

PRESENT:

Stuart Wood (SW)	Chair
Mike Fish (MF)	Head
Bridget Harrison (BH)	Interim Head
Clare Draper (CD)	
Chris Flood (CF)	
Megha Kishore (MK)	
Gemma Phillips (GP)	
Dom Vicinanza (DV)	

APOLOGIES:

Shelley Monk (SM)
Lauren Woods (LW)

IN ATTENDANCE:

Dan Horrex (DH)
Stuart Hales (SH)

Action Log

Item	Action	Resp.
5.	AB to complete pecuniary interest and photo consent forms and BH to complete pecuniary interest form	AB,BH
5.	MK to publicise PTA within Marleigh social media site	MK
5.	Governor link roles to be agreed at LGB on 22.01.24	All
5.	SH to forward link to NGA safeguarding training to AB and MK to complete	SH,AB,MK
7.	SW to review and develop the school's vision statement with BH and governors	SW,BH
10.	MF to distribute PE Premium Plan to governors for their approval to allow it to be included on school website	MF,All
10.	CF to ask Co-op about potential support for the school	CF
12.	MF would update before uploading to the website.	MF
12.	Governors unanimously approved SEND Policy and SEND Information Report – MF to include comments made at meeting	MF
15.	Governors to receive the Risk information and review the highest scoring risk at LGB on 22.01.24	All

No	Description	Resp.
1.	Welcome from the Chair and introduce Bridget Harrison	
	SW welcomed governors to the meeting and introduced BH as the interim headteacher for the rest of 2023-24 who would spend the rest of the term working alongside MF. Governors then briefly introduced themselves to one another.	
	SW reminded governors they were to focus on strategic and not operational matters.	
2.	Apologies and Quorum	
	Apologies were received from Shelley Monk (SM) and Lauren Woods (LW) that were accepted by governors. Adam Burns (AB) did not attend the meeting. 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 – 25th September 2023	
	The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair. A governor asked that a sentence on page 4 referring to Yr2 data be amended. Post Meeting Note: SH amended LGB minutes from 25.09.23 after the meeting	

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	A governor advised she was unable to access school emails. Post Meeting Note: SH distributed email for trusts IT helpdesk and 2023-24 LGB Handbook	
5.	Matters arising and actions from previous minutes	
	<p>Item 3 – SH distributed the pecuniary interest and photo consent forms to those governors who had still to complete them for 2023-24. Action: AB to complete pecuniary interest and photo consent forms and BH to complete pecuniary interest form</p> <p>Item 5 – MF advised he had met with LW to further discuss the Attendance and Mental Health and Wellbeing for Staff and Pupil Policies. There would be a trust Staff Wellbeing Policy issued in due course.</p> <p>Item 5 – MF advised he had briefly met with GP to develop volunteers to work with EAL children, but noted volunteers would require DBSs and references and whether they could commit to the role. SW added should governors know of any interested volunteers in the community to please inform him and CD noted bi-lingual children were able to translate for others in the school.</p> <p>Item 5 – MF advised he had not met with LW ref. inclusion of safeguarding literature within school newsletter but had regularly been including suitable links within newsletters.</p> <p>Item 5 – It was agreed to carry over the action for MK to publicise the PTA within the Marleigh social media site. MF advised there was now a core group of parents who were starting to develop the PTA. Action: MK to publicise PTA within Marleigh social media site</p> <p>Item 9 – SW advised SM had agreed to be a co-chair with himself and after meeting to discuss and agree how this might develop, they would plan to meet with individual governors to agree their link roles. Action: Governor link roles to be agreed at LGB on 22.01.24</p> <p>Item 13 – It was noted the LGB on 13 November had been cancelled due to the low numbers of governors being able to attend.</p> <p>Item 15 – SH advised the trust had asked for those governors unable to attend the first LGB of the year when there had been safeguarding training, to instead complete NGA safeguarding training. Action: SH to forward link to NGA safeguarding training to AB and MK to complete</p>	<p>AB,BH</p> <p>MK</p> <p>All</p> <p>SH,AB, MK</p>
6.	Chairs Report	
	<p>Inc. feedback from Safeguarding link group on 12.10.23, AGF on 17.10.23 and Inclusion link group on 09.11.23 – SW advised he did not attend the AGF on 17 October. After reviewing LGB roles, SW & SH would ensure Link Governors were connected into the AL link groups.</p> <p>2023-24 LGB Tracker – SW asked governors to continue to confirm they have read relevant safeguarding documents via the tracker.</p> <p>MK arrived at meeting</p>	
7.	Heads Report	

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	<p>The Heads Report was distributed prior to the meeting.</p> <p>General Overview – MF advised that since writing the report, there had been two suspensions for two children and the school would prioritise support for the youngest child. A governor noted the number of prejudice related incidents and queried how the school had responded to them? MF advised they had been of a low level in nature and the school had followed a restorative approach with involved children and parents.</p> <p>A governor queried what measures would be introduced to address the attendance for the term being below the national target? MF advised the actual national average to be 93% and the school would consider a range of appropriate responses. BH added she would review attendance at the start of the spring term and its link with pupil premium and SEND – governors agreed data can be affected by there being smaller pupil numbers in the school.</p> <p>Staffing Update – MF advised since writing the report, an experienced reception teacher had been appointed to start in the spring term. One shortlisted candidate for the nursery manager had declined and the trust had agreed the school could instead appoint one of the unsuccessful candidates from the reception teacher interviews to the position who would start in Spring 2. The trust and school had considered means of covering the manager responsibilities for Spring 1.</p> <p>The school had appointed a further f/t learning mentor to be based in reception.</p> <p>A governor queried if existing learning mentors in reception would continue to be based there? BH advised she would consider the deployment of staffing in EY for the spring term. The central team had visited the school to further understand the challenges it has faced around recruitment since opening.</p> <p>MF advised he had developed the schools vision statement with staff and suggested a shorter version might be more appropriate and considered the three values to now be embedded around the school. SW added the schools' vision and values must align with the trusts core statements.</p> <p>Action: SW to review and develop the school's vision statement with BH and governors</p> <p>SW asked if there were any further queries? There were none.</p>	SW,BH
8.	<p>Curriculum Executive Summary</p>	
	<p>Two separate documents titled 'Executive Summary – MPA – Curriculum' and 'Curriculum Blueprint – Nov 23' were distributed prior to the meeting and MF and SW advised of their proposed use by staff and governors.</p> <p>A governor noted concerns with the KS2 reading scheme around the use of differing books for reading and writing and its effect on teacher planning and wellbeing and whether the trust had considered a centralised alternative? BH advised there was a range of existing schemes in the school which she would review in due course with a view of narrowing them down and would like the school to develop its own curriculum.</p> <p>MF advised that due to staffing changes it had not been possible to train an adult for forest school, and the school is considering a separate area for the nursery's use.</p> <p>SW asked if there were any further queries? there were none.</p>	
9.	<p>Agree governor roles and responsibilities for 2023-24 Inc safeguarding, inclusion and links to priorities within AIP</p>	
	<p>Further to Item 5, SW advised conversations would take place so that governors can be linked to safeguarding and inclusion. Links would also be made to the priorities within the AIP.</p>	

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	SW noted inconsistencies with guidance around the requirement for governors to read safeguarding documentation and he would follow this up with the trust.	
10.	PE Premium and Pupil Premium Review	
	<p>PE Premium – MF apologised for not having uploaded the document. Action: MF to distribute PE Premium Plan to governors for their approval to allow it to be included on school website</p> <p>Pupil Premium – A separate document titled 'Pupil Premium Strategy Statement 2023-24' was distributed prior to the meeting. A governor queried if the stated funding was per pupil or a total for the school? MF advised it was a total based on eligible children at the census in October 2022 – there would be a lag before schools received funding in the subsequent year. A governor queried how funding was allocated between eligible children? MF advised it would be based on the needs of individual children. A governor queried if the school was able to source further funding in response to the increased number of PP children in 2023-24? BH noted the local authority could be asked to consider food vouchers for families. MF added that grants could be applied for, but the time required to complete grant applications made this prohibitive for staff.</p> <p>SW advised if governors were aware of alternative funding streams to please inform him and he would then review if and how applications were made. The Trust had asked LGBs to focus on the four S's (Standards, Safeguarding, Stakeholders and SEND) and SW reminded governors that the LGB were best placed to develop local stakeholder connections. CF mentioned that the Co-op food shop was opening on Friday, and he would try and see if there was potential funding/support that they could offer the school. Action: CF to ask Co-op about potential support for the school</p> <p>Governors unanimously approved the Pupil Premium Strategy Statement 2023-24</p>	<p>MF,All</p> <p>CF</p>
11.	Parental Survey	
	MF advised there was currently an ongoing trust parental survey.	
12.	Policies	
	<p>AL ICT v4.2 – A separate document was distributed prior to the meeting for governors' information.</p> <p>SEND MPA Nov 2023 – A separate document was distributed prior to the meeting. A governor suggested the email contacts on page 12 would require updating? Action: MF would update before uploading to the website</p> <p>SEND Information Report MPA Nov 2023 – A separate document was distributed prior to the meeting. MF advised of the current number of EHCPs and children on the SEND register. A governor queried how the school would measure progress and attainment for children with SEND? BH advised attainment would form part of pupil progress meetings as well as teacher discussions with the SENCo and targets would not always be attainment based. A governor queried who was the SENCo? MF advised Miss James from Fen Ditton would lead for 2023-24 and would be based in the school for one day/week, but this would be insufficient to meet current needs – BH had raised this concern with the central team. CD added some behaviours had decreased this year in the KS2 class due to there being a smaller age range of children in each class.</p>	MF

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	<p>A governor queried if the school had access to family workers? BH advised some families were being supported directly.</p> <p>Action: Governors unanimously approved SEND Policy and SEND Information Report – MF to include comments made at meeting</p>	MF
13.	Governor Matters	
	<p>Governor Newsletter – SW advised he would write a newsletter before the end of term.</p> <p>Governor Recruitment – SW asked for governors to continue to consider further recruitment to the LGB. Any parents interested would need to join as associates due to the number of parents already represented.</p> <p>Governor Visits – A separate document titled ‘Safeguarding Report SCR Check 08.11.23’ and DV and GP briefly went through it.</p> <p>Training – Two separate documents titled ‘Training Schedule for New Governors and Clerks’ and ‘Governor Training Opportunities 2022-23 Oct 2022’ were distributed prior to the meeting.</p>	
14.	Standing Items	
	<p>Trust Matters – SW advised Mr Askew would be interim headteacher at Bottisham Primary School for 2023-24 and the trust had advertised for a permanent head with interviews in January. Permanent headteacher positions would then be considered for Fen Ditton and MPA</p> <p>Pupil numbers at Fen Ditton had decreased which was not sustainable to continue with six classes and an expensive SLT.</p> <p>SW advised he was in contact with the Trust, and they were keen to involve the LGB’s in discussions as things progressed.</p> <p>Safeguarding – After a brief discussion it was agreed should a parent approach a governor with a specific point to raise, that they be directed to the headteacher although governors could offer to accompany them. If there was an issue with the head, parents should be directed towards the Chair of governors. This would also be the same guidance for staff governors.</p> <p>DV left the meeting</p> <p>Staff Wellbeing – SW advised he would continue to liaise with the headteacher to offer his capacity to listen to staff. Governors would be welcome to attend school events and meet with staff to increase the presence of governors in the school.</p> <p>Fen Ditton Primary School – This had already been discussed.</p>	
15.	Review of Key Risks relating to agenda items	
	<p>SW advised after feedback around the risk management process introduced in 2022-23, the trust had since asked schools to consider 2 or 3 risks annually that would be reviewed and monitored by governors termly.</p> <p>MF advised of the following three risks: -</p> <ul style="list-style-type: none"> • Lack of staff, stability and recruitment • Prediction of future pupil numbers 	

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	<ul style="list-style-type: none"> Meeting of SEND needs and related connected behaviours. <p>A governor queried if risks would be scored? MF advised they would be subjective around their 'Impact' and 'Likelihood'.</p> <p>SW asked that the three risks and the scoring be shared with the LGB on 22.01.24 but only the highest scoring would be considered at that meeting.</p> <p>Action: Governors to receive the Risk information and review the highest scoring risk at LGB on 22.01.24</p> <p>BH thanked governors for welcoming her and commented on MFs role within the school – she then left the meeting</p>	All
16.	Any Other Business	
	Thankyou – On behalf of governors, SW thanked MF for his time as headteacher and noted the challenges faced by the school since opening. MF noted the celebratory event in the summer term had been a highlight for him.	
17.	Review of meeting	
	This was not discussed.	
18.	Date of next meetings	
	LGB4 – Monday 22 January at 6.00pm LGB5 – Monday 4 March at 6.00pm LGB6 – Monday 25 March at 6.00pm	
	Meeting closed at 7.50pm	

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