governors be given greater notice of future events to allow them to attend. CF added the next event would be in April to tie in with the opening of the Market Square – the date would be confirmed in due course. He added approx. 100 of the 1300 dwellings were now inhabited</p> <p><b>Item 8</b> – It was agreed to carry-over the action for KJ to distribute a policy summary document and list of statutory academy polices to the LGB on 25 April 2022.  <b>Post Meeting Note: KJ had uploaded a policy list to the meeting folder</b></p> <p><b>Item 13</b> – The dates for the next two LGBs would be 25 April and 20 June. There was a further meeting planned on 11 July hopefully to allow governors an opportunity to tour the school.</p> <p>It was agreed all other actions had been completed.</p>	
6.	<p><b>Chairs Report</b></p> <p>SW advised he would like to include members of the local community on the LGB.</p>	
7.	<p><b>Project Update</b></p> <p>PR advised of the budget from the DfE for furniture, fixings and equipment and additional funding from Marshalls and Hill which was now all on order and would be delivered half in June and half in September. Whilst the overall project build was on track, there was a delay due to windows being delivered. Although the school would be open from September, the formal opening would likely be at the start of 2023.</p> <p><b>Action: Visuals of internal furniture and fixtures to be taken to LGB on 25.04.22</b></p> <p>PR advised the contractor would install bases for external equipment and the trust had worked hard to incorporate an area of existing woodland into the school site.</p> <p><b>Inspection</b> – PR advised there would shortly be an Ofsted pre-opening inspection and what it would include for. The local authority had agreed to underwrite funding for the first year to allow the school to open.</p> <p>She then advised she had prepared data ahead of the inspection to indicate how the school would work collaboratively with Fen Ditton to share resources.</p> <p>A governor queried if the school would contact other local primary schools who might be interested in also sharing resources? MF advised he would work closely with key members of staff from other local schools, and it would be only a short walk to Fen Ditton Primary School.</p> <p><b>Pupil Numbers</b> – There were presently 12 children who would start in the nursery, six in reception and the families of a further four children were considering the school and had asked about out of school provision. There was an applicant from a child with an EHCP and a further nine children who would start in other year groups.</p> <p><b>Action: PR to place details of pupil numbers into meeting folder</b></p> <p>PR advised of the importance of the school serving the development and when another new primary school opened in Cambridge, pupil numbers grew slowly as it only opened for reception children. She added the local authority was unsure which secondary school the school would feed into.</p> <p>A governor queried if families would wait for the school to open before deciding whether their children would join? CF advised the sales and marketing team were updating families on the school and PR added that a leaflet would be delivered to houses in the development.</p>	<p>PR/MF</p> <p>PR</p>

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	<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>SM/SW AS/PR</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>	

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	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>	

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