

PRESENT:

Stuart Wood (SW)	Chair
Mike Fish (MF)	Head
Chris Flood (CF)	
Megha Kishore (MK)	
Shelley Monk (SM)	
Gemma Phillips (GP)	
Alex Smaridge (AS)	
Dom Vicinanza (DV)	
Lauren Woods (LW)	

APOLOGIES:

Adam Burns (AB)
Clare Draper (CD)

IN ATTENDANCE:

Stuart Hales (SH)	Clerk
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Action Log

Item	Action	Resp.
3.	SH to forward AB, MK, GP, DV and LW annual pecuniary interests forms to complete and return to him	SH,AB,MK GP,DV,LW
5.	SH to review governor appointments had been approved by the trust	SH
5.	AB, MK, GP and LW to forward photo and bio to MF for inclusion on school website	AB,MK GP,LW
5.	Governor photographic ID badges available for when governors visit the school	MF
5.	SH to review new governors have AL emails and can access Connect and NGA	SH
9.	Review of governor roles and responsibilities to be taken to LGB on 23.01.23	SW/SH
9.	SH to update Kerrie Jones on governors with statutory roles	SH
9.	Discussion on governor training in November to be taken to LGB on 23.01.23	SW/SH
10.	MF to include statement within Prejudice Related Incidents Policy around support for instigator and the restorative steps	MF
10.	Bullying and prejudice related incidents to be standing items in all Heads Reports	MF
11.	Nonparent governors to be included in correspondence sent to parents	MF
13.	Kerrie Jones to be invited to start of LGB on 23.01.23 to provide an oversight of risk register	SW/SH

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed governors to the meeting.	
2.	Apologies and Quorum	
	Apologies were received from AB and CD that were accepted by governors. The meeting was quorate.	
3.	Declarations of interest	
	There were no declarations of interest for any items on the agenda. Post Meeting Note: SH reviewed that all governors had completed their annual declaration of interests after the meeting. Action: SH to forward AB, MK, GP, DV and LW annual pecuniary interests forms to complete and return to him	SH,AB,MK GP,DV,LW
4.	Agree minutes of previous meeting – 26th September 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.	
5.	Matters arising and actions from previous minutes	

Signed By:	Date:

	<p>Item 1 – SW advised GP and DV had been appointed as trust governors and MK and LW as parent governors. Action: SH to review governor appointments had been approved by the trust</p> <p>Item 3 – It was agreed vice-chairs would be appointed on an annual basis.</p> <p>Item 5 – Post Meeting Note: SH reviewed that all governors had forwarded a photo and bio to the school for inclusion on the website after the meeting. Action: AB, MK, GP and LW to forward photo and bio to MF for inclusion on school website</p> <p>A governor queried if it would be possible to have photographic ID badges for when governors visit the school? MF advised this would be possible. Action: Governor photographic ID badges available for when governors visit the school</p> <p>Item 5 – SM advised she still had to complete the Safer Recruitment module on Every.</p> <p>Item 12 – MF advised all statutory policies were now on the schools' website. Action: SH to review new governors have AL emails and can access Connect and NGA</p> <p>It was agreed all other actions had been completed.</p>	<p style="text-align: right;">SH</p> <p style="text-align: right;">AB,MK GP,LW</p> <p style="text-align: right;">MF</p> <p style="text-align: right;">SH</p>
6.	Chairs Report	
	<p>SW advised he would prepare a Chairs Newsletter after the meeting and noted the school had not been included within Hill literature for the development and he had since informed them of this.</p>	
7.	Heads Report	
	<p>The Heads Report was distributed prior to the meeting and MF would welcome comments on its format and ease of use to governors?</p> <p>Comments on Heads Report – A governor queried if there should also be a heading for finance to provide governors with an oversight of the school's finances? MF advised points 1.7 and 1.8 included financial information. A governor noted a discussion on finances during the governor training in November and queried how governors could recommend budgets if they had not received details of it? SW advised it was also a challenge for Fen Ditton Primary School and the budget for the first two years at Marleigh was already agreed. A governor noted the nursery must remain financially self-sustainable. A governor asked if there could be a table included in all reports to indicate the staffing structure as well as their responsibilities to allow governors to liaise with them around visits? MF advised there was an up-to-date staff list on the schools' website.</p> <p>Values – A governor noted comments on the school's values had been included in the report and queried the role of governors around agreeing them and were they finalised? MF suggested they could have been taken to a previous LGB and could be updated and revised. A governor advised that it could be beneficial to receive parental feedback on the values.</p> <p>Baseline Assessment Summaries – A governor asked for an update after the baseline assessments had been completed in Autumn 1? MF advised assessments had been completed by the majority of children during a set period given by the trust. Children joining the school after this had also completed them and this would continue through the year. Children within the school had a wide range of starting points. There were no comparisons presently and he understood there was a piece of work going on around this within the trust.</p>	

