

**PRESENT:** Stuart Wood (SW) Co-Chair  
Shelley Monk (SM) Co-Chair  
Bridget Harrison (BH) Interim Head  
Chris Flood (CF)  
Dom Vicinanza (DV)  
Lauren Woods (LW)

**APOLOGIES:** Clare Draper (CD)

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

**Action Log**

Item	Action	Resp.
5.	AB to complete and return pecuniary interest and photo consent forms to SH	AB
5.	AB to complete NGA safeguarding training and forward certificate to SH	AB
5.	AB,CF and MK to complete 2023-24 LGB tracker	AB,CF,M K
6.	SW to consider updating governors on executive headteacher recruitment process after meeting with trust on 30.04.24	SW
7.	BH to liaise with trust ref. installation of further CCTV cameras and update CF	BH
11.	BH to confirm focus for three governor visits during the summer term to allow governors to confirm their availability to attend	BH,All
11.	Non-parent governors to be included in parental communications	BH
11.	BH to confirm date and time for new parents meeting to allow governors to consider attending	BH,All

No	Description	Resp.
<b>1.</b>	<b>Welcome from the Chair</b> SW welcomed governors to the meeting.	
<b>2.</b>	<b>Apologies and Quorum</b> Apologies were received from CD that were accepted by governors. Adam Burns (AB) and Megha Kishore (MK) did not attend the meeting. The meeting was quorate.  SW thanked governors for their understanding as to the reasoning why the LGB planned in March had been postponed.	
<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 meetings – 22<sup>nd</sup> January and 04<sup>th</sup> March 2024</b> <b><u>24.01.22 LGB Minutes</u></b> The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.  <b><u>24.01.22 Confidential LGB Minutes</u></b> The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.  <b><u>24.03.04 LGB Minutes</u></b> The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.	

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<p><b>5.</b></p>	<p><b>Matters arising and actions from previous minutes</b></p> <p><b>SM joined the meeting</b></p> <p><b><u>24.01.22 LGB Minutes</u></b></p> <p><b>Item 5</b> – It was agreed to carry over the action for AB to complete and return pecuniary interest and photo consent forms to SH.  <b>Action: AB to complete and return pecuniary interest and photo consent forms to SH</b></p> <p><b>Item 5</b> – It was agreed to carry over the action for AB to complete NGA safeguarding training and forward a certificate to SH.  <b>Action: AB to complete NGA safeguarding training and forward certificate to SH</b></p> <p><b>Item 5</b> – It was agreed to remove the action for SW to review and develop the schools vision statement until there was an executive headteacher in place.</p> <p><b>Item 6</b> – It was agreed AB, CF and MK still had to complete the 2023-24 LGB Tracker.  <b>Action: AB,CF and MK to complete 2023-24 LGB tracker</b></p> <p><b>Item 11</b> – LW advised she had expressed an interest in being part of the trusts exclusion panel.</p> <p>It was agreed all other actions had been completed.</p> <p><b><u>24.01.22 Confidential LGB Minutes</u></b>      There were no actions.</p> <p><b><u>24.03.04 LGB Minutes</u></b></p> <p><b>Item 5 (x3)</b> – BH thanked governors for their comments made on the Accessibility Plan, Equality Objectives and SEND Information Report which she had discussed further with the trust. As the documents had already been approved it had been decided to incorporate governor comments when the documents next came round for review.</p> <p><b>Item 6</b> – CF advised there would be an archaeological dig starting on 20 May for approx. 10 weeks on land adjacent to the school and the universities outreach engagement officer would liaise with BH to agree how the school could have appropriate involvement with this.</p> <p>It was agreed all other actions had been completed.</p>	<p><b>AB</b></p> <p><b>AB</b></p> <p><b>AF,CF, MK</b></p>
<p><b>6.</b></p>	<p><b>Chairs Report</b></p> <p><b>Headteacher Recruitment update</b> – SW advised that the interviews for an executive headteacher, to work across MPA and Fen Ditton, at the end of the spring term had been unsuccessful and he would feed comments on the interview process back to the trust. The trust would advertise for the position for a further time with interviews in Summer 2 with the post to start from the Spring Term 2025.  <b>A governor queried what were the alternatives should the trust not be able to appoint a headteacher in Summer 2?</b> SW advised SM and himself would meet with the director of education tomorrow, and dependent on the discussions he might be able to provide an update to governors.  <b>Action: SW to consider updating governors on executive headteacher recruitment process after meeting with trust on 30.04.24</b></p> <p>Governors then discussed this in further detail.</p>	<p><b>SW</b></p>

