



PRESENT:	Stuart Wood (SW) Mike Fish (MF) Chris Flood (CF) Shelley Monk (SM)	Chair Principle Designate
APOLOGIES:	None	
IN ATTENDANCE:	Adam Burns (AB) Lauren Woods (LW) Stuart Hales (SH)	Observer Observer Clerk

Action Log

Item	Action	Resp.
1.	Parent election to take place in Autumn Term	MF/SH
1.	All governors to forward SH a bio and photo for inclusion on schools' website	SM/AB/LW
5.	The trust forwarded SM and SW a link to complete the Safer Recruitment module on Every prior to the meeting on 20.06.22	SW/SM
5.	SW to issue governor meeting dates for 2022-23	SW
7.	Governor's welcome to attend parents' event on 14 July and artists event on 20 August	ALL
14.	MF to consider governor improvements to Curriculum, Teaching & Assessment Policy	MF
14.	MF forwarded governors a list of statutory policies on 21.06.22 to allow governors to review those policies by 11.07.22	ALL
19.	SW to inform governors whether LGB on 11.07.22 will be at the school – if so, governors would meet at the adjacent Park & Ride site	SW/ALL

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting and introduced AB and LW as potential governors who would be attending as observers and governors introduced themselves. He would meet with AB and LW after the meeting and if still interested, LW would be a parent governor and AB a trust appointed governor - a parent election would take place during the autumn term. Action: Parent election to take place in Autumn Term Action: All governors to forward SH a bio and photo for inclusion on schools' website	SM/AB/ LW
	SW then advised governors would be designated link roles during the autumn term and that AS was also a governor at Fen Ditton Primary School who had been seconded to Marleigh. SD had also been a governor at Fen Ditton and would have to confirm if he wanted to continue in the role at Marleigh. The trust's Scheme of Delegation allows for a primary school LGB to have 8-12 governors and the school would aim for 12 to help share out link roles. Further people who were interested could join as associates.	
2.	Apologies and Quorum	
	There were no apologies, and the meeting was quorate. Alex Smaridge (AS) and Steve Dawson (SD) did not attend the meeting.	
3.	Declarations of interest	
	There were no declarations of interest for any items on the agenda.	
4.	Agree minutes of previous meeting – 25 th April 2022	
	The minutes had been circulated in advance of the meeting and were agreed as an accurate record. The paper version was signed by the Chair.	

Signed By:	Date:





5.	Matters arising and actions from previous minutes	
	Item 10 – SW advised he would liaise with the trust to allow SM and himself to complete safer	
	recruitment training. Post Meeting Note: The trust forwarded SM and SW a link to complete the Safer	SW/SM
	Recruitment module on Every prior to the meeting on 20.06.22	300/3101
	Item 10 – MF advised further changes had been made to the Positive Behaviour Policy because of the recent Ofsted pre-opening inspection.	
	Item 12 – SW advised as SH was also the clerk at Fen Ditton, he had agreed meeting dates with MF and Mr Askew and would circulate them to governors. There would be three meetings per term, two being LGBs with the third being a training event, perhaps with governors from Fen Ditton.	
	Action: SW to issue governor meeting dates for 2022-23	SW
	It was agreed all other actions had been completed.	
6.	Chairs Report	
	The item was not discussed.	
7.	Project Update	
	MF advised there had been an Ofsted pre-opening inspection on 16 June which had gone well and briefly advised of what it focused on. There would next be a DfE readiness visit on 30 June.	
	Pupil Numbers – The school would open with three classes and MF advised of the forecast numbers in each. There were currently eight children who would start in reception and seven in the nursery. He hoped numbers would increase as more houses in the development were occupied.	
	A governor queried if all children were from the Marleigh development? MF advised some children were from outside of catchment, with the majority from Marleigh. He then advised the school was exploring placement requests for four children with EHCPs and for the reasons why the school had only accepted one of them. SW noted there were children at Fen Ditton who should have been in a specialist placement and the local authority was reviewing where there was local 'capacity' and would consider new schools for this.	
	A governor queried if the school had received formal feedback from the Ofsted pre-opening inspection? MF advised schools would either pass or fail the inspection.	
	A governor queried if the school was concerned with the low numbers of children starting in September and whether there was a minimum threshold of children before a school could open? SW advised that new schools would normally only open to reception children and grow upwards each year and the DfE would monitor the school as it was unusual for new schools to accept	
	children in all year groups. MF advised of an expectation the school would run with three classes for two years and then expand thereafter.	
	Recruitment – MF advised four teachers had been recruited – one for KS2, one for KS1 and two based in the nursery and early years; one of whom would lead on setting up the early years and Maths. The trust had allowed the school to recruit a fourth teacher as she was a strong candidate with an understanding she would also teach at Fen Ditton to release additional leadership capacity.	
	A governor queried if the school would be charging Fen Ditton for the amount of time the teacher was based there? SW understood this would be the case.	
	MF advised the school had appointed Mr Forwood as Sports Lead who would be based at Marleigh for one day, Fen Ditton for three and the Howard School for one day each week. He	

Signed By:	Date:





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	then advised the school had interviewed for learning mentors today and had agreed one appointment. A further candidate had been offered a position and was currently considering the working hours. One mentor would work in the mornings and one in the afternoons, both covering the wrap around care provision.	
	The school would also look to appoint a 1-1 learning mentor for the child with an EHCP. A governor queried if there would be a learning mentor for every class? MF advised the budget only allowed for one position, mainly based in KS2.	
	The school had also advertised for a nursery practitioner but had had no interest and would re- advertise for the position and MF added if governors had any further suggestions as to where adverts could be placed to please inform him.	
	MF advised Mrs Hedges had been appointed as office manager and Mr Bennett as site Manager, both having started on 6 th June.	
	A governor queried where these persons were currently based? MF advised the handover of the school had been delayed to 26 July. It would leave little time for teachers to prepare classrooms for September. He had planned a couple of staff induction days in July	
	MF advised there had been a new parent meeting on 9 June which had provided an opportunity to receive parental feedback on vision and values that were important to them. There would be an opportunity for parents to meet with teachers on 14 July and an artist's event on 20 August and governors would be welcome to attend both events. Action: Governor's welcome to attend parents' event on 14 July and artists event on 20 August August	ALL
	SW asked if there were any further queries? There were none.	
8.	Safeguarding	
	MF advised it would be a standing item on LGB agendas, and there was nothing to add at this time.	
	SW advised Fen Ditton Primary School had registered with e-safety and asked staff, parents, and governors to complete annual training. Fen Ditton governors had started a tracker in 2021- 22 to confirm they had read safeguarding documentation and completed training and there had been some duplication with safeguarding training requested by the trust. He then advised the trust used ALiS, their own intranet system and governors at Fen Ditton used SharePoint. The trust was developing a new collaborative system.	
	MF advised of a request for AS to have a Certificate of Good Conduct.	
	It was agreed that as governors would be requested to complete safeguarding training at the start of 2022-23, that they don't do any further for the current year.	
9.	Recruitment and Finance Update	
	A governor queried when would financial management accounts be brought to meetings? MF advised that for 2022-23, the schools accounts would be based on a DfE template. SW suggested governors would be able to review financial accounts twice yearly and the trust would instead prefer that governors focus on the quality of education. The trust had funded two classes and the local authority had guaranteed funding for a third class for the first two years.	
	MF advised the nursery and wraparound care accounts must remain separate from the main school and be financially sustainable.	

Signed By:	Date:





	SW noted one governor at Fen Ditton was linked		
	budgets in April for LGBs to approve in June and	then go to the trust board for final approval.	
10.	D. Staff Handbook		
10.	MF advised it was one of the documents that req	uired to be in place ready for the Ofsted	
	inspection last week. There would also be a separate staff induction policy.		
	MF briefly went through the timings of the school	day from Section 4.	
	A governor noted that assemblies would be at the		
	a reason for it? MF advised this arrangement had		
	worked well and meant the main lessons would b		
	fresh. KS2 children would enter via the main doo		
	the main gate. Parents will be able to come into t		
	school day to drop and pick up children and mee		
	In terms of attendance, a governor noted childrer the mornings and afternoons and queried if the set		
	MF advised it would.	chool would consider both to be in equal parts?	
	A governor queried if the forest area would be ac	cessible during playtimes? MF advised that	
	children would only use it with adult supervision.		
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	SW asked if there were any further queries? The	re were none.	
11.	Staff Induction		
	It was agreed this had already been discussed.		
	Health & Safety		
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Signed By:	Date:





	A governor suggested that the Curriculum, Teaching ad Assessment Policy was very detailed and suggested there either be a summary at the beginning of the document or a separate summary document for parents use or a separate podcast? Action: MF to consider governor improvements to Curriculum, Teaching & Assessment Policy	MF
	As there were a number of policies taken to the meeting, it was agreed that MF would inform governors of which policies were statutory for them to first approve. Governors would then forward comments on these back to MF by the LGB on 11 July. Post Meeting Note: MF forwarded governors a list of statutory policies on 21.06.22 to allow governors to review those policies by 11.07.22	ALL
	 SW then advised policies fell into one of three categories: - Trust policies Trust policies that required personalising to the school School policies that required governor approval 	
15.	Governor Matters Governor Recruitment – It was agreed this had already been discussed.	
	Training – SW advised the trust had paid for all schools to have access to the NGA who provided a wider range of training opportunities.	
16.	Standing Items	
	Trust Matters – SW advised the Anglian Governance Forum meets twice termly. When schools academise, they have three years before an inspection and the trust were considering ways as to how they can further support governors in the future. Central government proposals that all schools academise by 2030 will have a growing pressure on existing trusts to accept further schools and he noted the trust will be responsible for the new primary school within the development at Waterbeach. The local authority had not confirmed which secondary school children from Marleigh would join.	
	Fen Ditton Primary School – SW advised this would be a standing item due to its proximity to Marleigh and the opportunities for collaborative working with it.	
17.	Any Other Business	
	Staff Wellbeing – A governor noted as the handover of the school had been delayed to 26 July, for the school to be mindful over the minimal time for teachers to set up their classrooms ready for September. MF advised he would try to keep two training days at the start of the autumn term as free as possible to allow preparation time for teachers.	
18.	Review of meeting	
	There was nothing further to add.	
19.	Date of next meetings	
	LGB – Monday 11 July at 6.00pm (Post Meeting Note: Meeting was subsequently cancelled) Parents Event – Thursday 14 July Artists Event – Saturday 20 August Action: SW to inform governors whether LGB on 11.07.22 will be at the school – if so, governors would meet at the adjacent Park & Ride site	SW/ALL

Signed By:	Date:





Meeting closed at 8.00pm

Signed By:	Date: