

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

APOLOGIES: Layla Skinns (LS)

IN ATTENDANCE: Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
2.	SW to forward governors questions onto trust	SW
5.	All governors to sign they have read trusts safeguarding documents	ALL
6.	All governors to sign they have read schools safeguarding documents	ALL
8.	All governors to complete E-Safety training - please contact Angie Nicholls for log-in details if required	ALL
9.	Governors to take responses from surveys to LGB on 09.05.22 to allow them to agree the next stage/steps	ALL
10.	CL to upload Mental Health Governor Visit Report to 09.05.22 meeting folder	CL
15.	CL to forward his contacts for Anglian Water to HJ	CL/HJ
16.	MA/ST/LC to inform subject leads of the request from governors to be made aware of any resourcing needs	MA/ST/LC

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting.	
2.	Apologies and Quorum	
	<p>Apologies were received from Layla Skinns (LS) that were accepted by governors and the meeting was quorate.</p> <p>SW advised that Pat Taylor (PT) had resigned and read out the letter he had received from her. As well as DBSs the trust had introduced further pre-appointment checks relating to a person's solvency as per their articles of association.</p> <p>He then advised he had met with PT in January to resolve the misunderstanding that had arisen from this check and Jon Culpin would contact her to apologise from the trust and to ask her whether she would reconsider continuing as a governor.</p> <p>A governor queried how a person's solvency could prevent or hinder them from their role as a governor? A governor added that as the trust now had responsibility for financial management, should the solvency check be required for LGB governors?</p> <p>A governor queried if the misunderstanding from the check could also apply to a DBS check? MA advised that DBS's were a separate check completed by an external agency.</p> <p>A governor noted there was a question relating to bankruptcy on the governor application form and queried if the trusts check duplicated this?</p> <p>A governor queried the rationale for the check only being for new governors and should it have been applied to all?</p>	

Signed By:	Date:

	<p>Action: SW to forward governors questions onto trust</p> <p>SW had purchased a greetings card for PT and asked governors to sign it during the meeting.</p>	SW
3.	<p>Declarations of interest</p> <p>There were no declarations of interest for any item on the agenda.</p>	
4.	<p>Agree minutes of previous meetings – 17th January 2022 and 28th February 2022</p> <p>Minutes 17.01.22 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>Minutes 28.02.22 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>	
5.	<p>Matters arising from previous minutes</p> <p>Minutes 17.01.22 Item 5 – SW asked all governors to confirm they had read the trust’s safeguarding documents – there might be a duplication with some of the separate safeguarding documents the school was requesting that governors read. He added governors would be prompted to read the trust’s safeguarding documents when accessing ALiS. Action: All governors to sign they have read trusts safeguarding documents</p> <p>Item 5 – It was agreed all governors had forwarded a bio and photo to the office for inclusion on the schools’ website. ST added should a governor wish for their photo to be updated on the governor’s board adjacent the entrance to the school, to please inform her.</p> <p>It was agreed all other actions had been completed.</p> <p>Minutes 28.02.22 Item 4 – A separate document titled ‘Governor Visit Writing 23.02.22’ was distributed prior to the meeting.</p> <p>Item 8 – CL advised he had since liaised with the IT Dept ref. process of circulating and agreeing policies.</p> <p>It was agreed all other actions had been completed.</p>	ALL
6.	<p>Chairs Report</p> <p>SW asked that governors complete the LGB tracker especially around E-safety. Action: All governors to sign they have read school’s safeguarding documents</p>	ALL
7.	<p>Headteachers Report</p> <p>The Headteachers Report was distributed prior to the meeting</p> <p>Admissions – MA updated governors there were now 20 children on SEND support.</p> <p>Attendance – MA advised he had liaised with the local authority to request attendance data to compare the schools to. They had confirmed the overall attendance for Cambridgeshire schools in Spring 1 was 88.5% compared to the schools of 92.27%</p>	

Signed By:	Date:

8.	<p>A governor queried the number of families the persistent absence data related to? MA suggested 20 families and a number were from families of reception children under the age of 5 where it is not a statutory requirement for children to attend school.</p> <p>A governor queried if there were reasons for the lower attendance? MA suggested possible reasons for this.</p> <p>A governor queried if the school could receive support from the trust or local authority to support attendance? MA advised the DfE currently had a focus on schools having a greater supportive role to parents so their children can attend school.</p> <p>A governor queried if the school still ran breakfast club? MA advised it did and would pay for pupil premium children to attend.</p> <p>A governor queried if there would be the possibility of school transport? MA advised that additional vetted volunteers could be asked to bring targeted children to school via a 'walking bus'.</p> <p>Safeguarding – A governor noted the number of online safety incidents recorded on page 4 was not the same as recorded under the table on page 5? MA advised of a number of categories to report such incidents. The trust had recently requested for these to be streamlined to allow for benchmarking across schools.</p> <p>From the table on page 5, a governor noted the logs against parent capacity? MA advised that since the pandemic, there was a greater challenge to support parents and that it would be of benefit for the school to have a full-time family worker to focus on this, as it was taking an increasing part of both his and Miss James' time to manage these concerns.</p> <p>A governor queried if it was unusual not to have any bullying logs? MA advised of possible reasons for this.</p> <p>AIP – A governor asked for further details around 'the trust re-directing funds to support inclusion across all of their schools'? MA advised Camilla Saunders had completed an audit across all schools and from this Fen Ditton was noted as one of three schools with higher SEND needs and he suggested the trust would start to consider if it would be beneficial for children with higher needs to be in one place. From savings made in 2020-21, the trust had funding that it wanted to invest into inclusion.</p> <p>Data – A governor queried when would governors have the opportunity to review children's data? MA advised two separate documents titled 'Data Analysis – Autumn 2021' and 'Summary of Standardised Tests Year1 to Year6 Autumn 2021' were distributed prior to the meeting.</p> <p>A governor queried the acronym GPS? MA advised Grammar, Punctuation and Spelling</p> <p>Staffing – A governor queried if there was an update on the whistleblowing case? MA advised it was confidential and was ongoing.</p> <p>Finance – A governor queried if there was an update on finance? MA advised he would meet with the school's financial advisor from the trust next week to start to put together the budget for 2022-23.</p> <p>Health&Safety – SW advised Paul Dunn had resigned, and the trust had appointed two replacements who would join MA for H&S walkabouts.</p> <p>Two further documents titled 'Autumn Term Behaviour Analysis' and 'Self-Evaluation following the previous OFSTED Actions and the Current Picture' were distributed prior to the meeting.</p>	
----	--	--

Signed By:	Date:

	<p>MA advised one of the actions from the trust's safeguarding audit was for him to prepare a safeguarding executive summary which would be available in a folder for visitors use – he would share it with LS as safeguarding governor.</p> <p>SW advised that every year, governors would be asked to complete online E-safety training from the National Online Safeguarding website. By doing this, governors would 'earn' points to allow the school to achieve an E-Safety Certificate. The training would be reset each September. Action: All governors to complete E-Safety training - please contact Angie Nicholls for log-in details if required</p> <p>SW then advised the website also included further training opportunities for governors with specific roles.</p>	ALL
9.	Update on school vision	
	<p>A separate document titled 'Vision Morning – Follow Up' was distributed prior to the meeting. SW advised he had written to Fen Ditton and Horningsea Parish Councils as well as Abbey People and had asked for their feedback by the end of April. He then added that governors should also ask for the views of the trust and he would contact Prue Rayner and Jon Culpin to progress this further.</p> <p>SW advised he would write a Governor Newsletter before the Easter holidays to include a link to the parental survey. Action: Governors to take responses from surveys to LGB on 09.05.22 to allow them to agree the next stage/steps</p>	ALL
10.	Mental Health Audit	
	<p>A separate document titled 'Mental Health Audit FD Sept 2021' was distributed prior to the meeting and CL briefly updated governors on it. Action: CL to upload Mental Health Governor Visit Report to 09.05.22 meeting folder</p> <p>A governor queried how often would the audit be completed? MA advised it was the first time the school had used this survey format and he felt the school had introduced a lot of changes that weren't necessarily targeted.</p> <p>SW asked if there were any further queries? There were none.</p>	CL
11.	Review governors' roles and responsibilities	
	<p>A separate document titled 'Anglian Learning Scheme of Delegation (September 2021)' was distributed prior to the meeting and SW advised following on from the LGB on 28 February, Ofsted would ask governors for their understanding of their roles and responsibilities compared to the boards and he asked governors to please read the document. Prue Raynor planned to produce a simplified version of the tables on pages 7-13, which SW would make available once he had received it.</p> <p>A governor queried following PTs resignation, would the LGB now look for a replacement? SW advised trust guidance was for primary LGBs to be between 8-12 governors and he would not look to recruit in the near future. He added Steve Dawson was still technically a governor who had been seconded to Marleigh until his tenure as a governor had finished.</p> <p>There was now an 'Ofsted Preparation' folder on SharePoint to allow for relevant documents to be uploaded in advance of an inspection. Whilst all governors would be welcome to attend an inspection, he would like to form a small group that would be able to attend at short notice and suggested LH, SWa, LS and himself.</p> <p>MA advised Joyce Frankland Academy had recently been inspected and asked if it would be worthwhile for SW to liaise with them?</p>	

Signed By:	Date:

13.	Policies	
	There were none to approve. CL had met with SW and MA last week to review the master policy tracker.	
14.	Governor Matters	
	<p>Governor Newsletter – SW advised he would write a newsletter after the meeting to be issued with the link to the parental survey.</p> <p>Governor Visits – This had already been discussed under Item 5.</p> <p>Training – SW advised the trust were looking to improve their governor training and asked that governors please inform him should they like training on a particular area and he would feed this back to the trust.</p>	
15.	Standing Items	
	<p>Trust Matters – MA advised the trust continued to work on ‘blueprints’ and gave examples of these.</p> <p>Safeguarding – It was agreed it had already been discussed under Item 7.</p> <p>Staff Wellbeing – MA advised there continued to be a focus on staff wellbeing and increasing PPA for teachers and training for TAs. He gave examples of creative ways the school would consider to support this.</p> <p>MA advised of several vacancies linked to EHCPs where support staff with temporary contracts would leave when the child leaves the school and he would consider asking the trust if these posts could be made permanent as a way of addressing the large number of support staff vacancies across the trust and also whether there was scope for staff to be re-deployed across the trust.</p> <p>Save Honey Hill – CL advised of the third and final consultation which would end in April. There would be a public meeting on Tuesday 22 March in Horningsea between 3-7pm. A governor queried if there would be representation from the school or trust? SW advised MA and himself had met with Anglian Water and Mott MacDonald’s to feed back the schools’ concerns. A governor queried if the Save Honey Hill group had had any reports prepared to back up their case? CL advised there had not been any external reports. He then added the current consultation focussed on mitigation and as the proposal was a national significant project it would not go through normal planning approval process. A governor queried that should the Anglian Water site be relocated, could the school request an improvement financed from community funding? HJ advised that colleagues had contacts with Anglian Water, and he would be happy to help? Acton: CL to forward his contacts for Anglian Water to HJ</p> <p>Marleigh Academy Primary – SW advised the Headteacher would be in post from Easter and there had been adverts for office and site mangers. There had been discussions within the trust around the collaboration between the two schools. The trust’s central team would re-locate to the school until it was at capacity.</p>	CL/HJ
16.	Any Other Business	
	PTFA – ST thanked the PTFA for funding DT equipment. She added should governors have access to any suitable resources as part of their jobs, to please let her know.	

Signed By:	Date:

	SW suggested that governors be made aware of any needs for resources or equipment – subject leads to be asked to notify governors, as necessary. Acton: MA/ST/LC to inform subject leads of the request from governors to be made aware of any resourcing needs	MA/ST/ LC
17.	Review of meeting	
	There was nothing further to add.	
18.	Date of next meetings –	
	LGB – Monday 9 May at 6.15pm (MF gave her apologies) LGB – Monday 13 June at 6.15pm LGB – Monday 18 July at 6.15pm A decision as to whether meetings would be in school or remote would be taken nearer the time.	
	Meeting closed at 8.20pm	

Signed By:	Date: