

- PRESENT:**                   Stuart Wood (SW)       Chair  
                                   Mike Fish (MF)         Head  
                                   Clare Draper (CD)  
                                   Chris Flood (CF)  
                                   Shelley Monk (SM)  
                                   Alex Smaridge (AS)
- APOLOGIES:**             Adam Burns (AB)  
                                   Lauren Wood (LW)
- IN ATTENDANCE:**       Megha Kishore (MK)   Observer  
                                   Gemma Phillips (GP)  Observer  
                                   Dom Vicinanza (DV)   Observer  
                                   Stuart Hales (SH)     Clerk

**Action Log**

| Item | Action   | Resp.        |
|------|--|--------------|
| 1.   | SW to meet with MK, GP and DV ref joining LGB  | SW,MK, GP,DV |
| 3.   | Link Governors to be agreed at LGB on 12.12.22   | All          |
| 3.   | Governors unanimously recommended SM to be Vice-Chair for 2022-23 – trust to be informed                   | SW/SH        |
| 5.   | CD to forward bio and photo to SH for inclusion on school website  | CD/SH        |
| 5.   | SM to complete Safer Recruitment module on Every   | SM           |
| 5.   | SH to seek clarification from trust on Certificate of Good Conduct   | SH           |
| 12.  | Governors to approve statutory list of policies by end of half term break – MF to resend them to governors | MF/All       |
| 12.  | SH to forward details to allow governors to access Connect   | SH           |

| No        | Description  | Resp.               |
|-----------|--|---------------------|
| <b>1.</b> | <b>Welcome from the Chair</b>  |                     |
|           | SW welcomed all to the meeting and introduced MK, GP and DV as potential governors who would be attending as observers and governors introduced themselves. He would meet with them after the meeting and if still interested, their governor application would be progressed with the trust.<br><b>Action: SW to meet with MK, GP and DV ref joining LGB</b>  | <b>SW,MK, GP,DV</b> |
| <b>2.</b> | <b>Apologies and Quorum</b>  |                     |
|           | Apologies were received from AB and LW that were accepted by governors. The meeting was quorate.   |                     |
| <b>3.</b> | <b>Declarations of interest</b>  |                     |
|           | There were no declarations of interest for any items on the agenda.<br><br>SW advised from the trust's handbook, LGBs should have between 8 and 12 governors (the LGB would now have 11) and have the following composition: - <ul style="list-style-type: none"> <li>• One Headteacher</li> <li>• Two parent governors</li> <li>• Seven trust appointed governors</li> <li>• One staff governor</li> </ul> Further parents could join as associates if necessary. |                     |

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|           | <p>After the meeting, it would be agreed whether the three observers would join as parent or co-opted governors.</p> <p>SW then advised within primary LGBs, there was a requirement to appoint a link governor to focus on Pupil Premium, SEND and Safeguarding, as well as considering Wellbeing.<br/> <b>Action: Link Governors to be agreed at LGB on 12.12.22</b></p> <p>He then advised the safeguarding governor would be expected to review the SCR on a termly basis and also meet with DSLs. There was a group within the trust for safeguarding governors from all schools to meet and share best practice.</p> <p>SW advised he had been appointed as Chair by the trust for three years and recommended SM be appointed as Vice-Chair for 2022-23. He would take a three-month sabbatical during August-October 2023 and would plan for the continual running of the LGB around this.<br/> <b>Action: Governors unanimously recommended SM to be Vice-Chair for 2022-23 – trust to be informed</b></p> <p>SW advised AS had agreed to step down from the LGB at Fen Ditton to allow her to focus on being a governor at Marleigh.</p> | <p><b>All</b></p> <p><b>SW/SH</b></p>              |
| <b>4.</b> | <b>Agree minutes of previous meeting – 20<sup>th</sup> June 2022</b>   |  |
|           | 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.  |  |
| <b>5.</b> | <b>Matters arising and actions from previous minutes</b>   |  |
|           | <p><b>Item 1</b> – It was agreed as there were three observers at the meeting, a parent election would not be required.</p> <p><b>Item 1</b> – New governors were asked to forward SH a bio and photo for inclusion on the school’s website.<br/> <b>Action: CD to forward bio and photo to SH for inclusion on school website</b></p> <p><b>Item 5</b> – SW advised he had completed the Safer Recruitment module on Every – SM still had to do so.<br/> <b>Action: SM to compete Safer Recruitment module on Every</b></p> <p><b>Item 14</b> – MF advised he had included governors’ improvements into to the Curriculum, Teaching &amp; Assessment Policy.</p> <p><b>Item 14</b> – It was agreed policies would be further discussed under Item 12.</p> <p>It was agreed all other actions had been completed.</p> <p>AS queried whether she would still require a Certificate of Good Conduct as she had now resided in the UK for six years?<br/> <b>Action: SH to seek clarification from trust on Certificate of Good Conduct</b></p>   | <p><b>CD</b></p> <p><b>SM</b></p> <p><b>SH</b></p> |
| <b>6.</b> | <b>Chairs Report</b>   |  |
|           | SW advised he would prepare a Chairs Newsletter after the meeting.   |  |
| <b>7.</b> | <b>Project Update</b>  |  |
|           | <b>Pupil Numbers</b> – MF advised numbers continued to increase weekly, and he was showing further interested families around the school. He then advised of the pupil numbers in each year and how they split into three classrooms.  |  |

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|     | <p>A governor queried how CD was managing the continual increase in numbers within her class? CD briefly advised of the challenges around this, and MF added that he would agree a limit on pupil numbers in each class with the trust as there were a wide range of ages and abilities.</p> <p>MF advised prior to opening, there had been a plan for a KS2 learning mentor and the reasons why they had been deployed elsewhere in the school. There would be a review of the nursery and wrap around provision and governors then briefly discussed pupil numbers and finances over the first three years</p> <p>A governor queried if financial reports for the nursery should be taken to LGBs?</p> <p>SW advised the LGB on 14 November would be a joint training session with governors from Fen Ditton and the trust.</p> <p>A governor queried if the wraparound care provision could be outsourced to reduce costs? MF advised part of the schools' vision was to have an inclusive provision and staff had already been appointed for it. The school would adhere to legal ratios when staffing the nursery and wraparound care provision.</p> <p>A governor queried if the school had considered a point in the future when it would review its 'journey'? MF advised there were presently no milestones in place for this.</p> <p>MF advised a child with an EHCP would join the school and adverts had gone out for a 1to1 learning mentor with the closing date today. Three candidates had been shortlisted for interviews on 4 October. The school was already in receipt of the child's funding (all schools would have to fund the first £6k of every plan)</p> <p>He then advised due to the number of available staff, teachers were being asked to help with lunchtimes and were not always receiving their break.</p> <p>A governor queried if the school could utilise volunteers for this role? MF advised a MDSA was in place for two days/week as well as their being two volunteers for other days.</p> |  |
| 8.  | <p><b>Safeguarding</b></p>  |  |
|     | <p>MF advised of reasons why there had been a delay in starting to use MyConcern, a platform used to manage safeguarding at the start of term – concerns were being logged via paper in the meantime. The school would liaise with previous education settings to allow it to be informed of any historical concerns for each child.</p> <p>A governor queried if there were any safeguarding concerns to report to governors? MF advised there had only been minor concerns to date and two members of staff would be trained as DDSLs as well as himself as DSL. The biggest concern had been allowing contractors onto the site after school to complete snagging works.</p>   |  |
| 9.  | <p><b>Recruitment and Finance Update</b></p>  |  |
|     | <p>It was agreed this had already been discussed.</p>   |  |
| 10. | <p><b>Health&amp;Safety</b></p>   |  |
|     | <p>MF advised Mr Bennett the site manager was overseeing H&amp;S around the school.</p> <p>A governor queried as the school was now open, was there a means to forward comments to the trust on its layout and design, to allow for improvements to be made to future new schools? MF advised that he would continue to pass comments back to the central team.</p> <p>SW advised at Fen Ditton; governors were linked to priorities within the Academy Improvement Plan but as Marleigh was in its first year asked what governors should focus on in 2022-23? MF suggested the following priorities: -</p> <ul style="list-style-type: none"> <li>• Pupil Wellbeing</li> <li>• Curriculum Development</li> </ul>  |  |

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|            | <ul style="list-style-type: none"> <li>• Use of STEPs (therapeutic approach used in all schools in Cambridgeshire)</li> <li>• Building Community (inc. starting a PTA)</li> <li>• Early Years (opportunities for staff to review best practice from other settings)</li> </ul> <p>A governor queried how the school's curriculum had been developed? MF advised it had initially been an 'ideal' curriculum which had then been amended to suit the schools setting. The school had brought into several scheme of works which would also be adapted to suit the school.</p> <p>SW asked if there were any further queries? There were none and he asked MF pass on governors thanks to staff.</p>  |                         |
| <b>11.</b> | <b>Review of Action Plan</b>  |                         |
|            | It was agreed to remove this from agendas.  |                         |
| <b>12.</b> | <b>Policies</b>   |                         |
|            | <p>SW advised policies fell into one of three categories; -</p> <ul style="list-style-type: none"> <li>• Trust polices</li> <li>• Trust policies to be amended to suit the school's context</li> <li>• Policies set by individual schools</li> </ul> <p>MF advised he had forwarded a list of policies to be approved to governors prior to the meeting and that some statutory policies had been placed on the website without having governor approval.</p> <p>A governor queried if policies could be reviewed ahead of the LGB in December where it could be formally minuted that they had been approved?</p> <p><b>Action: Governors to approve statutory list of policies by end of half term break – MF to resend them to governors</b></p> <p>SW advised at Fen Ditton, associated policies would be reviewed at the same time as when governors were reviewing both SEND and the curriculum. He then shared his computer screen to show governors 'Connect' the trusts new collaborative platform for governors.</p> <p><b>Action: SH to forward details to allow governors to access Connect</b></p> | <p>MF/All</p> <p>SH</p> |
| <b>13.</b> | <b>Governor Matters</b>   |                         |
|            | <p><b>Governor Newsletter</b> – It was agreed this had already been discussed.</p> <p><b>Governor Recruitment</b> – It was agreed this had already been discussed.</p> <p><b>Governor Visits</b> – It was agreed this would be a standing item on all agendas.</p> <p><b>Training</b> – CF advised he had completed safeguarding training via Mentor and SW added the trust had allowed for governors in all schools to have access to the NGA. He suggested the school could utilise a tracker similar to Fen Ditton to allow governors to confirm they had completed all safeguarding training.</p>   |                         |
| <b>14.</b> | <b>Standing Items</b>   |                         |
|            | <p><b>Trust Matters</b> – SW advised LGB Chairs would attend a termly Anglian Governor Forum.</p> <p><b>Safeguarding</b> – It was agreed this had already been discussed.</p> <p><b>Staff Wellbeing</b> – There was nothing to report.</p>  |                         |

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|            | <b>Fen Ditton Primary School</b> – KS2 children had attended a harvest assembly at Fen Ditton Primary School today.   |  |
| <b>15.</b> | <b>Any Other Business</b>   |  |
|            | <p><b>Meeting Room</b> – As there were now additional governors, a governor queried if a larger room would be more suitable? MF advised he would consider alternative rooms and SW added on-line meetings would be considered over the winter period to allow staff to attend from home.</p> <p><b>DBSs</b> – A governor queried if there was a requirement for governors to have DBSs? SW advised they would form part of the induction process and would be managed by the school office.</p> <p><b>Christmas Market</b> – CF advised there would be a Christmas market in the Jubilee Square on Saturday 3 December.</p> |  |
| <b>16.</b> | <b>Review of meeting</b>  |  |
|            | There was nothing to add.   |  |
| <b>17.</b> | <b>Date of next meetings</b>  |  |
|            | <p><b>LGB</b> – Monday 14 November at 6.00pm (training with Fen Ditton)</p> <p><b>LGB</b> – Monday 12 December at 6.00pm</p> <p><b>LGB</b> – Monday 23 January at 6.00pm</p>  |  |
|            | <b>Meeting closed at 7.40pm</b>   |  |

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