

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

**APOLOGIES:** None.

**IN ATTENDANCE:** Charlotte James (CJ)  
 Sue Speller (SS) - AL Trustee  
 Stuart Hales (SH) Clerk

**Action Log**

Item	Action	Resp.
5.	All governors to read the trusts safeguarding documents by the LGB on 17.01.22	ALL
5.	Consultation on whether to include academy within name of school to take place in spring term	ALL
7.	Link governor details in SEND Policy to be updated	SH
8.	MA to confirm the number of families behind the persistent absence data	MA
8.	CL to report back on mental health audit at LGB on 21.03.22	CL
9.	Update on Vision to be taken to LGB on 17.01.22	SW/SH
9.	Vision Plan from Netherhall School to be in meeting folder for LGB on 17.01.22	MA/SW
10.	HJ to prepare report from his visit with Marie Weaver-Smith	HJ
11.	Safeguarding Audit from 10.12.21 to be taken to LGB on 17.01.22	MA/SH
11.	MA to liaise with LS ref. her attending safeguarding audit on 10.12.21	MA/LS
13.	Asset Management Plan to be taken to LGB on 17.01.22	MA/SH
15.	PT to be included as attending SCR visit on 25.11.21	SH
15.	MA to update governors on SEND provision at LGB on 17.01.22	MA/SH
17.	All governors to email a short bio to SH who would then forward them to the school	All/SH

No	Description	Resp.
<b>1.</b>	<b>Welcome from the Chair</b>	
	SW welcomed all to the meeting and introduced Sue Speller a trustee of Anglian Learning who was observing the meeting.	
<b>2.</b>	<b>Apologies and Quorum</b>	
	There were no apologies, and the meeting was quorate.	
<b>3.</b>	<b>Declarations of interest</b>	
	HJ advised that he was the brother of Miss James the Deputy Head. MF was the secretary of the schools PTFA.	
<b>4.</b>	<b>Agree minutes of previous meetings – 20<sup>th</sup> September and 11<sup>th</sup> October 2021</b>	
	<b>20.09.21 Minutes</b> 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.	

Signed By:	Date:

	<p>From the minutes, a governor asked for the following amendment: -</p> <p><b>Page 7</b> – The last item to be retitled as Item 16.</p> <p>The amendment was agreed by the LGB, and the Clerk would amend the minutes prior to SW signing them.</p> <p><b>11.10.21 Minutes</b>  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, a governor asked for the following amendments: -</p> <p><b>Page 3</b> – The query under Item 8 to be changed to; - 'A governor queried both MAs wellbeing and that he had the time to achieve his responsibilities? MA advised that some responsibilities had been passed down to middle leaders and in a small school all staff had more than one role.'</p> <p><b>Page 3</b> – The last item to be retitled as Item 9.</p> <p>The amendments were agreed by the LGB, and the Clerk would amend the minutes prior to SW signing them.</p> <p><b>PT joined the meeting</b></p>	
<b>5.</b>	<b>Matters arising from previous minutes</b>	
	<p><b>20.09.21 Minutes</b>  <b>Item 5</b> – LS advised she had forwarded her DBS certificate to Mrs Hinton during the meeting to allow the SCR to be updated.</p> <p>It was agreed that all other actions had been completed.</p> <p><b>11.10.21 Minutes</b>  It was agreed that all actions had been completed.</p>	
<b>6.</b>	<b>Chairs Report</b>	
	<p>SW addressed the LGB tracker and reading of required documents. He advised that as well as governors signing that they had read the documents listed on the LGB Tracker, the trust had also introduced their own system via ALiS, which when he logged in flagged at the top that he had documents to read and sign as having been read.</p> <p><b>Action: All governors to read the trusts safeguarding documents by the LGB on 17.01.22</b></p> <p>SW advised that during the Vision Morning on 20<sup>th</sup> November, governors had discussed whether to update the name of the school as it was now within a trust. His own preference was for it to be known as an academy, as it would collaborate with the Marleigh Primary Academy and allow a consistent approach across both schools. Governors then agreed there should be a consultation process involving parents, children and the local community in the spring term, with a decision being in place ready for 2022-23</p> <p>A governor queried when school uniforms and book bags would be updated should the school choose to be known as an academy? SW advised that any change would be introduced over a period of time and only for children joining the school.</p> <p>A governor queried if the school would still have 'Community' within its title? SW advised that it would remain.</p>	<b>ALL</b>

Signed By:	Date:

	<p><b>Action: Consultation on whether to include academy within name of school to take place in spring term</b></p>	<b>ALL</b>
<b>7.</b>	<p><b>SEND Policy</b></p> <p>Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• 2021- 2022 SEND Information – Clean Copy</li> <li>• 2021-2022 SEND Information – Edits in Purple</li> <li>• Special Educational Needs and Disability 2021-2022 – Clean Copy</li> <li>• Special Educational Needs and Disability 2021-2022 – Edits in Green</li> </ul> <p>CJ briefly went through each document, and it was confirmed that PT was now the link governor for SEND.</p> <p><b>Action: Link governor details in SEND Policy to be updated</b></p> <p>A governor noticed a couple of ‘typos’ in the documents and would inform CJ of them outside of the meeting.</p> <p>CJ advised the policy covered the legality aspect of SEND whilst the Information Report was aimed towards parents. Both documents were statutory and would be placed on the school’s website and reviewed annually. It was agreed the Nurture Provision Policy had already been approved by governors, but in future it would be reviewed at the same time as the SEND Policy.</p> <p><b>Governors unanimously approved the SEND Policy and SEND Information document</b></p>	<b>SH</b>
<b>8.</b>	<p><b>Headteachers Report</b></p> <p>The Headteachers Report was distributed prior to the meeting and MA asked if there were any queries from it?</p> <p>A governor queried the use of CO2 monitors in the school? MA advised that sufficient CO2 monitors from the Dept of Health had been installed in every classroom to monitor the quality of air in connection to Covid-19. They used a traffic light system to inform staff of CO2 levels. He had raised the possibility of introducing mechanical ventilation into the school with the trust.</p> <p><b>Attendance –</b> A governor queried if there were reasons why pupil premium attendance was lower in two classes? MA advised that when children transitioned from nursery, some families did not appreciate the expectation that their child attend school every day (attendance was not statutory for four-year-olds). There had been an improvement in attendance where himself and CJ had met with targeted families.</p> <p>A governor queried if there were reasons why the overall school data was so positive? MA suggested possible reasons and that children also enjoyed coming to the school.</p> <p>A governor queried if the school had concerns in the slight drop in overall attendance for pupil premium children? MA advised of the affect that the data highlighted in red had on attendance. He was liaising with Cara Hearn, the pupil premium lead, to review if there were further measures the school could introduce and of the impact that a family worker could have if employed by the school.</p> <p>CJ noted that 38% of SEND children were also pupil premium and there was a significant level of SEND in Yr1/2. MA added that one child would be absent from school for a significant length of time due to a medical condition.</p> <p>A governor noted the number of children with persistent absence and queried how many families did this represent?</p> <p><b>Action: MA to confirm the number of families behind the persistent absence data</b></p>	<b>MA</b>

Signed By:	Date:

	<p>A governor queried why the data highlighted in red affected both pupil premium and non-pupil premium attendance? SW advised of the reasons why.</p> <p><b>Safeguarding</b> – A governor noted the number of referrals and queried how staff were coping with such a workload? MA advised he meets daily and fortnightly with CJ to go through any actions on MyConcern (not minuted), but the system automatically tracks updates and that the school would benefit from a 120% SENDCo role.</p> <p>A governor queried the costs of the mental health provision? MA advised he could share the audit completed by Alison Weir with CL, which the SLT would also discuss at the start of the spring term.</p> <p><b>Action: CL to report back on mental health audit at LGB on 21.03.22</b></p> <p><b>Staffing News</b> – A governor noted the level of staff absence and queried their wellbeing? LC advised that although restrictions were still in place there was a positive atmosphere in the staffroom. On behalf of governors SW thanked all staff for their hard work and dedication during the term.</p> <p><b>Academy Improvement Plan and News</b> – A governor queried if having fortnightly French lessons was sufficient for children or could the time be used for other subjects? MA advised that from the national curriculum, MFL was a foundation subject which the school could still deliver successfully on a fortnightly. Staff and pupils also benefit from a specialist teacher delivering these lessons. It is good continuing professional development (CPD) for teachers and resources are shared and can be used at a later date.</p>	<b>CL</b>
<b>9.</b>	<b>Follow up from Vision Morning</b>	
	<p>A separate document titled 'Vision Morning – Follow Up' was distributed prior to the meeting and SW asked if governors had any comments from it? He would be happy to approach Fen Ditton and Horningsea Parish Councils for their views. He asked that LC and ST consider how best to involve staff and pupils, and LS and CL the parent body.</p> <p><b>Action: Update on Vision to be taken to LGB on 17.01.22</b></p> <p>A governor queried if governors would benefit from reviewing a similar document from another school? MA advised the Netherhall School had already gone through the process and he could share their document with governors, noting that it was for a secondary school</p> <p><b>Action: Vision Plan from Netherhall School to be in meeting folder for LGB on 17.01.22</b></p>	<b>SW/SH</b>  <b>MA/SW</b>
<b>10.</b>	<b>Priority 5 of the Academy Improvement Plan</b>	
	<p>Due to HJ not being able to attend the LGB on 11.10.21, he briefly advised of how he would monitor Priority 5 – Early Years from the Academy Improvement Plan.</p> <p>MA advised of Marie Weaver-Smith's passion for early years and of the introduction of the Drawing Club and Message Centre, two initiatives started by MWS to improve writing.</p> <p><b>Action: HJ to prepare report from his visit with Marie Weaver-Smith</b></p>	<b>HJ</b>
<b>11.</b>	<b>Safeguarding Audit/ Annual Report</b>	
	<p>MA advised that Prue Rayner would complete a safeguarding audit on 10.12.21 and he would share it with LS as safeguarding lead in due course.</p> <p><b>A governor queried when the audit could be taken to a governors meeting?</b></p> <p><b>Action Safeguarding Audit from 10.12.21 to be taken to LGB on 17.01.22</b></p> <p>LS advised she would be happy to attend the meeting on 10.12.21</p> <p><b>Action: MA to liaise with LS ref. her attending safeguarding audit on 10.12.21</b></p>	<b>MA/SH</b>  <b>MA/LS</b>
<b>12.</b>	<b>Update on Anglian Learning Risk Register</b>	

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	<p>A separate document titled 'Academies Governance Forum Risk Management Update October 2021' was distributed prior to the meeting. SW advised that it would be completed by MA for review by the trust before coming to governors.</p> <p>SW asked if there were any queries? There were none.</p>	
<p><b>13.</b></p>	<p><b>Asset Management Plan</b></p>	
	<p>SW advised the document was due to come to the meeting and the school would liaise with Claudine Bateman (Director of Operations) and Kerrie Jones the trust's clerk as to whether it would be ready for the LGB on 17.01.22</p> <p><b>Action: Asset Management Plan to be taken to LGB on 17.01.22</b></p>	<p style="text-align: center;"><b>MA/SH</b></p>
<p><b>14.</b></p>	<p><b>Policies</b></p>	
	<p><b>Assessment (06.12.21)</b> – A separate document had been distributed prior to the meeting and MA advised it had been updated to reflect latest practice in the school.</p> <p>A governor queried the introduction of the Y4 times tables tests? MA advised they would have been done for the last two years if not for the pandemic and would be a statutory test from 2021-22.</p> <p>A governor queried the daily assessment process? MA advised that teachers would follow the Marking and Feedback Policy and the school would like children to make three progress steps each year.</p> <p>A governor queried with SWa that this followed on from the work he had completed in monitoring the 2020/21 SDP which had had a focus on Assessment. SW advised that it was what he expected having completed his monitoring.</p> <p><b>Behaviour and Attitudes (25.11.21)</b> – A separate document had been distributed prior to the meeting.</p> <p><b>Equality Information and Objectives for 2021-2024</b> – A separate document had been distributed prior to the meeting.</p> <p><b>FD Equalities Information and Backgrounds 2021 to 2024</b> – A separate document had been distributed prior to the meeting.</p> <p><b>Governor Visits (09.11.21)</b> – A separate document had been distributed prior to the meeting.</p> <p><b>Health&amp;Safety (July 2021)</b> – A separate document had been distributed prior to the meeting. MA noted he had informed the trust that the policy had a bias towards secondary schools and suggested that a separate document be in place for primary schools.</p> <p><b>Homework (04.12.21)</b> – A separate document had been distributed prior to the meeting and MA briefly advised of the changes made to it.</p> <p><b>Positive Behaviour (01.11.21)</b> – A separate document had been distributed prior to the meeting and MA briefly advised of the changes made to it.</p> <p><b>Pupil Premium (22.10.21)</b> – A separate document had been distributed prior to the meeting and MA briefly advised of the changes made to it.</p> <p><b>Governors unanimously approved all policies</b></p> <p>SW thanked CL for his work in progressing the policies to achieving a consistent format and streamlining the approval process. CL advised that he had contacted the trust as to how both staff and governors could access policies and that MA and CJ would raise the issue together</p>	

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	<p>with whether trust policies should be included on the school's website as simply a link, at a meeting with the trust on 07.12.21</p> <p>A governor queried if when reviewing policies, were governors able to amend 'typos'? It was agreed that governors could either change typos or forward comments onto CL for him to amend the document.</p>	
<p><b>15.</b></p>	<p><b>Governor Matters</b></p>	
	<p><b>Governor Newsletter</b> – SW advised he would write a newsletter after the meeting.</p> <p><b>Governor Visit</b> – A separate document titled 'Single Central Record (25.11.21)' was distributed prior to the meeting and LS briefly went through it. PT had also attended the meeting and her name would be included on the visit report.</p> <p><b>Action: PT to be included as attending SCR visit on 25.11.21</b></p> <p>A governor queried if the school could make a further bid to the local authority for an additional mobile classroom? MA advised he had not received an appropriate response as to why the first bid had been unsuccessful. SW added he would be happy to write to the local authority on behalf of governors to support a further bid.</p> <p>Camilla Saunders and Prue Rayner had met with the local authority regarding SEND provision and offered to assist with the setting up of local hubs. MA and CJ would meet with the local authorities planning dept on 08.12.21 and hoped they would discuss a more suitable environment to support SEND in the school.</p> <p><b>Action: MA to update governors on SEND provision at LGB on 17.01.22</b></p> <p>CJ noted the number of children in the county waiting for a specialist educational setting and also those not in a school. The LA would look to work with schools to accept these children and from this the school had been asked to accept six children.</p> <p>A governor queried if the children were in catchment? MA briefly responded to the query.</p> <p>CJ advised there were currently six children with ECHPs, a further one had been accepted and she would write an additional five. MA advised of the long-term national under-investment in SEND and of the average costs in employing a TA against the funding received from the LA.</p> <p><b>Training</b> – A separate document titled 'Professional Learning Programme 2021-2022' was distributed prior to the meeting. ST reminded governors to complete the national online safety training to allow the school to renew its certificate annually.</p> <p>A governor advised she had been unable to access the training? SWa advised governors had to log into Google Drive with their Anglian Learning name and password.</p> <p><b>Academy Governance Forum Feedback</b> – Two separate documents titled 'AGF Meeting 21 October 2021' and 'AL Governance Forum – 21.10.21' were distributed prior to the meeting.</p>	<p><b>SH</b></p> <p><b>MA/SH</b></p>
<p><b>16.</b></p>	<p><b>Standing Items</b></p>	
	<p><b>Trust Matters</b> – SS advised she had been very impressed with governors focus on children during the meeting and asked if governors had any questions for her to take to the trust? There were none.</p> <p><b>Safeguarding</b> – It was agreed it had already been discussed under Item 11.</p> <p><b>Staff Wellbeing</b> – LC thanked CJ for her hard work in supporting staff wellbeing and ST added that Jane Turner was now the adult mental health first aider.</p>	

Signed By:	Date:

	<b>Save Honey Hill</b> – CL advised that despite feedback received from the community, Anglian Water had announced their preferred access point close to the A14 roundabout (construction traffic would also enter via the same point).	
<b>17.</b>	<b>Any Other Business</b>	
	<p><b>Governor Photos</b> – ST asked newer governors to forward a ‘head and shoulders photo’ to herself for inclusion in the governors’ noticeboard in the entrance to the school.</p> <p><b>Governor ‘bios’</b> – MA asked that all governors email a short bio to SH who would collate and then forward them to the school for inclusion on the school’s website.  <b>Action: All governors to email a short bio to SH who would then forward them to the school</b></p> <p><b>Marleigh Primary Academy</b> – SW advised the LGB would meet on Monday 10<sup>th</sup> January 2022 and both AS and SH would be involved.</p>	<b>ALL/SH</b>
<b>18.</b>	<b>Review of meeting</b>	
	There was nothing further to add.	
<b>19.</b>	<b>Date of next meetings –</b>	
	<p><b>LGB</b> – Monday 17 January at 6.15pm (online)</p> <p><b>LGB</b> – Monday 28 February at 6.15pm (in school)</p> <p><b>LGB</b> – Monday 21 March at 6.15pm (in school?)</p>	
	<b>Meeting closed at 8.30pm</b>	

Signed By:	Date: