

PRESENT:

Emily Thompson (ET)	Executive Head
Rachel Bailham (RB)	
Adam Burns (AB)	
James Burton (JB)	
Xavier Castelino (XC)	Chair
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Megha Kishore (MK)	
Dom Vicinanza (DV)	
Lauren Woods (LW)	

APOLOGIES: None

IN ATTENDANCE:

Hanna-Beth Clark (H-BC)	Observer
Dan Horrex (DH)	Observer
Ben Roberts (BR)	Observer
Charlotte James (CJ)	Executive Deputy Head
Alice Parker (AP)	Executive Deputy Head
Stuart Hales (SH)	Clerk

Item	Action	Resp.
5.	SH to continue to chase central team for email for HB-C	SH
5.	SH asked governors to complete LGB Tracker on 28.01.25	AB,LD, DV,LW
5.	MF to complete safeguarding visit on 07.02.25. LW to issue report from safeguarding visit in the autumn term	MF,LW
5.	LD and AB to complete inclusion visit	LD,AB
5.	Project Re-Set to be standing item on LGBs agendas for rest of 2024-25	ET,SH
6.	ET to liaise with computer lead to allow governors access to complete National Online Safety training	ET
6.	XC/DV to organise leaving card for CL and CF	XC,DV
6.	MK and ET to agree date and time to meet in early March to complete visit	MK,ET
7.	Data update to be taken to LGB on 12.05.25	ET,SH
7.	Attendance breakdown to be taken to LGB on 24.03.25	ET,SH
7.	Report from Inclusion Peer Review and AIP to be taken to LGB on 24.03.25	ET,SH
7.	Ofsted Preparation to be taken to LGB on 24.03.25	ET,SH
9.	IDSR to be taken to LGB on 24.03.25	ET,SH
11.	XC/DV to prepare parental newsletter	XC,DV
11.	XC and DV to meet with BR and DH ref. becoming a governor	XC,DV, DH,BR
11.	Parent election at FD to take place in Autumn Term 2025	SH,ET
11.	Governors to continue to arrange visits in spring term	All
13.	Update on Risk Register to be taken to LGB on 24.03.25	ET,SH
14.	Governors unanimously approved the reasons for the parental letter dated 21.01.25 – XC/DV to confirm LGBs approval of letter with parent	XC,DV

No	Description	Resp.
1.	Apologies and Quorum	
	XC welcomed all to the meeting and thanked governors for agreeing to change it to online, instead of in school, at short notice. He then welcomed BR as an observer (with a view to him becoming a trust appointed governor) who then briefly introduced himself.	
	There were apologies from Mrs Hearn which were accepted by governors and the meeting was quorate.	

Signed By:	Date:



2.	Declarations of interest	
	There were none for any item on the agenda.	
3.	Confirm Chairing of LGB	
	<p>XC advised he would agree to commit to co-chairing the LGB for 2024-25, but that he would not be able to continue in a co-chair role beyond this academic year, unless there was a change in his personal circumstances. He therefore asked that governors consider whether they would be interested in taking on the responsibility after this time or reach out to any contacts who may be able to take on the role. He noted that anyone taking on this role would likely wish to be part of the LGB before the end of 2024-25, to give opportunity to become accustomed to the school. It was noted DV had agreed to be co-chair for a full three-year term.</p> <p>Action: XC and DV agreed to be co-chair of LGB for 2024-25</p> <p>MK joined the meeting</p>	-
4.	Agree Working Group minutes of previous meeting – 09th December 2024	
	The minutes had been circulated in advance of the meeting and were approved by governors. The paper version of the minutes would be signed by the Chair.	
5.	Matters arising and actions from previous minutes	
	<p>Item 7 – SH advised he continued to ask the central team for an AL email for HB-C. She would then have access to complete training via Secure Schools and National College. Action: SH to continue to chase central team for email for HB-C</p> <p>Item 7 – XC advised DC and himself had met with the trust clerk to discuss the role of LGBs in approving policies, which would be discussed in more detail within Item 10.</p> <p>Item 8 – Governors were asked to confirm they had read KCSiE2024:Part 2 by completing the LGB Tracker if not already done so. Post Meeting Note: SH asked governors to complete LGB Tracker on 28.01.25</p> <p>Item 9 – SH advised he had since copied governors paperwork from the MPA site on SharePoint across to Fen Ditton’s and had asked the central team to rename this as FD/MPA LGB.</p> <p>Item 9 – An FDP/ MPA LGB governors email had been set up prior to the meeting (LGB@FD/MPA).</p> <p>Item 13 – ET asked if non-parent governors would prefer school newsletters to be emailed to them or whether they would be happy to view them directly from school websites? Governors agreed they preferred to have newsletters emailed to them. Post Meeting Note: Admin teams at both schools had been asked to share school newsletters from each school weekly with governors from this week</p> <p>Item 13 – MF advised she had arranged with ET to complete a safeguarding visit on 07 February. LW added she had completed a safeguarding visit at MPA in the autumn term and briefly went through it. Action: MF to complete safeguarding visit on 07.02.25. LW to issue report from safeguarding visit in the autumn term</p> <p>Item 13 – It was agreed to carry over the action for LD and AB to complete an inclusion visit. Action: LD and AB to complete inclusion visit</p>	<p>SH</p> <p>AB,LD, DV,LW</p> <p>MF,LW</p> <p>LD,AB</p>

Signed By:	Date:



	<p>Item 13 – ET proceeded to give a brief summary of ‘Project Re-Set’ at Fen Ditton, which had been launched at the start of the spring term. The three existing KS2 classes had moved to four individual year groups, resulting in better behaviours and the quality of teaching&learning. There had also been a focus on improvements with the presentation of the building.</p> <p>Action: Project Re-Set to be standing item on LGBs agendas for rest of 2024-25</p> <p>It was agreed all other actions had been completed.</p>	<p>ET,SH</p>
<p>6.</p>	<p>Chairs Report</p>	
	<p>The following trust meetings were confirmed;-</p> <ul style="list-style-type: none"> • Anglian Governance Forum (AGF) – Monday 10 February. XC asked should a governor like to attend the meeting instead of the co-chairs, to liaise with either DV or himself • Safeguarding – Tuesday 11 February • New Governor Induction – Thursday 13 March • SEND – Monday 17 March • ‘Governors Use of Blueprints’ at Netherhall School – Wednesday 26 March between 6.00-7.15pm. <p>Trust matters – A governor noted he had not been able to access National Online Safety training? ET advised she would liaise with the member of staff leading this to allow governors access to complete it (a governor noted when using the provided link within the LGB Tracker, governors would be directed to National College training).</p> <p>Action: ET to liaise with computer lead to allow governors access to complete National Online Safety training</p> <p>LGB – XC advised DV and himself would organise a leaving card for two governors who had recently stepped down from the LGB.</p> <p>Action: XC/DV to organise leaving card for CL and CF</p> <p>XC advised he had asked MK to include monitoring of staff wellbeing at FD, in particular around Project Re-Set within her governor visits.</p> <p>Action: MK and ET to agree date and time to meet in early March to complete visit</p>	<p>ET</p> <p>XC,DV</p> <p>MK,ET</p>
<p>7.</p>	<p>Headteachers Report (verbal)</p>	
	<p>ET proceeded to give a verbal update;-</p> <p>Data – ET proceeded to go through attainment data for reading, writing and maths for both schools noting strengths and year groups where there would be a greater focus for the remainder of 2024-25. Present data was based on teacher assessments and is informed by testing. The ability for class teachers to liaise across both schools was noted.</p> <p>A governor queried when the next assessment point would be? ET advised at the end of the spring term and resultant data would be taken to the LGB in May</p> <p>Action: Data update to be taken to LGB on 12.05.25</p> <p>Attendance – ET advised of the current overall attendance for both schools and for SEND, which would continue to be a focus, and data would now be monitored via MyConcern.</p> <p>A governor queried if the move to using MyConcern was in preparation for an Ofsted inspection? ET advised although it was not, schools would expect data to be reviewed in detail during an inspection.</p> <p>A family support worker was now in place to work across both schools to focus on identification and early help intervention.</p> <p>Action: Attendance breakdown to be taken to LGB on 24.03.25</p>	<p>ET,SH</p> <p>ET,SH</p>

Signed By:	Date:



A governor queried if it was possible to know Pupil premium attendance for both schools? ET advised she would forward this to SH to then distribute to governors after the meeting.

Post Meeting Note: Pupil Premium attendance data was distributed to governors on 30.01.25

A governor queried if the family support worker would first focus on the more difficult cases or those with attendance just below 90%? ET advised it would be a mixture of both. From a trust safeguarding audit, she would review the schools policy around the consistency in the use of home visits when a child was absent.

A governor queried the measures that would be followed and whether this would change for a vulnerable child could be shared with governors?

Curriculum and Teaching – ET advised Kapow had been introduced for both schools for foundation subjects and science and there had been positive initial feedback from teachers around workload and the rigour with lesson planning. Teachers would receive training on ‘Hooked on Books’ in Spring 1 and it would then be trialed in Spring 2 for Yrs 1-6. The schools were engaged in a Maths project with the Maths Hub for both schools which had started in the spring term.

There would be a commitment every class would have at least one trip or experience/term.

A governor noted two local charities had helped with the funding towards the Christmas panto and the schools could approach them for further funding towards trips?

Post Meeting Note: Subsequent to the LGB, the schools contacted the local charities regarding funding support for the Year 6 residential trip

A governor queried if peer reviews were continuing to take place? ET advised they were - there would be an Inclusion Peer Review at MPA in February and an Academy Improvement Visit (AIV).

Action: Report from Inclusion Peer Review and AIP to be taken to LGB on 24.03.25

Safeguarding – ET advised there had been a safeguarding review which had been positive with a small number of actions, which she briefly went through. There were two ongoing staff allegations cases (one at each school).

Finances – ET advised although LGBs no longer had responsibility for finances, she noted there continued to be budget constraints and the steps taken from the central team to support both schools. Both settings now had an active PTFA and would consider grants and local charities for additional funding. Parents would be asked to contribute (between a stated amount) towards school trips and also have the option to make additional contributions.

Staffing – There is now an EY lead in place with responsibility for both schools, who has also added capacity to the leadership team. There was also new reception and Yr1 teachers and a TA at MPA. ET considered MPA to have a stable staffing team and there was no longer an issue of using agency staff. A Yr3/4 teacher would leave at MPA at the end of Spring 1 and a permanent teacher had since been appointed to the position.

A TA to support SEND had been appointed at FD.

A governor noted the positives from the schools utilising Premier Sports staff as they already knew the children and queried if there were plans for this to continue? ET advised she would prefer it to as it would help to minimise the use of agency staff.

ET congratulated CJ on her pregnancy who would plan to start her maternity leave at the end of Summer 1 (this news had not yet been shared with the parental body).

ET,SH

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	<p>Ofsted – ET advised MPA would fall into the inspection window in the summer term and suggested governors focus on being prepared for it at the next LGB. Action: Ofsted Preparation to be taken to LGB on 24.03.25</p>	ET,SH
8.	<p>Safeguarding Executive Summary</p> <p>Safeguarding Executive Summary – Two separate documents titled ‘Safeguarding Executive Summary FDP January 2025’ and ‘Safeguarding Executive Summary MPA January 2025’ were distributed prior to the meeting. ET advised there would continue to be a focus on supporting parents around online safety.</p> <p>Approval of Parental letter – The approval of the letter dated 21.01.25 would be discussed at the end of the meeting, after observers had left.</p>	
9.	<p>Inspection Data Summary Report (IDSR)</p> <p>A separate document titled ‘Ofsted Inspection Data Summary Report – MPA’ was distributed prior to the meeting. ET noted the difficulties with downloading the FD report from the government platform and suggested the item be taken to the LGB in March. Action: IDSR to be taken to LGB on 24.03.25</p>	ET,SH
10.	<p>Policies</p> <p>FD SEND Information Report – A separate document was distributed prior to the meeting. Action: FD SEND Information Report was unanimously approved by ‘ex-FD’ governors</p> <p>MPA SEND Information Report – A separate document was distributed prior to the meeting. A governor noted the document had been prepared at the start of 2024-25, and some parts now required updating. Action: MPA SEND Information Report conditionally approved by ‘ex-MPA’ governors – Post Meeting Note: ET updated MPA SEND Information Report after the meeting (which was now on the schools website)</p> <p>ET and CJ to update document to suit governor comments</p> <p>Further to the action within Item 5, XC advised DV and himself had met with the trust clerk to review the policy workload for LGBs. Policies fell into one of three categories:-</p> <ul style="list-style-type: none"> • Policies prepared by the central team – LGBs did not need to approve these but just ensure that all statutory policies are in place’. • Policies prepared by the central team which were then personalised to individual schools – These only required LGBs to adopt them and not their approval. Governors would not be asked to review the details in these documents, only those parts which had been personalised. • School led policies – LGBs would review and approve statutory and ‘strategic’ policies (but not those considered operational). Policies could be delegated to individual governors to review prior to an LGB, to avoid governors reviewing all policies. <p>XC advised Chris Lindley had kindly agreed to complete an ongoing piece of work to manage the policies for Fen Ditton.</p>	- -
11.	<p>Governor Matters</p> <p>Governor Newsletter – XC advised DV and himself would consider a parental newsletter after the meeting. Action: XC/DV to prepare parental newsletter</p>	XC,DV

Signed By:	Date:



	<p>Governor Recruitment – HB-C was currently going through on-boarding to be a trust appointed governor. XC and DV would meet with BR and DH regarding them becoming governors. Action: XC and DV to meet with BR and DH ref. becoming a governor</p> <p>MF's term as a parent governor would end in November 2025 and an election would be required at Fen Ditton. XC asked ET to consider the best way to recruit from FD parents. Action: Parent election at FD to take place in Autumn Term 2025</p> <p>Governor Visits – XC asked governors to continue to arrange visits in the spring term, if not already done so, and ideally to plan in remaining visits for the rest of the academic year. Action: Governors to continue to arrange visits in spring term</p> <p>Training – It was noted there would be training led by the central team on 'Governors Use of Blueprints' at Netherhall School on Wednesday 26 March between 6.00-7.15pm.</p>	<p>XC,DV, DH,BR</p> <p>SH,ET</p> <p>All</p>
12.	Standing Items	
	<p>Trust Matters – There were none to report.</p> <p>Safeguarding – This had already been discussed.</p> <p>Staff Wellbeing – It was noted that although there had been a number of changes made at Fen Ditton as part of Project Re-Set, morale continued to be high, and staff were supportive towards one another across both schools.</p>	
13.	Review of risks relating to agenda items	
	<p>ET advised she was currently reviewing the risk registers and an update on this could be taken to the LGB in March. Governors noted the present risks for Fen Ditton. Action: Update on Risk Register to be taken to LGB on 24.03.25</p> <p>RB, DH,CJ, AP and BR then left the meeting</p>	ET,SH
14.	Any other business	
	<p>Parental Letter – ET advised of the reasons as to why a letter dated 21.01.25 had been issued to a parent at MPA. Within the letter, there was an opportunity for the parent to make representations by 24 January (none were received). Governors then discussed this in further detail.</p> <p>XC noted governors were not being asked to approve the content of the letter but only the principle of the parent having restricting access to the school site. Action: Governors unanimously approved the reasons for the parental letter dated 21.01.25 – XC/DV to confirm LGBs approval of letter with parent</p>	XC,DV
15.	Review of Meeting	
	This was not discussed.	
16.	Date of next meetings	
	<p>LGB4 – Monday 24 March (at MPA) LGB5 – Monday 12 May (at FD) LGB6 – Monday 30 June (at MPA)</p>	
	Meeting closed at 7.55pm	

Signed By:	Date: