

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

APOLOGIES: None

IN ATTENDANCE: Xavier Castelino (XC)
 Charlotte James (CJ)
 Prue Rayner (PR)
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
1.	SW to meet with XC ref. joining the LGB	SW/XC
2.	Four governors to complete pecuniary interests and forward to SH	SD/EH/HJ/ CL
4.	Parents Forum to be on 11.03.21 between 7.00 and 8.00pm	All
4.	EH, HJ, AS and SWa to contact school office to request that they are included on ParentMail	EH/HJ/ AS/SWa
4.	EH, HJ and AS to view safeguarding training session	EH/HJ/ AS
4.	All governors to confirm that they have read documents within folder titled 'Safeguarding Documents for Reading' on Sharepoint	All
4.	MA to forward attendance data for autumn term to LS to review	MA/LS
4.	Four governors to complete skills audit and forward to SH	SD/EH/ HJ/CL
4.	Bullying Policy to be taken to LGB on 22.03.21 for approval	MA/SH
4.	It was agreed after the meeting that Cara Hearn would instead attend the LGB on 26.04.21 to discuss impact of pupil premium expenditure	MA/SH
6.	Pupil data inc. pupil premium to be taken to LGB on 22.03.21	MA/SH
7.	MA, SW and SH to meet to review risk register - document to be taken to LGB on 22.03.21 for further review	MA/SW/ SH
8.	Governor monitoring to be taken to LGB on 01.03.21	All
9.	Governor visits to be taken to LGB on 22.03.21	All
10.	Final version of Curriculum Intent document to be taken to LGB on 14.06.21 for approval	MA/SH

No	Description
1.	Welcome & Apologies
	SW welcomed all to the meeting. He advised that CL had been appointed unopposed as a parent governor and that both HJ and LHs applications to become trust appointed governors were currently with trustees to approve – after which their DBSs would be progressed by the school
	Unfortunately, SN had resigned from the LGB at the end of the autumn term. SW then advised that XC was attending as an observer, before deciding whether to join the LGB.

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	Action: SW to meet with XC ref. joining the LGB	SW/XC
2.	Declarations of Interest	
	HJ advised that he was the brother of Miss James the Deputy Head. SH added that SD still had to complete his pecuniary interests for 2020-21. Post Meeting Note: SH forwarded pecuniary interests to SD, EH, HJ and CL on 25.01.21 Action: Four governors to complete pecuniary interests and forward to SH	SD/EH/ HJ/CL
3.	Agree minutes of previous meeting – 7th December 2020	
	The acceptance of the minutes as a true record of the meeting was proposed by SWa, seconded by AS and unanimously agreed by governors. The paper copy of the minutes would be signed when the chair and clerk were next able to meet in person.	
4.	Matters arising and actions from previous minutes	
	Item 4 – At the end of the meeting, MA, SW and SH agreed to organise a Parents Forum on Thursday 11 March 2021 between 7.00 and 8.00pm. Action: Parents Forum to be on 11.03.21 between 7.00 and 8.00pm	All
	Item 4 – It was agreed that non-parent governors would contact the school office to request that they are included on ParentMail. Action: EH, HJ, AS and SWa to contact school office to request that they are included on ParentMail	EH/HJ/ AS/SWa
	Item 4 – It was agreed that new governors would have to view a safeguarding training session via the link: - https://drive.google.com/file/d/1nSnQh0Lwao1oJ-malGknuDdyXVLMUALr/view?ts=5f7d8129 Action: EH, HJ and AS to view safeguarding training session	EH/HJ/ AS
	Item 4 – All governors were asked that they read documents within the folder titled ‘Safeguarding Documents for Reading’ on Sharepoint (new governors would have to wait to be allowed access to Sharepoint). MA advised that the Safeguarding and Child Protection Policy and KCSIE documents were the two most important documents for governors to be aware of. Action: All governors to confirm that they have read documents within folder titled ‘Safeguarding Documents for Reading’ on Sharepoint	All
	Item 5 – LS advised that she had requested attendance data for the autumn term but would ask MA for the data again. Action: MA to forward attendance data for autumn term to LS to review	MA/LS
	Item 9 – It was agreed that SD, EH, HJ and CL would complete a governor skills audit. Post Meeting Note: SH forwarded governor skills audit to SD, EH, HJ and CL on 25.01.21 Action: Four governors to complete skills audit and forward to SH	SD/EH/ HJ/CL
	Item 10 (x2) – It was agreed that the Positive Management Policy would be reviewed during the meeting and not the Bullying Policy that would be taken to the LGB on 22.03.21 for approval. Post Meeting Note: SH amended name of policy against two actions on minutes from 07.12.20 meeting on 25.01.21 Action: Bullying Policy to be taken to LGB on 22.03.21 for approval	MA/SH
	Item 10 (from 02.11.20 Minutes) – Cara Hearn to be invited to LGB on 19.07.21 to discuss impact of pupil premium expenditure. Action: It was agreed after the meeting that Cara Hearn would instead attend the LGB on 26.04.21 to discuss impact of pupil premium expenditure	MA/SH

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5.	<p>Update on Current situation at FDPS</p> <p>A separate document titled 'A Summary of the Recent Developments' was distributed prior to the meeting and MA proceeded to go through it. He first advised of the hard work and dedication of all staff during a most challenging period and the school continued to have the support of the trust, stakeholders and wider community.</p> <p>IT Equipment – A governor queried if all children had access to IT equipment at home? MA advised that the school had agreed with Bottisham Village College to borrow 15 tablets, eight of which had already been distributed to targeted families. The school had also confirmed with parents that it would accept spare tablets that it would 'clean' and forward to families who required it. It would first ensure that all families had access to at least one tablet and then consider providing further tablets to families with more than one child at the school. A governor queried if teachers could track children's remote learning? MA advised that the monitoring of children's work had been discussed at a recent staff meeting - LC had prepared a spreadsheet to allow teachers to more easily manage remote learning. ST added that staff were considering how to better manage remote learning, perhaps with the introduction of videos?</p> <p>Free School Meal Vouchers – MA advised that the trust had requested that all schools use the Wonde website to access free school meal vouchers instead of Edenred.</p> <p>Covid-19 – MA advised that one member of staff had tested positive for Covid-19 on 15 January and of the trust guidance that the school had followed and that if a child tested positive, their siblings would also be requested to not attend school, but they didn't need to self-isolate at home as this was just the child who had been in direct contact with the person who tested positive. PR advised that this guidance was different from that from the local authority. From 25 January, all staff would take a lateral flow test twice weekly at home. Although the tests were not 100% accurate, MA believed they would pick up more asymptomatic cases and noted that from this, there might be a disruption in staff numbers.</p> <p>A governor noted that the school had already requested that parents keep their children at home where possible and if this was not managed, queried the school's plan to manage pupil numbers during the lockdown? MA advised that central government's criteria for children allowed to come to school was different to the first lockdown. The SLT had highlighted families where there was one parent at home during the school day and he asked if governors would support the school in considering different options to cap pupil numbers in school during the lockdown if required. A governor queried the maximum number of children that could be in school during the lockdown? MA advised that in the first lockdown there had been 8-10 children in each year group that joined together to form bubbles of 16 children and maintaining social distancing was difficult for children in reception and Yr1. PR advised that the trust was quality assuring Covid-19 Risk Assessments.</p> <p>A governor queried if the school had considered offering a part-time provision for children in school? MA advised that it had been considered but would mean an increase in pupil numbers and associated risks of spreading Covid-19. He added that staff numbers had been increased to allow a bubble to remain intact should a member of staff fall ill during the lockdown.</p> <p>Staffing – MA advised that the school had advertised for a TA for nine hours/week and an admin assistant to take over Mrs Butcher's post during the autumn term. Although candidates for the two posts had been shortlisted, there had since been a further lockdown and the school would consider whether the posts are presently required and should be delayed for a period of time.</p> <p>Additional Support – MA advised that there was an increased need for support with reception and Yr1 children and the trust had agreed that the school consider additional staffing to meet these needs. The trust was in agreement that the school could use part of its reserves to cover this.</p>	
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	<p>A governor queried the decision to focus additional support on reception and Yr1 and not other year groups? MA advised that he had met with CJ and PR at the end of the autumn term and agreed there was a need for language support as well as emotional and social needs in these year groups.</p> <p>Half-Term Break Provision – MA advised of the possibility of schools remaining open during the February half-term break and of the additional workload for staff. PR then advised that whilst it was likely that this would happen for children of critical workers, children would not have to complete curriculum-based work during this time.</p> <p>MA advised that if staff were in school during the break, they would be entitled to have their break at a later date. A brief discussion then followed around forming a further ‘bubble’ for this time.</p> <p>SW advised that the school had the support of governors to make decisions around pupil numbers during this time and they supported the use of spending part of the reserves on a temporary TA provision to support Reception and Yr1 children. Governors agreed.</p>	
6.	Pupil data inc. pupil premium	
	<p>Two separate documents titled ‘Autumn Term Data Summary’ and ‘Pupil Premium Report (Jan 2021)’ were distributed prior to the meeting. It was agreed to carry-over this item to the LGB on 22.03.21</p> <p>Action: Pupil data inc. pupil premium to be taken to LGB on 22.03.21</p>	MA/SH
7.	Risk Register Review – focus on first 3 sections marked ‘Education’	
	<p>A separate document titled ‘LGB Risk Register (Jan 2021)’ was distributed prior to the meeting. SW briefly advised of the purpose of the document and that governors review the first three risks in it? MA advised that since writing the document, the school had prepared its Curriculum Intent and Statement that would be reviewed later in the meeting. He then advised that reading had been developed by the introduction of Read-Write Inc and staff had considered how to provide quality feedback to children remote learning.</p> <p>Action: MA, SW and SH to meet to review risk register - document to be taken to LGB on 22.03.21 for further review</p>	MA/SW/SH
8.	Monitoring & Updates – held over to 1st March meeting	
	<p>It was agreed to carry-over this item to the LGB on 01.03.21. SW asked that governors populate the monitoring folders on Sharepoint prior to that meeting.</p> <p>Action: Governor monitoring to be taken to LGB on 01.03.21</p>	All
9.	Governor Visits – reports in Sharepoint folder	
	<p>Three reports were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Health & Safety Walk (08.12.20) • Review Covid-19 Recovery (08.12.20) • Review Pupils Engagement with the values of Courage and Resilience (08.12.20) <p>It was agreed to carry-over this item to the LGB on 22.03.21</p> <p>Action: Governor visits to be taken to LGB on 22.03.21</p>	All
10.	Policies for Review	
	<p>Curriculum Statement (Jan 2021) – A separate document was distributed prior to the meeting. CJ advised that all subject leaders had been involved in writing the policy and of the revisions to the document since it had last been taken to a governor meeting. There was one subject still to</p>	

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	<p>include in it and CJ advised that the policy be reviewed yearly at the end of the summer term ready for the start of the new academic year.</p> <p>Action: Final version of Curriculum Intent document to be taken to LGB on 14.06.21 for approval</p> <p>A governor queried the plan to teach French and would it be taught by a specialist teacher? CJ advised that the school had been previously supported by the Perse School in Cambridge with Lessons delivered by their staff and planning resources shared for teachers to use at a later date.</p> <p>PR advised of the importance of governors having an understanding of the intent and vision specific to the school and how the offered curriculum meets the needs of all pupils.</p> <p>SW thanked CJ for preparing the document and CJ added that governors would be welcome to include her in any future visits and conversations with staff.</p> <p>Positive Behaviour Management (Sept 2020) – A separate document was distributed prior to the meeting.</p> <p>Relationships Education Policy (Inc. Sex Education Policy) – A separate document was distributed prior to the meeting. LC advised that the policy was in line with new statutory requirements and part of the process in writing the document involved a parent consultation. A governor queried if under the final paragraph of the Development of Policy section on page 4, there should be reference to specific staff and not <i>‘the final decision to be made by the school?’</i></p> <p>Governors unanimously approved Relationships Education Policy</p>	MA/SH
11.	Governor Matters	
	<p>Governor Newsletter – SW agreed to issue a short summary of the meeting to parents via ParentMail. The summary would also include that CL had been elected as a parent governor with a start date of 18.01.21</p> <p>Governor Recruitment – There was currently one vacancy on the LGB, and SW suggested that it be left open for now as the trust were reviewing the responsibilities and workload of LGBs. He asked whether the LGB was representative of the local community?</p> <p>Governor Evaluation – SW advised that he continued to participate in a ‘Development for Chairs’ course and that it was recommended that LGBs complete an annual self-assessment.</p> <p>Safeguarding Audit / Annual Report – MA advised that he still had to complete the trust’s safeguarding audit and forward to the trust.</p> <p>Training – SW advised that he had distributed training opportunities from the trust.</p>	
12.	Standing Items	
	<p>Trust Matters – PR advised there had been a review of the central team and Marleigh Primary School had been granted planning permission and was due to open for September 2022.</p> <p>Academy Governance Forum feedback (no meeting since last FGB) – SW advised that the next meeting was on 01.03.21 and he had sent his apologies as it was on the same day as the LGB.</p> <p>Safeguarding – LS advised that she still had to review attendance for the autumn term and would agree with Mrs Hinton to review the SCR remotely. PR suggested that in such a meeting, governors could ask about new staff, any missing data and a record of staff safeguarding training.</p>	

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	<p>Health & Safety – MA advised that the school had signed up to the National Online Safety scheme. SW advised that he had completed a H&S walk at the end of the autumn term.</p> <p>Staff Wellbeing – Chocolates had been delivered to staff today to thank them for their hard work and dedication. LC thanked MA and CJ for their hard work in managing staff wellbeing during the pandemic.</p>	
13.	Any Other Business	
	<p>Minutes of the Pay Review Committee (10.12.20) – Separate minutes were distributed prior to the meeting for governor awareness.</p> <p>Donations – MA advised that the school had received significant donations from the local community.</p> <p>School Website – ST advised that she was reviewing the schools website on a temporary basis since Mrs Butcher had left.</p>	
14.	Future Meetings	
	<p>Meetings for the rest of 2020-21 were: -</p> <p>Monday 1 March at 6.15pm Monday 22 March at 6.15pm</p> <p>Monday 26 April at 6.15pm Monday 14 June at 6.15pm Monday 19 July at 6.15pm</p>	
	Meeting closed at 8.20pm	

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