

PRESENT: Stuart Wood (SW) Co-Chair
 Shelley Monk (SM) Co-Chair
 Bridget Harrison (BH) Interim Head
 Adam Burns (AB)
 Clare Draper (CD)
 Chris Flood (CF)
 Megha Kishore (MK)
 Dom Vicinanza (DV)
 Lauren Woods (LW)

APOLOGIES: None

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

Action Log

Item	Action	Resp.
3.	SW to confirm details for governors to attend lunch on 19.03.24 to meet with candidates for Executive Headteacher	SW
5.	Governors unanimously approved document in its present form – BH to consider governor comments made on Accessibility Plan	BH
5.	BH to review governor comments made on Equality Objectives and document be taken LGB on 25.03.24 for approval	BH
5.	Governors unanimously approved document in its present form – BH to consider governor comments made on SEND Information Report	BH
6.	CF to liaise with BH ref. further details of archaeological dig	CF,BH

No	Description	Resp.
1.	Welcome from the Chair SW welcomed governors to the meeting.	
2.	Apologies and Quorum There were no apologies. The meeting was quorate.	
3.	Update on Executive Head/ Deputy Head Recruitment Process Executive Headteacher – SW advised the application deadline was yesterday with interviews being on Tuesday 19 and Wednesday 20 March and he would be involved in both days and SM would have involvement in the second day. There would be an opportunity for governors from both Fen Ditton and Marleigh Primary Academy to meet with candidates during a lunch on the first day. Action: SW to confirm details for governors to attend lunch on 19.03.24 to meet with candidates for Executive Headteacher A governor queried if the executive headteacher model was used in other schools? BH advised of two other primary schools within the trust which shared such a position and noted whilst there were benefits from it, there would be challenges for the trust to consider. Executive Deputy Headteacher (Curriculum) – SW advised there had been nine applicants and five had been shortlisted and he would be involved with the interviews on Friday 8 March. Miss James would step into the Executive Deputy Headteacher (SENDCo) role from next year. AB joined the meeting	SW

Signed By:	Date:

	<p>Parent Forum – SW advised there would be a Parents’ Forum for both Fen Ditton and MPA at Fen Ditton on Thursday 25 April at 7.00pm to allow an opportunity for the trust to update and provide reassurance to parents around the appointments.</p>	
4.	<p>Policy approval Process</p> <p>SW advised a group of governors at Fen Ditton had met to review the school’s policy tracker with a view to reducing the number of documents within it (some no longer applied as the school was now within a trust and others had been amalgamated).</p> <p>Polices fell into one of three categories: -</p> <ul style="list-style-type: none"> • Policies developed by the trust for use in all schools. • Trust policies which needed to be personalised by schools to suit their context. • School based policies. <p>SW then proposed as there would be a shared leadership model across Fen Ditton and MPA next year, the LGB not consider the approval of any further policies in 2023-24 and a number of policies could be used across both settings. There would be further clarification as to how this might work once the executive headteacher had been appointed.</p> <p>A governor queried if there was a requirement for any statutory policies to be approved this year? SW advised after reviewing the school’s compliance, three statutory polices required approval which would be discussed under Item 5.</p> <p>MK joined the meeting</p>	
5.	<p>Policies</p> <p>Accessibility Plan (Feb 24) – A separate document was distributed prior to the meeting. Action: Governors unanimously approved document in its present form – BH to consider governor comments made on Accessibility Plan</p> <p>Equality Objectives for Website 23-26 – A separate document was distributed prior to the meeting. BH asked if governors would be happy for the document to be uploaded to the school’s website in its present state and governor comments be considered when the document is next reviewed? She then added the trust would have their own equality objectives action plan to consider longer-term planning. A governor queried if the objectives within the document could be more specific? A governor noted a general point around the need for clarification and the purpose of a policy when reviewing it. Action: BH to review governor comments made on Equality Objectives and document be taken LGB on 25.03.24 for approval</p> <p>SEND Information Report (Jan 24) – A separate document was distributed prior to the meeting and BH advised she would review comments made prior to the meeting with the SENDCo. A governor queried the difference between the acronyms SEND and SENDV? LW advised the first to be used within statutory documents and the latter referred to a term used by the trust to identify vulnerable children. A governor queried if there were overlaps with the Equality Objectives document? BH advised of the differing focus of each document on pupils, staff and parents. After a brief discussion, it was agreed as the document had been agreed at the LGB in December 2023, it be uploaded to the school’s website in its present form to allow BH and CJ to review it in due course. Action: Governors unanimously approved document in its present form – BH to consider governor comments made on SEND Information Report</p>	<p>BH</p> <p>BH</p> <p>BH</p>

Signed By:	Date:

	BH would aim to consider comments made on the Accessibility Plan and SEND Information Report by the LGB on 25 March and latest by the LGB on 29 April.	
6.	Any Other Business	
	Archaeological Dig – CF advised Cambridge University Archaeological Dept and Marshalls would organise an archaeological dig in a field adjacent to the Cambridge Ice Rink in May and asked if the school would like to be involved with this which BH agreed to. Action: CF to liaise with BH ref. further details of archaeological dig	CF,BH
7.	Date of next meetings	
	LGB6 – Monday 25 March at 6.00pm (in person) LGB7 – Monday 29 April at 6.00pm (in person) LGB8 – Monday 17 June at 6.00pm (in person)	
	Meeting closed at 6.55pm	

Signed By:	Date: