

PRESENT: Mark Askew (MA)
 Stuart Wood (SW) Chair
 Xavier Castelino (XC)
 Lydia Clough (LC)
 Liz Harrison (LH)
 Henry James (HJ)
 Chris Lindley (CL)
 Layla Skinns (LS)
 Stephanie Tabram (ST)
 Simon Wall (SWa)

APOLOGIES: Miriam Ferrer (MF)
 Alex Smaridge (AS)

IN ATTENDANCE: Angie Nicholls (AN)
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	MA to check with office staff whether updates are sent home to parents	MA
5.	MA to consider ways to promote esafety with children and parents	MA
9.	MA to consider review of how outstanding balances were being transferred onto Bromcom	MA
11.	Two school vision documents to be taken to LGB on 13.06.22	SH/SW
13.	Parent election to be organised	SH/MA
13.	Governor Visit Report to be moved into governor visits folder	CL/SH
14.	Staff wellbeing data for the school to be taken to LGB on 13.06.22	SH/MA
17.	Fen Ditton governors welcome to attend LGB at Marleigh on 11.07.22	ALL

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting.	
2.	Apologies and Quorum	
	Apologies were received from Miriam Ferrer (MF) and Alex Smaridge (AS) that were accepted by governors and the meeting was quorate.	
3.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
4.	Pupil Premium	
	CH first explained her role as pupil premium and English leads, and Mrs Parker (AP) and herself would review data to see where support would be best targeted for the following half-term and to plan for future teaching. She had attended a PP course last year focussing on the best ways to raise PP attainment via quality first teaching. AP and herself had commenced a professional development course including observing lessons and supporting other teachers. Whilst there was still some mentoring taking place (such as daily fast track intervention), MA advised the school had started to shift from interventions to children being in class having quality first teaching and hoped to see the benefits of this over the longer term. CH then shared a document including reading, maths and English data for PP children and for every year group and briefly went through it. She would next focus on the overlap between SEND and PP children.	

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	<p>CH asked if there were any questions so far? There were none.</p> <p>CH then advised autumn term data was teacher assessed (which would be internally moderated) and the school would focus on every child making progress through the year, independent of their starting level. The school had adapted the data system to allow for the tracking of children who were not accessing the EYFS curriculum.</p> <p>A governor noted maths data appeared stronger than for reading? CH advised there had been a focus on writing in Spring 2 and the timings of the data drops for Read Write Inc varied to the main assessment tool.</p> <p>MA suggested that over 2021-22, the school was half-term behind in delivering Read Write Inc. and there would be additional English activities to complement it. CH then advised of the catch-up funding received by the school and LC added that CH and herself had changed the way English was taught in the school and the reasons behind this.</p> <p>CH advised she was working with the Headteacher from Bottisham Primary School to review the teaching of English.</p> <p>A governor queried when the changes to the English curriculum would be fully embedded? CH advised by September 2022, but the school could already see improvements as a result of the changes.</p> <p>A governor queried how the school would ensure the consistency of moderation through all year groups? CH presented a table of how children were tracked across all year groups and briefly went through it, noting that children should be making three sub-sections of progress each year. She then advised of a new model (to replace P scales) to track children not accessing the national curriculum</p> <p>A governor noted that additional reading books would also be beneficial in the school? CH advised of the cost of the Read Write Inc programme and LC added the PTFA was fund-raising for more books and the school had received a significant number of books from Penguin Books and the Rotary Club.</p> <p>CH advised of the importance for the school to support both PP children and their families and for children to also attend extracurricular activities and trips.</p> <p>CH asked if governors had any further queries to please contact herself.</p> <p>Governors thanked CH for her presentation who then left the meeting</p>	
<p>5.</p>	<p>E-Safety and Safeguarding</p>	
	<p>SW advised that governors had completed e-safety training and had incited AN to give a presentation on e-safety at the school.</p> <p>AN first read out the summary of online safety requirements from KCSiE 2021 and the four areas of online risk and noted the document now also included details around cyber security and the dark web. She then shared a range of training opportunities for governors around e-safety and the school was following lesson plans on it from the National Online Safety (NOS) website Relevant weekly updates from NOS are paced on the school's website and go out via ParentMail.</p> <p>Action: MA to check with office staff whether e-safety updates are sent home to parents</p> <p>Governors briefly discussed the changing culture around IT and children being allowed access to devices at a younger age with parents often not monitoring children's usage and not setting appropriate filtering barriers.</p> <p>AN then advised that in 2020-21, the school had received accreditation for the e-safety award, but that training was 'reset' each September and parents and governors were requested to</p>	<p>MA</p>

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	<p>complete it annually. Governors then suggested possible ways of encouraging parents to access and complete training.</p> <p>Action: MA to consider ways to promote e-safety with children and parents</p> <p>Three separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Internet Filtering • Cyber Security • Cyber Security Questions <p>SW advised that from a recent Cyber Security course he had forwarded questions posed during it to Richard Mayer the trusts IT Director to respond to.</p> <p>Governors thanked AN for her presentation who then left the meeting</p>	MA
6.	<p>Agree minutes of previous meetings – 21st March 2022 and minutes of meeting with Ofsted inspectors – 27th April 2022</p>	
	<p>Minutes 21.03.22 The minutes had been circulated in advance of the meeting and were agreed as an accurate record and the paper version was signed by the Chair.</p> <p>Minutes 27.04.22 The minutes had been circulated in advance of the meeting and were agreed as an accurate record and the paper version was signed by the Chair.</p>	
7.	<p>Matters arising from previous minutes</p>	
	<p>Minutes 21.03.22 It was agreed all actions had been completed.</p> <p>Minutes 27.04.22 There were no actions.</p>	
8.	<p>Chairs Report</p>	
	<p>AIP Monitoring – SW briefly advised that during the LGB on 18 July, there would be an opportunity for governors to review their monitoring of each priority within the AIP over the year.</p> <p>LGB Tracker – SW advised most governors had now completed the tracker.</p> <p>H&S – A separate document titled ‘Governor Health Safety Reporting Flow Chart Primary’ was distributed prior to the meeting. SW advised although the trust had removed the requirement for LGBs to monitor this, MA should include a statement that H&S monitoring was happening within his Headteachers Reports.</p> <p>CL advised he could visit on 11 and 12 May to monitor the handling and storage of KS2 test papers. SWa noted he was a marker for reading papers so couldn’t attend.</p>	
9.	<p>Headteachers Report</p>	
	<p>MA proceeded to give a verbal update.</p> <p>Initial proposals for AIP priorities 2022-23 – MA advised the SLT were considering priorities for next year which he briefly went through but would wait for the final version of the Ofsted report before confirming them.</p>	

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	<p>A governor queried if the priorities in the AIP would continue to be linked to the five priorities within the Ofsted framework? MA advised the LGB could consider more than one governor to monitor the quality of education next year? A governor suggested that a link to Marleigh could be included within the Leadership and Management section?</p> <p>Financial priorities for 2022-23 – MA advised the main focus was on staffing – a full-time teacher had been employed on a one-year contract to cover CHs maternity leave.</p> <p>Upgrade on migration from SIMS to Bromcom – Prior to the meeting, a governor asked the following questions: -</p> <p>What is affected in the transfer between SIMS and Bromcom? Does the migration affect the financial systems of the school or other areas of school records? Are all issues which had occurred in the migration now resolved? MA advised there was no longer any money kept on site and any outstanding payments were being transferred onto Bromcom by Mrs Hinton.</p> <p>A governor queried if there was a means to review that Mrs Hinton was transferring outstanding balances correctly onto Bromcom? Action: MA to consider review of how outstanding balances were being transferred onto Bromcom</p>	MA
10.	Follow-up to Ofsted visit	
	<p>SW asked if governors had any thoughts or reflections on from the recent Ofsted inspection? MA advised the school had been the first primary in the trust to be inspected under the new framework and had shared the experience with other schools.</p> <p>Governors then briefly discussed the visit in more detail.</p> <p>A governor queried if the verbal outcomes during the inspection could differ from the final report? MA advised he would have the opportunity to challenge the accuracy of the report before it was published.</p>	
11.	School Vision responses and next steps	
	<p>Two separate documents titled 'School Vision - Parents Survey – Charts' and 'School Vision - Parents Feedback (Responses)' were distributed prior to the meeting. Due to the meeting running late, it was agreed to discuss both at the LGB on 13 June. Action: Two school vision documents to be taken to LGB on 13.06.22</p> <p>SW advised he still waited for feedback from the trust, Fen Ditton Parish Council and Abbey People but had received comments from Horningsea Parish Council.</p>	SH/SW
12.	Policies	
	There were none to review.	
13.	Governor Matters	
	<p>Governor Newsletter – SW advised he would prepare a newsletter after the LGB on 13 June.</p> <p>Governor Recruitment – SW advised Steve Dawsons term of office would end soon and the LGB would have to consider finding a replacement for him. LSs term of office as a parent governor would end on 13 May and she indicated she would be happy to continue if re-elected. Action: Parent election to be organised</p>	SH/MA

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	<p>Governor Visits – A separate document titled ‘Governor Visit - Mental Health Audit (CL)’ was distributed prior to the meeting which governors approved and it would now be moved across into the governor visits folder.</p> <p>Action: Governor Visit Report to be moved into governor visits folder</p> <p>Training – SW advised the trust would generate further training opportunities in the autumn term.</p>	CL/SH
14.	Standing Items	
	<p>Trust Matters – SW advised he would attend the Anglian Learning trusts forum next week.</p> <p>Safeguarding – LS advised she would organise a safeguarding visit at the end of May.</p> <p>Staff Wellbeing – A separate document titled ‘Anglian Learning Staff Survey of Responses March 2022’ was distributed prior to the meeting.</p> <p>A governor queried if they could review data specific to the school? MA advised this would be possible.</p> <p>Action: Staff wellbeing data for the school to be taken to LGB on 13.06.22</p> <p>Save Honey Hill – CL advised there was nothing to report.</p> <p>Marleigh Academy Primary – SW advised a site manager and office manager had been appointed as well as four teachers. There had been a high number of applicants and the school had appointed two experienced teachers and two EQTs. (there was an understanding that one EQT could be deployed in other trust schools when required). The school would next look to recruit learning mentors (TAs) and nursery staff.</p> <p>A governor queried what did the acronym EQT refer to? MA advised Newly Qualified Teacher and whereas the NQT scheme ran for one year, it would be two for EQTs. As well as being entitled to 10% PPA time, they were also allowed 5% for mentoring.</p> <p>MA advised that currently there would be 20 children starting in Reception in September at Fen Ditton from a PAN of 25, and the affect this would have on funding. There were currently approx. 30 children who would start at Marleigh.</p> <p>A governor queried if local catchment areas would be reviewed to allow for the new school on the Marleigh development? SW advised that the secondary school that Marleigh would feed into had not been agreed yet.</p> <p>From being involved with the Save Honey Hill group, CL had made contacts with local journalists and queried if the school would be happy for him to forward them the final Ofsted Report for publication? MA advised he would be.</p> <p>SW advised of some enrichment activities where children from Marleigh could join with Fen Ditton and children from Fen Ditton could visit Marleigh to benefit from their new facilities.</p>	SH/MA
15.	Any other business	
	There were none.	
16.	Review of meeting	
	There was nothing further to add.	
17.	Date of next meetings –	
	<p>LGB – Monday 18 July at 6.15pm (in school)</p> <p>SW advised hopefully the LGB on 11 July for Marleigh would be in school and governors from Fen Ditton would be welcome to attend to view the school.</p> <p>Action: Fen Ditton governors welcome to attend LGB at Marleigh on 11.07.22</p>	

Signed By:	Date:

		ALL
	Meeting closed at 8.30pm	

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