

PRESENT: Shelley Monk (SM) Chair
 Mike Fish (MF) Head
 Adam Burns (AB)
 Claire Draper (CD)
 Chris Flood (CF)
 Gemma Phillips (GP)
 Dom Vicinanza (DV)
 Lauren Woods (LW)

APOLOGIES: Dan Horrex (DH)
 Megha Kishore (MK)
 Stuart Wood (SW)

IN ATTENDANCE: Stuart Hales (SH)

Action Log

Item	Action	Resp.
3.	SH distributed pecuniary interests and photo consent forms on 27.09.23 to governors to complete and return to himself	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 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,MF
5.	MK to publicise PTA within Marleigh social media site	MK
5.	GP to forward details of training offered by fire service to MF	GP
5.	It was agreed to carry over the action for Guidance for parents and audit of existing children (TBD) to the LGB on 13.11.23	??
5.	SH to forward link for Cyber training to CF	SH,CF
9.	Governor link roles and visits to be agreed at LGB on 13.11.23	All
13.	SM to forward suggestions for training to governors for LGB on 13.11.23	SM
15.	SH distributed safeguarding presentation and quiz to governors on 27.09.23 to complete	All

No	Description	Resp.
1.	Welcome from the Chair SM welcomed governors to the meeting.	
2.	Apologies and Quorum Apologies were received from Dan Horrex (DH) and Stuart Wood (SW) that were accepted by governors. The meeting was quorate. SM advised Alex Smaridge had advised she would step down from being a governor.	
3.	Declarations of interest There were no declarations of interest for any items on the agenda. Post Meeting Note: SH distributed pecuniary interests and photo consent forms on 27.09.23 to governors to complete and return to himself	All
4.	Agree minutes of previous meetings – 12th June and 10th July 2023 LGB 12.06.23 – The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair. LGB 10.07.23 – The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair. Under Item 8, a governor queried the number of children currently on roll?	

Signed By:	Date:

	<p>SH advised he had subsequently emailed Kerrie Jones to ask for confirmation of the format of termly safeguarding meetings and pairing up more experienced safeguarding governors with those newer to the role. It was noted LW had a safeguarding background.</p> <p>The trust had introduced coloured lanyards for differing categories of visitors. The school would prefer governors to continue to sign in when visiting.</p> <p>Post Meeting Note: SH amended 10.07.23 LGB Minutes to suit governors comments after the meeting</p>	
5.	Matters arising and actions from previous minutes – 12th June 2023 and 10th July 2023	
	<p>LGB 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 13.11.23</p> <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 – It was agreed to carry over the action for GP to further liaise with MF ref. developing EAL volunteers at the school to the LGB on 13.11.23</p> <p>Action: GP to further liaise with MF ref. developing EAL volunteers at the school</p> <p>A governor queried whether EAL data could be affected by which languages parents stated were spoken at home when completing application forms for places? MF advised he had reviewed such data via Broncom to ensure it accurately reflected the EAL needs within the school.</p> <p>Governors then briefly discussed EAL in further detail.</p> <p>Item 5 – It was agreed to carry over the action for LW to liaise with MF ref. inclusion of safeguarding literature within school newsletter to the LGB on 13.11.23</p> <p>Action: LW to liaise with MF ref. inclusion of safeguarding literature within school newsletter</p> <p>Item 5 – It was agreed to carry over the action for MK to publicise the PTA within the Marleigh social media site to the LGB on 13.11.23</p> <p>Action: MK to publicise PTA within Marleigh social media site</p> <p>Item 7 – It was agreed to carry over the action for GP to forward details of training offered by the fire service to MF to the LGB on 13.11.23</p> <p>Action: GP to forward details of training offered by fire service to MF</p> <p>It was agreed all other actions had been completed.</p> <p>LGB 10.07.23</p> <p>Item 8 – Guidance for parents and audit of existing children (TBD)</p> <p>Action: It was agreed to carry over the action for Guidance for parents and audit of existing children (TBD) to the LGB on 13.11.23</p> <p>Item 9 – Governors were asked to continue to confirm they had read safeguarding documentation for 2023-24 via the LGB Tracker.</p> <p>Action: SH to forward link for Cyber training to CF</p>	<p>MF,LW</p> <p>GP</p> <p>LW,MF</p> <p>MK</p> <p>GP</p> <p>??</p> <p>SH,CF</p>
6.	Chairs Report	
	AGF Summer Term – SM advised the meeting had discussed the trusts strategy and the monitoring and focus of LGBs.	

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7.	Heads Report (verbal)	
	<p>Pupil Numbers – MF shared a sperate document at the meeting and proceeded to go briefly through it. There were currently approx. 20 children in the nursery, slightly less then at the same time in 2022-23 and the school would expect numbers to increase during 2023-24. There were 78 children on roll with 22 reception (PAN of 15) where several families had been successful with appeals. There were 27 Yr1/2s, and the school would expect there to be a waiting list for those year groups during 2023-24 and consideration would be given as to how it managed class structures within KS1.</p> <p>There were 16 Yr3/4s and 11 Yr5/6s.</p> <p>Plans for 2024-25 – The central team had requested schools forward forecast pupil numbers for next year which he briefly went through, and the school would probably run with a five-class structure.</p> <p>A governor queried if there was a deadline for the school to confirm its class structure to the trust? MF advised within the summer term.</p> <p>A governor queried how did actual numbers compare to those forecast for the start of 2023-24? MF advised they were comparable.</p> <p>A governor queried if it would be possible for the school to increase its PAN for 2024-25 if necessary? MF advised this could be considered but the school would want to continue to prioritise places for those children living within Marleigh and not from outside of catchment.</p> <p>A governor queried if the PAN had to be the same for all year groups? MF advised it could differ.</p> <p>A governor queried if the forecast increase in children for 2024-25 included for those families who would move into the next phase of houses being constructed within Marleigh?</p> <p>Staffing – A separate document titled ‘Executive Summary – MPA – Pupil Leadership’ was distributed prior to the meeting and MF briefly went through the current staffing structure and that all four classes had been covered by supply teachers for one day last week.</p> <p>A teacher was currently on sickness leave and MF had covered her classroom at the start of term until a long-term supply teacher could be in place for Autumn 1. The reception class had an equivalent of a F/T learning mentor. He then advised a teacher from another trust school had agreed to visit to compete baseline assessments.</p> <p>A governor queried how lesson planning would be covered in Reception during Autumn 1? MF advised the school had funded additional hours for the supply teacher to have responsibility for this.</p> <p>There would be a teacher based in Yr1/2 with a learning mentor to support two children with diabetes and one in Yr3/4. Due to pupil numbers, the school had asked that a teacher move into KS2 from being a KS1 based teacher. She had since resigned from her position and would leave at the end of the autumn term. There had been an advert placed for her replacement.</p> <p>Two teachers would job-share in Yr5/6 with one currently on sickness leave and had resigned from their position. There was a request with the central team to allow the school to advertise for their replacement and governors noted the difficulties of recruiting an in year part-time teaching position.</p> <p>A governor queried if the school would offer support when staff retuned from sickness leave? MF advised with the agreement of the HR team, it would be dependent on the staff, their role and the length of sickness leave.</p>	

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	<p>Leadership – MF briefly went through the section for governor information. He advised a headteacher (SM) from another primary school in Cambridge would support the school for one day/week to focus on curriculum and teaching and learning.</p> <p>A governor queried if the focus of the support came as a result of a review completed in the summer term? MF advised SM would focus on a number of actions points from the review.</p> <p>A governor noted CJ would be SENCo for 2023-24 and due to the importance of the role and the training required, would the school consider training another member of staff? MF advised that whilst this would not be possible in 2023-24, it could be considered in the following year.</p> <p>Data 2022-23 – A separate document titled ‘Achievement Data 2023 – for LGB’ was distributed prior to the meeting.</p> <p>A governor queried how it compared to local and national data? MF advised as the school still had small numbers of children, the presented data was anonymised to prevent governors from identifying them.</p> <p>A governor queried if there would be a focus on Yr1 phonics data this year? MF advised when reviewing individual children, predicted and actual data had been inline. There would be a focus on writing across the school.</p> <p>A governor noted there was no ARE Maths data for Yr2s? MF advised whilst some children had achieved GD in tests, there had been a lack of evidence within books. All children had taken GL Assessments which hadn’t raised any issues.</p> <p>Finance – MF advised the school would require an additional MDSA and noted other staff had assisted with covering playground duties.</p> <p>A governor queried the recruitment process the school would follow to fill the position? MF advised the school would first look to see if it was possible to fund the role from its existing budget and if not, to request additional funding from the central team.</p>	
8.	Safeguarding Update	
	There was nothing to report. MF would lead governor safeguarding training at the end of the meeting.	
9.	Academy Improvement Plan 2023-24	
	<p>Priorities – A separate document titled ‘MPA Academy Improvement Plan Aut 23’ was distributed prior to the meeting.</p> <p>Link Governors – It was agreed link roles for safeguarding, Inclusion and to the priorities within the AIP would be agreed at the LGB on 13 November.</p> <p>Action: Governor link roles and visits to be agreed at LGB on 13.11.23</p>	All
10.	Governor Planning for 2023-24	
	<p>Meeting Dates and Structure – Governor Meeting dates for 2023-24 had been included within the LGB Minutes from July.</p> <p>Governor Portfolio holders – This was discussed under Item 9.</p>	
11.	Policies	
	<p>Safeguarding and Child Protection – A separate document was distributed prior to the meeting.</p> <p>Governors unanimously approved Safeguarding and Child Protection Policy</p>	
12.	Governor Matters	
	Governor Newsletter – This was not discussed.	

Signed By:	Date:

	<p>Governor Recruitment – This was not discussed.</p> <p>Governor Visits – This would be discussed further at the LGB on 13 November.</p> <p>Training – A separate document titled ‘Training Schedule for New Governors and Clerks’ was distributed prior to the meeting.</p>	
13.	Standing Items	
	<p>Trust Matters – This had been discussed under Item 6.</p> <p>Safeguarding – This would be included under Item 15.</p> <p>Staff Wellbeing – This was not discussed.</p> <p>Fen Ditton Primary School – When setting governor meeting dates for 2023-24, it had been agreed to hold a joint LGB with Fen Ditton in November to complete safeguarding training. The trust had since requested this be completed in Autumn 1. Governors at Fen Ditton had indicated they would like to hold a separate meeting on that date, and it was suggested governors at MPA have a meeting on training. Action: SM to forward suggestions for training to governors for LGB on 13.11.23</p>	SM
14.	Review of Key Risks relating to agenda items	
	This was not discussed.	
15.	Governor Safeguarding Training	
	<p>A separate document titled ‘AL Annual Update Governors Safeguarding Training September 2023’ was shared at the meeting which MF proceeded to go through. A governor noted the school had three DSLs but whilst one was on sickness leave, queried if there were plans for an additional DSL to support MF and LH? MF advised there would be a trust safeguarding audit completed during the autumn term. A governor noted the use of Senso within the school to filter children’s use of the internet and queried if it would be possible for parents to have use of the platform at home? MF advised there was a number of alternatives available, and he would include updates on online safety within parental newsletters. Post Meeting Note: SH distributed safeguarding presentation and quiz to governors on 27.09.23 to complete</p>	All
16.	Any Other Business	
	There was none.	
17.	Review of meeting	
	This was not discussed.	
18.	Date of next meetings	
	<p>LGB2 – Monday 13 Nov (joint meeting with Fen Ditton) – DV advised he would only be able to attend the meeting remotely. LGB3 – Monday 11 Dec – (LW sent her apologies). LGB4 – Monday 22 Mar</p>	
	Meeting closed at 7.55pm	

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