

**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 (AS)  
 Stephanie Tabram (ST)  
 Simon Wall (SWa)

**APOLOGIES:** None

**IN ATTENDANCE:** Mick Bispham (Observer – Little Thetford CofE Primary School)  
 Tania Verdonk (Observer – Swaffham Prior CofE Primary School)  
 Joshua Nixon (Observer)  
 Stuart Hales (SH) Clerk

**Action Log**

Item	Action	Resp.
4.	SH forwarded pecuniary interests' sheet to XC and SD on 23.03.21 to complete	XC/SD
4.	XC to contact school office to request to be included on ParentMail	XC
4.	SW to contact KJ to get the link and then forward	SW
4.	XC, LH, CL, HJ and AS to view safeguarding training session	XC/LH CL/HJ/AS
4.	SH forwarded skills audit to XC, SD and LH to complete on 23.03.21	XC/SD LH
4.	SDP Monitoring by Governors to be taken to LGB on 14.06.21	SW/SH
5.	CJ to be invited to LGB on 14.06.21 to update governors on nurture provision	SW
5.	SW to remind parents of use of layby via governor newsletter	SW
6.	Pupil data inc. pupil premium to be taken to LGB on 26.04.21	SH/MA
6.	Cara Hearn to be invited to LGB on 26.04.21 to discuss pupil premium	SH/MA
7.	Governors to review Academy Risk Register ahead of LGB on 26.04.21	All
7.	SW to discuss points raised on risk register with trust	SW
10.	Governor evaluation to be taken to LGB on 19.07.21	SH/SW
10.	Governors to forward training attended to SH to allow him to maintain training log	All
12.	SWa to visit to allow Mrs Hinton to view his DBS	SWa

No	Description
<b>1.</b>	<b>Welcome &amp; Apologies</b>
	SW welcomed all to the meeting and advised that XC had been formally appointed as a trust governor and the LGB now had 11 members. He also welcomed those observing the meeting and invited them to introduce themselves.
<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>Agree minutes of previous meeting – 18<sup>th</sup> January and 1<sup>st</sup> March 2021</b>
	MA advised for governors' information that SH first forwards draft minutes to himself and then to SW for their comments and approval. Minutes would then be uploaded onto Sharepoint and shared with governors.

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	<p>It was agreed that the minutes from the training session on 01.03.2021 were being approved and would be shared with governors in due course.</p> <p><b>Post Meeting Note: SH forwarded minutes from Parents Forum to ST who uploaded them onto school website on 23.03.21</b></p> <p><b>Post Meeting Note: SH circulated minutes from Parents Forum to governors on 23.03.21</b></p> <p><b>Post Meeting Note: SH forwarded minutes from training meeting on 01.03.21 to governors on 23.03.21</b></p> <p>The acceptance of the 18.01.21 minutes as a true record of the meeting was proposed by SWa, seconded by SD 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.</p>	
4.	<p><b>Matters arising and actions from previous minutes</b></p>	
	<p><b><u>Minutes 18.01.21</u></b></p> <p><b>Item 2</b> – It was agreed that SD, CL and XC still had to complete their pecuniary interests for 2020-21.</p> <p><b>Post Meeting Note: SH forwarded pecuniary interests’ sheet to XC and SD on 23.03.21 to complete</b></p> <p><b>Item 4</b> – It was agreed that XC would contact the school office to request that he be included on Parent Mail.</p> <p><b>Action: XC to contact school office to request to be included on ParentMail</b></p> <p><b>Item 4</b> – It was agreed that XC, LH, CL, HJ and AS still had to view safeguarding training session via the link. HJ reported that the link was not opening up a video. SW would contact Kerrie Jones (KJ) at the Trust to find out where it could be accessed and then forward on.</p> <p><b>Action: SW to contact KJ to get the link and then forward</b></p> <p><b>Action: XC, LH, CL, HJ and AS to view safeguarding training session</b></p> <p><b>Item 4</b> – MA advised that he had forwarded attendance data for the autumn term to LS to review.</p> <p><b>Item 4</b> – It was agreed that XC, LH and SD still had to complete the skills audit.</p> <p><b>Post Meeting Note: SH forwarded skills audit to XC, SD and LH to complete on 23.03.21</b></p> <p><b>Item 8</b> – SW asked that governors continue to complete visits focussing on their areas from the SDP Monitoring Plan and this would be discussed further at the LGB on 14.06.21</p> <p><b>Action: SDP Monitoring by Governors to be taken to LGB on 14.06.21</b></p> <p><b>Mick Bispham arrived and introduced himself to governors</b></p>	<p style="text-align: center;"><b>XC/SD</b></p> <p style="text-align: center;"><b>XC</b></p> <p style="text-align: center;"><b>SW XC/LH/ CL/HJ/ AS</b></p> <p style="text-align: center;"><b>XC/SD LH</b></p> <p style="text-align: center;"><b>SW/SH</b></p>
5.	<p><b>Head’s Report</b></p>	
	<p>The Head’s Report was distributed prior to the meeting and MA proceeded to go through it; -</p> <p><b>Attendance</b> – MA advised that the overall attendance compared positively to county and national data although the school would continue to focus on increasing pupil premium attendance.</p> <p><b>Exclusions</b> – MA advised that since writing the report there had been one fixed term exclusion.</p> <p><b>Safeguarding</b> – MA advised that an additional column had been added to the table to indicate the cumulative totals for the year to date. He noted that the numbers of children currently at ‘child protection level’ should be read separately and not cumulatively.</p>	

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<p>A governor queried if data for children being 'closely monitored due to vulnerabilities or SEMH concerns' should also be read separately? MA advised those figures should be read cumulatively.</p> <p>MA then briefly advised of a H&amp;S incident which the school planned to rectify during the Easter holidays.</p> <p><b>Staffing</b> – MA briefly went through the section for governor's awareness.  A governor queried if there were any associated cost implications by using agency staff? MA advised that although there was a higher daily cost from using agency staff, this was countered in the longer term by not having to fund holiday entitlement. If teachers were absent for more than five days, the school's insurance would start. The school did not fund a similar scheme for TAs as previously they could be redeployed elsewhere in the school should a TA be absent.</p> <p><b>CPD</b> – MA advised that the trust had set up a number of network groups and would start to consider training for middle leaders.  A governor queried if training would be available for other staff apart from CJ and himself? MA advised that within a smaller school, the head and deputy have many responsibilities but in the future experienced middle leaders could also participate in more training. He added that subject leaders met regularly with other schools in the trust.</p> <p><b>School Development Plan Update and News</b> – MA briefly went through the section for governor's awareness.  A governor queried how had children coped with taking assessments after returning to school on the 08.03.21? MA advise that for the majority of children, the assessments had presented no issues and teachers were now marking papers and inputting scores onto a web-based platform and would be analysing data during a forthcoming INSET day.</p> <p><b>Parent Survey Results</b> – MA advised that responses to the survey had been shared at the Parents Forum on 11.03.21 and questions had been based on both those asked during an Ofsted inspection with several further questions included by the school.  He then advised that from the responses, the school would focus on improving parental communication and informing parents of children's learning (this was corresponded each week by Google Classrooms which the school would continue to use after the pandemic).  A governor queried if there was a reason why there was low numbers at the Parents' Evening? MA suggested possible reasons for this including the government announcement confirming when pupils were due to return might have dissuaded parents from feeling they needed to attend.  From the question 'School supports my child's wider personal development', a governor suggested there were a number of parents who disagreed, and asked whether MA had any further comments around this? It was suggested that not all parents might have understood what, and how we delivered personal development.</p> <p>A governor queried what was the nurture provision? MA advised a staff working party had begun to explore a provision to support children's social and emotional mental health and provide an environment to help pupils thrive better, which schools were now becoming more involved with and went through what it could include for. Improving pupil's ability to manage feelings and emotions would have a positive impact on learning and address some behavioural issues. There could be an opportunity to share provision with the new school within the Marleigh Development and also other schools within the trust.  A governor queried when would governors be able to see progress in the provision? MA advised that he would like an interim space to be ready for September 2021 but more longer-term plan was required.</p> <p><b>Action: CJ to be invited to LGB on 14.06.21 to update governors on nurture provision</b></p>	<b>SW</b>
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	<p>A governor noted that the layby on the main road was still being used by some parents to drop off and pick up children? MA advised that although the layby was not being used by so many parents, the school would continue to request that it only be used by those with a blue badge or those that had a medical need and had liaised with the school.</p> <p><b>Action: SW to remind parents of use of layby via governor newsletter</b></p> <p>A governor noted that parents could also be asked to consider parking elsewhere such as in Blue Lion Close.</p> <p>SW asked if there were any further queries on the report? There were none.</p>	<b>SW</b>
<b>6.</b>	<b>Pupil Data inc. Pupil Premium</b>	
	<p><b>Fen Ditton Community School Autumn Data Report for Gobs –</b> A separate document was distributed prior to the meeting. It was agreed to carry-over the item to the LGB on 26.04.21 to allow for further data to be presented.</p> <p><b>Action: Pupil data inc. pupil premium to be taken to LGB on 26.04.21</b></p> <p><b>Pupil Premium Report January 2021 –</b> A separate document was distributed prior to the meeting. This was again held over to the LGB on 26.04.21 when Cara Hearns, Pupil Premium lead, would be attending.</p> <p><b>Action: Cara Hearns to be invited to LGB on 26.04.21 to discuss pupil premium</b></p>	<b>SH/MA</b>  <b>SH/MA</b>
<b>7.</b>	<b>Risk Register Review – focus on risks 4-8 marked ‘Finances, Estates and Operations</b>	
	<p>A separate document titled ‘LGB Risk Register Jan 2021’ was distributed prior to the meeting. SW advised that the document had been produced by the trust who had requested that LGBs continue to review it – items 1-3 having been taken to the LGB on 18.01.21. He had recently met with MA to update the document and asked if there were any queries from items 1-8?</p> <p>A governor noted that the document couldn’t be opened on Sharepoint.</p> <p>A governor suggested that it was difficult for governors to review the register unless they were also provided with contextual data.</p> <p><b>Action: Governors to review Academy Risk Register ahead of LGB on 26.04.21</b></p> <p><b>Action: SW to discuss points raised on risk register with trust</b></p> <p>MA advised that the astroturf area which was slippery when wet would be removed during the Easter holidays and the area reseeded.</p>	<b>All SW</b>
<b>8.</b>	<b>Governor Visits</b>	
	<p>Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• Personal Development 08.12.2020</li> <li>• Leadership and Management – 08.12.2020</li> <li>• Health &amp; Safety – 08.12.2020</li> <li>• Single Central Record Gov Visit 18 March 2021</li> </ul> <p>Governors were asked if they were happy to accept the reports to allow them to be moved to the relevant SDP Monitoring folder? Governors accepted the reports.</p>	
<b>9.</b>	<b>Policies</b>	
	<p>SW advised that he had met with SH to develop the school’s policy schedule and briefly advised that they fell into three categories:</p> <ul style="list-style-type: none"> <li>• Trust policies</li> </ul>	

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	<ul style="list-style-type: none"> <li>Trust policies to be 'personalised' to the school</li> <li>School specific policies</li> </ul> <p>MA advised that governors would be able to forward any comments on AL policies back to the trust.          SW advised that as part of the trusts proposals for the future of local governance, the Scheme of Delegation would be reviewed to remove some responsibilities from LGBs.  <b>A governor queried if policies should instead be delegated to a subgroup with their recommendations taken to LGBs?</b></p> <p><b>School Policies</b>  <b>Anti-Bullying (draft 22.03.21)</b> – A separate document was distributed prior to the meeting.  <b>A governor queried if the school had sufficient resources to manage incidents? MA advised that the policy had been developed with the school's context in mind.</b></p> <p><b>Intimate Care (draft 29.01.21)</b> – A separate document was distributed prior to the meeting.  <b>Governors ratified both school policies</b></p> <p><b>Anglian Learning Policies</b>  <b>Managing Medical Needs and First Aid (Summer 20)</b> – A separate document was distributed prior to the meeting.</p> <p><b>Reserves (Autumn 2020)</b> – A separate document was distributed prior to the meeting.</p> <p><b>Trustees &amp; Trust Governors Recruitment (Autumn 2020)</b> – A separate document was distributed prior to the meeting.  <b>Governors noted these three trust policies</b></p>	
10.	<p><b>Governor Matters</b></p>	
	<p><b>Governor Newsletter</b> – SW agreed to issue a short summary of the meeting to include a reminder to parents of the use of the layby and adhering to Covid-19 guidance around the school at the start and end of each day.</p> <p><b>Governor Induction</b> – The Induction Checklist for New Governors had been distributed at the training session on 01.03.21 and SW asked if governors were happy to adopt it?  <b>Governors unanimously adopted Induction Checklist for New Governors</b>  <b>Post Meeting Note: SH forwarded Induction Checklist for New Governors to XC on 23.03.21</b></p> <p><b>Governor Evaluation</b> – SW advised that at the LGB on 19.07.21, governors would have the opportunity to review the year and discuss improvements ready for 2021-22.  <b>Action: Governor evaluation to be taken to LGB on 19.07.21</b></p> <p><b>Training</b> – SW advised that the current trust training programme was within the 01.03.21 meeting folder – it was free to access and was online. MA advised that he had recently completed the NSPCC safer recruitment refresher training and it would also be useful for a further governor to be trained. SW reported that he had completed the Trusts safer recruitment training in 2019.  <b>Action: Governors to forward training attended to SH to allow him to maintain training log</b></p>	<p>SH/SW</p> <p>All</p>
11.	<p><b>Standing Items</b></p>	
	<p><b>Trust Matters</b> – A separate document titled 'The Future of Local Governance' was distributed prior to the meeting which SW briefly went through.</p>	

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	<p><b>Safeguarding</b> – This had already been discussed under Item 8.</p> <p><b>Health &amp; Safety</b> – This had already been discussed under Item 8.</p> <p><b>Staff Wellbeing</b> – SW advised that he had taken part in a TA meeting the previous week. ST advised there had been some staff anxiety around children returning on 08.03.21</p>	
<b>12.</b>	<b>Any Other Business</b>	
	<p><b>DBS</b> – MA asked that SWa visit the school to allow Mrs Hinton to view the original of his DBS.  <b>Action: SWa to visit to allow Mrs Hinton to view his DBS</b></p> <p><b>Anglian Water</b> – Further to the governor meeting on 01.03.21, CL and LS briefly updated governors that they and MA had attended a meeting the following day organised by the local community opposed to the potential development at Honey Hill. The matter would continue to be brought to future LGBs to allow governors to be updated.  A governor queried the school's views on the potential development? MA advised of 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.  A governor queried that if the schools' position was to object to the proposal, it would be better to be data driven and not led by emotional considerations? It was agreed that odour would be especially problematic for SEND pupils.  There would be further details of the proposals within the second part of the public consultation during the summer.  SD advised that depending on the proposals progressing, he might have a potential conflict of interest in the future? SW advised that this could be noted within the declarations of interests at the start of each meeting.</p> <p><b>Thank You</b> – On behalf of governors' SW asked MA to pass on thanks to all staff for their hard work and dedication during the spring term.</p>	<b>SWa</b>
<b>13.</b>	<b>Future Meetings</b>	
	<p>Meetings for the rest of 2020-21 were: -</p> <p>Monday 26 April at 6.15pm  Monday 14 June at 6.15pm  Monday 19 July at 6.15pm</p>	
	<b>Meeting closed at 8.20pm</b>	

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