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	<p>A governor noted the school also had to recruit for teachers to start from September? BH advised there had been no resignations to date (teachers had until the end of Summer 1 to resign and be in post from September).</p> <p>A governor queried if there would be a focus on maintaining the separate ethos of both schools within the forthcoming interview process? SW advised there would be a commonality between both schools but still allow for an individual context.</p> <p>BH advised of the issues around the recruitment of headteachers locally and the executive headteacher model was being used in other schools.</p> <p><b>Deputy Headteacher</b> – SW advised Miss James had been appointed as a substantive deputy headteacher to focus on SEND and Mrs Hearn and Mrs Parker (as a job share) had been appointed to the same position to focus on the curriculum, with both positions based across both MPA and Fen Ditton. AP was currently based at MPA for two days/week which would increase to four and SW added due to maternity leave both AP and CH had been deputy headteacher at Fen Ditton during the last two years.</p> <p><b>Parents Forum</b> – SW advised the meeting planned for 25 April to discuss the trust plans for next year would now be on Thursday 6 June between 7.00-8.00pm at Fen Ditton for parents of both schools.</p> <p><b>LGB Plans for 2024-25</b> – SW advised as there would be one executive headteacher working across both MPA and Fen Ditton, there would be consideration to streamline the governance process for both schools from next year. As LGBs were already a sub-committee of the trust board, the trust would not allow for further sub-committees and SW suggested there could be one governing body across both schools, with the first part of each LGB being shared and the second part breaking off into two separate working parties. He was reviewing the trust's scheme of delegation to see if this was possible</p> <p>A governor queried the reasoning behind this proposal as part of the LGB agenda was bespoke to MPA? SW advised part of each LGB would have a commonality between both schools and also allow for a focus on both settings.</p> <p>There would be a shared workload to assist with staff capacity and BH added that subject leads could also work across both schools.</p> <p>SW advised as part of this proposal, he had contacted the CofGs from other local federations which had two schools with one governor body to discuss how they operated with this model. A governor queried if the executive headteacher model would be a temporary plan whilst pupil numbers grew at MPA? SW advised as governors were volunteers this would also allow for the best use of their time and he noted that other external factors, such as if the proposed sewerage works at Honey Hill was approved, could mean parents from Horningsea might transfer their children to other local primaries</p> <p>A governor queried when MPA was at capacity would the executive headteacher model still work across both schools? SW advised it could be possible and noted reception numbers at Fen Ditton continued to be under PAN and BH added the headteacher would look to ensure both schools were sustainable where possible.</p>	
7.	<p><b>Heads Report</b></p>	
	<p><b>Heads Report</b> – A separate document was distributed prior to the meeting and BH noted it had been written on 17 March in preparation for the postponed LGB on 25 March and she asked if there were any queries from it?</p> <p><b>Premises Update</b> – A governor queried the reasoning as to why additional CCTV cameras would be installed around the school and due to GDPR would they be directed outwards or towards the school? BH suggested this could be linked to a recent incident at the nearby Co-</p>	

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<p>op and was not specific to the school site - she had not received a further update from the trust around this.</p> <p><b>Action: BH to liaise with trust ref. installation of further CCTV cameras and update CF</b></p> <p><b>Wider Curriculum Enrichment and Experiences –</b> A governor queried if the school council would be elected annually and how often would pupil voice occur? BH explained that the school council for KS1 had been elected today, and elections for KS2, which had a higher number of applicants, would be held later this half-term. Additionally, a staff member would meet with the school council weekly during the summer term. Besides these meetings, there would be more frequent pupil voice activities, separate from the school council.</p> <p>Another governor asked if there would be any special consideration for disadvantaged groups within pupil voice activities. BH assured that all pupil voice activities would be inclusive of disadvantaged and SEND pupils but emphasised that there would be no preferential treatment within the school council itself, as the democratic process would be upheld for all pupils. BH advised there were now leads in place for core subjects and all other subjects followed a purchased scheme – she had completed a staff voice to understand teacher preferences as to which subject they would lead.</p> <p>A governor asked if the school would begin planning for the 2024-25 academic year during the summer term. BH confirmed that planning would commence then and noted that the school had previously invested in several curriculum programmes, incurring associated costs. BH highlighted that the curriculum remained a risk, as subjects do not yet work in harmony and the curriculum has not been designed or refined by school leaders to reflect the school's context or aims.</p> <p>Another governor inquired about the expected outcome if an Ofsted inspection were to occur now. BH acknowledged that it was a difficult question to answer with certainty but expressed her opinion that the school would likely be rated as 'Requires Improvement.' She added that there were positive signs of progress towards achieving a 'Good' rating and that the school is now in a much stronger position compared to January. The Director of Education would conduct improvement visits twice each term.</p> <p><b>CF then left the meeting</b></p> <p><b>Staffing Update –</b> BH advised there had been no staff resignations to date and there was an advert out for a new class teacher to allow for an expanding school roll. It would be for any year group as the class structure for 2024-25 still had to be agreed (she noted that current numbers did not warrant an additional teacher). There had been a long-term supply in Yr1/2 in 2023-24 and there was an advert out for a post to start in September. A learning mentor has agreed to progress to QTS next year via the apprenticeship route. There is likely to be a 60% vacancy to support him, reducing to 20% through 2024-25, but this is not yet finalised due to the variability in working hours and the school are currently exploring alternative options with the HR department. While not teaching, the LM would continue in his present role in the school.</p> <p>The office manager had resigned and would leave later in May. An office assistant had since agreed to take on this responsibility but could only work until 2.30pm and the school would look to recruit to cover the position between 2.300-3.30pm</p> <p>A governor queried if there would be a collection for LH? BH advised there would be a staff collection, card and leavers film that governors would be able to contribute to.</p> <p><b>Post Meeting Note: BH forwarded an email regarding details of the officer managers leaving plans on 30.04.24</b></p>	<p><b>BH</b></p>
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	<p><b>Foundation Curriculum Monitoring</b> – A separate document titled ‘Foundation Curriculum Monitoring – Actions Taken to Date’ was distributed prior to the meeting.                  A governor noted the number of actions within the document and queried the time frame for them being completed? BH advised of the benefits of being able to share resources with Fen Ditton and from September MPA would fall into the Ofsted inspection window.</p> <p><b>DV left the meeting</b></p> <p><b>As the LGB was no longer quorate, governors agreed to continue, but that no actions could be taken</b></p>	
<b>8.</b>	<b>Safeguarding Update</b>	
	BH advised Mrs Futter would shortly start DSL training and there would be a safeguarding peer review in June. LW added she would plan to visit at the end of June to complete a safeguarding visit.	
<b>9.</b>	<b>Review of Risks</b>	
	<p>SW advised from 2023-24 the trust had requested that LGBs consider a small number of risks associated to each setting which BH confirmed as:-</p> <ul style="list-style-type: none"> <li>• Curriculum development and preparation for an Ofsted inspection</li> <li>• Developing the connection between the school and community to ensure pupil numbers continued to increase</li> <li>• Finances around the proposed structure for 2024-25</li> </ul> <p>Retention and recruitment would no longer be a risk for the school.</p>	
<b>10.</b>	<b>Policies</b>	
	<p><b>Accessibility Plan (Feb 24)</b> – A separate document was distributed prior to the meeting.</p> <p><b>Equality Objectives (23-26)</b> – A separate document was distributed prior to the meeting.</p> <p>It was agreed both documents had been approved at the LGB on 04 March.</p>	
<b>11.</b>	<b>Governor Matters</b>	
	<p><b>Governor Newsletter</b> – SW advised he had planned to write a newsletter at the end of the spring term but had first waited for the central team to confirm the executive headteacher appointment. There would be a communication to confirm details of the parent forum in June.</p> <p><b>Governor Recruitment</b> – SW advised due to the possible change to the governance model for MPA and Fen Ditton from next year, no further governors be recruited presently.</p> <p><b>Governor Visits</b> – SW asked if BH would like to propose three governor visits for the remainder of 2023-24 to allow governors to then confirm their availability to be linked to?  <b>Action: BH to confirm focus for three governor visits during the summer term to allow governors to confirm their availability to attend</b>  <b>Action: Non-parent governors to be included in parental communications</b></p> <p>SW advised there would be a new parents meeting at Fen Ditton in June which governors had been invited to and it was agreed BH would confirm the date and time for a similar event at MPA.</p>	<p><b>BH,All</b></p> <p><b>BH</b></p>

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	<p><b>Action: BH to confirm date and time for new parents meeting to allow governors to consider attending</b></p> <p><b>Training</b> – Two separate documents titled ‘Professional Learning Programme 2023-2024’ and ‘Training Schedule for new Governors and Clerks’ were distributed prior to the meeting.</p>	BH,All
<b>12.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – SW advised there was nothing further to report. SM advised the AGF on 23 May had been cancelled with the next one being in July.</p> <p><b>Safeguarding</b> – This had already been discussed.</p> <p><b>Staff Wellbeing</b> – A governor queried the current level of wellbeing? BH advised she considered it to be balanced and there was now a developing positive culture in the school. Staff had been allowed a segregated day for report writing and had PPA and TLR allowances. Governors then discussed staff participation in leading lunch and after school clubs.</p> <p><b>Fen Ditton Primary School</b> – This had already been discussed.</p>	
<b>13.</b>	<b>Any other business</b>	
	<p><b>IT</b> – If having IT issues, governors were asked to email the trusts IT support (helpdesk@anglianlearning.org).</p> <p><b>Meeting Documents</b> – Governors agreed documents would continue to be distributed via a link to LGB folders instead of via an email attachment.</p>	
<b>14.</b>	<b>Review of meeting</b>	
	This was not discussed.	
<b>15.</b>	<b>Date of next meetings</b>	
	<p><b>LGB8</b> – Monday 17 June at 6.00pm (in person)</p> <p><b>LGB9</b> – Monday 08 July at 6.00pm</p>	
	<b>Meeting closed at 8.00pm</b>	

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