

PRESENT: Stuart Wood (SW) Chair
 Mike Fish (MF) Head
 Adam Burns (AB)
 Clare Draper (CD)
 Chris Flood (CF)
 Megha Kishore (MK)
 Gemma Phillips (GP)
 Alex Smaridge (AS)
 Dom Vicinanza (DV)

APOLOGIES: Shelley Monk (SM)
 Lauren Woods (LW)

IN ATTENDANCE: Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	AB to forward bio and photo to the school	AB
5.	Induction training for new governors to be circulated	SH
5.	MF and LW to meet to further discuss Attendance and Mental Health and Wellbeing for Staff and Pupils Policies	MF/LW
5.	GP and DV to visit on 30 March at 2.00pm to review safeguarding – safeguarding to then be taken to LGB on 15 May	GP/DV
5.	SW and CF to visit on 28 March to review finances	SW/CF
10.	EAL Policy to be taken to LGB on 15.05.23 for approval	MF/SH
10.	GP to liaise with MF ref. developing EAL volunteers at the school	GP/MF
12.	RSE Policy to be taken to LGB for approval after parental consultation	MF

No	Description	Resp.
1.	Welcome from the Chair SW welcomed governors to the meeting.	
2.	Apologies and Quorum Apologies were received from SM and LW 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.	
4.	Agree minutes of previous meeting – 23rd January and 6th March 2023 The minutes had been circulated in advance of the meeting and were agreed as accurate records. The paper versions were signed by the Chair.	
5.	Matters arising and actions from previous minutes <u>Minutes 23.01.23</u> Item 4 – SW advised the use of the risk register would be discussed under Item 6. Item 6 – AB would forward a bio and photo to the school for inclusion on the website. Action: AB to forward bio and photo to the school MK arrived at the meeting	AB

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	<p>Item 9 – SW advised the trust had changed LGBs involvement with finances from ‘recommending budgets’ to ‘having been consulted’.</p> <p>Item 11 – SW advised the trust had now prepared a list of appropriate training for new governors. Action: Induction training for new governors to be circulated</p> <p>Item 13 – It was agreed to carry-over the action for MF and LW to meet to further discuss the Attendance and Mental Health and Wellbeing for Staff and Pupils Policies. Action: MF and LW to meet to further discuss Attendance and Mental Health and Wellbeing for Staff and Pupils Policies</p> <p>It was agreed all other actions had been completed.</p> <p>Minutes 06.03.23</p> <p>Item 3 – GP and LW agreed to visit on 30 March at 2.00pm to review safeguarding. Action: GP and DV to visit on 30 March at 2.00pm to review safeguarding – safeguarding to then be taken to LGB on 15 May</p> <p>Item 3 – SW advised CF and himself would visit on 28 March to review finances. Action: SW and CF to visit on 28 March to review finances</p> <p>It was agreed all other actions had been completed.</p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">MF/LW</p> <p style="text-align: center;">GP/DV</p> <p style="text-align: center;">SW/CF</p>
6.	<p>Chairs Report</p>	
	<p>SW advised after receiving comments from schools the trust was suspending work on risk registers until 2023-24. He reminded governors to view the three training videos the trust had prepared on their use.</p> <p>The trust had introduced blueprints to allow all schools to evaluate themselves against the same criteria – this would allow LGBs to familiarise themselves with their use before they were formally rolled-out in 2023-24.</p> <p>Prue Rayner would be leaving her position within the trust and Mrs Johnston, the Headteacher at Bottisham Primary had been appointed as her replacement.</p> <p>AIP – SW asked governors to continue to plan visits around the monitoring of the AIP and prepare subsequent reports. The document had been prepared before the school had opened and due to pressures on staff, some of the priorities might not have happened yet.</p>	
7.	<p>Heads Report</p>	
	<p>The Heads Report was distributed prior to the meeting.</p> <p>Academy Improvement Plan – A separate document titled ‘MPA Academy Improvement Plan v3’ was distributed prior to the meeting.</p> <p>Staff Development & Wellbeing – A separate document titled ‘Summary of Responses from Staff Survey’ was distributed prior to the meeting and governors briefly discussed the responses from it.</p> <p>A governor queried if this was the first survey? SW advised it was a trust wide staff survey that would be completed annually.</p> <p>A governor queried how the LGB could best support staff wellbeing? SW advised he would meet with staff where appropriate, as this was a role he already had at Fen Ditton Primary School. He added there was a higher level of need at both schools and noted the dedication of staff over the year.</p>	

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A governor queried if the school would consider a 'You Said, We Did' in response to the survey? SW advised he would feedback comments made on the number of questions in the survey and the level of response onto the trust.

Finances – Two separate documents titled 'MLP ESP v1 Forecast Summary 2023.03.24' and 'MLP NUR v1 Forecast Summary 2023.03.24' were distributed prior to the meeting.

Monitoring – A governor queried further details on the presented data? MF advised it was positive as it represented the number of months progress children had made in reading and spelling between the baseline test in the autumn term and a subsequent test in the spring term. There would be a further reading and spelling test in the summer term.

SEND – A governor queried what the presented data represented? MF advised scores were all out of five - it was a baseline survey and processes still had to be embedded around the school. He would now identify priorities and actions from the survey results.
 A governor queried the frequency of such audits? MF advised they would be completed annually. The audit was taken from an online platform and he would be happy to share further details as part of the inclusion monitoring of the AIP.

Attendance – A separate document titled 'Executive Summary MPA Attendance' was distributed prior to the meeting.

A governor queried how persistent absence data compared regionally and nationally and was there any further support required around staff and children welfare? MF advised due to the present number of children in the school, consideration should be given to each child representing a large percentage and the actual numbers were small. He would meet with the attendance officer at the start of Summer 1 to review data further.

A governor queried how did the data compare to the autumn term? MF advised attendance had dropped at the end of the autumn term due to illness.

Safeguarding – A separate document titled 'Executive Summary MPA Safeguarding' was distributed prior to the meeting.

A governor noted anxiety and historical concerns and as they could be relevant over the longer term, queried if there was suitable support for children and staff? MF advised some historical data had been transferred from previous schools which might no longer be relevant and there are some children with SEMH in the school. SW suggested this could be considered further by governors as part of their link roles.

SW asked if there were any further queries? There were none.

Possible Class Structure for 2023-24 – Governors proceeded to discuss both options within the report in detail.

A governor queried the forecast number of children who would start in Reception in September 2023? MF advised from the local authority portal there were currently 22 children as first choice, 14 as second and 6 as third. There were currently no children on the schools waiting list.

A governor queried the number of nursery children who would start in Reception in September? MF suggested some children would transfer to other primary schools due to having older siblings there.

A governor queried if KS2 was to split into two classes to increase capacity, would the admissions guidance still remain the same and would there be staffing in place? MF advised the agreement to cap numbers at 20 reflected the present challenges in teaching a Yr3-6 class.

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	<p>A governor queried if the school admitted children with needs from outside of the Marleigh development, would it require additional LSAs? A governor queried if there were national comparisons between data for single aged and mixed age classes? MF advised schools would only have mixed age classes when necessary as this would increase teachers workload.</p> <p>MF noted potential issues around over-admitting as this could affect pupil numbers at Fen Ditton Primary School. The school would start to develop the 2023-24 budget in Summer 1.</p> <p>Governors agreed the class structure from option 2 would be more appropriate but consideration would have to be given to finances and staff wellbeing.</p> <p>AB and DV left the meeting</p>	
8.	Safeguarding	
	It was agreed to review this after GP and DV had completed their safeguarding visit on 30 March.	
9.	Science Peer Review	
	The peer review planned for 21 March had been postponed and it was agreed to take the item to a subsequent LGB.	
10.	Review of EAL	
	<p>SH forwarded MF the EAL Policy that had been approved by governors at Fen Ditton Primary School on 28.03.23 and it would be taken to the LGB on 15 May for approval. Action: EAL Policy to be taken to LGB on 15.05.23 for approval</p> <p>MF advised a local resident had agreed to visit to meet with EAL children. CD asked if banding assessments could be re-considered to include at what level of written and spoken English EAL children were at and would it be useful to have a baseline assessment of their level of English when they joined the school?</p> <p>SW noted Fen Ditton was considering how to increase the involvement of the local community around EAL. A governor advised of a friend who managed interpreters, who were DBS cleared, working with the police and asked if MF forwarded her details of the schools needs, she would approach her friend to see if someone would be interested in volunteering at the school? Action: GP to liaise with MF ref. developing EAL volunteers at the school</p> <p>MF advised due to present pupil numbers, there would be no published data for the school in 2022-23.</p>	<p>MF/SH</p> <p>GP/MF</p>
11.	Risk Register	
	This had already been discussed under Item 6.	
12.	Policies	
	<p>Relationships and Sex Education (Jan 2023) – A separate document was distributed prior to the meeting. A governor queried details of the parental consultation period? SW advised this would be discussed within a parent forum on Thursday 27 April which governors would be welcome to attend and there would also be a parental questionnaire. It was agreed to remove the need for a link governor from section 8.9 of the policy and the policy would be taken to a subsequent LGB for approval after the parental consultation.</p>	

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	<p>Action: RSE Policy to be taken to LGB for approval after parental consultation</p> <p>Supervision (Jan 2023) – A separate document was distributed prior to the meeting.</p> <p>Visiting Speaker MPA (May 2023) – A separate document was distributed prior to the meeting.</p> <p>Governors unanimously approved both above policies</p> <p>A governor queried if the school's catchment area had now been defined? MF advised the school would feed into Coleridge Community College and noted there would be a new secondary school constructed as part of the Cherry Hinton North development.</p> <p>A governor queried when children had attended Fen Ditton Primary? CD advised children had attended a music event and fun-run and SW added both schools would continue to develop their relationship with one another.</p>	MF
13.	Governor Matters	
	<p>Governor Newsletter – SW advised he would prepare a Chairs Newsletter for 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>	
14.	Standing Items	
	<p>Trust Matters – This had already been discussed.</p> <p>Safeguarding – This had already been discussed.</p> <p>Staff Wellbeing – This had already been discussed.</p> <p>Fen Ditton Primary School – SW advised he had met with the trust to develop links between the two schools to ensure both were an attractive place to work at and to improve staff recruitment and retention. He noted children from Fen Ditton would now come to Marleigh in the event of a critical incident.</p> <p>A governor queried if both schools would continue to have their own identity? SW advised they would, and Fen Ditton was developing its own 3-5 year vision.</p>	
15.	Any Other Business	
	<p>Open Day – MF advised the open day would be on Tuesday 27 June and governors would be welcome to attend.</p> <p>LGB Tracker – SW asked governors to continue to confirm via the LGB tracker that they had read safeguarding documentation. It was noted Ofsted was placing a greater focus on LGBs around this.</p> <p>LGB on 10 July – SW advised there would be separate meetings for both Marleigh and Fen Ditton Primary School LGBs followed by a joint social event.</p>	
16.	Review of meeting	
	This item was not discussed.	

17.	Date of next meetings	
	LGB – Monday 15 May at 6.00pm LGB – Monday 12 June at 6.00pm LGB – Monday 10 July at 6.00pm – AS gave her apologies	
	Meeting closed at 8.00pm	

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