

**Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 12th May 2025 at 6.00pm (at Fen Ditton/ Teams)**

PRESENT:

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| Emily Thompson (ET) | Executive Head |
| Rachel Bailham (RB) | |
| Adam Burns (AB) | attended remotely |
| James Burton (JB) | |
| Xavier Castelino (XC) | Chair |
| Hanna-Beth Clark (H-BC) | |
| Lindsay Davies (LD) | |
| Megha Kishore (MK) | attended remotely |
| Ben Roberts (BR) | |
| Dom Vicinanza (DV) | attended remotely |
| Lauren Woods (LW) | attended remotely |

APOLOGIES:

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| Miriam Ferrer (MF) |
| Dan Horrex (DH) |

IN ATTENDANCE:

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| Mrs Hearn (CH) | Executive Deputy Head |
| Charlotte James (CJ) | Executive Deputy Head |
| Alice Parker (AP) | Executive Deputy Head |
| Ken Murphy (KM) | Trustee |
| Stuart Hales (SH) | Clerk |

| Item | Action | Resp. |
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| 4. | HB-C to take DBS certificate to FD to allow ET or Mrs Hinton to review it | HB-C,ET |
| 4. | SH/ET to confirm approximate timetable for governors to receive required policy reading list | SH,ET |
| 5. | Co-Chair of LGB to be agreed for 2025-26 | All |
| 7. | Summer Term data to be taken to LGB on 30.06.25 | ET,SH |
| 8. | ET to provide update on policy approval process at start of autumn term | ET |
| 9. | Reports from HB-C and MKs governor visits to be distributed | HB-C,MK |
| 10. | LW to complete safeguarding visit in summer 2 and report distributed | LW,ET |
| 11. | AB,MK,ET,DV and LW to complete skills audit and forward to SH | AB,MK,ET,DV,LW |
| 11. | SH to prepare summary of responses to be taken to LGB on 30.06.25 | SH |

| No | Description | Resp. |
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| 1. | Apologies and Quorum and welcome Ken Murphy (trustee) | |
| | XC welcomed all to the meeting and introduced KM, who was attending as an 'observer'. There were apologies from Miriam Ferrer (MF) and Dan Horrex (DH) which were accepted by governors, and the meeting was quorate. | |
| 2. | Declarations of interest | |
| | There were none for any item on the agenda. A governor noted she was a trustee of a local charity, which had been declared via the trusts annual pecuniary interests document. | |
| 3. | Agree LGB minutes of previous meeting – 24th March 2025 | |
| | 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. | |
| 4. | Matters arising and actions from previous minutes | |

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| | <p>Item 4 – HB-C apologised for not bringing her DBS certificate to the meeting to allow ET to review it. Action: HB-C to take DBS certificate to FD to allow ET or Mrs Hinton to review it</p> <p>Item 5 – It was agreed that this item was resolved for 2024-25. It was noted the Safeguarding and Child Protection Policy for next year would first have to be reviewed against KCSiE:2025-26 (which was published annually towards the end of August) before it could be issued. There had been some confusion as to which parts of KCSiE governors were required to read this year. Additionally, it was requested that the list of other required reading is confirmed as early as possible, preferably with advance notice. Governors were reminded of the importance of completing the LGB tracker for 2025-26 in a timely manner. Action: SH/ET to confirm approximate timetable for governors to receive required policy reading list</p> <p>Item 4 – XC advised he had since met with DH regarding him becoming an associate governor.</p> <p>Item 4 – It was agreed MFs term as a parent governor at Fen Ditton would end on 11 November 2025. There would be a parent election at FD in the autumn term and ET would also approach a specific parent to see if they would be happy to be a governor.</p> <p>Item 6 – ET advised of the number of children at Fen Ditton with a plan in place to improve their attendance over the summer term and the number of children at MPA whose attendance was currently being closely monitored.</p> <p>Item 12 – XC briefly advised of which items would be discussed at the working group meeting in November. From the draft meeting dates distributed with the agenda, it was noted LGB5 would be on Thursday 21 May 2026. Action: Governors unanimously approved the LGB meeting dates for 2025-26;-</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 21 May at MPA • LGB6 – Thursday 25 June at FD <p>Governors then briefly discussed whether meetings should be in person, online or hybrid? A governor suggested a conference mic would be beneficial, and it was noted there was a room at MPA set up to allow for hybrid meetings. A governor queried if staff had a preference to the format of LGBs? ET advised should she ask the exec team to attend, LGBs be in person – otherwise she would be happy for them to be online or hybrid.</p> <p>It was agreed all other actions had been completed.</p> | <p>HB-C, ET</p> <p>SH,ET</p> |
| 5. | <p>Chairs Report</p> | |
| | <p>Governor Visits – Further to the approval process for governor visit reports discussed at the LGB on 24 March, XC asked when governors forwarded their draft reports to the relevant staff member linked to that area for approval, CofGs were also copied in. He thanked all governors for completing their monitoring visits during 2024-25.</p> <p>Ofsted – XC noted the positive outcomes from the recent Ofsted inspection at MPA and thanked all staff for their hard work – in turn ET thanked governors for their ongoing support.</p> | |

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| | <p>XC advised it was planned to incorporate Ofsted training into the first LGB of 2025-26 as FD was now in the 'inspection window', but this would be dependent on when guidance for the updated inspection framework from 2025-26 was published, and training could subsequently be delayed until the working group meeting in November.</p> <p>A governor queried the date of FDs previous inspection? It was confirmed as April 2022.</p> <p>ET advised although FD were currently in the inspection window, the school would more likely be inspected from the autumn term onwards.</p> <p>Co-Chair of LGB – XC advised he had previously agreed to be co-chair for 2024-25 and although he would still continue as a governor, another governor had expressed an interest in being co-chair from next year and he would be happy to assist in the transition process around this. He asked if any other governors were also interested to please liaise with DV or himself.</p> <p>Action: Co-Chair of LGB to be agreed for 2025-26</p> <p>The following trust link meetings were confirmed;-</p> <ul style="list-style-type: none"> • Safeguarding – Wednesday 14 May • Anglina Governance forum (AGF) – Tuesday 22 May • Pupil Premium – Tuesday 24 June • New Governor Induction – Monday 16 June • AGF – Thursday 10 July <p>There was a statutory requirement for every school to have a named safeguarding and inclusion governor. In 2024-25 trust link meetings for inclusion had been split into Pupil Premium and SEND and it was unsure whether there was an expectation for inclusion governors to attend both meetings?</p> <p>LW and MK joined the meeting</p> <p>XC advised should another governor be interested in attending any of the trust link meetings, to please liaise with DV or himself.</p> <p>Confirm dates for Monitoring in Summer Term – XC briefly advised of the agenda items which would be included at the LGB on Monday 30 June and asked governors to prepare a brief summary of their annual monitoring ahead of the meeting.</p> | All |
| 6. | Headteachers Report (verbal) Inc safeguarding Update | |
| | <p>ET proceeded to give a detailed verbal update;-</p> <p>Pupil Numbers – She advised of the current numbers on roll at both schools and noted the increasing numbers within the nursery at MPA (it was not yet full). Also, there were now ten Yr6s at MPA which would trigger a statutory requirement for the schools KS2 data to be published.</p> <p>Admissions – There continued to be a high level of interest for places at MPA and for the first time, the families of 30 children had been offered places to start in reception from September 2025. There would be a second application round later in May and from this the school would be able to confirm the size of its waiting list for places.</p> <p>At MPA, one family had missed the deadline from the first round of applications and had asked the reasoning as to why the school would not open a second reception class from 2025-26 and ET briefly noted her response to this.</p> <p>A governor queried at what point would MPA start to consider a second reception class? ET advised of the approx. number of reception children required to allow for a second class to be financially viable. Schools would start to have an understanding in the autumn term of reception numbers for September 2026 and could then liaise with the local authority to agree plans for the subsequent year.</p> | |

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A governor queried approx. how many children within the nursery at MPA would start in Reception? ET advised the majority of children would, and there were two age cohorts within the nursery. There were plans to extend the wraparound care provision at MPA to include the nursery.

A governor queried if there would be amendments to the admissions criteria for MPA as pupil numbers increased? ET advised from 2026-27, older siblings already attending the school and the proximity between home and the school would be considered.

A governor queried if there would be an allowance for children of staff to be included in the admissions criteria? ET advised one child's parent was employed by the trust at another setting and there had been discussions as to whether to include this on the admissions criteria.

A governor queried as numbers grew at MPA, would the central team have to reallocate? ET advised not presently as classes on the first floor were currently empty and the school received income from the central team for the space it used.

From the first round of applications, nine children would start in reception at FD in September and the school would hope this increased as a result of the second round and the waiting list at MPA.

Class Structure – At MPA, there were currently 29 children in Yr3/4, with an uneven split between the two ages and consideration would be required as to how this was managed as more families moved into the development (it would be possible to accept further children at FD). It was the intention MPA would not go over 30 children for each age group at the present time.

A governor queried at what point would Yr3/4 be split into two separate classes? ET advised of the proposed class structure at both schools for next year.

A governor queried the criteria as to how Yr4s at MPA would be split into a Yr3/4 and 4/5 class in 2025-26? ET advised there would be careful consideration based on staffs knowledge of children and discussions with parents where necessary.

A governor queried if ET had an understanding as to when dwellings would be released within Marleigh, their size and the associated increase in children? ET advised she considered there could be improvements in the communication between the school and developers around this.

Staffing – ET advised CJ would start her maternity leave at the end of Summer 1 and on behalf of staff wished her well for the future - there were plans in place to cover her responsibilities in Summer 2. She noted the executive leadership structure across both schools in 2025-26 to be:-

- Executive Head
- Two Executive Deputy Heads (four days/week)
- Assistant Head (one year contract to cover CJs maternity leave - the position was **confidential** until parents had been informed)
- Phased Leaders across both settings (KS1, upper KS2, PE, STEM and EY)

A governor queried if there were reasons as to why there would not be a phased leader in lower KS2? ET advised the staff appointment to the role would be confirmed later in the summer term.

A governor queried with CJs absence, were the schools confident all responsibilities would still be covered in Summer 2? ET advised she was, although there might be a slower response from the exec team.

The exec team would have an away day next week. There had been successful teacher appointments to start in September and there would be three ECTs and an apprentice teacher.

A governor queried if there would be any positives which could be learnt from the successful advertisement and recruitment process? ET suggested various reasons for this.

A governor queried where new appointments would be based? ET advised there would be two new teachers at both settings to both replace existing staff and for new roles. There would be a ECT mentor from the middle leadership.

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| | <p>ET suggested she would consider the use of a video as part of future advertisements to give interested candidates an insight to the schools. One teacher at FD was on long term sickness leave and whilst wishing them well, ET advised of how their responsibilities had been covered by the leadership team (she thanked AP and CH for this). The team had also covered responsibilities for another teacher who had left part way through 2024-25 (both affecting the leadership teams capacity).</p> <p>Risks – ET noted the following risks:-</p> <ul style="list-style-type: none"> Support staff, income and the present need. Both schools would be creative in the deployment of support staff and continued to chase funding and further support from the local authority. Inclusion team model for 2025-26. <p>Curriculum – There would be a focus on science and foundation subjects for the more able children, as well as metacognition, at the INSET day at the beginning of June.</p> <p>Enrichment – ET advised every class would have a termly trip and noted examples of this in the summer term.</p> <p>A governor queried if there were positives from children from each school attending events and trips together? ET advised children were already used to attending trust sporting events together, and there was normally a cost efficiency by doing so. There would be risk assessments in place to manage behaviours for specific children during trips.</p> <p>Quality of Teaching&Learning – ET advised the Ofsted inspection at MPA had provided a positive validation on the curriculum choices for both settings. The director of education had completed a T&L review at FD last week which had also validated the changes put in place. Project ReSet at FD had made a real impact on T&L especially in KS2, to allow teachers to focus on learning.</p> <p>ET thanked the R/Yr1 team at FD on making improvements to the classroom environment which had made a positive difference to T&L and also being appreciated by children.</p> <p>CPD – ET advised this was currently being finalised for 2025-26, which she would share with governors in due course.</p> <p>Safeguarding – ET advised of the current safeguarding concerns in both settings and governors briefly discussed these in further detail.</p> <p>Building Works – ET advised the central team had confirmed improvements would be made to the staff toilets/ first aid room, new carpets in the entrance area, CCTV installed and the playground resurfaced during the summer holidays. The PTA had agreed to fund new playground markings.</p> <p>It was noted the central team had also funded a new more secure fence to the front of the school site.</p> <p>HR – ET advised about an ongoing HR matter.</p> | |
| 7. | Spring Term Data Update | |
| | <p>Data – ET advised spring term data was now out of date but from it, she noted three positives and three risks across both schools.</p> <p>Action: Summer Term data to be taken to LGB on 30.06.25</p> | ET,SH |
| 8. | Policies | |
| | <p>There were none to review. XC advised Chris Lindley would be invited to provide an update on his work to simplify the management and approval of policies at an LGB at the start of 2025-26.</p> <p>Action: ET to provide update on policy approval process at start of autumn term</p> | ET |

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| 9. | Governor Matters | |
| | <p>Governor Newsletter – It had been agreed newsletters would be prepared at the start and end of the academic year as well as at the end of the autumn and spring terms.</p> <p>Governor Recruitment – It had already been noted MFs term of office would finish in November, and a safeguarding governor would be required for FD. LWs term (as safeguarding governor for MPA) would finish on 25 September 2026 and ABs term (as inclusion governor for MPA) would finish on 11 September 2026.</p> <p>From the trusts Terms of Reference, SH noted the structure of LGBs to be:-</p> <ul style="list-style-type: none"> • One Headteacher • One staff governor • Two parent governors • Eight trust governors <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 EYFS – 16.01.25 (JB) • Governor visit Report EYFS – 18.03.25 (JB) • Governor Visit Report Inclusion – 06.05.25 (LD) <p>HB-C then gave a brief summary from her visit which was still to be prepared. MK had also completed a visit, and her report was with ET for approval before being distributing to governors Action: Reports from HB-C and MKs governor visits to be distributed</p> <p>Training – SH advised there would be new governor induction training at Netherhall School on Monday 16 June.</p> | HB-C, MK |
| 10. | Standing Items | |
| | <p>Trust Matters – There was nothing to report.</p> <p>Safeguarding – LW advised she planned to complete a safeguarding visit to focus on attendance in Summer 2. Action: LW to complete safeguarding visit in summer 2 and report distributed</p> <p>Staff Wellbeing – This would be discussed within Item 14. It was suggested there would be a staff 'pulse' survey at the start of 2025-26.</p> <p>Project Reset – This had already been discussed with Item 6.</p> <p>Staff Update – This had already been discussed within Item 6.</p> | LW,ET |
| 11. | Governor Skills Audit | |
| | <p>The skills audit had been distributed prior to the meeting for governors to complete, and further copies handed round at the meeting. Action: AB,MK,ET,DV and LW to complete skills audit and forward to SH Action: SH to prepare summary of responses to be taken to LGB on 30.06.25</p> | AB,MK, ET,DV,LW SH |
| 12. | Agree LGB Meeting Dates for 2025-26 | |
| | This had already been discussed within item 4. | |
| 13. | Review of risks relating to agenda items | |
| | Further to Item 6, ET advised of the following risks (which would continue into 2025-26):- | |

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| | <ul style="list-style-type: none"> • SEND income and present need • Executive leadership capacity in the summer term • Inclusion model for 2025-26 • Pupil Numbers (reduced numbers at FD and difficulties with forecasting at MPA) • Attendance at FD <p>A governor queried if authorised and unauthorised absence data could be taken to an LGB? ET advised she would only agree authorised absence for medical appointments and schools would be accountable for all absences.</p> <p>DV then left the meeting</p> | |
| 14. | Any other business | |
| | RB as staff governor had asked staff at both settings to forward her any questions which she would take to an LGB. There had been two received which had been included on the agenda, which she briefly went through. | |
| 15. | Review of Meeting | |
| | This was not discussed. | |
| 16. | Date of next meetings | |
| | LGB6 – Monday 30 June (at MPA) – HB-C gave apologies LGB1 – Thursday 16 October (at FD) | |
| | Meeting closed at 8.00pm | |

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