

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)	
Gemma Phillips (GP)	
Dom Vicinanza (DV)	
Lauren Woods (LW)	

APOLOGIES: Dan Horrex (DH)

IN ATTENDANCE: Stuart Hales (SH)

Action Log

Item	Action	Resp.
5.	AB to complete and return pecuniary interest and photo consent forms to SH	AB
5.	MK to forward certificate from NGA safeguarding training to SH and AB to complete training	MK/AB
5.	SW to review and develop the schools vision statement with BH and governors	SW/BH
5.	BH to review if email contacts on page 12 of the SEND Policy required updating	BH
5.	BH to review governors' comments made at the LGB on 11.12.23 had been included in the SEND Policy and SEND Information Report	BH
6.	It was agreed governors would complete the LGB Tracker by the subsequent meeting on 04.03.24 if not already done so	All
6.	Trust to be informed SW and SM would now be co-Chairs of the LGB	SH
6.	Headteacher recruitment update to be taken to LGB on 25.03.24	BH
10.	Governor IDSR training to be taken to LGB on 17.06.24	BH
11.	SH to inform trust of safeguarding and inclusion link governors	SH
11.	LW, DV and AB to consider attending trusts safeguarding and inclusion link meetings in spring term	LW/DV/ AB
12.	Governors to inform CD if able to attend STEM Day on 15.03.24	All
13.	SH forwarded invite for online meeting on 04.03.24 starting at 6.00pm to governors after the LGB – BH to work with SW & SM on which policies would be taken to the meeting	BH/SW/ SM
15.	SW to discuss Staff Wellbeing with BH	SW/BH
16.	BH to update 4Risk document	BH

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed governors to the meeting and to BH as the Interim Headteacher. BH would be in post for the Spring and Summer Terms.	
	SW then advised GP had resigned from the LGB and planned to join the PTFA. Governors then thanked her for her participation in the governing body.	
	GP then left the meeting	
2.	Apologies and Quorum	
	Apologies were received from DH that were accepted by governors. The meeting was quorate.	
3.	Declarations of interest	
	There were no declarations of interest for any items on the agenda.	

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4.	<p>Agree minutes of previous meeting – 11th December 2023</p> <p>The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.</p>	
5.	<p>Matters arising and actions from previous minutes</p> <p>Item 5 – AB advised he would complete and return the pecuniary interest and photo consent forms to SH. Action: AB to complete and return pecuniary interest and photo consent forms to SH</p> <p>Item 5 – MK advised she had completed NGA safeguarding training and had forwarded a certificate to SH – he asked her to resend it. AB then advised he would shortly complete the training. Action: MK to forward certificate from NGA safeguarding training to SH and AB to complete training</p> <p>Item 7 – It was agreed to carry over the action for SW to review and develop the schools vision statement with BH and governors. Action: SW to review and develop the schools vision statement with BH and governors</p> <p>Item 10 – BH advised the PE Premium Plan had since been included on the website as it was a statutory requirement for schools to have one in place.</p> <p>Item 10 – CF advised Mr Fish and himself had met with the manager of the nearby Co-op and asked if they could support the school. A governor noted when joining the Co-ops reward scheme, she had been invited to include details of a school she would like them to support. A governor suggested the deadline for grant applications to the Co-op for 2023-24 had now passed and would need a specific focus. SW then advised of a benefit of building broader relationships with the Co-op and noted that Abbey People had agreed to take unused food from the Co-op to support a local food hub.</p> <p>Item 12 – Further to a governor’s query made at the LGB on 11.12.23, BH would review if the email contacts on page 12 of the SEND Policy would require updating. Action: BH to review if email contacts on page 12 of the SEND Policy required updating</p> <p>Item 12 – BH to review governors’ comments made at the LGB on 11.12.23 had been included in the SEND Policy and SEND Information Report. Action: BH to review governors’ comments made at the LGB on 11.12.23 had been included in the SEND Policy and SEND Information Report</p> <p>It was agreed all other actions had been completed.</p>	<p>AB</p> <p>MK/AB</p> <p>SW/BH</p> <p>BH</p> <p>BH</p>
6.	<p>Chairs Report</p> <p>2023-24 LGB Tracker – SW asked governors to continue to confirm they had read relevant safeguarding documents via completing the tracker. The documents and tracker were within a separate folder titled ‘LGB Tracker 2023-24’ within the ‘Meetings Academic Year 2023-24’ folder. If this caused an issue, they could confirm to SH who would update the tracker. Action: It was agreed governors would complete the LGB Tracker by the subsequent meeting on 04.03.24 if not already done so</p> <p>Anglian Governance Forum – SW advised the next AGF would be on 5 February. He also noted that there would be a trust safeguarding link meeting on 5 March and an Inclusion link meeting on 12 March.</p>	<p>ALL</p>

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	<p>Co-Chair – SW advised further to the LGB in December, SM and himself had agreed to be co-Chairs of the LGB and would further meet to discuss details behind this. Action: Trust to be informed SW and SM would now be co-Chairs of the LGB</p> <p>Headteacher Appointments – SW advised there would be interviews for a permanent headteacher at Bottisham Primary School in the next two weeks and the trust would then communicate the recruitment process for a permanent headteacher at Fen Ditton and MPA with governors. Action: Headteacher recruitment update to be taken to LGB on 25.03.24</p> <p>SW advised Mr Fish had left the school at the end of the autumn term and had completed an exit interview. He had been presented with a gift from governors and parents.</p>	<p>SH</p> <p>BH</p>
<p>7.</p>	<p>Heads Report</p>	
	<p>BH thanked governors for welcoming her to the school and advised she had prepared a report, that could be distributed after the meeting.</p> <p>Pupil Numbers – BH advised there were now 101 pupils on roll with 24 in the Nursery. Due to insufficient staff/child ratios, the school had informed parents at the end of the autumn term the nursery would be unable to open for wrap around on Thursdays and Fridays . No parents had since decided to withdraw their child from the unit.</p> <p>Attendance – BH advised the overall attendance for 2023-24 to date was 93.98% and 91.83% for the spring term to date. A governor queried what the target data would be? BH advised 96% and noted there was a wider national attendance issue. Schools would normally have weekly attendance meetings but due to staff capacity, it had not been possible to do so at MPA. She also stated the importance of governors both challenging the school and understanding its context around attendance. A governor queried the effect on data from persistent absence and ‘school refusers’? BH advised neither were an issue for the school. A governor queried if there was an overlap between attendance and vulnerable groups? BH advised she would need to review this and report back to governors and the trust had a ‘Anglian Learning Dashboard’ platform in place to allow for a range of comparisons to be made with other trust schools. A governor queried the comparison with Fen Ditton? SW advised of their overall data for 2023-24. A governor queried if there was an overlap between attendance and wider issues such as anxiety and data entered on My Concern? BH advised that there were planned sessions with the trust safeguarding lead and headteachers to unpick how making comparisons of this nature can be made easier for schools. BH advised that the plan at MPA is for regular meetings involving the attendance lead, family liaison officer and DSLs to look – out for patterns and ensure a holistic, combined approach to better understanding any underlying issues around attendance and mental health. CD commented that at times it was difficult to understand when there was genuine sickness and when sometimes if was used as an excuse for unauthorised absence. A governor queried if fines were being issued? BH advised the school would issue fines via the local authority if and when appropriate as per the attendance policy.</p> <p>SEND – BH advised there were currently 15 children on the SEND register and there was a higher need in Reception.</p>	

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	<p>Pupil Premium – BH advised there were currently nine children eligible for funding.</p> <p>Suspensions/ Exclusions – BH advised there had been none during the spring term.</p> <p>Whistleblowing, Prejudice Related Incidents/ Complaints – BH advised there had been none although she had met informally with some parents and directed them to the Trust's complaints policy should they wish to take matters further.</p> <p>Premises – BH updated governors on the water supply issue which had affected the school and wider development since the previous week and the site manager had been in school over the weekend to work with the Independent Water Network (IWN) and Public Health England who had carried out testing and a temporary water supply had since been installed to allow the school to reopen from 23 January. There had been a lot of support from the community, the Community Centre and from the Trust around public relations. A governor queried if the school had received further details as to the contamination behind the incident? BH advised it had not. Governors commented on how well things had been handled in difficult circumstances.</p> <p><u>Please refer to separate Confidential Minutes for rest of Heads Report</u></p> <p>CF then left the meeting</p> <p>SM asked if governors had any further concerns on the above, to please either contact SW or herself.</p>	
8.	Safeguarding Update	
	<p>BH advised staff had been allocated time to catch up on progressing SEND documentation and My Concern logs.</p> <p>She would meet with Camilla Saunders, the Trust's Director of Inclusion, and the school would consider alternative placements for some children and how this would be managed.</p>	
9.	Attendance Executive Summary	
	It was agreed this had been discussed under Item 7.	
10.	Inspection Data Summary Report (IDSR)	
	<p>BH advised the document allowed for comparisons with other schools around a variety of measures and she would be happy to lead a governor training session on its use.</p> <p>Action: Governor IDSR training to be taken to LGB on 17.06.24</p>	BH
11.	Agree governor roles and responsibilities for 2023-24	
	<p>The following roles were agreed; -</p> <ul style="list-style-type: none"> • Safeguarding – LW • Inclusion – DV and AB <p>Action: SH to inform trust of safeguarding and inclusion link governors Action: LW, DV and AB to consider attending trusts safeguarding and inclusion link meetings in spring term</p>	SH LW/DV/ AB
12.	STEM Day on 15 March 2024	
	CD advised there would be a STEM Day on Friday 15 March as part of National Science Week (similar to in 2022-23) but this year including children from Fen Ditton. She asked whether	

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	governors would be happy to visit during the day, either to lead an activity or as part of a more general visit? Action: Governors to inform CD if able to attend STEM Day on 15.03.24	All
13.	Policies	
	There were none to approve. Governors agreed the LGB on 4 March would be online to approve a number of outstanding policies. Post Meeting Note: SH forwarded invite for online meeting on 04.03.24 starting at 6.00pm to governors after the LGB – BH to work with SW & SM on which policies would be taken to the meeting	BH/SW/ SM
14.	Governor Matters	
	Governor Newsletter – SW advised he would write a newsletter before the end of term. Governor Recruitment – It was noted with two trust appointed governors resigning and AB having a child in nursery, there were four parents on the LGB which was over the 50% stated by the Trust. Governor Visits – SW advised SM and himself would visit in Spring 2 and suggested other governors could then complete visits in the Summer Term. 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. SW reminded governors they had access to training via the NGA.	
15.	Standing Items	
	Trust Matters – This had already been discussed under Item 6. Safeguarding – This had already been discussed under Items 7 and 11. Staff Wellbeing – SW advised that he would discuss this with BH as to how to progress this Action: SW to discuss Staff Wellbeing with BH Fen Ditton Primary School – There was nothing to report.	SW/BH
16.	Review of one Key Risk	
	SW advised from feedback, the trust had removed the requirement for schools to maintain a risk register and had asked that they instead consider three key risks specific to each school and review them termly. Governors agreed recruitment and retention was a key risk. Action: BH to update 4Risk document CD advised the trust had set up a recruitment and retention network for all staff chaired by the HR Team. It was agreed to move the item into the Strategy and Vision part of LGB agendas.	BH
17.	Any Other Business	
	There was none.	
18.	Review of meeting	
	Governors thanked BH for her honest and frank discussions during the meeting and BH added there was much for the school to be positive about. SW reminded Governors that if they	

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	wanted or needed to ask questions as they processed what they had heard, to contact himself or SM.	
19.	Date of next meetings	
	LGB5 – Monday 4 March at 6.00pm (online) LGB6 – Monday 25 March at 6.00pm (in person) LGB7 – Monday 29 April at 6.00pm (in person)	
	Meeting closed at 7.55pm	

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