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	<p>A governor queried if there were any concerns from the assessments and if so, how did the school plan to address them? MF advised it had been a small data set and teachers would review children's progress and attainment on an individual basis</p> <p>MF advised from the appendix on page 5, 100 was an average standardised score based on children's ages. A governor noted from the Bell Foundation, scores between 85 and 115 were considered within an acceptable range.</p> <p>A small number of KS1 children had not completed the baseline assessments due to having low levels of English and would join reception for daily phonics and the curriculum would be personalised accordingly.</p> <p>A governor noted Yr4 data and queried were there any targeted interventions, especially around English and Maths? MF advised there were some special needs within the cohort, some which had been highlighted from previous schools. The school had completed a dyslexia screening for all children and would respond to concerns raised from this.</p> <p>A governor queried if it would be possible to include a narrative around the data and how the school would use it to plan for the rest of the year?</p> <p>A governor queried if there had been any observations completed around the curriculum challenges and had there been any areas identified where staff required additional support? MF advised of the reasoning why the school had invested in a number of different curriculum schemes and would plan appropriate training for all staff. Two other schools in the trust also used the same English curriculum and a teacher from one of them would visit to lead a staff training session and one teacher would also attend a conference around it.</p> <p>MF advised monitoring would focus on English, Maths and Science and the school had a very broad curriculum in place with a number of enrichment events, especially around STEM.</p> <p>A governor queried how teachers would adjust the curriculum for the range of abilities within a small cohort? MF advised of detailed planning by teachers and noted the level of ability, SEND, SEMH and behavioural needs in the school. The school was liaising with the central team around additional support.</p> <p>A governor queried if there was an update on the additional nursery practitioner advert? MF advised the advert had been out for one week and no candidates had applied to date, perhaps due to the time of year. The school would place a further advert in January if required and would consider the use of agency staff to ensure the correct ratio of adults to children in the nursery was maintained.</p> <p>A governor noted one member of staff also worked at Fen Ditton Primary school and queried if this arrangement could change as pupil numbers increased? MF advised the agreement was for the teacher to work one day/week at Fen Ditton for 2022-23 at least, although this could be reviewed if pupil numbers increased significantly.</p> <p>Staffing Update – MF advised learning mentors had been supporting two children with Type 1 diabetes (which the school had not received any additional funding for). He planned that both mentors would be able to return to KS2 from the spring term.</p> <p>A governor queried if the school could obtain an EHCP for them? MF advised within Cambridgeshire; plans could only be in place if a condition affected a child's learning.</p> <p>A governor queried how the school would ensure new staff were aware of children's needs? MF advised monitoring would continue as process' that were initially in place wouldn't work as numbers increased.</p> <p>Attendance – A governor queried was there any benchmarking both within the trust and nationally? MF advised due to the time of the academic year; absence would have a significant impact on a child's attendance. He would wait until the end of the autumn term before issuing any attendance letters to parents. SW shared the pupil premium and overall attendance for Fen Ditton Primary School as of last week as a comparison.</p>	
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	<p>A governor queried if there were any other strategies in place to support attendance? MF advised it depended on individual children and the school would continue to liaise with external agencies where required.</p> <p>Behaviour – A governor noted issues in one class and queried how the teacher was managing them? MF advised he would continue to monitor the teacher’s welfare and would teach the class for one day/week to allow the class teacher additional release time. There were now 18 children in the class and there was an agreement with admissions at the local authority that when it reached 20, only children from within the Marleigh development would be admitted.</p> <p>SW asked if there were any further queries? There were none.</p>	
8.	<p>AIP Priorities</p> <p>This was discussed under Items 7 and 9.</p>	
9.	<p>LGB Governor Roles</p> <p>A governor noted the link to the AIP within the Heads report and queried how it could be reviewed by governors through the year? SW advised at Fen Ditton, governors were linked to a priority within the AIP and would develop a plan as to how they would monitor it through the year and report back at the final LGB in the summer term. He then suggested that at Marleigh, two governors be linked to each of the four priorities in the AIP to allow governors the opportunity to consider how they might monitor it ahead of the LGB on 23 January 2023.</p> <p>SW advised there were three statutory roles for primary schools (Safeguarding, SEND and Pupil Premium) and LGBs could also have a link governor to finances.</p> <p>He then suggested governors be linked to the following areas: -</p> <ul style="list-style-type: none"> • Safeguarding – GP (with DV as deputy) • SEND – AS • Pupil Premium – AB • Finances – CF <p>SW then suggested the following links to the AIP; -</p> <ul style="list-style-type: none"> • Priority 1 People and Leadership – CF and SW • Priority 2a Curriculum – SM and MK • Priority 2a Inclusion – AB, AS and LW • Priority 2a Safeguarding – GP and DV <p>He noted the trust had started to arrange termly forums for these roles to allow governors from different schools to share best practice and there would be an overlap between areas.</p> <p>Action: Review of governor roles and responsibilities to be taken to LGB on 23.01.23 Action: SH to update Kerrie Jones on governors with statutory roles Action: Discussion on governor training from November to be taken to LGB on 23.01.23</p>	<p>SW/SH SH SW/SH</p>
10.	<p>Policies</p>	
	<p>British Values (MPA June 2022) – A separate document was distributed prior to the meeting.</p> <p>Prejudice Related Incidents (MPA May 2022) – A separate document was distributed prior to the meeting.</p> <p>A governor queried if the document should include a statement around challenging a child’s behaviour and also consequences?</p>	

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	<p>Action: MF to include statement within Prejudice Related Incidents Policy around support for instigator and the restorative steps</p> <p>A governor queried under 10.3, was the CC PRfE the same as My Concern? MF advised it was a different platform to allow for the reporting of anonymised prejudice related data.</p> <p>A governor queried under 10.5, the Head would report the number and nature of any prejudice related incidents and any actions taken to deal with them to the LGB on a termly basis.</p> <p>Action: Bullying and prejudice related incidents to be standing items in all Heads Reports</p> <p>Spiritual, Moral, Social and Cultural - SMSC (MPA May 2022) – A separate document was distributed prior to the meeting.</p> <p>All three policies were unanimously approved by governors</p> <p>Policies had been distributed both as a pdf and as a link to the word version on SharePoint to allow governors to comment directly on each document. Governors would be welcome to forward any further comments on the three policies to MF via email or by commenting directly onto each policy.</p> <p>It was noted Heads of primary schools in the trust had responsibility for H&S.</p> <p>DV left the meeting</p>	<p>MF</p> <p>MF</p>
<p>11.</p>	<p>Governor Matters</p> <p>Governor Newsletter – SW advised he had written a newsletter earlier in the term and would write a further one before the end of the autumn term.</p> <p>A governor queried if it would be possible for nonparent governors to have access to Bromcom to allow them to have a fuller understanding of the school? MF advised it would be.</p> <p>Action: Nonparent governors to be included in correspondence sent to parents</p> <p>Governor Recruitment – The LGB had one vacancy and SW advised of a possible candidate and he would like to recruit from within the community.</p> <p>Governor Visits – This would be discussed at the LGB on 23 January 23.</p> <p>Training – Governors would be able to access training via the NGA. SW advised should new governors have questions, please forward them to himself.</p>	<p>MF</p>
<p>12.</p>	<p>Standing Items</p> <p>Trust Matters – SW advised there had not been a further meeting since Autumn 1.</p> <p>Safeguarding – There was nothing to report.</p> <p>Staff Wellbeing – SW advised he was linked to wellbeing at Fen Ditton and would be happy to continue in the role at Marleigh unless another governor would be happy to lead on it. CD had already agreed to be the link with other staff.</p> <p>A governor noted the ‘Reward and Recognition’ scheme which had been introduced within the civil service to offer a small sum of money to others in recognition of their hard work and queried if there was anything similar in the teaching profession? GP advised she would be happy to investigate this further.</p> <p>It was also noted Anglian Learning staff had access to gyms at the Sports centres linked to secondary schools within the trust</p> <p>Fen Ditton Primary School – There was nothing to report.</p>	

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13.	Any Other Business	
	<p>Risk Register – A separate document titled ‘4Risk Report – 06.12.22’ was distributed prior to the meeting. MF advised within the document safeguarding had been updated for the meeting. A governor queried who had responsibility for scoring the risks? It was suggested Kerrie Jones be invited to the start of the LGB on 23 January 2023 to provide an oversight of this. Action: Kerrie Jones to be invited to start of LGB on 23.01.23 to provide an oversight of risk register</p> <p>Production – MF invited governors to the ‘Eddie the Penguin Saves the World’ production at 10.30 am on Tuesday 20 December. A governor queried if such school events could be shared with governors sooner to allow them to attend?</p> <p>Parent Forum – SW advised Fen Ditton planned to hold meetings termly as a way of increasing parental engagement.</p>	SW/SH
14.	Review of meeting	
	There was nothing to add.	
15.	Date of next meetings	
	<p>LGB – Monday 23 January at 6.00pm – SW to confirm if this would be in person or remote? LGB – Monday 6 March at 6.00pm LGB – Monday 27 March at 6.00pm</p>	
	Meeting closed at 7.45pm	

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