

PRESENT: Stuart Wood (SW) Chair
 Mike Fish (MF) Head
 Clare Draper (CD)
 Megha Kishore (MK)
 Gemma Phillips (GP)
 Dom Vicinanza (DV)

APOLOGIES: Adam Burns (AB)
 Chris Flood (CF)
 Shelley Monk (SM)
 Alex Smaridge (AS)
 Lauren Woods (LW)

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

Action Log

Item	Action	Resp.
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 further liaise with MF ref. developing EAL volunteers at the school	GP
5.	LW to liaise with MF ref. inclusion of safeguarding literature within school newsletter	LW
5.	SW to compare EAL Policy to Fen Ditton's and it then be taken to the LGB on 10.07.23 for approval	SW/SH
5.	MK to publicise PTA within Marleigh social media site	MK
7.	GP to forward details of training offered by fire service to MF	GP/MF
8.	LA safeguarding audit to be taken to LGB on 10.07.23	MF/SH
9.	SH circulated Blueprints to governors on 13.06.23 – governors to review over summer holidays	All
11.	Uniform Policy to be taken to LGB on 10.07.23 for approval	MF/SH

No	Description	Resp.
1.	Welcome from the Chair SW welcomed governors to the meeting.	
2.	Apologies and Quorum Apologies were received from AB, CF, SM, AS and LW that were accepted by governors. A min of 50% (6No) of governors would be required for the meeting to be quorate.	
3.	Declarations of interest There were no declarations of interest for any items on the agenda.	
4.	Agree minutes of previous meeting – 15th May 2023 The minutes had been circulated in advance of the meeting. Due to the meeting not being quorate at this point, they could not be approved.	
5.	Matters arising and actions from previous minutes – 15th May 2023 Item 5 – It was agreed CD, MK, GP and DV would attend training for new governors at Bottisham Village College on 26 June between 6.00-7.00pm. 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 10.07.23	

Signed By:	Date:

	<p>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 – GP advised she had briefly met with MF to discuss developing EAL volunteers at the school and it was agreed due to the cost of DBSs, there would have to be a time commitment in place from volunteers. Action: GP to further liaise with MF ref. developing EAL volunteers at the school</p> <p>Item 8 – LW confirmed prior to the meeting she had prepared some links to appropriate safeguarding videos for inclusion within a school newsletter and would liaise with MF to agree a date and time to visit. MF added a National Online Safety (NoS) poster had been included within last week’s newsletter. Action: LW to liaise with MF ref. inclusion of safeguarding literature within school newsletter</p> <p>Item 11 – MF advised he had not received comments from SM and MK on the Curriculum, Teaching and Assessment Policy.</p> <p>Item 11 – It was agreed to carry over the action for SW to compare the EAL Policy to Fen Ditton’s and it then be taken to the LGB on 10.07.23 for approval. Action: SW to compare EAL Policy to Fen Ditton’s and it then be taken to the LGB on 10.07.23 for approval</p> <p>Item 12 – It was agreed that the report from the recent governor safeguarding visit would be reviewed separately. SW added he still had to prepare a report from the finance visit with CF and also SM and MK a report from their curriculum visit.</p> <p>Item 14 – MF would look to set up the PTA in Summer 2. It was agreed to carry-over the action for MK to publicise it within the Marleigh social media site. Action: MK to publicise PTA within Marleigh social media site</p> <p>MK arrived at meeting – the meeting was now quorate</p> <p>As the meeting was now quorate, the minutes from the LGB on 15th May were agreed as an accurate record. The paper version would be signed by the Chair.</p>	<p>MF/LW</p> <p>GP</p> <p>LW</p> <p>SW/SH</p> <p>MK</p>
<p>6.</p>	<p>Chairs Report (inc. AIP Monitoring)</p>	
	<p>SW reminded governors that during LGBs, governors should focus on the strategic and not operational side of the school.</p> <p>He then advised Prue Rayner the Director of Primary Education would retire at the end of August and Mrs Johnston the current head at Bottisham Primary School would take on the role from next year. Bottisham had been unsuccessful in recruiting a new head from three rounds of adverts and due to this, the trust had asked all heads and deputies within trust schools whether they would be interested in accepting the post of headteacher at Bottisham and Mr Askew had accepted the position for a one-year secondment. Miss James would be acting head for this period and the trust would recruit internally at Fen Ditton for an acting deputy and SEND assistant as the trust was keen for Miss James to continue her SEND involvement at Marleigh. MF could also support Fen Ditton for one day/week. MF suggested learning mentors could deliver interventions across both schools.</p> <p>On behalf of staff and the wider Fen Ditton community, SW thanked the school for its involvement during a recent bomb scare at Fen Ditton.</p>	

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7.	Heads Report	<p>Finance – SW advised the trust were still to confirm LGB involvement with the approval of annual budgets and the budget for 2023-24 would be in surplus based on the proposed class structure.</p> <p>Health & Safety and Accident Logs – A governor queried if the lock down procedure had been completed as a result of the recent bomb scare at Fen Ditton? MF advised it had not, and was good practice for schools to complete on a regular basis. The school wanted staff and children to become familiar with the difference between the fire and lockdown alarms.</p> <p>Safeguarding – A governor noted the number of wellbeing logs? MF advised where possible logs would be made under one category to avoid the skewing of data and locations would normally be recorded as either in class, the lunch hall or playground. A governor queried if logs were for each incident, or the number of children involved? MF advised per incident.</p> <p>Suspensions and Exclusions – MF advised there had been a third suspension today for the same child and the affect this had on staff and other children – further external support had been requested. A governor queried if there were any trends within the data? MF advised not to date and the school would review this as pupil numbers increased. A governor queried if external organisations had visited to discuss safeguarding with children? MF advised of a visit by the police to talk about online safety and Hill to talk about safety around construction sites.</p> <p>Action: GP to forward details of training offered by fire service to MF</p> <p>Staffing – MF advised of the proposed staffing structure for the nursery for 2023-24 and CD noted she would work part time from next year as she had accepted a post from York University to be their primary science advisor for the east of England – governors were reminded this was confidential. MF advised an advert for a part-time teacher would hopefully be placed this week and could be a joint position with Fen Ditton to work across both schools. Families of children starting in nursery and reception in September would be invited into school on Thursday 15 June - although the school would be able to share the staffing structure at that point, it would not be able to confirm where teachers would be based next year.</p> <p>Class Structure – MF advised governors had previously discussed two options and the school and trust had since agreed to progress with having four classes in 2023-24 with the following forecast numbers in each (which could be affected by appeals and families continuing to visit the school); -</p> <p>Nursery – 20 Reception – 18 Yr1/2 – 25 Yr3/4 – 15 Yr5/6 – 8</p> <p>MF advised that a number of families from outside of catchment would like to transfer their children to the school and Miss James would continue to progress EHCPs. A governor queried if the school would receive personal data on children from previous schools before deciding if it could meet their needs? MF advised the school would try to gather as much information about every child joining if out of catchment. The school had asked for clarification from the local authority admissions team as to when a school could refuse a child.</p>	GP/MF
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	<p>A governor queried if the school would have to accept a child with an EHCP? MF advised it would and SW added that schools would have to pay the first £6k of each EHCP. There were currently two children with EHCPs in the school and Miss James would progress a further one and two children who would start in nursey would likely require one.</p> <p>DV advised he had reviewed all four policies and had no comments on them.</p> <p>DV then left the meeting – the meeting was no longer quorate</p> <p>MF advised the school would look to recruit an additional learning mentor to start in September. There would be a f/t mentor in reception and Yr1/2 and there would be a shared mentor in KS2 for mornings only.</p>	
8.	<p>Safeguarding</p> <p>MF advised there would be a local authority safeguarding audit in Summer 2 to be taken to the LGB on 10 July. Action: LA safeguarding audit to be taken to LGB on 10.07.23</p>	MF/SH
9.	<p>Overview of Blueprints</p> <p>It was agreed blueprints were now able to be downloaded from Connect. Post Meeting Note: SH circulated Blueprints to governors on 13.06.23 – governors to review over summer holidays</p> <p>MF then shared an overview of the use of blueprints at the meeting and the AIP would be inline with them. SW asked that governors use school emails for all governor correspondence to comply with GDPR.</p>	All
10.	<p>Budget 2023-24</p> <p>This had already been discussed within Item 7.</p>	
11.	<p>Policies</p> <p>English as an Additional Language (EAL) (2023) – A separate document was distributed prior to the meeting (see action under Item 5).</p> <p>Online Safety (2023) – A separate document was distributed prior to the meeting. It was agreed to change the review period from every three years to bi-annually due to the ever-changing concerns around online safety. Governors unanimously approved Online Safety Policy</p> <p>Performance Development (Appraisal) Review Process (Oct 2022) – A separate document was distributed prior to the meeting. A governor queried if teachers choose to focus on a non-core subject as one of the priorities within their appraisal, how would core subjects would be monitored? MF advised there had been a shift away from schools having data driven priorities and as the school grew, it would confirm further subject leaders and of the supportive role from the trust. Governors unanimously approved Performance Development (Appraisal) Review Process Policy</p> <p>Uniform (2022) – A separate document was distributed prior to the meeting. A governor noted under 5.4, children were required to both have plimsolls and trainers for PE and queried what staff should do if this was not adhered to? MF advised it was not compulsory, and the school could only remind families of this. He then added the school had allowed a child to wear an item of jewellery during PE due to its religious significance but had informed that any risk from this was done to parents.</p>	

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	Action: Uniform Policy to be taken to LGB on 10.07.23 for approval	MF/SH
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 he would meet with DH to see if he would like to become an associate governor.</p> <p>Governor Visits – SW advised there would be a review of visits at the LGB on 10.07.23</p> <p>Training – This had already been discussed within Item 5.</p>	
13.	Standing Items	
	<p>Trust Matters – SW advised he had attended a AGF in May and the trust had removed risk registers from the responsibility of LGBs.</p> <p>Safeguarding – This had already been discussed within Items 5 and 8.</p> <p>Staff Wellbeing – CD advised that some members of staff had informed her they had struggled during 2022/23 and noted there was support in place from the trust. SW advised staff could seek support from the wellbeing staff lead, headteacher, CofG or the trust. A governor queried if there had been a staff ‘away-day’? SW advised having five INSET days/year allowed staff to both meet with staff from other schools and prepare classrooms. All staff within the trust had free use of college sports centres.</p> <p>Fen Ditton Primary School – This had already been discussed.</p>	
14.	Any Other Business	
	<p>JLR – A governor queried an update on JLR? MF advised he had met with them last week to agree the logistics around them having access to the school site to run a club during the school holidays. SW noted the reasoning as to why JLR would no longer run the after-school provision at Fen Ditton from September which would be led by Premier Education.</p>	
15.	Review of meeting	
	This item was not discussed.	
16.	Date of next meetings	
	<p>LGB – Monday 10 July at 6.00pm – AS gave her apologies.</p> <p>SW advised SH and himself would be part of the Fen Ditton LGB and SM would lead the Marleigh meeting. Both governing bodies would then have a joint social.</p>	
	Meeting closed at 7.50pm	

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