

PRESENT: Stuart Wood (SW) Chair
 Mark Askew (MA)
 Lydia Clough (LC)
 Sabina Niemier (SN)
 Layla Skinns (LS)
 Alex Smaridge (AS)
 Stephanie Tabram (ST)
 Simon Wall (SWa)

APOLOGIES: Steve Dawson (SD)

IN ATTENDANCE: Prue Rayner (PR)
 Elizabeth Harrison (EH)
 Chris Lindley (CL)
 Henry James(HJ)
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
1.	SW to meet with EH, CL and HJ ref. joining the LGB	SW/EH/ CL/HJ
2.	SD to complete pecuniary interests for 2020-21	SH/SD
4.	MA to organise Parents Forum in Spring Term4.	MA
4.	AS, SWa & SN to contact school office to request that they are included on ParentMail	AS/SWa/S N
4.	MA, LC, SD and AS to view safeguarding training session	MA/LC/ SD/AS
4.	All governors to confirm that they have read documents within folder titled 'Safeguarding Documents for Reading' on Sharepoint	All
5.	LS to review attendance data for autumn term	LS
5.	RHE Policy to be taken to LGB on 18.01.2021 for approval	MA/SH
7.	Risk Register to be reviewed at LGB on 18.01.2021	SW/MA/SH
9.	SD and new governors to complete skills audit	SH/SD
10.	Positive Management Policy to be taken to LGB on 18.01.21 for approval	MA/SH
10.	MA to forward word version of Positive Management Policy to SW to allow him to edit it	MA/SW

No	Description	
1.	Welcome & Apologies	
	SW welcomed all to the meeting. He then advised that EH, CL and HJ were attending as observers, before deciding whether to join the LGB. Action: SW to meet with EH, CL and HJ ref. joining the LGB	SW/EH/ CL/HJ
2.	Declarations of Interest	
	HJ advised that he was the brother of Miss James the Deputy Head. SH then added that SD still had to complete his pecuniary interests for 2020-21. Action: SD to complete pecuniary interests for 2020-21	SH/SD
3.	Agree minutes of previous meeting – 12th October and 2nd November 2020	
	The acceptance of both sets of minutes as a true record of the meetings was proposed by SWa, seconded by LC 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	

Signed By:	Date:

	<p><u>LGB Minutes – 12.10.20</u> Item 2 – MA advised that a Parents Forum would be arranged in the first half of the spring term. Action: MA to organise Parents Forum in Spring Term</p> <p>It was agreed that all other items had been actioned.</p> <p><u>LGB Minutes – 02.11.20</u> Item 1 – SW asked that AS, SWa and SN contact the school office (office@fendittonprimary.org) to request they are included on ParentMail, if they haven't already done so. Action: AS, SWa & SN to contact school office to request that they are included on ParentMail</p> <p>Item 8 – MA advised that the trust had agreed to increase funding for the Yr1 cohort. From a query raised during the meeting, he then advised that there were no additional staffing costs as a result of the first lockdown.</p> <p>Item 13 – SW asked that governors who did not attend the safeguarding training in October 2020 to confirm that they had viewed the safeguarding sessions via the link;- https://drive.google.com/file/d/1nSnQh0Lwao1oJ-malGknuDdyXVLMUAlr/view?ts=5f7d8129 Action: MA, LC, SD and AS to view safeguarding training session</p> <p>Item 16 – SW asked that all governors confirm that they have read documents within the folder titled 'Safeguarding Documents for Reading' on Sharepoint. Action: All governors to confirm that they have read documents within folder titled 'Safeguarding Documents for Reading' on Sharepoint</p> <p>It was agreed that all other items had been actioned.</p>	<p style="text-align: center;">MA</p> <p style="text-align: center;">AS/SWa /SN</p> <p style="text-align: center;">MA/LC/ SD/AS</p> <p style="text-align: center;">All</p>
5.	<p>Heads Report</p>	
	<p>The Heads Report was distributed prior to the meeting;-</p> <p>Contextual Information – MA advised of the percentage of children entitled to free school meals and those on the SEND register. The school was currently in the process of applying for ECHPs for four children.</p> <p>Attendance – A governor queried why attendance was lower for pupil premium children in certain year groups? MA advised that some pupil premium families had been reluctant at the start of the autumn term for their children to be in school and had not followed national Covid-19 guidance. A governor queried how did attendance data compare to the autumn term last year? SW advised of both the overall school and pupil premium attendance for the autumn term 2019. Action: LS to review attendance data for autumn term</p> <p>For the benefit of new governors and observers, PR advised that additional funding was available for pupil premium children including those entitled to free school meals, looked after children and children of families serving in the forces.</p> <p>Safeguarding – MA briefly went through the data for the autumn term and that Miss James (CJ) had less teaching responsibility compared to deputies in other primary schools to allow her to focus on safeguarding. It was also noted that CJ was the schools SENDCo. PR advised of the impact that safeguarding had on leadership time and the trust was considering measures to further support schools.</p>	<p style="text-align: center;">LS</p>

