

Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF GOVERNORS MEETING
Tuesday 09th December 2025 at 6.00pm (at MPA)

PRESENT: Emily Thompson (ET) Executive Head
 James Burton (JB)
 Xavier Castelino (XC) Chair
 Lindsay Davies (LD)
 Ben Roberts (BR)

APOLOGIES: Adam Burns (AB)
 Rachel Bailham (RB)
 Hanna-Beth Clark (H-BC)
 Megha Kishore (MK)
 Dom Vicinanza (DV)
 Lauren Woods (LW)

IN ATTENDANCE: Stuart Hales (SH) Clerk

Item	Action	Resp.
3.	Minutes from LGB on 16.10.25 to be approved at LGB on 22.01.26	All
4.	Parent election to be held at FD in Spring 1	ET,SH
4.	HB-C to issue report from governor visit in summer term	HB-C
4.	Report from governor safeguarding visit to be distributed	JB
4.	Governor newsletter to be issued before the end of the autumn term	XC,BR,DV
4.	Vision, and Values for both FD/MPA to be reviewed at LGB on 22.01.26	ET,SH
4.	Ofsted Inspection Guidance Handbook to be distributed to governors	ET
4.	AB,MK and LW to complete The National College Annual Certificate in Safeguarding Refresher module and forward a certificate to SH, to allow him to update governor training records	AB,MK, LW
4.	All governors to complete LGB Tracker by end of autumn term, if not already done so	RB,AB,JB, XC,H-BC, MK,ET,LW
7.	Pupil Premium Statements for both FD/MPA to be taken to LGB on 22.01.26 for approval	ET,SH
7.	ET to liaise with LD if appropriate for her to attend SIV on Inclusion in spring term	ET,LD
8.	Verbal Update on 'Pilot' Ofsted Inspection at MPA to be taken to LGB on 22.01.26	ET,SH
9.	Governors to forward any comments on the Safeguarding and Child Protection Policies to ET by latest 18.01.26 to allow her to make any amendments and allow both documents to be taken to the LGB on 22.01.26 for approval	All,ET
9.	SEND Policies and SEND Information Reports for both FD/MPA to be taken to LGB on 22.01.26 for approval	ET,SH

No	Description	Resp.
1.	Apologies and Quorum	
	XC welcomed all to the meeting. Apologies were received from AB, RB, H-BC, MK, DV and LW which were agreed by governors. The meeting was not quorate, and no decisions could be taken. XC noted the terms of office for four governors would end during the autumn term 2026 and although some may wish to continue in the role, governor recruitment would be planned to avoid the possibility of a number of governors resigning at the same time. There was currently no parental representation on the LGB from FD – further to this, there is an intention to recruit for a parent governor in the spring term.	
2.	Declarations of interest	
	There were none for any item on the agenda.	
3.	Agree LGB minutes of previous meeting – 16th October 2025	

	<p>Due to the meeting not being quorate the minutes would be approved at the LGB on 22 January 2026.</p> <p>Action: Minutes from LGB on 16.10.25 to be approved at LGB on 22.01.26</p>	All
4.	Matters arising and actions from previous minutes	
	<p>Item 4 – It was agreed recruitment would take place for a parent governor at Fen Ditton in Spring 1.</p> <p>Action: Recruitment for a parent governor to occur in Spring 1</p> <p>Item 4 – ET had reviewed H-BCs DSB as part of her application to be a trust appointed governor.</p> <p>Item 4 – XC advised he continued to seek clarification from the central team to determine who has responsibility for statutory policy guidance.</p> <p>Regarding the annual requirement for governors to read KCSiE: Parts 1 and 2, the central team had confirmed whilst it was not a statutory requirement to read part 1, there was an expectation LGB governors read it. XC will prepare a list of overlapping areas between KCSiE Part 1 and the Safeguarding and Child Protection Policies which he would share with governors to avoid them having to read both documents in their entirety.</p> <p>Item 4 – It was agreed to carry over the action for HB-C to issue a report from her governor visit in the summer term 2025. (ET briefly advised of the main areas of focus from the visit).</p> <p>Action: H-BC to issue report from governor visit in summer term</p> <p>Item 4 – JB briefly advised of the main areas of focus of his recent safeguarding visit.</p> <p>Action: Report from governor safeguarding visit to be distributed</p> <p>Item 5 – It was agreed a governor newsletter would be issued before the end of the autumn term.</p> <p>Action: Governor newsletter to be issued before the end of the autumn term</p> <p>Item 5 – The Vision and Values for both FD/MPA would be reviewed at the LGB on 22 January 2026.</p> <p>Action: Vision, and Values for both FD/MPA to be reviewed at LGB on 22.01.26</p> <p>Item 5 – BR advised of the main discussions points from the AGF on 17 November.</p> <p>Item 6 – ET advised she would issue the Ofsted Inspection Guidance Handbook to governors.</p> <p>Action: Ofsted Inspection Guidance Handbook to be distributed to governors</p> <p>Item 7 – Governors had reported on how they proposed to monitor priorities at the governors working group meeting on 06.11.25.</p> <p>Item 10 – It was agreed AB,MK and LW were still to complete The National College Annual Certificate in Safeguarding Refresher module and forward a certificate to SH, to allow him to update governor training records</p> <p>Action: AB,MK and LW to complete The National College Annual Certificate in Safeguarding Refresher module and forward a certificate to SH, to allow him to update governor training records</p> <p>Item 10 – XC noted those governors who were still to complete the LGB Tracker for 2025-26.</p> <p>Action: All governors to complete LGB Tracker by end of autumn term, if not already done so</p> <p>It was agreed all other actions had either been completed or would be discussed in the meeting</p>	<p>ET,SH</p> <p>H-BC</p> <p>JB</p> <p>XC,BR, DV</p> <p>ET,SH</p> <p>ET</p> <p>AB,MK, LW</p> <p>RB,AB, JB,XC, H-BC, MK,ET, LW</p>
5.	Chairs Report	
	Confirm dates for monitoring in Spring Term – XC asked governors to continue to arrange dates and times to complete visits for both the spring and summer terms, if possible.	

	<p>Governor Newsletter – There had been a governor newsletter in Autumn 1 and there would be a further one issued before the end of the autumn term.</p> <p>Any Matters arising from Governor Working Party on Tuesday 04 November and Q&A Meeting on Monday 17 November – XC briefly noted any operational matters had been discussed at the Q&A meeting.</p> <p>Verbal report from</p> <ul style="list-style-type: none"> • Safeguarding Tues 11 November • AGF Mon 17 November – This had already been discussed. <p>The following trust link meetings were confirmed;-</p> <ul style="list-style-type: none"> • Inclusion – Tuesday 09 December <p>XC thanked governors for their continued efforts in supporting the school, and for the way they were continuing to exhibit the characteristics of ‘supportive challenge’. He asked governors continue to adopt this mindset into their monitoring, and remain alert to any changes in circumstances from previous years.</p>	
6.	<p>Headteachers Report Inc safeguarding update</p>	
	<p>The Headteachers Report was distributed prior to the meeting and ET advised of the following:-</p> <p>Pupil Numbers – There continued to be a risk from a falling role at FD, and in response a new referral system has been introduced, where if parents should successfully refer a family and child to the school, both would be rewarded. There was also an ongoing piece of work in supporting families of nursery children at MPA in completing applications for Reception places at either FD/MPA.</p> <p>Data – A governor queried when there would next be updated academic and attendance data for governors to review? ET advised termly data would be available at the first LGB of the subsequent term and asked governors also consider disadvantaged groups. It was also noted that going forward, ET would adopt the Trust’s standard template for headteacher reports for most meetings, but would provide more detailed data in Spring 1, Summer 1 and Summer 2.</p> <p>Staffing Update – One member of the SLT had been absent for one week and would be signed off work until the end of the autumn term, which had affected the capacity of the SLT. Their teaching commitments had been covered by the SLT. Should the absence continue into the spring term, there was a plan in place to cover teaching responsibilities. A governor queried if there was a risk of matters in either school being missed during this period? ET advised there was sufficient cover in the short term to ensure any concerns would continue to be responded to appropriately.</p> <p>Another member of the SLT had been absent his week due to illness - there were no further staffing issues and no vacancies in either school.</p> <p>A member of staff who had started in September would leave at the end of the autumn term and their teaching commitments would be filled internally by two members of staff, and in turn the school would cover their existing responsibilities. A governor queried if there had been an exit interview for the member of staff? ET advised the resignation was the result of an HR process. A governor queried the management in place to support middle leaders? ET advised they would be supported and line managed by the SLT and all were undertaking some form of external training as part of their leadership development. There would be termly review meetings, one of which ET would attend. Some EYFS staff would have supervision meetings with the EY lead.</p> <p>Both schools had an ‘open door’ policy to encourage staff to raise matters of concern with the SLT. A governor queried the support and line manager for ET? ET advised from 2025-26, she would have fortnightly meetings with the Director of Primary Education and also have termly targets.</p>	

	Two further documents titled 'Actions and Reviews – Strategy and Improvement Plan 20205-2026 2' and 'Staff Organisation 2025-2026' were distributed prior to the meeting.	
7.	Inclusion Summary	
	<p>Pupil Premium – The following documents were distributed prior to the meeting, which ET proceeded to briefly go through;-</p> <ul style="list-style-type: none"> • Pupil Premium Strategy statement 2023-2026 E • Pupil Premium Strategy Statement Fen Ditton • Pupil Premium Strategy Statement Marleigh <p>ET advised the review dates for the Pupil Premium Statements were currently September 2026 for FD and December 2026 for MPA. Updated statements would be taken to the LGB on 22 January 2026 to allow review dates for both schools to align with one another. Action: Pupil Premium Statements for both FD/MPA to be taken to LGB on 22.01.26 for approval</p> <p>As well as separate annual documents, there would also be three yearly plans for both schools. The pastoral lead would be based equally in both schools and from the spring term, there would be school improvement visits on Inclusion with both the Directors of Primary Education and Inclusion. LD queried if as Inclusion governor, she should also be present during such visits? ET advised she would confirm this with LD in due course, if this would be appropriate. Action: ET to liaise with LD if appropriate for her to attend SIV on Inclusion in spring term</p> <p>From 2025-26 there was an Inclusion team across both schools (which overlapped with safeguarding). An additional child with an EHCP had started at MPA with a further EHCP joining in the spring term. A governor queried the amount of EAL in both schools? ET suggested as MPA grew, there could be the consideration an additional role focusing on early language development in due course.</p> <p>Peer Review – A separate document titled 'Peer Review Feedback Record – MPA&FD 02.10.25' was distributed prior to the meeting. From the report, a governor noted the column titled 'Things to Consider,' and queried how the schools would decide which to implement? ET advised the first one would be around 'In what way can the accessibility of extracurricular activities be further strengthened to ensure equity?'</p> <p>Inclusion – A separate document titled 'Inclusion Executive Summary MPA' was distributed prior to the meeting.</p>	<p>ET,SH</p> <p>ET,LD</p>
8.	Verbal Update on 'Pilot' Ofsted Inspection at MPA	
	<p>It was agreed to carry-over the item to the LGB on 22 January 2026. Action: Verbal Update on 'Pilot' Ofsted Inspection at MPA to be taken to LGB on 22.01.26</p>	ET,SH
9.	Policies	
	<p>The following documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • FDP SEND Information Report 2025-26 • FDP SEND 2025 • MPA SEND Information Report 2025-26 • MPA SEND 2025 <p>It was agreed governors would forward any comments on the Safeguarding and Child Protection Policies for both schools to ET by 19 January to allow her to update and re-issue the documents if required, ahead of the LGB on 22 January 2026 for governor approval.</p>	

	<p>Action: Governors to forward any comments on the Safeguarding and Child Protection Policies to ET by latest 19.01.26 to allow her to make any amendments and allow both documents to be taken to the LGB on 22.01.26 for approval</p> <p>Action: SEND Policies and SEND Information Reports for both FD/MPA to be taken to LGB on 22.01.26 for approval</p>	<p>All,ET</p> <p>ET,SH</p>
10.	<p>Governor Matters</p> <p>Governor Newsletter – This had already been discussed within Items 4 and 5.</p> <p>Governor Recruitment – This had already been discussed within Item 4.</p> <p>Governor Visits – A separate document titled ‘Link Governor Visit SEND 28.11.25’ was distributed prior to the meeting, which LD briefly went through.</p> <p>Training – This had been discussed within Item 4.</p>	
11.	<p>Standing Items</p> <p>Trust Matters – This had already been discussed within Item 5.</p> <p>Safeguarding – This had already been discussed within Item 6.</p> <p>Staff Wellbeing – As RB was not present, this was not discussed.</p> <p>Staff Update – This had already been discussed within Item 6.</p>	
12.	<p>Any Other Business</p> <p>Family Referral System – This had already been discussed within Item 6.</p>	
13.	<p>Review of Meeting</p> <p>There was nothing to report.</p>	
14.	<p>Date of next meetings</p> <p>Governors Q&A meeting – Monday 19 January (online) at 6.00pm LGB3 – Thursday 22 January (online) at 6.00pm Governors Q&A meeting – Monday 02 March (online) at 6.00pm LGB4 – Thursday 05 March (at FD) at 6.00pm</p> <p>Governors Q&A meeting – Monday 18 May (online) at 6.00pm LGB5 – Thursday 21 May (Hybrid at MPA) at 6.00pm Governors Q&A meeting – Monday 22 June (online) at 6.00pm LGB6 – Thursday 25 June (at FD) at 6.00pm</p>	
	<p>Meeting closed at 7.30pm</p>	