

**PRESENT:**

|                       |                   |
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| Stuart Wood (SW)      | Co-Chair          |
| Shelley Monk (SM)     | Co-Chair          |
| Bridget Harrison (BH) | Interim Head      |
| Adam Burns (AB)       | attended remotely |
| Clare Draper (CD)     |                   |
| Megha Kishore (MK)    |                   |
| Dom Vicinanza (DV)    | attended remotely |

**APOLOGIES:**

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| Chris Flood (CF)  |
| Lauren Woods (LW) |

**IN ATTENDANCE:**

|                   |                            |
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| Dan Horrex (DH)   | observer                   |
| Alice Parker (AP) | Interim Deputy Headteacher |
| Stuart Hales (SH) |                            |

**Action Log**

| Item | Action   | Resp.    |
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| 5.   | AB to complete and return pecuniary interest and photo consent forms to SH   | AB,SH    |
| 5.   | AB to complete NGA safeguarding training and forward certificate to SH   | AB,SH    |
| 5.   | Governors welcome to attend staff safeguarding training on 03.09.24 (am)   | All      |
| 5.   | AB,CF and MK to complete 2023-24 LGB tracker   | AB,CF,MK |
| 8.   | BH to circulate summary of 2023-24 data, and any other relevant matters to governors at the end of the summer term | BH       |

| No        | Description  | Resp.     |
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| <b>1.</b> | <b>Welcome from the Chair</b>  |           |
|           | SM welcomed governors to the meeting and governors introduced themselves to AP.  |           |
| <b>2.</b> | <b>Apologies and Quorum</b>  |           |
|           | Apologies were received from Chris Flood (CF) and Lauren Woods (LW) that were accepted by governors. The meeting was quorate.  |           |
| <b>3.</b> | <b>Declarations of interest</b>  |           |
|           | There were no declarations of interest for any items on the agenda.  |           |
|           | <b>MK arrived at meeting</b>   |           |
| <b>4.</b> | <b>Agree minutes of previous meetings – 29<sup>th</sup> April 2024</b>   |           |
|           | The minutes had been circulated in advance of the meeting. The paper version would be signed by the Chair.   |           |
| <b>5.</b> | <b>Matters arising and actions from previous minutes</b>   |           |
|           | <b>Item 5</b> – It was agreed to carry-over the action for AB to complete and return a pecuniary interest and photo consent form to SH.<br><b>Action: AB to complete and return pecuniary interest and photo consent forms to SH</b> | <b>AB</b> |
|           | <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.<br><b>Action: AB to complete NGA safeguarding training and forward certificate to SH</b>        | <b>AB</b> |
|           | BH advised governors would be welcome to attend annual safeguarding training with MPA and Fen Ditton staff within the INSET day on Tuesday 03 September for 1 hour in the morning.   |           |

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|                  | <p><b>Action: Governors welcome to attend staff safeguarding training on 03.09.24 (am)</b></p> <p><b>Item 5</b> – It was agreed to carry over the action for AB, CF and MK to complete the 2023-24 LGB tracker.<br/> <b>Action: AB,CF and MK to complete 2023-24 LGB tracker</b></p> <p><b>Item 7</b> – BH advised she had liaised with the trust regarding the possibility of there being additional CCTV cameras around the school site – the central team had confirmed no further units would be installed.</p> <p><b>Item 11</b> – The new parents meeting would be on Wednesday 03 July and the transition day originally planned for 10 July would now happen on Friday 12 July.</p> <p>It was agreed all other actions had been completed.</p>  | <p><b>All</b></p> <p><b>AB,CF, MK</b></p> |
| <p><b>6.</b></p> | <p><b>Co-Chairs Report</b></p> <p><b>AGF</b> – SW advised the AGF planned for 23 May had been postponed, the next being on Thursday 11 July. There had been an inclusion link meeting on 10 June and a safeguarding link meeting on 19 June.</p>  |   |
| <p><b>7.</b></p> | <p><b>Update on Exec. Head recruitment and Executive Leadership Team</b></p> <p><b>Executive Headteacher</b> – SW advised there had been interviews on Monday 24 and Tuesday 25 June. Four candidates had been shortlisted, one subsequently withdrew and one had not been invited to the formal interviews on the second day. From the remaining two candidates the trust had appointed an executive headteacher who was able to start in December (who had experience of leading across two schools) who had since verbally accepted the position. When this had been confirmed in writing, the central team would inform staff, governors and parents of both MPA and Fen Ditton (hopefully before the end of the summer term).</p> <p>For the Autumn Term, Miss James had agreed to be Interim Executive Headteacher across both schools, AP would be Executive Deputy (SEND) and Cara Hearn Executive Deputy (Curriculum). The leadership would be further supported by a member of staff seconded from another school in the trust for three days/week during the autumn term.</p> <p>In the spring term 2025, Miss James would be Executive Deputy Head (SEND) supported by a member of staff from Fen Ditton who had been appointed an assistant SENDCo across both schools and AP would be Executive Deputy Head (Curriculum).</p> <p>A governor queried if having additional SENDCo capacity would be sufficient to address the needs across both schools? It was noted there would be two fulltime SENDCos in place from the spring term.</p> <p>SW advised that on behalf of governors he was grateful to existing staff for agreeing to step up to the above interim roles and their flexible approach during this period.</p> <p>SW asked if there were any further queries? There were none.</p> |   |
| <p><b>8.</b></p> | <p><b>Heads Report</b></p> <p>BH apologised for not presenting a written report but proceeded to give a detailed verbal update;-</p> <p><b>Data</b> – BH advised of the Yr1 phonics data where although it was better, was still below the target for the school. She then noted the percentage of children who had obtained full marks from the Yr4 Multiplication Times Table checks, and there had been a collaborative approach to this between the school and parents.</p> <p>Four Yr6s had taken KS2 SATs and there had been a local authority writing moderation visit.</p>  |   |

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| <p>A governor noted whilst there had been an improvement in maths data, also queried how parents could support and improve reading data? BH advised this would form part of the action plan for the HMI visit.</p> <p>BH agreed to circulate a summary of 2023-24 data, and any other relevant matters to governors at the end of the summer term.<br/> <b>Action: BH to circulate summary of 2023-24 data, and any other relevant matters to governors at the end of the summer term</b></p> <p><b>Confidential Item (at the time of the meeting)</b><br/> <b>Staffing</b> – BH advised that Miss Blades (reception teacher) and CD had resigned and would leave at the end of 2023-24 and thanked both members of staff for their hard work and dedication during their time at the school. AP and herself had since progressed staffing plans for next year and BH noted the importance of staff continuing to meet the needs of children in the school. Staffing plans would be shared with children and parents during the transition day on 12 July and the school was still to inform teachers as to which classes they would be based in next year.</p> <p>Via a one-year apprenticeship route, Mr Chambers would lead his own class next year to achieve QTS and his teaching time would increase over each term. Miss Grey would lead in Nursery and EYFS and a teacher had been appointed to form a middle management, working under the executive team. Miss Westrope had been appointed as English lead.</p> <p>The new office manager had settled in well and as she was only able to work until 2.30pm, BH and AP had been responsible for the office until a further person had joined to cover this period.</p> <p><b>Budget</b> – BH advised the worst-case scenario for staffing had been included in the 2024-25 budget. There was a small deficit which had reduced from that in initial budget plans and the trust continued to be supportive towards the school.<br/>         The school had made savings this year where possible and supply staff had presented a significant expenditure and it was suggested a more cost-effective alternative was for a HLTA to be appointed which was being considered by the central team.<br/>         A governor noted the schools budget had been underwritten for the first two years of its opening and queried how this would develop moving forward? SW advised the DfE had originally funded the school for two years but suggested the LA had also agreed to do so for the third year.</p> <p>BH advised there had been an English reading review by an HMI and instead of preparing a report, the HMI had developed an English action plan for the school.</p> <p>Due to staffing changes there was presently no one trained on Rocket Phonics and in response, training had been arranged for all staff. There would be a focus on poetry, performances to address the EAL in the school. There had been an executive leadership planning day in June and BH advised of the importance of reading and phonics data by the end of KS1.</p> <p>BH advised there had also been trust safeguarding and SEND audits which had raised some minor action points. There had been an increase in racist incidents amongst children (the majority being at play or lunchtimes) and the school would have to consider its curriculum provision to meet the needs of a diverse community.<br/>         A governor queried if there were actions from the safeguarding audit which would influence the risk register? BH advised whilst there would be none, there had been a further social care referral and an increase in the reporting of safeguarding over the spring and summer terms.</p> | <p><b>BH</b></p> |
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|     | <p>A governor queried if reporting would also include incidents which happened within the wider community? BH advised it would, should a child make a disclosure whilst being in school and also if an incident involved a child at the school. She then added the actions the school had taken in response to incidents within the wider community and she had attended community strategy meetings and hoped the new executive leadership would continue with this. The school would continue to highlight the importance of inclusiveness during school events and the importance of parents remaining separate to children at such times.</p> <p><b>Enrichment Events</b> – BH advised there had been a wide range of school events and trips during the summer term and thanked all staff for their participation in these. Updates continued to be included in school newsletters and social media.</p> <p><b>H&amp;S</b> – BH advised there had been a local authority audit and she noted the compliance to be 97%.</p> <p><b>Pupil Numbers</b> – BH advised of the current numbers on roll from a capacity of 420. Reception would be at PAN (15) from September with a number of applications going through the appeals process. Where children lived within the Marleigh development, they would be accepted even if the school went over PAN. After liaising with the local authority, it was hoped that the next phase of the development would bring in more younger families with children.</p> <p><b>Update on Risk Register</b> – BH advised recruitment continued to be identified as being a risk to the school.</p> |  |
| 9.  | <p><b>Progress on 2023-24 AIP</b></p>   |  |
|     | <p><b>Governor Visits</b> – Three visits were being planned before the end of the summer term:-</p> <ul style="list-style-type: none"> <li>• EYFS – SW advised he would visit on 08 July.</li> <li>• Inclusion/SEND (DV &amp; LW)</li> <li>• Reading &amp; Phonics (SW)</li> </ul> <p>SW asked should another governor also be able to attend the above visits, to please inform him. BH advised it would be beneficial for governors to complete a pupil voice as part of their visits.</p>  |  |
| 10. | <p><b>Initial Plans for 2024-25 AIP</b></p>   |  |
|     | <p><b>SEF</b> – From the document, BH noted the overall grading for the school.</p> <p><b>2024-25 AIP</b> – BH advised of the priorities which would be included in the document.</p>   |  |
| 11. | <p><b>Governor Matters</b></p>  |  |
|     | <p><b>Governor Newsletter</b> – SW advised he planned to write a newsletter before the end of the summer term.</p> <p><b>Governor Recruitment</b> – SW advised due to the proposed changes to the governance model for MPA and Fen Ditton from next year, no further governors be recruited presently. Further details were still to be finalised with the trust to both consider the work of the executive leadership but also the effectiveness of governors. He then proposed the meeting arrangement for the autumn term (as per Item 15) as a trial period.</p> <p><b>Governor Visits</b> – This had been discussed within Item 9.</p>   |  |

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|            | <p><b>Training</b> – SW advised that due to low interest, the trust would no longer subscribe to the NGA but would publicise other training opportunities.</p>  |  |
| <b>12.</b> | <p><b>Standing Items</b></p> <p><b>Trust Matters</b> – SW advised there were two adverts out for a deputy director of education for both primary and secondary to provide additional capacity as the trust grew as it was likely to accept a further primary and secondary school at the beginning of 2025.</p> <p><b>Safeguarding</b> – This had already been discussed.</p> <p><b>Staff Wellbeing</b> – A governor queried staff wellbeing, in particular around the additional workload of leading clubs? BH advised that whilst staff were exhausted, she gave examples of how the school would continue to consider their wellbeing.<br/>         A governor queried if there were any common themes behind staff resignations? BH advised that there were no common themes, but some staff may identify possible reasons and SW would complete exit surveys where possible</p> <p><b>Fen Ditton Primary School</b> – This had already been discussed.</p> |  |
| <b>13.</b> | <p><b>Any other business</b></p> <p><b>Parents Forum</b> – A separate document titled ‘Parent Forum Notes – 060624’ was distributed prior to the meeting.</p> <p><b>Thankyous</b> – As it would be her final LGB, BH thanked governors for their hard work and dedication towards the school and felt assured that the executive leadership model would move the school forwards.<br/>         On behalf of governors SM thanked BH for her time as interim headteacher at the school.</p>  |  |
| <b>14.</b> | <p><b>Review of meeting</b></p> <p>This was not discussed.</p>  |  |
| <b>15.</b> | <p><b>Date of next meetings</b></p> <p><b>LGB1</b> – Monday 16 September at 6.00pm – in person (joint with Fen Ditton)<br/> <b>Working Group</b> – Monday 04 November at 6.00pm – in person<br/> <b>LGB2</b> – Monday 09 December at 6.00pm – in person (joint with Fen Ditton)</p>   |  |
|            | <p><b>Meeting closed at 7.45pm</b></p>  |  |

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