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	<p>A governor queried what did the acronym SEMH stand for? MA advised Social, Emotional and Mental Health.</p> <p>Staffing News – MA briefly went through the section for governor’s awareness. PR advised that the trust would proceed with a project to place student social workers into assigned schools to work with targeted children and families. Schools would require some capacity to manage these placements, but workers would also be under the supervision of staff from Anglian Ruskin University.</p> <p>MA then advised that due to Covid-19, one member of staff had shielded for the last month and the school had employed a supply TA during that period which had not been budgeted for.</p> <p>CPD – MA advised that due to training now being ‘virtual’ due to Covid-19, there were savings on supply costs and many sessions were also free.</p> <p>School Development Plan Update</p> <p>Quality of Education – MA advised that Yr2’s had completed phonics screening tests that they had missed in Yr1 and of the pass rate and how this compared to national figures from previous years. There would be additional support for those children who did not pass the test.</p> <p>A governor queried what plans were in place to address the maths data for Yr4 and 6 children? MA advised that from tests, the maths lead had completed an analysis of which questions children found the most challenging to allow teachers to then focus on these areas.</p> <p>A governor queried the reading data for children in Yr4 and 5? MA advised that the school would continue to monitor this data through the year.</p> <p>A governor queried why there were six bubbles for seven age groups? MA advised of the reasoning for this and the mixed ages of children in each bubble.</p> <p>Behaviour and Attitudes – MA advised that as a result of an increase in SEMH the local authority had introduced STEPs, a therapeutic approach to behaviour in all schools. He then briefly went through the table on page 10 of the report.</p> <p>Personal Development – LC advised that from 2020-21, Relationships and Health Education including Sex Education would now be statutory for primary schools.</p> <p>Action: RHE Policy to be taken to LGB on 18.01.2021 for approval</p> <p>LC then advised that as part of the Covid-19 Recovery Curriculum the school had included time in the school day to support children’s mental health.</p> <p>A governor queried how children could show that they had developed their resilience? MA advised of examples.</p> <p>Leadership and Management – A governor queried when would the curriculum long term plan be available for governors? MA advised by the second half of the spring term.</p>	MA/SH
6.	Priority 5 from SDP (Steve Dawson)/ Governor Visits	
	MA advised that SD would visit on 08.12.2020. SW added that he planned to meet with CJ also on the same date.	
7.	Review Risk Register	
	SW advised that the document came from the trust for the school to complete and review termly. PR advised that it would be beneficial for governors to familiarise themselves with the register and link it to meeting agendas as a more efficient way of maintaining and reviewing the document.	
	Action: Risk Register to be reviewed at LGB on 18.01.2021	SW/MA/ SH
8.	Safeguarding Audit/ Annual Report	

Signed By:	Date:

	<p>A separate document titled 'FDCPS Safeguarding Audit Year 2 31.10.19' was distributed prior to the meeting. LS as safeguarding governor would be invited to attend a further audit in January 2021. PR advised that the school would complete the trust audit and not the LA audit as the trustees have overall responsibility for safeguarding in the school.</p>	
9.	Governor Matters	
	<p>Governor Newsletter – It had been agreed at the LGB on 21.09.20 that SW would issue an update on the work of the LGB after each governor meeting.</p> <p>Governor Recruitment – SW advised that he would meet with the three perspectives governors after the meeting to discuss whether they wanted to join the LGB.</p> <p>Governor Evaluation – A separate document titled 'Governor Skills Audit – 24.11.20' was distributed prior to the meeting. SW thanked those governors who had completed the audit as it was also required for a Chairs Development course which he was part way through. Action: SD and new governors to complete skills audit</p> <p>Training – PR advised that she could forward details of training from the Anglian Gateway Alliance to governors.</p>	SH/SD
10.	Policies	
	<p>For adopting Looked After Children – A separate document was distributed prior to the meeting. Governors unanimously agreed to adopt the policy</p> <p>For Review Bullying – MA apologised for not presenting the policy. Action: Positive Management Policy to be taken to LGB on 18.01.21 for approval Action: MA to forward word version of Positive Management Policy to SW to allow him to edit it</p> <p>Marking, Feedback and Response – A separate document was distributed prior to the meeting. MA advised that the school would focus on staff wellbeing and time spent on marking.</p> <p>Online Safety – A separate document was distributed prior to the meeting.</p> <p>Remote Learning – A separate document was distributed prior to the meeting. MA advised that it was now statutory for all schools to have such a policy in place. A governor queried how would the policy work in practice? MA briefly advised of how teachers would prepare work to be uploaded onto Google Classroom. A governor queried the view of staff on the policy? LC considered that staff were positive towards it. A governor noted the role of parents and governors under sections 2.8 and 2.9. Governors unanimously approved the Marking, Feedback and Response, Online Safety and Remote Learning Policies</p>	MA/SH MA/SW
11.	Standing Items	
	<p>Trust Matters/ Academy Governance Forum feedback – A separate document titled 'AL Governance Forum (for LGB 07122020)' was distributed prior to the meeting. SW advised that the trust was reviewing the role of LGBs and that planning approval had been granted for a new</p>	

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	<p>primary school within the Marleigh development. PR advised of the number of schools that had recently joined the trust.</p> <p>Safeguarding – It was agreed that this had already been discussed.</p> <p>Health & Safety – SW advised that he would visit on 08.12.20 and the trust would consider whether to take on the responsibility for H&S audits.</p> <p>Staff Wellbeing – SW advised that he would attend a TA meeting on 17.12.20. ST advised that she had led a series of fun activities for children in liaison with the Abbey People group.</p>	
12.	Future Meetings	
	<p>Meetings for the rest of 2020-21 were: -</p> <p>Monday 18 January 2021 at 6.15pm 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>	
13.	Any Other Business	
	<p>Covid-19 – A governor raised a concern from parents over a recent communication from the school regarding children having to self-isolate due to Covid-19 and when they would be allowed to return? MA advised that one member of staff within the after-school club had tested positive and that as a result both the school and JLR Play had followed national guidance. The school would review how it communicated such information to parents in the future.</p> <p>Thankyou – On behalf of governors, SW asked MA to thank staff for their hard work and dedication during the term.</p>	
	Meeting closed at 8.35pm	

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