

Fen Ditton Community Primary School
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 20th September 2021 at 6.15pm at the school



PRESENT: Stuart Wood (SW) Chair
 Xavier Castelino (XC)
 Mark Askew (MA)
 Liz Harrison (LH)
 Henry James (HJ)
 Chris Lindley (CL)
 Layla Skinns (LS)
 Alex Smaridge (AS)
 Pat Taylor (PT)
 Stephanie Tabram (ST)
 Simon Wall (SWa)

APOLOGIES: Lydia Clough (LC)

IN ATTENDANCE: Miriam Ferrer (MF) Observer
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	LS to forward DBS certificate to Mrs Hinton to allow her to update the SCR	LS
5.	SW to raise opportunities for governors networking and use of passwords for Office 365 at Chairs Forum	SW
7.	All governors to complete LGB 2021-22 Tracker by end of autumn term	All
7.	SW to forward 'link' to National Online Safety website to allow governors to complete e-safety training	SW/All
7.	All Governors to complete the pecuniary Interest form and return to SH by 11.10.21	All/SH
8.	MA to forward contact details to SW to allow him to write to local authority ref. mobile classroom	MA/SW
8.	SW to write to trust to raise concerns over staffing levels in the school	SW
9.	Governors to consider how they would review their priority at the LGB on 11.10.21	SWa/LS/ CL/AS/ XC/HJ
9.	Ofsted Readiness training to be taken to LGB on 11.10.21	SW/SH
9.	SW emailed governors on 21.09.21 to ask if they could attend the Quy Mill Hotel on Saturday 21 st November between 9.30 and 12.30pm – governors to respond by doodle poll	All
11.	Health & Safety Policy to be taken to LGB on 06.12.21 for approval	MA/SH
12.	SW to prepare governor newsletter	SW
12.	All governors to complete and return skills audit to SH to collate responses	All/SH
12.	Results from skills audit to be taken to LGB on 06.12.21	SW/SH
12.	Review of Key Risks to be taken to LGB on 06.12.21	SW/SH
13.	Annual Safeguarding Report to be taken to LGB on 06.12.21	MA/LS

No	Description	Resp.
1.	Welcome from the Chair SW welcomed all to the meeting.	
2.	Apologies and Quorum Apologies were received from Lydia Clough (LC) that were accepted by governors. The meeting was quorate. SW advised that Steve Dawson would remain a governor at the school but would be seconded to the new primary school within the Marleigh development and AS would sit on the governing bodies of both schools. He then advised that MF was observing the meeting with a view to joining as an associate governor and there was a further candidate expressing a wish to join the LGB also as an associate.	

3.	Declarations of interest	
	HJ advised that he was the brother of Miss James the Deputy Head. MF was the secretary of the schools PTFA.	
4.	Agree minutes of previous meetings – 14th June 2021	
	<p>The minutes had been circulated in advance of the meeting and were agreed as an accurate record. The paper version would be signed by the Chair when he met with the Clerk.</p> <p>From the minutes of the LGB on 14th June 2021, a governor asked for the following amendments: -</p> <p>Page 4 – ‘XC advised that in terms of longer-term plans, he had asked the trust accountant to reformat the accounts’ to ‘XC had asked MA to ask the trust accountant to reformat the accounts and he had asked the trust accountant to provide a breakdown of workings to show how the longer-term budgets are calculated with a view to finding a better system for longer-term budget forecasts’.</p> <p>XC also asked that it be noted that governors should regularly review the long-term sustainability of spending levels, with potential increased risks to funding caused by the Covid-19 pandemic (ie risk of government budget cuts), whilst the school is embarking on new projects (eg nurture provision, potential redevelopment of the back of the school).</p> <p>From the minutes, a governor raised the following queries on data; -</p> <ul style="list-style-type: none"> • What do the percentages mean in the Early Years Tracking Data? • KS1/KS2 tables – what does the ‘Greater Depth’ row mean? • No early Years data provided? • What are the reasons for the much lower attainment in KS1 (particularly GPS) than in KS2? <p>A governor noted that from the health & safety audit, the performance indicator table highlights good progress, and all staff should be congratulated for this.</p> <p>These amendments were agreed by the LGB and the Clerk would amend the minutes prior to SW signing them.</p>	
5.	Matters arising from previous minutes	
	<p>Item 12 – LS advised that she still had to forward her DBS certificate to Mrs Hinton. Action: LS to forward DBS certificate to Mrs Hinton to allow her to update the SCR</p> <p>Item 14 – SW advised that the Chairs Forum still had to meet to allow him to raise opportunities for governors networking and use of passwords for Office 365. Action: SW to raise opportunities for governors networking and use of passwords for Office 365 at Chairs Forum</p> <p>It was agreed that all other actions had been completed.</p>	LS SW
6.	Use of SharePoint	
	<p>SharePoint was shared at the meeting via the projector and SW asked if all governors were able to access it? All governors agreed to this.</p> <p>PTs application to be a trust appointed governor had been sent to the trustees for approval. Once this had been accepted, she would be issued with an email address to allow her to access SharePoint.</p>	
7.	Chairs Report	

	<p>LGB Tracker – A separate document titled ‘LGB 2021-22 Tracker’ had been distributed prior to the meeting and SW advised that it listed documents that governors were required to read at the start of each year, to allow Mrs Hinton to update the SCR</p> <p>Action: All governors to complete LGB 2021-22 Tracker by end of autumn term</p> <p>A governor queried which part of KCSiE were governors required to read? SW advised only Part 1.</p> <p>Governor Training – A separate document titled ‘AL Professional Learning Programme 2021-2022’ was distributed prior to the meeting. SW advised that LH had agreed to monitor and review training for governors which when completed could be included at the bottom of the LGB Tracker document. LH advised that governor training sessions were included on pages 13 and 14 with booking instructions on page 4 - she suggested that ‘Understanding School Data’ would be a useful course for newer governors.</p> <p>E-Safety – SW advised that he would forward a link from Angie Nicholls the schools e-safety lead, to allow governors to access the National Online safety website to complete relevant training which would count towards credits for the school to achieve the E-Safety Award for 2021-22. He then advised that governors would be welcome to complete further training from the website which would ‘earn’ additional credits for the school.</p> <p>Action: SW to forward ‘link’ to National Online Safety website to allow governors to complete e-safety training</p> <p>Pecuniary Interests – The following documents were also distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • AL Business and Pecuniary Interest Policy and Information and Action Sheet • AL Declarations of Business and Pecuniary Interests Policy • AL Pecuniary Interest Form June 2020 <p>It was agreed that all governors complete the AL Pecuniary Interest Form June 2020 and return it to SH by the next LGB on 11th October 2021</p> <p>Action: All Governors to complete the pecuniary Interest form and return to SH by 11.10.21</p> <p>Three further documents had also been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Fen Ditton LGB Membership 2021-22 • AL Learning Scheme of Delegation v3.0 Sept 2021 • AL Local Governing Body Guidance Handbook 2021-22 	All
8.	Headteachers Report (Verbal) inc. review of 2020-21 Data	
	<p>School Roll – MA advised there were 165 pupils on roll with a maximum of 175. During his five years as a head, there had been an average of between 165 and 170 children. The school had lost five children and gained three with an increase in children with EAL.</p> <p>Safeguarding – There had been a high number of child protection concerns, perhaps due to the summer holidays and MA hoped that numbers would reduce through the term.</p> <p>School Site – MA advised the school was in a good state of repair and the nurture provision had started in the Qube, now known as The Nest and he noted both positives and negatives of the provision to date.</p> <p>A governor queried the number of children accessing The Nest? MA advised 4 in the mornings and six in the afternoons.</p>	All/SH

	<p>The school had been unsuccessful in obtaining an additional mobile classroom from the local authority.</p> <p>A governor queried if the local authority had provided reasons for their decision? MA advised the school had provided additional information when asked to, but the response did not give a reason.</p> <p>A governor queried why there was a need for additional classroom space? MA advised of proposals to set up the mobile classroom into zones which could support further children in the school.</p> <p>SW offered whether it would be useful for the governing body to also write to the local authority stating the reasons why a mobile classroom would be useful for the school?</p> <p>Action: MA to forward contact details to SW to allow him to write to local authority ref. mobile classroom</p> <p>Staffing – MA advised that as two TAs had resigned at the end of the summer term, the school had placed an advert for their replacement, hopefully to start in Autumn 2. As there had not been time to recruit for the start of the autumn term, the school had used two agency TAs.</p> <p>A governor queried the reason for the TAs leaving? MA advised of reasons and that SW had not completed an exit interview to date, although he had offered it to one and would do to the other.</p> <p>MA then advised of the subject leads for 2021-22. Kara Hearn as pupil premium lead had written the pupil premium impact statement for 2021-22 using an updated format from central government.</p> <p>Anglian Learning – MA advised that Alison Weir, the head at the Howard Community Academy had visited to start a whole school mental health audit and Prue Rayner the Director of Primary Education at the trust would focus on '<i>protective characteristics in schools.</i>' and gave examples of these.</p> <p>MA then advised he had attended a Trust Leadership Conference on 16th September which focused on setting a new direction for schools in the trust. From the conference, he read out the trusts core principles and that it is planned that some of the central team will be based within the new primary school in the Marleigh development. From the conference there had been a request to redirect some funding from secondary to primary schools to allow additional support to targeted children to lower SEND issues in secondary school. The school would also focus on the 'progression model' and how this would assist with children's learning.</p> <p>The Anglian Learning Trust had also won a national award for multi academy trusts at the start of September for its Governance.</p> <p>Learning Enrichment – MA advised that Yr5s would attend swimming in Autumn 2 and the Overture Project would re-start next week with Yr4s learning the violin and Yr5s brass instruments. Children would attend the Inspire Sports Tournament on 24th September and the CEO of Abbey People had visited earlier the same day.</p> <p>The school now had sufficient devices for a class set off laptops and chrome books and MA was currently updating the Homework Policy. Office staff had received training on updating the schools revamped website</p> <p>SEND – MA advised that historically the school would liaise with South Cambs District Council regarding SEND support but due to a change in postcodes would now be allocated to East Cambs and Fenland District and the school would now have to build relationships with its staff. Camilla Saunders the Director of SEND at the trust would visit on 21st September and the school would like additional resources to support SEND children.</p> <p>Wellbeing – MA advised that staff had worked during the summer holidays and consideration would be given to any additional responsibilities</p>	MA/SW
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	<p>A governor queried if there was funding available to allow the school to recruit additional TA support? MA advised that when the budget was agreed, money had been taken from the reserves to fund a TA in 2021-21. The school doesn't have class TAs to redeploy as all have key roles with children and the school could consider the reintroduction of MDSAs to help with staff workload.</p> <p>SW offered whether it would be useful for the governing body to write to the trust raising concerns with current staffing levels?</p> <p>Action: SW to write to trust to raise concerns over staffing levels in the school</p> <p>SW asked if there were any queries? There were none.</p>	SW
9.	<p>The Academy Improvement Plan (AIP – formerly School Development Plan (SDP))</p> <p>Priorities – A separate document titled ‘Fen Ditton Academy Improvement Plan and SEF 2021-2022’ had been distributed prior to the meeting. SW then read out the governors linked to each of the objectives in the document (structured around the five criteria in the Ofsted framework); -</p> <ul style="list-style-type: none"> • Quality of Education - SWa • Behaviour and Attitudes - LS • Personal Development – CL/AS • Leadership & Management – XC/LH • Early Years - HJ <p>Governors would be asked at the LGB on 11th October to advise of how they planned to monitor their priority through the year. One of LHs role as vice-chair would be to support and develop newer governors when completing governor visits.</p> <p>Action: Governors to consider how they would review their priority at the LGB on 11.10.21</p> <p>A governor queried what did ‘instructional coaching’ refer to? MA advised that the term referred to children working on agreed targets and that lesson monitoring would change this year to CJ and himself observing a teacher over a full day.</p> <p>A governor queried if there could be evidence of instructional coaching to allow governors to monitor its use and effectiveness? MA advised teachers would maintain running records as evidence.</p> <p>A governor queried the reasons why the school had changed its assessment scheme under Quality of Education? MA advised that primary heads within the trust had agreed that GL assessments offered more than the NFER.</p> <p>A governor queried why there was only one priority for Behaviour and Attitudes? MA advised staff had agreed that as behaviour was such a large area, there be only one priority this year.</p> <p>A governor queried why the focus on EAL had been included within Leadership and Management? MA advised there was an element of leadership to allow for a focus on EAL.</p> <p>Further to a governor query, MA briefly advised of the reasoning why the school had created a Fen Ditton Awards scheme.</p> <p>A governor queried if governors were now able to visit the school to complete governor visits? MA advised it would be possible in a controlled way.</p> <p>SW advised that ST and LC could be asked to develop Pupil Voice as a means of gathering evidence for governors monitoring.</p>	SWa/LS/ CL/AS/ XC/LH/H J

	<p>SW advised there would likely be an Ofsted Inspection in 2021-22, perhaps during the spring term. Ofsted readiness training would be included on the agenda for the LGB on 11th October 2021.</p> <p>Action: Ofsted Readiness training to be taken to LGB on 11.10.21</p> <p>SW advised he would like governors to meet at the Quy Mill Hotel on a Saturday morning in November to agree a 3-5 year vision plan for the school.</p> <p>Post Meeting Note: SW emailed governors on 21.09.21 to ask if they could attend the Quy Mill Hotel on Saturday 21st November between 9.30 and 12.30pm – governors to respond by doodle poll</p> <p>SW advised that as there were a number of newer governors on the LGB, the trust had given a dispensation for meetings to be held in school.</p> <p>SW asked if there were any further queries? There were none.</p> <p>Link Governors – SW advised that CL had also agreed to prepare a policy review schedule over 2021-22 to allow it easier for staff and governors to locate them. The following roles were also agreed; -</p> <ul style="list-style-type: none"> • Early Years – HJ • Leadership and Management – XC (SW advised that although from the new Scheme of Delegation, the trust had taken the responsibility for finance and H&S away from LGBs he would like to keep both roles but not to the same level of responsibility) • Safeguarding – LS with PT as deputy • SEND – PT • Pupil premium – PT <p>PT then briefly advised of her background in safeguarding and as an LA inspector.</p>	SW/SH All
10.	Governor Planning for 2021-22	
	<p>Meeting Dates and Structure – A separate document titled ‘Governor Planning – 2021-22’ had been distributed prior to the meeting.</p> <p>Governor Portfolio holders – This had already been discussed under the previous item.</p>	
11.	Policies	
	<p>Health & Safety – It was agreed to carry-over the action to approve the policy to the LGB on 6th December 2021.</p> <p>Action: Health & Safety Policy to be taken to LGB on 06.12.21 for approval</p> <p>Safeguarding and Child Protection – A separate document was distributed prior to the meeting and MA advised that it was a trust policy and did not require governor approval.</p>	MA/SH
12.	Governor Matters	
	<p>Governor Newsletter – SW advised a newsletter had been issued at the start of the autumn term and he would prepare a further one during Autumn 1.</p> <p>Action: SW to prepare governor newsletter</p>	SW

	<p>Governor Evaluation – Skills Audit – SW advised that he would ask governors to complete the skills audit in Autumn 2.</p> <p>Action: All governors to complete and return skills audit to SH to collate responses</p> <p>Action: Results from skills audit to be taken to LGB on 06.12.21</p> <p>Review Key Risks – SW advised the academy risk register was under review and would be taken to the LGB on 6th December 2021.</p> <p>Action: Review of Key Risks to be taken to LGB on 06.12.21</p> <p>Training – This had already been discussed under Item 7.</p>	All/SW SW/SW
13.	Standing Items	
	<p>Trust Matters – This had already been discussed under Item 8.</p> <p>Safeguarding – MA advised the Annual Safeguarding Report would be taken to the LGB on 6th December 2021.</p> <p>Action: Annual Safeguarding Report to be taken to LGB on 06.12.21</p> <p>Staff Wellbeing – This had already been discussed under Item 8.</p> <p>Save Honey Hill – CL advised there would be a further public consultation in 2022.</p>	MA/LS
14.	Any other business	
	There were no matters.	
15.	Review of meeting	
	SW asked if governors were happy to meet in person? Governors agreed they were. A governor thanked MA and all staff for their hard work in preparing the school during the summer holidays for the new year.	
16.	Date of next meetings –	
	LGB – Monday 11 October at 6.15pm Governor Morning Day – Saturday 20 November at 9.30am (tbc) LGB – Monday 6 December at 6.15pm	
	Meeting closed at 8.15pm	