

**PRESENT:** Stuart Wood (SW) Chair  
 Mark Askew (MA)  
 Xavier Castelino (XC)  
 Lydia Clough (LC)  
 Steve Dawson (SD)  
 Liz Harrison (LH)  
 Henry James (HJ)  
 Chris Lindley (CL)  
 Layla Skinns (LS)  
 Alex Smaridge  
 Stephanie Tabram (ST)  
 Simon Wall (SWa)

**APOLOGIES:** None

**IN ATTENDANCE:** Charlotte James (CJ)  
 Stuart Hales (SH) Clerk

**Action Log**

Item	Action	Resp.
4.	SH to amend minutes from 26.04.21 to include governor's amendment	SH
5.	SW to amend Anti-Bullying Policy and forward to MA	SW
5.	SH to inform office that governors have read all relevant safeguarding documents	SH
5.	SW to meet 1to1 with all governors over summer	SW/ALL
5.	LGB on 19.07.21 to be held in school	ALL
5.	SD, LS, SWa and SW to complete review of their work on the SDP ready for LGB on 19.07.21	SD/LS/ SWa/SW
8.	CJ to forward Nurture provision presentation to SW to then circulate on Sharepoint	CJ/SW
9.	MA to report back on the number of families represented by the low attendance	MA

No	Description	
<b>1.</b>	<b>Welcome from the Chair</b> SW welcomed all to the meeting.	
<b>2.</b>	<b>Apologies and Quorum</b> There were no apologies and the meeting was quorate.	
<b>3.</b>	<b>Declarations of Interest</b> HJ advised that he was the brother of Miss James the Deputy Head.	
<b>4.</b>	<b>Agree minutes of previous meeting – 26<sup>th</sup> April</b> A governor asked that one sentence within Item 4 be amended to more suit the discussion from the meeting: -  ‘CH then advised that the majority of Pupil Premium (PP) <i>progress was in line with the rest of their cohort.</i> <b>Action: SH to amend minutes from 26.04.21 to include governor's amendment</b>  The minutes had been circulated in advance of the meeting and were then agreed as an accurate record. The paper version would be signed by the Chair when he met with the Clerk.	<b>SH</b>

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<b>5.</b>	<b>Matters arising and actions from previous meetings</b>	
	<p><b>Item 6</b> – It was agreed that XC could now access his school account.</p> <p><b>Item 11</b> – SW advised that LS had forwarded him alternative wording to page 2 of the Anti-Bullying Policy. He would now amend the policy and forward it to MA.  <b>Action: SW to amend Anti-Bullying Policy and forward to MA</b></p> <p>It was agreed that all other actions had been completed.</p>	<b>SW</b>
<b>6.</b>	<b>Chairs Report</b>	
	<p>SW advised further to discussions with Jon Culpin and Prue Rayner, the trust had now requested that two governors and himself work to develop the governing body for the new Marleigh Academy, the primary school on the new development. The timeline for this still had to be confirmed by the trust.</p> <p>He then advised that from completing the E-Safety Training, responsibility for its implementation fell to governors and not the head or SLT. It was important therefore for all governors to complete the training but suggested now waiting until September and the start of the new academic year.</p> <p>A separate document titled ‘LGB 2021-22 Tracker’ was distributed prior to the meeting and SW advised that it would allow each governor to ascertain which relevant documents they had read at the start of the academic year. Governors would inform SH once they had read a document and he would update the tracker and it would be taken to LGBs during the autumn term for review.  <b>Action: SH to inform office that governors have read all relevant safeguarding documents</b></p> <p>SW advised that he would meet with governors separately over the summer to discuss their roles and how they would like to develop them.  <b>Action: SW to meet 1to1 with all governors over summer</b></p> <p>A governor queried that following an announcement that the nations lockdown would end on 19.07.21, could the LGB on 19<sup>th</sup> July be held in school? MA advised that it could be held in school perhaps in an outdoor setting.  <b>Action: LGB on 19.07.21 to be held in school</b></p> <p><b>SD joined the meeting</b></p> <p>SW asked those governors who had monitored sections of the SDP allocated to them through the year to prepare a short review of their work.  <b>Action: SD, LS, SWa and SW to complete review of their work on the SDP ready for LGB on 19.07.21</b></p>	<p><b>SH</b></p> <p><b>SW/ALL</b></p> <p><b>ALL</b></p> <p><b>SD/LS/ SWa/SW</b></p>
<b>7.</b>	<b>Curriculum Policy</b>	
	<p>Two separate documents titled ‘Curriculum Statement January 2021 Final’ and ‘Curriculum Statement July 2021’ were distributed prior to the meeting. CJ briefly advised of the amendments made to the July version of the document  <b>Curriculum Statement to be taken annually to Summer 2 LGB for review</b></p> <p>SW asked if there were any queries on the item? There were none.</p>	
<b>8.</b>	<b>Update on Nurture Provision</b>	
	<p>A presentation titled ‘Fen Ditton Nurture Provision Sept 2021’ was shared with governors and CJ proceeded to go through it in detail.  <b>Action: CJ to forward Nurture provision presentation to SW to then circulate on Sharepoint</b></p>	<b>CJ/SW</b>

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	<p>A governor noted that the provision would also benefit all children in the school and queried if children would attend the provision on a fulltime basis and how they would be assessed, both initially and at the end of the provision? CJ advised there was a section on reintegration within the Nurture Provision Policy, and it would be child dependent on how long they had use of the provision.</p> <p>A governor queried how staff would measure the success of the provision? CJ advised that teachers would complete questionnaires, Boxall profiles and observations together with attending ongoing relevant training.</p> <p>A governor queried how the provision would continue should there be a further Covid-19 lockdown? CJ advised that due to the formatting of bubbles, there would be no disruption to reception and KS1 children but there would be some in KS2. MA added that the school would like to continue to run the provision, even if that meant some cross-over between bubbles. A number of children already accessed alternative nurture provision of site.</p> <p>A governor queried where would the provision be located? CJ advised that the Cube, the current PPA/Intervention group/staff meeting space, would be utilised together with use of the forest school playground.</p> <p>MA and CJ continued to liaise with the local authority to secure a mobile classroom which could be used as a nurture provision in the longer term. MA added that it was in the local authorities interests that the provision was successful as they had limited alternative options for children.</p> <p>A governor queried if children from different year groups would make use of the provision at the same time? CJ advised that it would be for for all children, but the school would consider the tailoring of some sessions to suit specific age groups.</p> <p>A governor queried if there was specific training available? CJ advised there were a number of training resources available together with the 'Nurture UK' website. Two TAs would complete Level 4 SEND training next year.</p> <p>A governor noted there were some typos in the policy and queried how best to feed these back? It was agreed that typos be forwarded to SW to include in policies before forwarding documents to MA.</p> <p>A governor advised that although children might have similar needs, they also had different strengths to learn from one another.</p> <p><b>Governors unanimously approved the Nurture Provision Policy</b></p> <p><b>SW thanked CJ for her work on the policy and her presentation.</b></p>	
<p><b>9.</b></p>	<p><b>Headteachers Report</b></p>	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p><b>Attendance</b> – MA advised of the overall school attendance since children had returned from the lockdown in March and noted the gap with pupil premium attendance.</p> <p>A governor queried if the school had further analysed the data? MA advised that during the autumn term 70% of persistent absences were by pupil premium children.</p>	

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	<p>A governor queried how many families did this represent? MA advised that he was unsure and would liaise with the office and report back.</p> <p><b>Action: MA to report back on the number of families represented by the low attendance</b></p> <p><b>Safeguarding</b> – MA advised that following governors’ comments, he had changed the format of the table.</p> <p><b>Staffing</b> – MA briefly went through the update for governor’s awareness. He then briefly went through the table on staff absence for the academic year to date.</p> <p>A governor asked that MA provide further details from the table? MA provided a more detailed explanation of the data in the table.</p> <p>A governor queried the affect that staff absence had on the school? MA advised that other TAs could be redeployed due to absence but during the pandemic, it had not been possible to do this due to crossing over between bubbles.</p> <p><b>School Development Plan</b> – MA advised there would be a focus on assessment, and he was currently writing an Assessment Policy ready for 2021-22. LC then advised of different strategies that staff had tried through the summer term.</p>	<b>MA</b>
<b>10.</b>	<b>Finance and Resources Update</b>	
	<p><b>Finance Report – P8 Review</b> – A separate document titled ‘P8 FDP Forecast Summary’ was distributed prior to the meeting.</p> <p><b>2021-22 Budget Approval</b> – A separate document titled ‘FDP 21-22 Budget 260521’ was distributed prior to the meeting.</p> <p>MA first advised that from next year, the school would pay 5% of its budget into the trust’s central team - since the school joined, it had been 4%. There were currently five children with EHCPs, and he noted the financial difference between funding received from the local authority and the ongoing costs of employing a TA. CJ added that from September, there could be as many as 10 EHCPs and the cost to the school of having to fund the first £6k of each one, and that the local authority had proposed to further cut funding to make up a significant shortfall in its SEND budget.</p> <p>MA advised of changes to staffing costs due to a teacher on maternity leave. The school had previously paid into an insurance scheme should a teacher be absent for more than five days, but this year had chosen to retain the funding and if it was not spent by the summer term, it could be used elsewhere in the school. A similar insurance for TAs was too expensive.</p> <p>He then advised of reasons why the budget would have a small deficit and hoped that the trust would accept this and that he had also placed a bid with the trust for funding towards the start of the nurture provision.</p> <p>XC advised that in terms of longer-term plans, he had asked the trust accountant to reformat the accounts.</p> <p>A governor queried the affect that the pandemic had had on the budget? MA advised there had been additional cleaning and supply cover costs.</p> <p>A governor queried if it would be possible to view the funding and expenditure on a month-by-month basis to ascertain whether there were any ‘pinch’ points through the year? MA advised that the budget was prepared over 12 months but there could be unexpected building and maintenance costs – funding for this had been included in the budget based on costs from previous years.</p>	

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	<p>A governor queried if any surplus could be ring-fenced to stop it being retained by the trust? MA advised that due to the pandemic, schools had been allowed to carry-over sports premium funding into this year and the school would consider spending any surplus funding at the end of the financial year.</p> <p>SW advised that the trust would appoint a SEND and learning educational advisor as an additional resource for schools in the trust.</p> <p><b>Governors unanimously adopt the budget for 2021-22</b></p>	
<b>11.</b>	<b>Risk Register</b>	
	A separate document titled 'LGB Risk Register – March 2021' was distributed prior to the meeting and SW advised that as the trust was currently reviewing risk registers, he proposed not to discuss the document at this meeting.	
<b>12.</b>	<b>Governor Visits Reports</b>	
	A separate document titled 'Virtual Governor Visit - E-Safety (SW) 28.04.2021' was distributed prior to the meeting for governor's awareness.	
<b>13.</b>	<b>Policies</b>	
	SW advised that a policy review tracker would be in place from September.	
<b>14.</b>	<b>Governor Matters</b>	
	<p><b>Governor Newsletter</b> – SW agreed to issue a short summary of the meeting.</p> <p><b>Governor Induction</b> – SW asked that governors who had joined the LGB in the last year to liaise with SH to progress their Induction Checklist.</p> <p><b>Training</b> – A separate document titled 'Governor Training Opportunities 2020-21' was distributed prior to the meeting. SW advised that a trust training planner for 2021-22 should be issued by the end of June.</p> <p><b>Academy Governance Forum feedback</b> – A separate document titled 'AL Governance Forum – 240521' was distributed prior to the meeting.</p> <p>SW asked if there were any queries on the item? There were none.</p>	
<b>15.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – It was agreed this had already been covered during the meeting.</p> <p><b>Safeguarding</b> – LS advised that she would complete a review of the SCR on 06.07.2021</p> <p><b>Health &amp; Safety</b> – It was agreed that from next year, the trust would be responsible for this area. MA added that the local authority and trust would visit on 15.06.21 to complete a H&amp;S visit.</p> <p><b>Staff Wellbeing</b> – SW thanked MA and CJ for their hard work in ensuring staff and children's wellbeing during the pandemic.</p> <p><b>Save Honey Hill</b> – CL advised that a second public consultation would start on 23.06.21 through to 18.08.21</p>	

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<b>16.</b>	<b>Any Other Business</b>	
	<p><b>Safeguarding Issue</b> – A governor queried details of a recent safeguarding issue at the school regarding a member of the public? SW and MA briefly updated governors on the matter.</p> <p><b>Parents Forum</b> – SW advised that there would be a further meeting on 22.06.21 hosted by himself with input from MA and CJ and a focus on E-Safety and the new Nurture Provision. A governor queried how the school could encourage more parents to attend the meetings? MA advised that numbers were favourable compared with other local schools.</p> <p><b>New Parents meeting</b> – SW advised there would be a meeting on 24.06.21 and he would be attending to speak about the role of the LGB</p>	
<b>17.</b>	<b>Review of meeting</b>	
	SW briefly advised of the agenda items that would be discussed at the LGB in July.	
<b>18.</b>	<b>Date of next meetings</b>	
	LGB – Monday 19 July 2021 at 6.30pm	
	<b>Meeting closed at 8.20pm</b>	

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