

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

**APOLOGIES:** Xavier Castelino (XC)

**IN ATTENDANCE:** Prue Rayner (PR)  
 Stuart Hales (SH) Clerk

**Action Log**

Item	Action	Resp.
1.	MA to forward recording of meeting to XC	MA/XC
3.	SW to share document with governors	SW
3.	Induction Checklist for New Governors to be taken to LGB on 22.03.21 for adoption	SH/All
3.	SW and SH to review induction process on SharePoint	SW/SH
3.	Governors to notify SH of any training courses attended	All
3.	The Ofsted Framework Governance (AL) document to be shared with governors	MA/SW
4.	CL, LS, MA and PR advised they would attend meeting on 02.03.2021	CL/LS/MA/PR
4.	CL to forward 'flyer' for meeting to those governors and PR interested in attending	CL
4.	Governors to forward photo to ST for inclusion in poster if not already done so	All

No	Description	
<b>1.</b>	<b>Welcome &amp; Apologies</b>	
	SW welcomed all to the meeting. Governors agreed that the meeting be recorded to allow XC to listen to it afterwards.  <b>Action: MA to forward recording of meeting to XC</b>	<b>MA/XC</b>
<b>2.</b>	<b>Declarations of Interest</b>	
	HJ advised that he was the brother of Miss James the Deputy Head.	
<b>3.</b>	<b>Training</b>	
	<b>a. Overview of Role of a Governor</b> – SW advised that he was participating in a 'Development for Chairs' course and shared a PowerPoint presentation taken from it focussing on the role of a governor. The first slide focused on the three core functions and eight elements of an effective governing body, the second outlining the concept of triangulation.  <b>Action: SW to share document with governors</b>	<b>SW</b>
	<b>b. Governor Induction/Training</b> – Two separate documents titled 'Induction Checklist for New Governors' and 'Trust Governor Application Form' were distributed prior to the meeting. SW advised that he had met with MA and SH during the February half term break to review the induction process for governors and the induction checklist document would be taken to the LGB on 22.03.21 for discussion and governor adoption.	

Signed By:	Date:

<p><b>Action: Induction Checklist for New Governors to be taken to LGB on 22.03.21 for adoption</b>  <b>Action: SW and SH to review induction process on SharePoint</b></p>	<p>SH/All SW/SH</p>
<p>Two separate documents titled 'Governor Training 2020-21' and 'Professional Learning Programme 2020-2021' were distributed prior to the meeting. SW asked that when governors attend training that they notify SH, to allow him to maintain a governors training record. This could also include relevant training completed as part of a governor's employment.</p>	
<p><b>Action: Governors to notify SH of any training courses attended</b></p>	<p>All</p>
<p>SW also advised that from his course, he would like to introduce annual appraisals for governors.</p>	
<p><b>c. Ofsted Inspection Framework</b> – A separate document titled 'The Ofsted Framework Governance (AL)' was shared at the meeting and PR proceeded to go through it in detail.</p>	
<p><b>Action: The Ofsted Framework Governance (AL) document to be shared with governors</b></p>	<p>MA/SW</p>
<p>A governor queried if employers would allow governors the opportunity to attend Ofsted inspections? PR advised that it was not a statutory requirement but was allowed in some companies.</p>	
<p>A governor queried how frequent were Ofsted inspections? PR advised in general every four years but would be dependent on the school.</p>	
<p>A governor queried when was Fen Ditton Primary School due an inspection? SW advised that when schools academise, they are allowed three years before an inspection – based on this, the school was currently one year overdue.</p>	
<p>A governor queried if inspections took place for 'outstanding' schools? PR advised that such schools would now come under regular inspection since under previous frameworks schools could go several years between inspections.</p>	
<p>A governor queried if inspections would allow for the effect that Covid-19 has had on standards? PR advised that inspections were currently online, and only for schools under 'requires improvements' or 'inadequate'. Inspectors would focus on the impact of learning during Covid-19, the use of catch-up funding and wellbeing.</p>	
<p>A governor queried if there were any issues that might affect the outcome, should the school be inspected now? MA advised that he considered that the school would be judged as 'good'.</p>	
<p>A governor queried if the Inspection Data Summary Report could be shared with governors?</p>	
<p><b>Post Meeting Note: MA circulated latest IDSR and guidance note on 01.03.21 after the meeting</b></p>	
<p>A governor queried how often is the IDSR updated? MA advised annually but due to Covid-19, there had been teacher assessments instead of statutory tests in 2019-20.</p>	
<p><b>d. School Development Plan</b> – MA shared a PowerPoint presentation at the meeting focussing on four points and then proceeded to go through each one; -</p>	
<ul style="list-style-type: none"> <li>• What is a SDP?</li> <li>• What things should be included?</li> <li>• How is it used?</li> <li>• What does Fen Ditton's SDP look like?</li> </ul>	

Signed By:	Date:

	<p>SW then advised that within the folder titled 'Meetings Academic Year 2020-21' on SharePoint was a separate folder titled 'SDP Monitoring' to allow link governors to show evidence of their involvement with each priority over the year. ST then advised that performance management targets are often tied into the five priorities for both teaching and support staff.</p> <p>SW asked if there were any further queries? There were none.</p>	
<b>4.</b>	<b>Any Other Business</b>	
	<p><b>Anglian Water</b> – CL briefly advised that as part of the Northeast Cambridgeshire Action Plan there were proposals to re-site the Anglian Water sewage treatment works from Milton to allow for redevelopment of the site – Anglian Water had recently announced that their preferred location of the three considered was the site at Honey Hill. Local groups were meeting remotely on 02.03.2021 to discuss the relocation and the affect it would have on the local area. From the school's perspective, it would include the effect of construction works on children accessing the school from Horningsea and north of the A14 together with effects of odour on children and staff.</p> <p><b>Action: CL, LS, MR and PR advised they would attend meeting on 02.03.2021</b>  <b>Action: CL to forward 'flyer' for meeting to those governors and PR interested in attending</b></p> <p><b>Governor Poster</b> – ST had previously sent an email asking governors to forward her a portrait head and shoulders photo of themselves for inclusion in an A3 governor poster located in the main entrance of the school. Several governors had since forwarded photos and she requested that all governors forward her one if they had not already done so.</p> <p><b>Action: Governors to forward photo to ST for inclusion in poster if not already done so</b></p>	<p style="text-align: center;">CL/LS/MA/ PR CL</p> <p style="text-align: center;">ALL</p>
<b>5.</b>	<b>Future Meetings</b>	
	<p>Meetings for the rest of 2020-21 were: -</p> <p>Monday 22 March at 6.15pm  Monday 26 April at 6.15pm  Monday 14 June at 6.15pm  Monday 19 July at 6.15pm</p>	
	<b>Meeting closed at 8.05pm</b>	

Signed By:	Date: