

**PRESENT:** Shelley Monk (SM) Chair  
Mike Fish (MF) Head  
Clare Draper (CD)  
Megha Kishore (MK)  
Gemma Phillips (GP)  
Dom Vicinanza (DV)  
Lauren Woods (LW)

**APOLOGIES:** Adam Burns (AB)  
Chris Flood (CF)  
Alex Smaridge (AS)  
Stuart Wood (SW)  
Stuart Hales (SH)

**IN ATTENDANCE:** Dan Horrex (DH) observer

**Action Log**

Item	Action	Resp.
5.	Minutes from meeting on 12.06.23 to be reviewed at LGB on 25.09.23	All
6.	SM to check progress of governor lanyards with Kerrie Jones	SM
8.	2023-24 AIP to be taken to LGB on 25.09.23	MF,SH
8.	Finalised 2022-23 data to be taken to LGB on 25.09.23	MF,SH
8.	Guidance for parents and audit of existing children (TBD)	??
9.	Governors to confirm they have read safeguarding documents via 2023-24 LGB Tracker	All

No	Description	Resp.
<b>1.</b>	<b>Welcome from the Chair</b> In SWs absence SM welcomed governors to the meeting.	
<b>2.</b>	<b>Apologies and Quorum</b> Apologies were received from AB, CF, AS, SW and SH that were accepted by governors. The meeting was quorate. SM forwarded notes of the meeting to SH to allow him to prepare minutes from.	
<b>3.</b>	<b>Declarations of interest</b> There were no declarations of interest for any items on the agenda.	
<b>4.</b>	<b>Agree minutes of previous meeting – 12<sup>th</sup> June 2023</b> The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.	
<b>5.</b>	<b>Matters arising and actions from previous minutes – 12<sup>th</sup> June 2023</b> It was agreed to review the actions at the LGB 25.09.23 <b>Action: Minutes from meeting on 12.06.23 to be reviewed at LGB on 25.09.23</b>	<b>All</b>
<b>6.</b>	<b>Safeguarding Update</b> A separate local authority safeguarding report was shared at the meeting which MF briefly went through. Safeguarding training would be biannual, and MF would attend appropriate training in-between, which was a recommendation from KCSiE.  From the report two incidents were flagged: -	

Signed By:	Date:

	<ul style="list-style-type: none"> <li>No. 55 nothing actively going on, although some children flagged to family services but don't meet the threshold, currently 3 month wait.</li> <li>No. 56 referral, short term involvement to ensure child safe. MF to check with external agency if completed/ resolved.</li> </ul> <p>The trusts termly governor safeguarding meetings would become more formalised including checking SCRs. The trust would look to pair up experienced safeguarding governors with those newer to the role.</p> <p><b>Post Meeting Note: Kerrie Jones advised on 25.09.23 that safeguarding link governor meetings with Camilla Saunders were in place where the requirements of the role would be discussed, and tips/best practice shared. She suggested that the idea of 'buddying' up could be explored at the autumn term meeting</b></p> <p>The trusts annual safeguarding audit would happen on 3 October – all information was on MyConcern which would only be filed if an incident had been resolved and kept open if needed.</p> <p><b>Action: SM to check progress of governor lanyards with Kerrie Jones</b></p>	SM
7.	<b>Connect</b>	
	It was noted some governors had challenges with accessing Connect and SharePoint and there was a governor training video on the use of SharePoint and Teams available.	
8.	<b>End of Year Reflections</b>	
	<p><b>AIP</b> – The document was on a three-year cycle and the school would look to further consolidate and embed the priorities within it. MF would review the 2022-23 AIP before the end of term. The document would align with the trusts blueprints to allow for a more strategic focus e.g., surveys (Trust level) to gather feedback evidence.</p> <p><b>Action: 2023-24 AIP to be taken to LGB on 25.09.23</b></p> <p><b>Data</b> – MF advised SATs data would be published on 11 July.</p> <p><b>Action: Finalised 2022-23 data to be taken to LGB on 25.09.23</b></p> <p><b>Pupil Numbers</b> – MF advised numbers continued to change – he advised of the forecast number of children within each year from September.</p> <p><b>EAL</b> – EAL children would be screened for additional support when they started at the school. Some children were not recognised as EAL due to the language stated when parents completed application forms to join the school.</p> <p><b>Action: Guidance for parents and audit of existing children (TBD)</b></p>	<p>MF,SH</p> <p>MF,SH</p> <p>??</p>
9.	<b>Reflections on Governance</b>	
	<p>Governors agreed to set dates for visits (spreadsheet calendar) and safeguarding training.</p> <p>Safeguarding mandatory training for all governors together.</p> <p><b>Post Meeting Notes: Governor safeguarding training to take place at LGB on 25.09.23</b></p> <p><b>Action: Governors to confirm they have read safeguarding documents via 2023-24 LGB Tracker</b></p> <p>Training update in every governors meeting: flipped learning and discussion?</p>	All

Signed By:	Date:

	Governors identified training needs as (1) Link governor role, (2) Effectiveness as a governor and (3) being strategic. Need to think about appropriate timing for engagement.	
<b>10.</b>	<b>Date of next meetings</b>	
	<p>The meeting dates for 2023-24 were confirmed as;</p> <p>LGB1 – Monday 25 Sep 2023  LGB2 – Monday 13 Nov (joint meeting with Fen Ditton)  LGB3 – Monday 11 Dec</p> <p>LGB4 – Monday 22 Jan 2024  LGB5 – Monday 4 Mar  LGB6 – Monday 25 Mar</p> <p>LGB7 – Mon 29 Apr  LGB8 – Monday 17 June  LGB9 – Monday 8 July (joint meeting with Fen Ditton)</p>	
	<b>Meeting closed at 7.00pm</b>	

Signed By:	Date: