

PRESENT:

Emily Thompson (ET)	Executive Head
James Burton (JB)	
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Megha Kishore (MK)	
Chris Lindley (CL)	
Dom Vicinanza (DV)	Chair

APOLOGIES:

Rachel Bailham (RB)
Adam Burns (AB)
Lauren Woods (LW)

IN ATTENDANCE:

Stacey Chapman (SC)	Interim Executive Deputy Head
Hanna-Beth Clark (H-BC)	Observer – attended remotely
Alice Parker (AP)	Executive Deputy Head
Stuart Hales (SH)	Clerk

Item	Action	Resp.
5.	XC and DV to consider co-chairing LGB for the rest of 2024-25	XC,DV
7.	SH to check DBS and AL email in place for HB-C to allow her to complete National College safeguarding training	SH, HB-C
7.	XC and DV to meet with trust clerk to further discuss LGBs role in approving policies	XC,DV
8.	Governors to confirm they have read KCSiE2024:Part 2 by LGB on 27.01.25 – SH to forward document to HB-C	All,SH
9.	SH asked IT dept (and KJ) whether it was possible to merge the two schools sites on SharePoint into one titled 'FDP/MPA LGB' on 10.12.24	SH
9.	FDP/ MPA LGB governors email distribution group to be set up	SH
10.	Safeguarding Executive Summary to be taken to LGB on 27.01.25	ET,SH
13.	XC/DV to consider preparing update on work of LGB within a parental newsletter	XC,DV
13.	ET to confirm that school newsletters are also distributed to non- parent governors	ET
13.	HB-C to remind referees to complete and forward completed reference forms to SH	H-BC,SH
13.	MF to complete safeguarding visit and LW to prepare report from her safeguarding visit	MF,LW
13.	LD and AB to complete inclusion visit	LD,AB
13.	Update on 'Project Re-set' to be taken to LGB on 27.01.24	ET,SH

No	Description	Resp.
1.	Welcome from the Chair and introduce executive leadership team	
	DV welcomed all to the meeting.	
2.	Apologies and Quorum	
	There were apologies from Rachel Bailham (RB), Adam Burns (AB) and Lauren Woods (LW) which were accepted by governors and the meeting was quorate. Dan Horrex (DH) did not attend the meeting. Chris Flood had resigned as a governor earlier the same day.	
3.	Declarations of interest	
	There were none for any item on the agenda. LD advised she was a trustee of a young person's mental health trust, which was used by Anglian Learning.	
4.	Agree Model of LGB	
	Further to discussions held at the working party in November, ET advised the proposed model for the LGB would be taken to the trust board for approval before the end of the term.	

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5.	Elect Chair of Governing Body	
	<p>XC advised whilst he would consider co-chairing the LGB, he would first consider other personal commitments before deciding, by the governors meeting in January. (DV had previously indicated he would be happy to be co-chair). It was suggested XC and DV consider co-chairing the LGB for the rest of 2024-25.</p> <p>Action: XC and DV to consider co-chairing LGB for the rest of 2024-25</p>	XC,DV
6.	Agree Working Group minutes of previous meeting – 04th November 2024	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.	
7.	Matters arising and actions from previous minutes	
	<p>Item 8 – LW had completed a safeguarding visit at MPA but still had to prepare a visit report from it.</p> <p>Item 10 – HB-C would not be able to access National College safeguarding training without an AL email being in place. HB-C advised she had completed level 4 safeguarding training and ET asked that she still complete the NC training.</p> <p>Action: SH to check DBS and AL email in place for HB-C to allow her to complete National College safeguarding training</p> <p>Item 11 – ET advised she had received some clarification from the central team as to the role of LGBs in approving policies and XC and DV would meet with the trusts clerk to discuss this further.</p> <p>Action: XC and DV to meet with trust clerk to further discuss LGBs role in approving policies</p> <p>It was agreed all other actions had been completed.</p>	SH, HB-C XC,DV
8.	Chairs Report	
	<p>ET advised whilst it was only mandatory for governors to read KCSiE2024:Part 2, there were also other sections of the document that would be useful to the role of a governor.</p> <p>Action: Governors to confirm they have read KCSiE2024:Part 2 by LGB on 27.01.25 – SH to forward document to HB-C</p>	All,SH
9.	Headteachers Report	
	<p>ET apologised for not issuing the report prior to the meeting and asked if governors had a preference to such reports being emailed or uploaded to the meeting folder? She then emailed it to governors during the meeting.</p> <p>Post Meeting Note: SH asked IT dept (and KJ) whether it was possible to merge the two schools sites on SharePoint into one titled ‘FDP/MPA LGB’ on 10.12.24</p> <p>Action: FDP/ MPA LGB governors email distribution group to be set up</p> <p>ET advised the report followed the same format as previous LGBs and included for both schools (she would welcome governors feedback on this) and highlighted the following points:-</p> <p>Pupil Numbers – ET advised of the current numbers on roll for both schools.</p> <p>A governor queried if nursery numbers had been included within the stated number for MPA? ET advised they had been and noted there was a more even spread of children in each year group at FD with less children in Yrs4 and 6 at MPA. ET then advised of the present class structure at MPA and from September 2025, there would be a separate Yr3 and 4 class. From 2025-26 the</p>	SH SH

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PAN at MPA would increase from 15 to 30 (the school had gone over PAN this year) and the school would look to keep spaces open for families moving into the development.

A governor queried the forecast reception numbers for FD in September 2025? ET advised schools would receive data for places, either first, second or third choice, in April of each year. FDs PAN was 15, and ET continued to complete parental tours at both schools for families of reception children starting in September 2025.

A governor asked for reassurance that the trust had a long-term plan for FD to remain open? ET advised whilst there had been previous discussions about the long-term sustainability of FD, after meeting with the CEO it had since been decided that the trust would support the school to remain open.

A governor queried if it would be possible to increase pupil numbers at FD? ET advised that it would continue to be a more appropriate setting for some children and whilst it would remain as a one form entry, the trust would financially support its long term vision to increase to seven single age classes.

A governor queried the capacity at FD? ET advised the school currently ran with five classes which would increase to six from the spring term (which would be the capacity of the existing building).

A governor queried if there were reasons as to the lower number of reception children at FD? ET advised numbers were a concern for many schools due to a lower national birth rate.

A governor queried as numbers continued to increase at MPA, would school catchment boundaries change in due course? ET advised any such change would require a full local authority consultation.

Attendance – ET suggested governors challenge her around data for SEND and PP children and the overall data for FD.

A governor noted the difference in PA data between the two schools? ET advised it was partly due to children on reduced timetables at FD, whilst the school waited for the local authority to decide on a more suitable setting for these children. ET suggested at the LGB in January, it would be useful to analysis data in further detail, especially looking at vulnerable groups.

A governor queried if there were reasons as to why headings for data for vulnerable groups differed between both schools?

A governor queried if it would be possible to include national data and trends within future reports?

A governor queried if PA data was predominantly connected to lateness or absence? ET advised children were noted as PA should there overall attendance fall below 90%.

Suspensions – ET advised of the difference in the number of suspensions at both schools during the autumn term.

A governor queried it would be useful to consider if there was a link between PP/SEND and suspension data? ET advised there was more challenging behaviours at FD and the school would have a 'reset' in January, which she would discuss during the meeting.

Staffing – ET advised staffing was stable across both schools and there would be an opportunity for an apprentice teacher based at MPA to complete a six-week placement at FD. Both AP and Mrs Hearn had agreed to increase their hours by 0.5 days to 4 days/week from January. One member of staff from MPA had agreed to be a family support worker to work across both schools from January and there would be an advert for a class teacher at MPA.

Curriculum – Following a review of foundation subjects (those excluding maths and English), ET felt some changes were needed to the teaching & learning provision at both schools (this has been given the name 'Project Reset'). From feedback, teachers had raised workload as an issue, especially around lesson planning. Subsequently both schools would move to the Kapow

