

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)
 Lauren Woods (LW)

APOLOGIES: Alex Smaridge (AS)
 Dom Vicinanza (DV)

IN ATTENDANCE: Dan Horrex (DH) observer
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	Governors to inform SH if they are able to attend new governor training by latest 12.06.23	All
5.	MF and LW to meet to further discuss the Attendance and Mental Health and Wellbeing for Staff and Pupil Policies	MF/LW
5.	GP to liaise with MF ref. developing EAL volunteers at the school	GP/MF
8.	LW to forward links to appropriate safeguarding videos to MF to include in school newsletter	LW/MF
8.	SW to liaise with Fen Ditton ref. how they can further support the school around safeguarding	SW/MF
11.	Governors unanimously approved Curriculum, Teaching and Assessment Policy – SM and MK to forward further comments on it to MF	SM/MK
11.	SW to compare EAL Policy to Fen Ditton's and it be taken to the LGB on 12.06.23 for approval	SW/SH
12.	Three governor visit reports to be taken to LGB on 12.06.23	SM/MK/GP/ DV/SW/CF
14.	MK to publicise PTA within Marleigh social media site	MK

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed governors to the meeting and introduced DH as an observer with a view to joining the LGB as an associate governor and governors introduced themselves to him.	
2.	Apologies and Quorum	
	Apologies were received from AS and DV 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 record. The paper version was signed by the Chair. A governor noted the school would feed into Coleridge Community College and queried if the choice of secondary school was also dependent on where children lived? MF advised the local authority had indicated that the school could also be listed as a feeder for Netherhall and Bottisham Village Colleges; however, this is yet to be agreed and actioned by the trust.	
5.	Matters arising and actions from previous minutes – 27th March 2023	

Signed By:	Date:

	<p>Item 5 – There would be training for new governors at Bottisham Village College on 26 June between 6.00-7.00pm. Action: Governors to inform SH if they are able to attend new governor training by latest 12.06.23</p> <p>Item 5 – 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 Pupil Policies to the LGB on 12 June 2023. Action: MF and LW to meet to further discuss the Attendance and Mental Health and Wellbeing for Staff and Pupil Policies</p> <p>Item 5 – It was agreed to carry-over the action for GP to liaise with MF regarding developing EAL volunteers at the school. Action: GP to liaise with MF ref. developing EAL volunteers at the school</p> <p>It was agreed all other actions had been completed.</p>	<p>All</p> <p>MF/LW</p> <p>GP/MF</p>
<p>6.</p>	<p>Chairs Report (inc. AIP Monitoring)</p> <p>SW advised as training would be ‘re-set’ from September, governors should not continue to update the 2022-23 LGB Tracker. The trust would look to simplify safeguarding training for governors next year and it was suggested that governors could complete it during one of the LGBs in the autumn term?</p>	
<p>7.</p>	<p>Heads Report (verbal update)</p> <p>Staffing – MF advised four members of staff had started since governors had last met and provided the school with an increased capacity. A governor queried if exit interviews were completed when staff left the school? MF advised three staff had left and Emma Thong had since returned.</p> <p>Pupil Numbers – MF advised there continued to be a steady growth in numbers with 47 children now in the school and 20 in the nursery The families of 22 children had put the school as first choice to start in Reception in September and MF advised of the reasoning why the schools PAN had been set at 15. There would be a number of appeals and it was noted three children with older siblings already in the school had not got places. A governor queried the financial implications should children start at Marleigh and then move to another school part way through the year? MF advised the school would liaise with the admissions team at the local authority regarding in year transfers.</p> <p>Class Structure – MF advised the school still had to finalise the class structure for 2023-24 and it would be connected to financial considerations within the trust and be based on the two options presented at a previous governors meeting. After the appeals process had finished, the class structure would be communicated to staff, children and parents. SW advised the DfE had funded two teachers for two years with one funded by the local authority and the trust funding a fourth. A governor queried if the school had received additional funding for EHCPs? MF advised it had and schools had to fund the first £6.5k of each one.</p> <p>SENDCo – MF advised Miss James the deputy head from Fen Ditton would be based in the school for 1.5 days/week to lead on SEND as well as providing additional leadership capacity. Mrs Milliard a specialist SEND teacher employed by the trust would be in school for one day/week. SW advised of ongoing discussions to develop the relationship with Fen Ditton Primary School.</p>	

Signed By:	Date:

	SW asked if there were any further queries? There were none.	
8.	Safeguarding	
	<p>GP briefly advised of her safeguarding visit.</p> <p>A governor queried if there had been any safeguarding concerns raised by children during the visit? GP advised there had been which had been passed onto staff – MF added that it had been challenging to ascertain timelines behind some concerns.</p> <p>A governor queried if there had been any follow up work because of the visit? CD advised there would be further monitoring of specific children and it was noted that e-safety formed part of the curriculum and had been discussed at a recent parent’s forum.</p> <p>SW advised Fen Ditton participated in the National Online Safety initiative where staff, parents and governors were requested to complete annual training which counted towards the school receiving an appropriate award.</p> <p>A governor queried if there should be a link to NSPCC resources within school newsletters?</p> <p>Action: LW to forward links to appropriate safeguarding videos to MF to include in school newsletter</p> <p>Action: SW to liaise with Fen Ditton ref. how they can further support the school around safeguarding</p>	<p>LW/MF</p> <p>SW/MF</p>
9.	Financial Update	
	<p>SW advised CF and himself had met with MF and the trusts financial advisor and had discussed the LGBs involvement with approving budgets and the frequency of monitoring finances. The trust was presently reviewing the Scheme of Delegation including removing LGBs involvement with finances, but it was noted that to allow governors to have some influence with the school they required a say as to how funding was spent. SW noted that both Marleigh and Fen Ditton had governors with a financial background and that a significant part of the budget was for staffing costs.</p> <p>CD advised the school was presently using classroom-based learning mentors as 1to1s until appropriate funding was in place. Governors then briefly discussed the lengthy process faced by schools in obtaining EHCP funding and SW advised that Miss James had been successful in EHCPs being awarded at Fen Ditton and the local authority had limited space for alternate provision.</p> <p>It was noted parents could self-register for their child to receive pupil premium funding and there was a lag between this and the school receiving it.</p> <p>A governor queried if parents could be reminded to self-register via a newsletter? SW advised that it formed part of parents’ meetings for new children.</p> <p>A governor queried the nursery finances? MD advised the afterschool club had been financially successful and as numbers had increased, further staff would be employed in the nursery to ensure correct ratios were maintained.</p>	
10.	Executive Summaries	
	<p>Two separate documents titled ‘Executive Summary – Curriculum’ and ‘Executive Summary – People and Leadership’ were distributed prior to the meeting. SW advised the trust had developed four blueprints to focus on their aspirations for all schools which tied into priorities within the AIP.</p> <p>A governor queried how the cost of Miss James would be shared across both Marleigh and Fen Ditton? SW advised there would be a re-charging across both schools and this arrangement had formed part of the trust’s response to the school’s context and situation.</p> <p>A governor queried how the LGB could support the school in connection to staff workload? SW advised Prue Rayner continued to visit and support the school.</p>	

Signed By:	Date:

	<p>There would be a new model of trust support from September as Mrs Johnston the current headteacher at Bottisham Primary would start as Director of Primary Education and would plan to visit schools every 2-3 weeks – it was hoped visit dates could be circulated to allow governors to also be able to attend.</p>	
11.	Policies	
	<p>Curriculum, Teaching and Assessment (Aug 2022) – A separate document was distributed prior to the meeting and MF advised there was also a ‘parent friendly’ version on the website. A governor queried if there were reasons as to why Art was led by the school and not utilising external resources such as STEM? MF advised that he had been able to plan part of the Arts curriculum.</p> <p>Action: Governors unanimously approved Curriculum, Teaching and Assessment Policy – SM and MK to forward further comments on it to MF</p> <p>English as Additional Language (EAL) (May 2022) – A separate document was distributed prior to the meeting. A governor queried did the school plan to update the policy after being open for one year? MF advised that he had received comments around the inclusion of resources from The Bell Foundation and CD suggested if there should an assessment for when EAL children join the school as there was a wide range of EAL need in the school.</p> <p>Action: SW to compare EAL Policy to Fen Ditton’s and it be taken to the LGB on 12.06.23 for approval</p> <p>Relationships and Sex Education (Mar 2023) – A separate document was distributed prior to the meeting and MF advised it had been taken to the LGB in March and then a subsequent parental consultation where the school had received positive comments on it. Governors unanimously approved RSE Policy</p>	<p>SM/MK</p> <p>SW/SH</p>
12.	Governor Matters	
	<p>Governor Newsletter – SW advised he would prepare a Chairs Newsletter after the LGB in July.</p> <p>Governor Recruitment – SW advised the LGB had eleven governors with one vacancy.</p> <p>Governor Visits – The following reports would be taken to the LGB on 12 June 2023; -</p> <ul style="list-style-type: none"> • Curriculum (SM and MK) • Safeguarding (GP and DV) • Finances (SW and CF) <p>Action: Three governor visit reports to be taken to LGB on 12.06.23</p> <p>Training – This had already been discussed.</p>	<p>SM/MK GP/DV SW/CF</p>
13.	Standing Items	
	<p>Trust Matters – SW advised the trust was updating the Scheme of Delegation and how risk management would be reviewed. There would be an Anglian Governance Forum in Summer 1 and a delay to the new primary school within the Waterbeach development.</p> <p>Safeguarding – This had already been discussed.</p> <p>Staff Wellbeing – CD advised of how Miss James had supported staff wellbeing. A governor queried if there had been any staff social events? MF advised there had been.</p>	

Signed By:	Date:

	<p>A governor queried the opportunities for staff to meet with one another during the school day? CD advised she completes a weekly briefing for staff in her area of the school.</p> <p>A governor queried if the wrap around provision has a detrimental effect on staff workload? MF advised of the positives of allowing staff to have a greater understanding of children's needs.</p> <p>Fen Ditton Primary School – This had already been discussed.</p>	
14.	Any Other Business	
	<p>Open event – A governor queried if governors would be invited to the open day on 27 June? MF advised they would and it would be an all-day event.</p> <p>Summer Club – A governor noted JLR ran a holiday club at a nearby school and had been given notice to find an alternative setting and would the school consider accommodating them? MF advised of logistical issues the school would consider before allowing lettings during school holidays.</p> <p>PTA – A governor queried if there had been any progress in setting up the group? MF advised the school needed further staff capacity to allow a PTA to be set up.</p> <p>Action: MK to publicise PTA within Marleigh social media site</p>	MK
16.	Review of meeting	
	This item was not discussed.	
17.	Date of next meetings	
	<p>LGB – Monday 12 June at 6.00pm</p> <p>LGB – Monday 10 July at 6.00pm – AS gave her apologies.</p>	
	Meeting closed at 8.00pm	

Signed By:	Date: