

PRESENT: Stuart Wood (SW) Chair
 Mike Fish (MF) Principle Designate
 Chris Flood (CF)
 Shelley Monk (SM)

APOLOGIES: None

IN ATTENDANCE: Adam Burns (AB) Observer
 Lauren Woods (LW) Observer
 Stuart Hales (SH) Clerk

Action Log

| Item | Action | Resp. |
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| 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. |
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| 1. | <p>Welcome from the Chair</p> <p>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.</p> <p>Action: Parent election to take place in Autumn Term Action: All governors to forward SH a bio and photo for inclusion on schools' website</p> <p>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.</p> <p>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.</p> | SM/AB/LW |
| 2. | <p>Apologies and Quorum</p> <p>There were no apologies, and the meeting was quorate. Alex Smaridge (AS) and Steve Dawson (SD) did not attend the meeting.</p> | |
| 3. | <p>Declarations of interest</p> <p>There were no declarations of interest for any items on the agenda.</p> | |
| 4. | <p>Agree minutes of previous meeting – 25th April 2022</p> <p>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.</p> | |

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| | <p>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.</p> <p>The school would also look to appoint a 1-1 learning mentor for the child with an EHCP.</p> <p>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.</p> <p>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.</p> <p>MF advised Mrs Hedges had been appointed as office manager and Mr Bennett as site Manager, both having started on 6th June.</p> <p>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</p> <p>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.</p> <p>Action: Governor's welcome to attend parents' event on 14 July and artists event on 20 August</p> <p>SW asked if there were any further queries? There were none.</p> | <p>ALL</p> |
| <p>8.</p> | <p>Safeguarding</p> | |
| | <p>MF advised it would be a standing item on LGB agendas, and there was nothing to add at this time.</p> <p>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.</p> <p>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.</p> <p>MF advised of a request for AS to have a Certificate of Good Conduct.</p> <p>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.</p> | |
| <p>9.</p> | <p>Recruitment and Finance Update</p> | |
| | <p>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.</p> <p>MF advised the nursery and wraparound care accounts must remain separate from the main school and be financially sustainable.</p> | |

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| | SW noted one governor at Fen Ditton was linked to finances and the trust would start to prepare budgets in April for LGBs to approve in June and then go to the trust board for final approval. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Staff Handbook | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>MF advised it was one of the documents that required to be in place ready for the Ofsted inspection last week. There would also be a separate staff induction policy.</p> <p>MF briefly went through the timings of the school day from Section 4. A governor noted that assemblies would be at the end of the school day and queried if there was a reason for it? MF advised this arrangement had been in place at his previous school and had worked well and meant the main lessons would be in the morning when children were most fresh. KS2 children would enter via the main doors and nursery, reception and KS1 children via the main gate. Parents will be able to come into the school grounds at the start and end of the school day to drop and pick up children and meet with class teachers if required. In terms of attendance, a governor noted children attendance registers would be taken both in the mornings and afternoons and queried if the school would consider both to be in equal parts? MF advised it would. A governor queried if the forest area would be accessible during playtimes? MF advised that children would only use it with adult supervision.</p> <p>SW asked if there were any further queries? There were none.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Staff Induction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | It was agreed this had already been discussed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Health & Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | MF advised it would be a standing item on LGB agendas, but there was nothing to add at this time. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Review of Action Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | The item was not discussed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Policies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The following policies had been distributed prior to the meeting; -</p> <table border="0"> <tr> <td>Accessibility Plan (June 2022)</td> <td>Lettings (May 2022)</td> </tr> <tr> <td>Anti-Bullying (April 2022)</td> <td>Managing Medical Needs and First Aid (1.1) (Summer 2021-22)</td> </tr> <tr> <td>Anti-Bullying (May 2022)</td> <td>Physical Intervention (May 2022)</td> </tr> <tr> <td>Attendance (May 2022)</td> <td>Positive Behaviour (June 2022)</td> </tr> <tr> <td>British Values (June 2022)</td> <td>Prejudice Related Incidents (May 2022)</td> </tr> <tr> <td>Critical Incident Business Continuity v1.0 (Summer 2021)</td> <td>Prevent Action Plan (May 2022)</td> </tr> <tr> <td>Curriculum, Teaching & Assessment (June 2022)</td> <td>PSHCE (May 2022)</td> </tr> <tr> <td>Early Years (June 2022)</td> <td>Relationships and Sex education (June 2022)</td> </tr> <tr> <td>Educational Visits (April 2022)</td> <td>SEND</td> </tr> <tr> <td>Emergency Closure (June 2022)</td> <td>Spiritual, Moral, Social and Cultural SMSC (May 2022)</td> </tr> <tr> <td>English as an Additional Language EAL (May 2022)</td> <td>Staff Handbook (May 2022)</td> </tr> <tr> <td>E-Safety (April 2022)</td> <td>Staff Induction (May 2022)</td> </tr> <tr> <td>Fair Recruitment (June 2022)</td> <td>Supervision (May 2022)</td> </tr> <tr> <td>Health&Safety (June 2022)</td> <td>Teaching Political Issues (May 2022)</td> </tr> <tr> <td>Intimate Care (May 2022)</td> <td>Uniform (May 2022)</td> </tr> <tr> <td></td> <td>Visiting Speaking (May 2022)</td> </tr> </table> | Accessibility Plan (June 2022) | Lettings (May 2022) | Anti-Bullying (April 2022) | Managing Medical Needs and First Aid (1.1) (Summer 2021-22) | Anti-Bullying (May 2022) | Physical Intervention (May 2022) | Attendance (May 2022) | Positive Behaviour (June 2022) | British Values (June 2022) | Prejudice Related Incidents (May 2022) | Critical Incident Business Continuity v1.0 (Summer 2021) | Prevent Action Plan (May 2022) | Curriculum, Teaching & Assessment (June 2022) | PSHCE (May 2022) | Early Years (June 2022) | Relationships and Sex education (June 2022) | Educational Visits (April 2022) | SEND | Emergency Closure (June 2022) | Spiritual, Moral, Social and Cultural SMSC (May 2022) | English as an Additional Language EAL (May 2022) | Staff Handbook (May 2022) | E-Safety (April 2022) | Staff Induction (May 2022) | Fair Recruitment (June 2022) | Supervision (May 2022) | Health&Safety (June 2022) | Teaching Political Issues (May 2022) | Intimate Care (May 2022) | Uniform (May 2022) | | Visiting Speaking (May 2022) | |
| Accessibility Plan (June 2022) | Lettings (May 2022) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>A governor suggested that the Curriculum, Teaching and 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?</p> <p>Action: MF to consider governor improvements to Curriculum, Teaching & Assessment Policy</p> <p>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.</p> <p>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</p> <p>SW then advised policies fell into one of three categories: -</p> <ul style="list-style-type: none"> • Trust policies • Trust policies that required personalising to the school • School policies that required governor approval | <p>MF</p> <p>ALL</p> |
| 15. | Governor Matters | |
| | <p>Governor Recruitment – It was agreed this had already been discussed.</p> <p>Training – SW advised the trust had paid for all schools to have access to the NGA who provided a wider range of training opportunities.</p> | |
| 16. | Standing Items | |
| | <p>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.</p> <p>The local authority had not confirmed which secondary school children from Marleigh would join.</p> <p>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.</p> | |
| 17. | Any Other Business | |
| | <p>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.</p> | |
| 18. | Review of meeting | |
| | There was nothing further to add. | |
| 19. | Date of next meetings | |
| | <p>LGB – Monday 11 July at 6.00pm (Post Meeting Note: Meeting was subsequently cancelled)</p> <p>Parents Event – Thursday 14 July</p> <p>Artists Event – Saturday 20 August</p> <p>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</p> | SW/ALL |

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| | Meeting closed at 8.00pm | |
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