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	<p>learning scheme from January, which had been welcomed by staff. Parents would be informed via a newsletter later in the week.</p> <p>A governor queried the benefits of the scheme? ET, SB and AP advised from a teaching perspective, the platform included planning, resources and presentations for lessons which only required adjusting to suit the needs of individual classes, a consistency of T&L across both schools and interwoven into long term plans were SEMH, British values and diversity. It would be unit-based learning with pre and end of unit assessments.</p> <p>A governor queried the cost of the scheme and the impact on budgets? ET advised the scheme had only been purchased once, to be shared across both schools. The central team were supportive of the decision and would offer financial assistance at the end of the year if necessary.</p> <p>A governor queried how was Kapow chosen? ET advised the SLT had reviewed several options, and Kapow was already used in other schools in the trust.</p> <p>A governor queried if there would be training and support for teachers in its use? ET advised there was support within the scheme for teachers for every lesson and it was user friendly.</p> <p>A governor queried if the platform would allow for teaching to allow for a local 'context', noting the 'Horningssea 800' video on Youtube? SB advised there was a whole unit on Kapow around the local census.</p> <p>Project Re-set – ET advised following her evaluation over Autumn 2, there would be a reset at FD, which had been agreed by the executive team, from the spring term to focus on;-</p> <ul style="list-style-type: none"> • Quality of teaching&learning • Improvements to learning environment • Behaviours • The presentation of the existing building <p>XC advised he had already met with ET prior to the meeting to discuss this further, and governors could direct further questions to him. Governors agreed the school would have the support of the LGB.</p>	
10.	Safeguarding Executive Summary inc. safeguarding update	
	<p>ET advised she would share the document after the deadline for its submission at the end of January.</p> <p>Action: Safeguarding Executive Summary to be taken to LGB on 27.01.25</p>	ET,SH
11.	2023-2024 PE and Sports Premium Plans and PE and Sports Premium 2024-2025	
	<p>Two separate documents titled 'FD 2023-24 PE and Sports Premium Report' and 'MPA 2023-24 PE and Sports Premium Report' were distributed prior to the meeting. ET advised of updated central government guidance as to how funding could be used from 2024-25 and all schools would receive funding based on their pupil numbers.</p> <p>A governor noted the percentage of Yr6s at FD who could swim 25m? ET advised whilst it was hoped all children would be able to swim the stated length before they left primary school, it would not always be possible for children who didn't have access to swimming lessons outside of school. There had been a higher proportion of funding used on resources in 2023-24.</p> <p>A governor noted she had previously suggested FD bid for 116 funding as a result of a housing development in Horningssea (which was still to start) and assumed this would also be possible for other local developments?</p>	
12.	Policies	
	From the agenda the following policies had been distributed at the working Group meeting on 04 November 2024;-	

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	<ul style="list-style-type: none"> • FD Attendance • FD SEND • FD SEND Information Booklet • MPA Attendance • MPA SEND • MPA SEND Information Booklet <p>Further to comments already made within Item 7, XC and DV would meet with trust clerk to further discuss LGBs role in approving policies.</p>	
<p>13.</p>	<p>Governor Matters</p>	
	<p>Governor Newsletter – It was suggested governors include a brief update of their work within a parental newsletter. Action: XC/DV to consider preparing update on work of LGB within a parental newsletter Action: ET to confirm that school newsletters are also distributed to non- parent governors</p> <p>Governor Recruitment – HB-C was going through onboarding to become a trust appointed governor. Action: HB-C to remind referees to complete and forward completed reference forms to SH</p> <p>Governor Visits – MF advised she would reschedule a safeguarding visit with ET in January. LW had completed a safeguarding visit at MPA but still had to prepare a visit report from it. LD advised due to illness she would plan to complete an Inclusion visit with Miss James in the spring term. Action: MF to complete safeguarding visit and LW to prepare report from her safeguarding visit Action: LD and AB to complete inclusion visit</p> <p>XC asked when planning visits with staff, governors try to agree dates with as much notice as possible. A governor queried if there should be governor monitoring around Project Re-set? It was agreed an update would be taken to the LGB in January. Action: Update on ‘Project Re-set’ to be taken to LGB on 27.01.24</p> <p>Training – LD advised the trusts pupil premium link meeting on 10 December had been postponed as the subject matter was similar to that which had been discussed at previous link meetings in the autumn term. MF advised of the matters discussed at a safeguarding link meeting from November.</p>	<p>XC,DV ET</p> <p>HB-C, SH</p> <p>MF,LW LD,AB</p> <p>ET,SH</p>
<p>14.</p>	<p>Standing Items</p>	
	<p>Trust Matters – This had already been discussed.</p> <p>Safeguarding – This had already been discussed.</p> <p>Staff Wellbeing – ET advised there had been a staff quiz earlier the same day and there continued to be a higher level of staff sickness towards the end of term.</p>	
<p>15.</p>	<p>Any other business</p>	

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	<p>Pavement Between Musgrave Way and School – CL advised after contacting the county councillor regarding concerns with the width of the pavement between the school and Musgrave Way, the council had agreed to remedial works to the pavement by latest end of March 2025.</p> <p>Thank you to CL – As this would be his final meeting before his term ended in January, governors thanked CL for his hard work and contribution to the school whilst a governor.</p> <p>Governors – A separate document titled ‘Governance Key Dates 24-25’ was distributed prior to the meeting.</p>	
15.	Review of Meeting	
	This was not discussed.	
16.	Date of next meetings	
	<p>LGB3 – Monday 27 January (at MPA)</p> <p>LGB4 – Monday 24 March (at FD)</p> <p>LGB5 – Monday 12 May (at MPA)</p> <p>LGB6 – Monday 30 June (at FD)</p>	
	Meeting closed at 7.35pm	

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