

PRESENT:

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

APOLOGIES: None

IN ATTENDANCE: Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
4.	SW to discuss use of risk register at Anglian Governance Forum (AGF)	SW
6.	GP to complete annual pecuniary interest form – SH FORWARDED FORM TO GP TO COMPLETE ON 31.01.23	SH/GP
6.	AB, MK and GP to forward bio and photo to the school	AB/MK/GP
8.	MF and SW to review EAL and it be further discussed at the LGB on 27.03.23	MF/SW
9.	SW to discuss budget approvals at AGF	SW
10.	LGB on 06.03.23 to focus on AIP, governor training and planning for governor visits	All
11.	SW to feedback governors concerns on training at AGF	SW
11.	SH to review new governors have access to NGA	SH
13.	MF and LW to meet separately to further discuss Attendance and Mental Health and Wellbeing for Staff and Pupils Policies	MF/LW
13.	Governors have until 29.01.23 to comment on policies – after this date, it would be taken that three policies would be approved	All
15.	Safeguarding visit report to be taken to LGB on 27.03.23	MF
16.	Governors to consider attending parents evening on 07.02.23	All

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed governors to the meeting.	
2.	Apologies and Quorum	
	There were no apologies. The meeting was quorate.	
3.	Declarations of interest	
	There were no declarations of interest for any items on the agenda.	
4.	Oversight of Risk Register	
	SW advised Kerrie Jones would not attend the meeting to provide an oversight of the risk register and the trust had indicated they would prepare a training video for governors. SH added another school in the trust had suggested the central team were considering the use of the risk register and for governors not to review it at the end of LGBs for now. A governor queried what the 4Risk Report would include for? MF advised of examples of high-level risks that would be included.	

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	<p>A governor queried if the trust had asked schools to use a specific risk register proforma or whether schools had developed their own? MF advised the trust had brought into an online platform which schools had then populated.</p> <p>Action: SW to discuss use of risk register at Anglian Governance Forum (AGF)</p>	SW
5.	<p>Agree minutes of previous meeting – 12th December 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>	
6.	<p>Matters arising and actions from previous minutes</p> <p>Item 3 – SH distributed annual pecuniary interest forms to AB, MK, DV and LW at the start of the meeting to complete and return to him. Action: GP to complete annual pecuniary interest form</p> <p>Item 5 – MF asked governors to forward the school a bio and photo if not already done so. Action: AB, MK and GP to forward bio and photo to the school</p> <p>Item 5 – MF advised the central team were reviewing the use of visitor ID badges and planned to have a trust wide standardised version.</p> <p>It was agreed all other actions had been completed.</p>	SH/GP AB/MK/ GP
7.	<p>Chairs Report</p> <p>SW advised he would prepare a Chairs Newsletter towards the end of the spring term.</p>	
8.	<p>Heads Report (verbal update)</p> <p>Recruitment – MF briefly advised of the challenges faced by the school. Due to increasing pupil numbers, the school had advertised for a nursery practitioner and had received no applicants. There had been three applicants from a second advert that had closed last week. One learning mentor had resigned and an advert had been placed to fill the position. A governor queried if governors could support the school around recruitment? MF asked governors to share adverts via social media. A governor queried if the school would consider advertising for separate positions for both school hours and pre/after school hours? MF advised of the original vision for the school for there to be the same staff through the school day and dependent on the outcomes of existing adverts, the school would have to be creative around filling vacancies.</p> <p>Pupil Numbers – MF advised there were 61 children on roll, and he continued to show interested families around the school. A governor queried if pupil numbers in KS2 had now reached 20? MF advised they had, and the school would no longer be obliged to accept children from outside of the development. He added the school had requested a KS1 child not start at the school as it was considered that their needs could not be met. The school had agreed with the LA admin team to create a parental form to confirm children’s needs before they join the school. A governor noted as a result of the development being advertised abroad, the school could expect an increase in children with EAL? A governor queried what measures the school could put in place to support EAL and whether it could develop links with either the university or local language groups? A governor noted employees at her company were allowed two volunteer days/year and it was suggested that local secondary school children could be asked to also volunteer. A governor suggested the use of bi-lingual books in the school?</p>	

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	<p>A governor queried if links had been developed with other local schools? MF advised that a school he had contacted hadn't yet responded to this proposal.</p> <p>A governor queried if CF could liaise with the developments sales team around informing the school of any families who moved into the development with EAL? CF advised he would forward such data onto MF.</p> <p>Governors then discussed EAL in further detail.</p> <p>Action: MF and SW to review EAL and it be further discussed at the LGB on 27.03.23</p>	<p>MF/SW</p>
<p>9.</p>	<p>Financial Update</p>	
	<p>SW advised since the LGB in December, he had informed the trust the LGB could not approve budgets if governors did not receive regular financial accounts to review – the trust had indicated they would review the responsibilities for LGBs around this.</p> <p>Action: SW to discuss budget approvals at AGF</p> <p>A governor queried from the trust's Local Governing Body Guidance Handbook, did responsibility for approving budgets rest with the trust or LGBs? SW briefly read out a relevant paragraph from the document which governors felt was unclear.</p> <p>A governor queried if the budget for 2023-24 had been approved? MF advised he was still getting used to the financial management systems and the school was partly funded from the local authority for the first two years.</p> <p>A governor noted the wraparound care in the nursery required to be financially self-sustaining? MF advised the provision's finances were currently in a healthy position.</p> <p>A governor queried if MF had reviewed financial management accounts? MF advised he would meet with Mrs Hedges and the trust on a termly basis and had been informed to continue to purchase resources when required.</p> <p>Governors then discussed finances in further detail.</p>	<p>SW</p>
<p>10.</p>	<p>AIP Priorities</p>	
	<p>SW noted the links that had been agreed at the LGB on 12 December; -</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>Two separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Governor Planning – AIP – Priority 1 (People and Leadership) • Governor Planning – AIP – Priority 3 (Inclusion) <p>SW asked governors to start to consider how they would review their priorities in a way that was neither onerous on staff nor themselves. He noted some monitoring (for example a pupil voice activity) could be shared between different groups of governors and from his experience staff appreciated governor visits and communications.</p> <p>Governors agreed to use the LGB on 6 March (there would be no agenda) as a training session to moderate visits.</p> <p>DV left the meeting</p>	

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	Action: LGB on 06.03.23 to focus on AIP, governor training and planning for governor visits	All
11.	Review from training on 14th November 2022	
	<p>SW asked governors for their thoughts and reflections on the training session? Several positive comments were made by governors. A governor queried if further training would be organised, as well as that shared with Fen Ditton?</p> <p>SW advised there had been separate trust training sessions for safeguarding and SEND governors and a further group for pupil premium governors would be organised.</p> <p>GP arrived at meeting</p> <p>A governor noted the start time for some training did not allow governors with full-time jobs to attend? A governor queried if hybrid meetings could be considered?</p> <p>Post Meeting Note: SH uploaded a suggested training schedule for new governors as well as a governor visit template into the 06.03.23 meeting folder on 24.01.23</p> <p>Action: SW to feedback governors concerns on training at AGF Action: SH to review new governors have access to NGA</p> <p>A governor suggested if there could be an informal 'meet the team' social? Governors would be welcome to attend staff meetings and to participate in science week in March.</p>	SW SH
12.	Review of governor roles and responsibilities	
	<p>SW noted the roles and responsibilities that had been agreed at the LGB on 12 December; -</p> <ul style="list-style-type: none"> • Safeguarding – GP (with DV as deputy) • SEND – AS • Pupil Premium – AB • Finances – CF 	
13.	Policies	
	<p>Attendance MPA (May 2022) – A separate document was distributed prior to the meeting. A governor noted that under 3.1, it would not be possible for families to book medical appointments outside of the school day as there was no local provision for this. From Appendix 2, a governor queried the use of the authorised absence form for up to five days and suggested alternative wording.</p> <p>Action: MF and LW to meet separately to further discuss Attendance and Mental Health and Wellbeing for Staff and Pupils Policies</p> <p>Mental Health and Wellbeing for Staff and Pupils MPA (Aug 2022) – A separate document was distributed prior to the meeting and a governor made several comments on it.</p> <p>Wraparound Care (Out of School Club) MPA (Oct 2022) – A separate document was distributed prior to the meeting. A governor noted from 3.3, the hours the after-school club operated was different to that stated on the school's website.</p>	MF/LW

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	<p>MF thanked governors for those comments made to the policies prior to the meeting. It was agreed governors have until 29 January to further comment on the policies – after this date it could be taken all three policies had been approved.</p> <p>Action: Governors have until 29.01.23 to comment on policies – after this date, it would be taken that three policies would be approved</p> <p>MPA Policy Schedule – A separate document was also distributed prior to the meeting.</p>	All
14.	Governor Matters	
	<p>Governor Newsletter – SW advised he would prepare a Chairs Newsletter towards the end of the spring term.</p> <p>Governor Recruitment – SW advised the LGB had eleven governors with one vacancy.</p> <p>Governor Visits – This had already been discussed.</p> <p>Training – This had already been discussed.</p>	
15.	Standing Items	
	<p>Trust Matters – SW advised he would meet with Jon Culpin on 27 February and there would be an AGF on 6 February.</p> <p>Safeguarding – There would be a visit report to be taken to the LGB on 27 March. Action: Safeguarding visit report to be taken to LGB on 27.03.23</p> <p>Staff Wellbeing – SW advised he would meet with CD the school’s wellbeing lead. A governor queried if staff had concerns with their workload? MF advised of the level of pupil need and EAL within CDs class as well as challenges faced by all teachers around children starting partway through the school year. A governor queried as the school had met the threshold of having 20 KS2 children, could KS2 be split into two separate classes next year? MF advised he would review forecast pupil numbers for 2023-24 with the trust before making any further appointments. A governor queried if the school would consider recruiting a HLTA?</p> <p>Fen Ditton Primary School – It was noted Fen Ditton staff had been advised that they could use MPA for Planning, Preparation and Assessment (PPA).</p>	MF
16.	Any Other Business	
	<p>Official Opening – It was noted the official opening of the school would be put back until the summer term to include a celebration of its first year. CF asked that the school please inform him of the date of the event to allow for a resident artist to be in attendance.</p> <p>Parents Evening – SW advised there would be a parents evening on 7 February, and it would be an opportunity for governors to meet with parents and staff. Action: Governors to consider attending parents evening on 07.02.23</p> <p>PTFA – MF advised that a parent had set up the group and he would meet with them in due course.</p> <p>Illness – A governor noted higher cases of scarlet fever and chicken pox in Cambridgeshire.</p>	All
17.	Review of meeting	
	<p>It was suggested that this item may be replaced to allow governors to review the 4risk document at the end of every meeting.</p>	

Signed By:	Date:

18.	Date of next meetings	
	LGB – Monday 6 March at 6.00pm (online)	
	LGB – Monday 27 March at 6.00pm	
	LGB – Monday 15 May at 6.00pm	
	Meeting closed at 8.00pm	

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