

PRESENT:
Fen Ditton

Charlotte James (CJ) Interim Executive Head
 Stuart Wood (SW) Chair
 Rachel Bailham (RB)
 Xavier Castelino (XC)
 Lindsay Davies (LD)
 Mirriam Ferrer (MF)
 Chris Lindley (CL)

MPA

Lauren Woods (LW)

APOLOGIES:

Dan Horrex (DH)
 Dom Vicianza (DV)

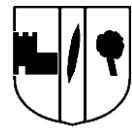
IN ATTENDANCE:

Hanna-Beth Clark (H-BC) Observer
 Emily Thompson (ET) Executive Head
 Stuart Hales (SH) Clerk

Item	Action	Resp.
4.	CL to forward SH suitable wording to be included on page 02 of 10.06.24 Fen Ditton minutes	CL,SH
6.	CL to format two policies which were approved at the LGB on 22.04.24	CL
6.	LD to respond to local authority letter ref. agreeing a date for them to visit to lead a session on road safety at Fen Ditton Primary School	LD
6.	2024-25 AIP for both schools to be issued to governors	CJ,ET
6.	SW,CL and XC to agree which policies could be for both schools and which for individual setting from 2024-25	SW,CL, XC
6.	Actions from MPA minutes on 01.07.24 to be taken to LGB on 09.12.24	SH
9.	LW agreed to meet with ET on 13.11.24 at 9.00am to complete an inclusion visit	LW,ET
10.	Governor safeguarding training to be taken to working groups on 21.10.24 and 04.11.24	SH,CJ
11.	Safeguarding and Child Protection Policies to be taken to working group on 04.11.24 for approval	SH,CJ
11.	SEND Policies/SEND Information Booklets for both schools to be taken to LGB on 09.12.24 for approval	SH,CJ
11.	SW to forward governor comments on formatting of trust policies to trust clerk	SW
12.	Two MPA governor visit reports to be taken to working group on 04.11.24	SH
14.	SW,ET to confirm date and time for parent forum in autumn term	SW,ET

No	Description	Resp.
1.	Welcome from the Chair and introductions SW welcomed all to the meeting and attendees introduced themselves to one another.	
2.	Apologies and Quorum Fen Ditton – There were no apologies, and the meeting was quorate for Fen Ditton governors. James Burton (JB), Ogochukwu (OU) and Simon Wall (SW) did not attend the meeting. MPA – There were apologies from Dan Horrex (DH and Dom Vicianza (DV). Adam Burns (AB), Chris Flood (CF), Megha Kishore (MK) and Shelley Monk (SM) did not attend the meeting, and the meeting was not quorate for MPA governors.	
3.	Declarations of interest There were none.	
4.	Agree Fen Ditton minutes of previous meeting – 10th June 2024	

Signed By:	Date:



	<p>The minutes had been circulated in advance of the meeting and a governor noted from the last paragraph on page 02, the cycleway between Horningsea and Fen Ditton had not been completed yet and there had been a subsequent delay in the official opening of it.</p> <p>Action: CL to forward SH suitable wording to be included on page 02 of 10.06.24 Fen Ditton minutes</p>	CL,SH
5.	<p>Agree MPA minutes of previous meeting – 01st July 2024</p> <p>The minutes had been circulated in advance of the meeting and due to the meeting not being quorate for MPA governors, they were not able to be agreed.</p>	
6.	<p>Matters arising and actions from previous minutes</p> <p>FD Minutes – 10.06.24</p> <p>Item 5 – SW advised he had fed back governor comments on being provided with an overview of school finances to the central team.</p> <p>Item 5 – It was agreed to carry over the action for CL to format two policies which were approved at the LGB on 22.04.24</p> <p>Action: CL to format two policies which were approved at the LGB on 22.04.24</p> <p>Item 5 – LD advised she had not responded to the local authority letter ref. agreeing a date in the autumn term for them to visit to lead a session on road safety at Fen Ditton until the cycleway between Horningsea and Fen Ditton had been completed</p> <p>Action: LD to respond to local authority letter ref. agreeing a date for them to visit to lead a session on road safety at Fen Ditton Primary School</p> <p>Item 10 – The 2024-25 AIP for both schools would be taken to the governor working groups in the autumn term.</p> <p>Action: 2024-25 AIP for both schools to be issued to governors</p> <p>Item 12 – It was agreed to carry over the action for SW,CL and XC to agree which policies could be for both schools and which for individual setting from 2024-25.</p> <p>Action: SW,CL and XC to agree which policies could be for both schools and which for individual setting from 2024-25</p> <p>It was agreed all other items had been actioned.</p> <p>MPA Minutes – 01.07.24</p> <p>Due to not being quorate, the actions from the meeting would be carry-overed to the LGB on 09 December.</p> <p>Action: Actions from MPA minutes on 01.07.24 to be taken to LGB on 09.12.24</p>	<p>CL</p> <p>LD</p> <p>CJ,ET</p> <p>SW,CL, XC</p> <p>SH</p>
7.	<p>Re-structuring of governance across Fen Ditton Primary School and Marleigh Primary Academy</p> <p>A separate document titled ‘Proposal of Re-Structuring of Governance across Fen Ditton Primary School and Marleigh Primary Academy’ was distributed prior to the meeting and SW proceeded to go through it in detail.</p> <p>A governor queried if the trust were in overall agreeance with the presented proposal? SW advised the trust acknowledged having two LGBs with one executive leadership model would not be workable.</p> <p>A governor queried if under the model, there would be a separate safeguarding and inclusion governor for both schools? SW advised there would be, to allow for a contextual understanding of each setting.</p>	

Signed By:	Date:



	<p>SW advised from page 13 of the LGB Guidance Handbook (Sept 2024-25), the trust would allow between 8-12 governors in an LGB:-</p> <p><i>'...The minimum size of the LGB should be eight governors and a maximum number should be twelve governors. The LGB must be comprised of the headteacher / executive headteacher / head of school; two parent governors who are elected; one elected staff governor; and four Trust appointed community governors (at least one of whom should ideally represent the local community in some form). Other governors, up to the maximum, would be Trust appointments by the Trust Board...'</i></p> <p>A governor queried if there was a reluctance from the trust to agree to the proposed structure? ET advised the trust were supportive towards the alignment of the governing bodies across both schools but still needed to develop an understanding of how this would look like in detail.</p> <p>A governor queried if rewording the term 'governor working groups' would appease the trust? A governor queried if there were any other schools in the vicinity who operated with a similar model? SW advised he had liaised with the CofGs from four other local schools which had joined into two federations.</p> <p>Ofsted Inspection – It was noted MPA would fall into the 'inspection window' in 2024-25. A governor queried if it would be beneficial to inform MPA governors of this via the governors WhatsApp?</p> <p>A governor queried if and how Ofsted would alter inspections to take into account staff wellbeing? ET advised one wording outcomes would be removed in 2024-25 and there was a current consultation to make further changes ready for 2025-26.</p> <p>A governor queried if by having less meetings, governors would still be able to complete all necessary monitoring? SW asked governors to consider 2024-25 as a trial period for the new governance structure and this could be reviewed in due course. In 2024-25, there would be an additional governor for both schools to address any such concerns. Once governors had oversight of the 2024-25 AIP for each school, they might be able to complete visits across both schools at the same time.</p> <p>A governor queried if the model could be revised as MPA continued to grow? SW advised it could be and as numbers grew, the leadership capacity at the school would also expand.</p> <p>A governor queried if taking into account MPA now being in an Ofsted window and Fen Ditton likely being in one the following year, would the new model work and would there be an opportunity to review and change it if required? SW noted a consideration there was a greater risk of the governing bodies not addressing the imbalance of experience between each and a consistent approach to governance across both schools would help to address this.</p> <p>SW asked if governors were happy to continue with the development of the new governance structure? Governors were unanimously supportive towards this, subject to any trust feedback.</p>	
8.	Heads Report (verbal) inc. review of 2023-24 Data	
	<p>Staffing – There had been one resignation at MPA at the start of the autumn term due to family circumstances, which had not yet been shared with parents. There were adverts for three staff at MPA and both schools would also consider recruitment of further TAs.</p> <p>There had been an advert for TAs during the summer term and one candidate would be interviewed at the end of the week. A new teacher had settled in well at Fen Ditton.</p> <p>Staff Training – CJ noted the positives from there being joint staff training days at the start of the autumn term.</p>	

Signed By:	Date:



	<p>Pupil Numbers – There were 107 on roll at MPA with 26 in reception. There were currently 139 on roll at Fen Ditton and due to a lower birth rate the school would have a PAN of 40 in 2024-25 (instead of 25), to allow for a mixed Yr1/2 class. A governor queried the Pupil Admission Number (PAN)? CJ advised it was currently 15 at MPA and would increase to 30 from 2025-26. The school would continue to prioritise accepting children from the development but would be allowed some element of discretion around this.</p> <p>Phonics – Fen Ditton had changed its phonics programme to Rocket Phonics and there had been a further joint staff training over two days to support its implementation. English leads were working closely across both settings.</p> <p>Pupils – CJ advised children had started the autumn term well in both schools and new staff had settled in. There had been positive comments from parents of children at MPA as the school had changed to having one point for dropping off and picking up children.</p> <p>Executive Leadership – CJ advised there had been a positive start to the term and the team would decide on a weekly basis how they would be deployed across both schools. She identified safeguarding as an issue at MPA and an increase in complex SEND needs at Fen Ditton.</p> <p>Suspensions – There had been a suspension for two children today (both with SEND).</p> <p>Attendance – There had been a positive meeting with office staff from both schools around new national attendance guidance which had been introduced over the summer period.</p> <p>SEND – A governor queried the number of children on the SEND Register in both schools? ET advised it was in line with national averages at MPA and above at Fen Ditton. CJ advised of the number of children who were currently being assessed across both schools and if successful, the number of EHCPs across both. There were ongoing delays with the local authority processing applications and schools would have to carefully consider funding and the deployment of TAs.</p> <p>Three separate documents were distributed prior to the meeting:-</p> <ul style="list-style-type: none"> • FD Summer Term 2024 Data Analysis • MPA BH End of Year Summary for Govs • Unity in Diversity, Building Community <p>A governor thanked CJ and the SLT for agreeing to be interim executive headteacher for the start of the autumn term until ET was in post in Autumn 2. H-BC noted she had visited both schools at the end of the previous week and the positives of both settings.</p>	
9.	<p>The Academy Improvement Plan (AIP)</p>	
	<p>Priorities – It was agreed the 2024-25 AIP would be finalised in time for the governor working groups in the autumn term.</p> <p>Link Governors: Fen Ditton – It was agreed MF would continue as safeguarding governor for 2024-25 and LD as link governor.</p> <p>MPA – It was agreed LW would be safeguarding governor for 2024-25 and SW would be inclusion governor.</p> <p>Action: LW agreed to meet with ET on 13.11.24 at 9.00am to complete an inclusion visit</p>	

Signed By:	Date:



	<p>It was noted the trusts safeguarding and inclusion link meetings in the Autumn term would be on;-</p> <ul style="list-style-type: none"> SEND – Monday 23 September Safeguarding – Wednesday 06 November Pupil Premium – Tuesday 10 December <p>SW suggested the responsibility for monitoring finances be removed from both LGBs. ET noted the increased importance on EYFS within Ofsted inspections and both schools would consider this over the next 12-18 months.</p> <p>Further governor roles (i.e. EYFS) would be allocated once the 2024-25 AIPs had been finalised.</p> <p>A separate document titled '24-24 MPA AIP (Updated by BH)' was distributed prior to the meeting. ET was currently working to finalise this.</p>	LW,ET
10.	<p>Safeguarding Training</p> <p>Safeguarding training would be taken to the governor working groups in the autumn term. Action: Governor safeguarding training to be taken to working groups on 21.10.24 and 04.11.24</p>	SH,CJ
11.	<p>Policies</p> <p>Fen Ditton Safeguarding and Child Protection – A separate document was distributed prior to the meeting.</p> <p>Marleigh Primary Academy Safeguarding and Child Protection – A separate document was distributed prior to the meeting. Action: Safeguarding and Child Protection Policies to be taken to working group on 04.11.24 for approval</p> <p>SEND/ SEND Information Booklet – CJ advised both documents would be taken to the LGB on 09 December 2024 for approval. Action: SEND Policies/SEND Information Booklets for both schools to be taken to LGB on 09.12.24 for approval</p> <p>Further to a governor query around the formatting of trust policies on the schools websites, it was suggested where governors notice formatting issues in policies which have been prepared by the central team and schools only have to personalise, they forward comments back to trust She also noted consideration as to the capacity of the central team as the trust grew. Action: SW to forward governor comments on formatting of trust policies to trust clerk</p>	SH,CJ SW
12.	<p>Governor Matters</p> <p>Governor Newsletter – SW advised he would consider writing a newsletter after the meeting and also one towards the end of the autumn term. It was noted all Fen Ditton governors were included in the distribution of school correspondence.</p> <p>Governor Recruitment – SW advised due to the re-structuring of the LGBs across both schools, he was not actively looking to recruit additional governors but if governors knew of a suitable candidate to please inform him.</p>	

Signed By:	Date:



	<p>Governor Visits – Two separate visit reports titled ‘EYFS 08.07.24 (SW)’ and ‘Phonics 15.07.24 (SW)’ were distributed prior to the meeting. It was agreed to take these to the MPA working group on 04 November. Action: Two MPA governor visit reports to be taken to working group on 04.11.24</p> <p>Training – Three separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Training Schedule for New Appointments Sep 2024 • National College Training Courses and Webinars 2024-25 • Governance Training Opportunities 2024-25 Sep 2024 	SH
13.	Standing Items	
	<p>Trust Matters – Two separate documents titled ‘LGB Guidance Handbook v2.0 September 2024’ and ‘AL Scheme of Delegation v4.0 September 2023’ were distributed prior to the meeting</p> <p>Safeguarding – It was agreed this had already been discussed.</p> <p>Staff Wellbeing – SW advised he had recently visited MPA and commented staff were positive at the start of the term.</p>	
14.	Any Other Business	
	<p>Parent Forum – SW ad ET advised they would confirm the date for a parent forum to be held at the end of the school day during the autumn term. Action: SW,ET to confirm date and time for parent forum in autumn term</p> <p>A governor queried if the schools would consider a forum at the start of the school day after parents had dropped of their children? CJ advised she would look to introduce parental coffee mornings in Autumn 2 as part of her inclusion role.</p> <p>Executive Headteacher Dog – ET advised once in post in November, she planned to bring her dog into school for a couple of days/week. This had been risk assessed and she would encourage interaction with children. A governor queried if there were concerns a child or parent might have a dog allergy? ET advised the dog had been purchased as a hypo-allergenic therapy dog.</p>	SW,ET
15.	Review of Meeting	
	This was not discussed.	
16.	Date of next meetings	
	Monday 21 October (FD working group) Monday 04 November (MPA working group) Monday 09 December LGB2 (venue tbc)	
	Meeting closed at 7.55pm	

Signed By:	Date: