

Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 24th March 2025 at 6.00pm (at MPA)

PRESENT:

Emily Thompson (ET)	Executive Head
Rachel Bailham (RB)	
Adam Burns (AB)	
James Burton (JB)	
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Ben Roberts (BR)	
Dom Vicinanza (DV)	Chair

APOLOGIES:

Dan Horrex (DH)	Observer
Megha Kishore (MK)	
Lauren Woods (LW)	

IN ATTENDANCE:

Mrs Hearn (CH)	Executive Deputy Head
Charlotte James (CJ)	Executive Deputy Head
Alice Parker (AP)	Executive Deputy Head
Stuart Hales (SH)	Clerk

Item	Action	Resp.
4.	ET to review ID for HB-C to allow her DBS to progress – central team to then issue AL email account	HB-C, ET,SH
4.	Governors to complete 2024-25 LGB Tracker if not already done so	AB,LD, DV,LW
4.	Data update to be taken to LGB on 12.05.25	ET,SH
4.	XC and DV to meet with DH ref. becoming an associate governor	XC,DV, DH
4.	Update on FD parent election to be taken to LGB on 12.05.25	XC,DV, ET
6.	ET to update governors on the number of families and children currently at each stage of the 'attendance process'	ET
9.	JB and MK to distribute reports from their governor visits	JB,MK
9.	BR to confirm he had completed four mandatory training modules and forward relevant certificates to SH for his records	BR,SH
11.	Review of Risks to be taken to LGB on 12.05.25	ET,SH
12.	Draft meeting Dates for LGBs in 2025-26 to be taken to LGB on 12.05.25 for approval	All

No	Description	Resp.
1.	Apologies and Quorum	
	DV welcomed all to the meeting. There were apologies from Dan Horrex (DH), Megha Kishore (MK) and Lauren Woods (LW) which were accepted by governors and the meeting was quorate. Hanna-Beth Clark (H-BC) did not attend the meeting.	
2.	Declarations of interest	
	There were none for any item on the agenda. A governor noted she was a trustee of two local charities, which had been declared via the trusts annual pecuniary interests document.	
3.	Agree LGB minutes of previous meeting – 27th January 2025	

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	<p>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.</p> <p>A governor noted from Item 7, ‘...subsequent to the LGB the school contacted the local charities regarding funding support for the Year 6 residential trip...’ and she was unaware of any such request? ET advised of the reasoning why the request had not involved either charity which the governor was a trustee of.</p>	
4.	<p>Matters arising and actions from previous minutes</p> <p>Item 5 – SH advised HB-C had been appointed as a trust governor and she was still to complete a DBS. Action: ET to review ID for HB-C to allow her DBS to progress – central team to then issue AL email account</p> <p>Item 5 – Governors were asked to continue to complete the 2024-25 LGB Tracker. Action: Governors to complete 2024-25 LGB Tracker if not already done so</p> <p>Item 6 – ET advised governors would be allowed access to complete National Online safety training in due course.</p> <p>Item 6 – Leaving cards for two governors who had recently resigned from the LGB were shared at the meeting for governors to sign.</p> <p>Item 7 – It was agreed data would be taken to the LGB on 12 May Action: Data update to be taken to LGB on 12.05.25</p> <p>Item 9 – A separate document titled ‘FDP IDSR Released Feb 2025’ was distributed prior to the meeting.</p> <p>Item 11 – XC advised he had not been able to meet with DH about becoming an associate governor. Action: XC and DV to meet with DH ref. becoming an associate governor</p> <p>Item 11 – There would be an election for a parent governor at FD in the Autumn term. ET advised she planned to liaise with targeted parents to see if they would be interested in being a governor. Action: Update on FD parent election to be taken to LGB on 12.05.25</p> <p>It was agreed all other actions had been completed.</p>	<p>HB-C,ET,SH</p> <p>AB,LD, DV,LW</p> <p>ET,SH</p> <p>XC,DV, DH</p> <p>XC,DV, ET</p>
5.	<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. DV briefly advised of the topics which had been discussed at the meeting • Safeguarding – Tuesday 11 February • New Governor Induction – Thursday 13 March • SEND – Monday 17 March <p>Confirm dates for monitoring in summer term – It was agreed to discuss this within Item 10.</p> <p>For Info: Trust Meetings Safeguarding – Wednesday 14 May AGF – Tuesday 22 May Pupil Premium – Tuesday 24 June</p>	

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	New Governor Induction – Thursday 26 June AGF – Tuesday 10 July	
6.	Headteachers Report	
	<p>The Headteachers Report was distributed prior to the meeting and ET advised after considering governor feedback had included changes to relevant data since the previous LGB and it was noted that both schools had been included into one document.</p> <p>General Overview – Two separate documents titled ‘Attendance Analysis FDP End of Spring 1 2025’ and ‘Attendance Analysis MPA End of Spring 1 2025’ were distributed prior to the meeting. ET advised attendance had formed part of a robust conversation during the recent Ofsted inspection at MPA. She then advised of the different stages that would be followed should there be a concern with a child’s attendance from the issuing of ‘soft’ letters through to fines. Action: ET to update governors on the number of families and children currently at each stage of the ‘attendance process’</p> <p>A governor noted one child’s attendance was connected to a long-term medical issue and queried how their attendance would be recorded? ET advised it would be as an authorised absence.</p> <p>A governor queried how lateness would be recorded? ET advised there would be a specific coding for this. Data from the HT report only included for absence, not lateness.</p> <p>A governor queried the additional staff workload by presenting the data? ET advised of the importance of governors having such data, which the exec team would also separately review.</p> <p>ET advised the national target for attendance was 96%. Both schools would prefer not to reward attendance but would continue to encourage parents to understand the importance of attendance in connection to their child’s education.</p> <p>A governor noted the number of children who had left FD and queried if families would complete exit interviews? ET advised whilst there was no formal process in place, parents would be invited to meet with her. Some had moved to MPA, and families had also relocated.</p> <p>A governor queried if families had provided reasoning as to why they would prefer their child to be at MPA? ET advised of the reasoning provided by one family which she considered to be reasonable and fair.</p> <p>A governor queried FD would consider anything to address such parental concerns? ET advised she hoped Project Re-Set would respond to such concerns.</p> <p>A governor queried if it could be perceived by some FD parents that Project Re-Set had not addressed their concerns and was there any further measures which could be introduced? XC advised Project Re-Set should be considered over the longer term and suggested governors could monitor if such requests continued into 2025-2026. When completing visits, governors could monitor the behaviours in both schools and was it improving.</p> <p>A governor queried the process parents would follow should they want to move their child from one school to another? ET advised parents would go through the local authorities application process and either be allocated a space or be placed on a waiting list.</p> <p>In response to a governor query, ET advised there was one budget for both schools and noted there was an efficiency in expenditure as some staff were shared across both settings. When completing tours, she would inform parents of the advantages to both schools and for them to consider the most appropriate setting for their child.</p> <p>There had been a significant increase in applications for MPA and the school continued to manage applications from within the development and out of catchment.</p> <p>A governor queried at what point would MPA move to a two-form entrance? ET advised it would be dependent on when properties within the development became available. It was forecast to have 180 children at the start of 2025-26 and would be the first year of having 30 Reception children. CJ then added the PAN at MPA had been set from September 2026, but this could be revised via liaison with the local authority.</p>	ET

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	<p>ET advised suspension data at FD had stabilised and was an indicator of better behaviours. A governor queried if there were reasons behind the higher number of EHCPs in both schools? CJ advised the schools were still awaiting the outcome from EHCPs submitted in 2023-24 as well as those from this year.</p> <p>Safeguarding – The EYFS lead (and possible another member of staff) would be DSL trained to replace CJ when she started her maternity leave</p> <p>Premises Update – ET briefly went through the section for governor information.</p> <p>Professional Development – A governor queried further details of Positive Regards training? ET advised it had been organised by the central team; Mrs Hearn had completed training which would now be shared with other staff.</p> <p>Wider Curriculum Enrichment and Experiences – A separate document titled 'AL Sports Alliance Offer' was distributed prior to the meeting and ET briefly went through the section for governor information asking if governors knew of someone with a hot air balloon who could visit MPA as part of the next STEM Day?</p> <p>Staffing Update – ET briefly went through the section in detail for governor information. Each recruitment position had a deadline of Friday 28 March and shortlisted candidates would be interviewed w/c Monday 31 March.</p> <p>Curriculum Maps – Four separate documents were distributed prior to the meeting which ET briefly went through:-</p> <ul style="list-style-type: none"> • Class Long Term Overviews MPA 2024-2025 • Subject Long Term Overviews MPA 2024-2025 • Subject Summaries MPA 2024-2025 • AIP 2024-2025 FDP and MPA Reviewed up to Spring 1 <p>Budget Setting 2025-26 – Further to comments made in the report, ET advised of the challenges within next year's budget. It would not be possible to share the Integrated Curriculum and Financial Planning (ICFP) document until the budget had been finalised.</p> <p>Ofsted at MPA – ET advised the school still awaited the draft report for checking, before it could be published and celebrated by the school community. On behalf of governors, DV thanked ET and all staff for their involvement leading up to and during the inspection.</p> <p>A governor queried when FD would likely be inspected? ET advised the school would fall into the inspection window in the Autumn term 2025 and there would be an updated inspection framework from next year. Regarding local governance, ET advised of one development point raised during the inspection for parent governors to consider..</p>	
7.	Ofsted	
	It was agreed when setting the agenda ET would lead Ofsted training in anticipation of an inspection at MPA.	
8.	Policies	
	There were none to review.	
9.	Governor Matters	
	<p>Governor Newsletter – XC advised an update on the work of the LGB had been shared via a parental newsletter to both schools.</p> <p>Governor Recruitment – This had already been discussed.</p>	

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	<p>Governor Visits – Three separate documents were distributed prior to the meeting and governors briefly went through them:-</p> <ul style="list-style-type: none"> • Governor Visit Report Safeguarding -13.11.24 (LW) • Governor visit Report Safeguarding – 07.02.25 (MF) • Governor Visit Report SEND – 06.03.25 (LD/AB) <p>JB and MK had also completed visits since the previous LGB but were still to distribute reports from these.</p> <p>Action: JB and MK to distribute reports from their governor visits</p> <p>ET advised JB planned to visit on 28 March and HB-C on 31 March. She then asked governors to consider scheduling the following visits during the Summer term;-</p> <ul style="list-style-type: none"> • Safeguarding FDP – (MF) • Safeguarding MPA – (LW) • Inclusion FDP – (LD) • Inclusion MPA – (AB) • Writing AIP – (HB-C) • Early stages of learning AIP – (JB) • Sense of belonging AIP – (MK) <p>It was hoped all governors would complete two visits before the end of 2024-25, if possible. Inclusion governors for both schools were asked to confirm visits with CJ in Summer 1 and with ET in Summer 2.</p> <p>It was agreed once written, governors would forward draft reports to relevant staff linked to that area for approval and then to ET for her review. ET would then forward approved reports to SH to upload to relevant LGB meeting folders.</p> <p>Training – Three documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Governance Training Opportunities 2024-25 Feb 2025 • National College Training Courses and Webinars 2024-25 • Training Schedule for new Appointments Sept 2024 <p>From the Training Schedule for new Appointments, there were four mandatory training modules for governors to complete:-</p> <ul style="list-style-type: none"> • Safeguarding (via National College) • Prevent (https://www.elearning.prevent.homeoffice.gov.uk/) • Cyber Security (via Secure Schools accessed on Connect) • An Introduction to Anglian Learning and the Role of Local Governance (there was a link in the document to a previous new governor induction event from November 2024) <p>Action: BR to confirm he had completed four mandatory training modules and forward relevant certificates to SH for his records</p> <p>SH advised governors would also be able to forward evidence of any relevant training completed as part of their job to himself.</p>	<p>JB,MK</p> <p>BR,SH</p>
10.	Standing Items	
	Trust Matters – This had already been discussed.	
	Safeguarding – This had already been discussed.	

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	<p>Staff Wellbeing – As staff governor, RB had asked all staff at both schools for any matters they would like her to raise at the meeting? From this staff had wanted to thank the executive team for their hard work especially during the Ofsted inspection at MPA.</p> <p>There continued to be a higher number of EAL families and children starting at MPA. Mrs Hearn, working alongside the family support worker, had developed a support pack for teachers use when an EAL child joins either school which after translating, would hope to be introduced in the Summer term.</p>	
11.	Review of risks relating to agenda items	
	<p>It was agreed to carry-over the item to the LGB on 12 May.</p> <p>Action: Review of Risks to be taken to LGB on 12.05.25</p>	ET,SH
12.	Any other business	
	<p>Confirm LGB Meeting Dates for 2025-26 – ET asked when agreeing dates for next year, governors consider moving dates to Thursdays and for some LGBs to be remote to aid staff wellbeing. Governors then discussed this in further detail and noted the importance of new governors being able to meet in school and some LGBs being hybrid and online.</p> <p>SH proposed the following dates for LGBs (all starting at 6.00pm):-</p> <ul style="list-style-type: none"> • LGB1 – Thursday 16 October 2025 at FD • Governor Working Group – Thursday 06 November at MPA • LGB2 – Thursday 20 November at FD • LGB3 – Thursday 22 January 2026 at MPA • LGB4 – Thursday 05 March at FD • LGB5 – Thursday 22 May at MPA • LGB6 – Thursday 25 June at FD <p>Action: Draft meeting Dates for LGBs in 2025-26 to be taken to LGB on 12.05.25 for approval</p>	All
13.	Review of Meeting	
	This was not discussed.	
14.	Date of next meetings	
	<p>LGB5 – Monday 12 May (at FD) – it was agreed the meeting would be hybrid</p> <p>LGB6 – Monday 30 June (at MPA)</p>	
	Meeting closed at 8.00pm	

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