

**Fen Ditton Community Primary School**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Monday 16<sup>th</sup> January 2022 at 6.15pm in school**

**PRESENT:**

Mark Askew (MA)	Head
Stuart Wood (SW)	Chair
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Liz Harrison (LH)	
Henry James (HJ)	
Chris Lindley (CL)	
Stephanie Tabram (ST)	
Simon Wall (SWa)	

**APOLOGIES:** Paula Bishop (PB)

**IN ATTENDANCE:** Stuart Hales (SH) Clerk

Item	Action	Resp.
4.	MA to report on definition of bullying within Anti-Bullying Policy	MA
4.	Minutes from LGB on 05.12.22 to be amended to suit governors' comments	SH
5.	All governors to complete safeguarding training either via Mentor or NGA	All
5.	SW to write letter to local authority on behalf of governors ref. schools SEND provision – CJ to forward him contact details	SW/CJ
5.	CJ to produce report of incident involving child B for XC to review	MA/CJ
6.	All governors to complete annual safeguarding tracker	All
6.	MA/Mrs Nicholls to allow new governors access to allow them to complete E-safety training	MA/LD MF/PB
8.	MA to check with PR/HR process for pay review for staff and governor involvement in this	MA
11.	SH to include references to risk register within agenda for LGB on 20.03.	SH
12.	SH to forward skills audit to governors to complete and return to him to collate responses	SH
13.	Governors unanimously approved both policies – MA to amend typos in H&S Policy	MA
13.	SW to raise issues around development of policy register with trust	SW
13.	Attendance, EAL and Critical Incident Procedures to be taken to governors for approval	MA/SH
14.	SH to ask Kerrie Jones for notes from trusts safeguarding forum from autumn term	SH
15.	MF to forward actions from SCR visit to SH to allow him to respond to them	MF/SH
15.	SH to forward safeguarding tracker to Mrs Hinton to allow her to update SCR	SH
17.	SH forwarded SW and MA dates as to when he could attend a LGB in May on 16.01.23 – MA/SW to propose new date for LGB in May	MA/SW
17.	PB and LD to forward photo to school for inclusion on governor notice board	PB/LD
17.	Template for governor notice board to be used at Marleigh Primary Academy	MA/SH

No	Description	Resp.
1.	<b>Welcome from the Chair</b>	
	SW welcomed all to the meeting and asked if governors would prefer LGBs to start at 6.00pm instead of 6.15pm which governors unanimously agreed to. <b>All LGBs to start at 6.00pm</b>	
2.	<b>Apologies and Quorum</b>	
	Apologies were received from PB that were accepted by governors. The meeting was quorate.	
3.	<b>Declarations of interest</b>	
	There were no declarations of interest for any item on the agenda.	
4.	<b>Agree minutes of previous meetings – 5<sup>th</sup> December 2022</b>	
	The minutes had been circulated in advance of the meeting.	

Signed By:	Date:

	<p>A governor noted a typo under section 5 – main instead of man.  A governor queried what did the acronym PPA refer to? MA advised Planning, Preparation and Assessment.  Under section 15, a governor queried if the third governors' comment should be reworded as a question?:-</p> <p><i>'Section 3 definition of bullying – A governor queried if this excluded unintentional bullying. Eg if one child mocks another which is intended to be playful but is instead actually taken to heart by the other person. Does unintentional bullying fit the scope of this policy?'</i></p> <p><b>Action: MA to report on definition of bullying within Anti-Bullying Policy</b>  <b>Action: Minutes from LGB on 05.12.22 to be amended to suit governors' comments</b></p> <p>After these changes are made to the minutes, the paper version would be signed by the Chair</p>	MA SH
<b>5.</b>	<b>Matters arising and actions from previous minutes</b>	
	<p><b>Item 7</b> – MA advised it would be an ongoing action for him to review the order of the schools four values in all policies aligned with those on the school's website.</p> <p><b>Item 8</b> – Governors were reminded to complete safeguarding training either via Mentor or the NGA if not already done so and to either inform SH of completed training or note it within the annual safeguarding tracker.  <b>Action: All governors to complete safeguarding training either via Mentor or NGA</b></p> <p><b>Item 9</b> – SW advised he still had to write letter to the local authority on behalf of governors ref. schools SEND provision – CJ to forward him contact details.  <b>Action: SW to write letter to local authority on behalf of governors ref. schools SEND provision – CJ to forward him contact details</b></p> <p><b>Item 9</b> – XC advised he had not received a report from CJ regarding an incident involving child B for him to review.  <b>Action: CJ to produce report of incident involving child B for XC to review</b></p> <p>It was agreed all other actions had been completed.</p>	<p>All</p> <p>SW/CJ</p> <p>MA/CJ</p>
<b>6.</b>	<b>Chairs Report</b>	
	<p><b>Tracker</b> – SW reminded governors to continue to complete the annual safeguarding tracker.  <b>Action: All governors to complete annual safeguarding tracker</b></p> <p>LD, MF and PB required access to allow them to complete the school's annual E-safety training.  <b>Action: MA/Mrs Nicholls to allow new governors access to allow them to complete E-safety training</b></p> <p><b>AIP</b> – SW asked governors to continue to arrange visits around the priorities from the AIP agreed at the LGB in October and to please inform him if there were any problems around this. He asked that all governors complete a report of their visits to be taken to a subsequent LGB for approval.  LD advised she would meet with Miss James online on 31 January to review SEND.</p>	<p>All</p> <p>MA/LD/ MF/PB</p>
<b>7.</b>	<b>Headteachers Report (verbal update) inc. update on Pupil Premium Statement</b>	
	<p>MA proceeded to give a verbal update around four areas: -</p> <p><b>Staffing</b> – MA advised the school had appointed Kathryn Knight as SENDCo who would start at the beginning of the summer term. In the meantime, the school would employ Racheal Bailham</p>	

<p>as SENDCo via an agency. He then advised of what the role would focus on through the school day. A TA had been appointed and would start after her pre-appointment checks had been completed.</p> <p>The school had not been successful in recruiting an admin assistant and had placed a further advert for this role as well as advert for a TA post. MA thanked Mrs Hinton for her role within the office. Alice Parker had announced her pregnancy and planned to start her maternity leave at the end of April.</p> <p>A governor queried when the school would advertise for Alice Parker's maternity cover? MA advised it would be covered by Cara Hearn who would return from her maternity leave for three days/week, and she would continue with Alice Parker's responsibilities. This would also allow the ECT to continue into her second year.</p> <p>MA considered there was a positive staff moral in the school and teams were working well together.</p> <p><b>Quality of Education</b> – MA advised appraisals for teachers and HLTAs had been agreed as well as teacher review days in Spring 2.</p> <p>The workplan for staff meetings was in place for Spring 1 (and most of Spring 2). There would continue to be a main focus on SEND and training. TAs would be invited to all staff meetings on Wednesdays and would be paid additionally for this.</p> <p>Alice Parker was delivering targeted Maths sessions for Yr6s, and pupil progress meetings had been completed at the end of the autumn term.</p> <p>MA noted all schools in the trust attended an INSET day at Marleigh at the start of the term focussing on diversity within the curriculum.</p> <p>A governor queried if there was any data on those children working at greater depth? MA advised the current data was as that presented at the LGB on 5 December.</p> <p>MA advised there had been a children's workshop on e-safety in November and there would be one for parents on 18 January.</p> <p>MA advised there would be a trust safeguarding audit on 27 January which MF would be welcome to attend.</p> <p>A governor queried if the outcome from the audit could be influenced by the completion of the governors annual safeguarding tracker? MA briefly advised of what the audit would cover and the report from it would be taken to a subsequent LGB. MF added Layla Skinns and herself completed a review of the SCR in the autumn term (see item 15)</p> <p>MA advised following a query at a governor meeting, he had uploaded a separate document titled 'Child Protection National Statistics' into the meeting folder and briefly advised that the main concerns from it tied into that seen within the school.</p> <p>He then briefly advised of the local authority's Early Help Assessment and the LA would visit to meet with Miss James and himself on 18 January to review the process.</p> <p>He had attended an attendance meeting with the local authority and noted there would no longer be Education Welfare Officers (EWO) in place and there would be a greater responsibility placed on schools.</p> <p>A governor queried the process around attendance that schools would now follow? MA advised that should a child's attendance fall below 90%, the school would issue an initial letter followed by a 2<sup>nd</sup> letter and then invite parents to a meeting in the school, before involving the local authority.</p> <p>A governor queried the number of such meetings per year? MA advised of the approx. numbers and the school had personalised letters during the pandemic and central government was focusing on improving attendance data.</p>	
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Signed By:	Date:

	<p>MA advised he would review the Critical Incident Procedures and if staff and children had to vacate the school, they would normally go to Fen Ditton Church, but he would ask if they could now go to the Marleigh Primary Academy.</p> <p>MA advised there had been a trust H&amp;S visit last week and he would share the report from it with governors. Higher handles had been fitted to some doors in response to child safety issues. There had been a positive audit from the local authority during the autumn term and it was noted the school remained open during the recent cold weather.</p> <p><b>Events</b> – MA advised of a choir concert held in the school and he would attend a meeting on 20 January with the trust to discuss how best to distribute funding across schools. Staff were using Marleigh Primary Academy for PPA and there would be a forthcoming music concert which governors would be welcome to attend once a date had been finalised.</p> <p><b>News</b> – A separate document titled 'LGB Meeting FDP 5 Dec 2022 Evaluation Form' was distributed prior to the meeting and SW briefly went through it (see Item 11).</p> <p>SW asked if there were any further queries? There were none.</p>	
<b>8.</b>	<b>De-brief from governor training on 14<sup>th</sup> November 2022</b>	
	<p>SW asked governors for their thoughts and reflections on the training session? Several positive comments were made by governors.</p> <p>A governor noted agendas were not always received 7 days in advance of LGB meetings, as advised by the training. It was agreed that going forwards agendas would be sent to governors 7 days in advance of meetings.</p> <p>A governor noted there had not been a HTPM this year? SW advised MA was employed by the trust who would complete his performance review with involvement from himself. This had not happened in the autumn term due to Ofsted inspections happening in a number of trust schools. Governors then briefly discussed this in further detail and a governor noted that the training identified a responsibility for governors to be familiar with and review the pay review process.</p> <p><b>Action: MA to check with PR/HR process for pay review for staff and governor involvement in this</b></p> <p>SW advised he had asked the trust to confirm their expectations of LGBs around the approval of annual budgets, as governors do not receive regular budgetary reports. MA added the schools' financial advisor from the trust forwarded him monthly financial reports. He then advised of the percentage of staffing costs within the budget and that reserves would be used to fund higher energy costs unless central government provided additional funding.</p> <p>A governor queried if the school had a contingency plan should there be teacher strikes? MA advised previously the schools union rep would inform him of which teachers planned to strike which would decide if and how the school could safely open during strike action. Strikes were planned for 1 February and then rolling strikes around the country thereafter. MA received an email from the DfE during the meeting providing guidance for schools who should focus on the children of key workers and vulnerable children if partially closing.</p>	<b>MA</b>
<b>9.</b>	<b>Visions and Values</b>	
	SW advised this would be discussed in further detail at the LGB on 27 February (there would not be an agenda for this meeting). MA, LH and himself would meet in January to further progress ideas before the meeting.	
<b>10.</b>	<b>Monitoring and Updates</b>	
	SW asked governors to continue to complete visits around their responsibilities.	

<b>11.</b>	<b>Review Risk Register</b>	
	<p>A separate document titled '4Risk Register Summary Report' was distributed prior to the meeting which the trust would ask governors to review at the end of every LGB, in light of discussions held during the meeting. The report would be distributed to governors prior to every LGB. SW advised the trust would prepare video resources to confirm governors' responsibilities around this.</p> <p><b>Action: SH to include references to risk register within agenda for LGB on 20.03.22</b></p>	<b>SH</b>
<b>12.</b>	<b>Governor Skills Audit</b>	
	<p>SW advised this should be completed annually</p> <p><b>Action: SH to forward skills audit to governors to complete and return to him to collate responses</b></p>	<b>SH/All</b>
<b>13.</b>	<b>Policies</b>	
	<p><b>FD Physical Education</b> – A separate document was distributed prior to the meeting.</p> <p><b>FD Health &amp; Safety</b> – A separate document was distributed prior to the meeting. MA advised the trust had split the original policy into separate primary and secondary documents.</p> <p><b>Action: Governors unanimously approved both policies – MA to amend typos in H&amp;S Policy</b></p> <p><b>Action: SW to raise issues around development of policy register with trust</b></p> <p>MA had written a draft EAL Policy which was being reviewed by LH, before being taken to governors for approval.</p> <p><b>Action: Attendance, EAL and Critical Incident Procedures to be taken to governors for approval</b></p>	<p><b>MA</b></p> <p><b>SW</b></p> <p><b>MA/SH</b></p>
<b>14.</b>	<b>Governor Matters</b>	
	<p><b>Governor Newsletter</b> – SW advised he had written a newsletter at the end of the autumn term, and it was agreed they be issued on a termly basis.</p> <p><b>Governor Visits</b> – SW asked governors to please contact him, should they have any queries around visits. It was agreed the school wanted a culture of staff welcoming governor visits and MA added teachers with leadership responsibilities would prepare executive summaries that could be reviewed during visits.</p> <p>The trust recommended primary LGBs had between 8-12 governors. Fen Ditton had 11 and SW advised he would not actively look to fill the one vacancy on the LGB.</p> <p><b>Training</b> – A governor queried what training was recommended to suit specific roles?</p> <p><b>Action: SH to ask Kerrie Jones for notes from trust's safeguarding forum from autumn term</b></p>	<b>SH</b>
<b>15.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – SW advised there would be a AGF on 6 February.</p> <p><b>Safeguarding</b> – MF advised Layla Skinns and herself had reviewed the SCR in the autumn term and she would forward a report from the visit to SH.</p> <p><b>Action: MF to forward actions from SCR visit to SH to allow him to respond to them</b></p> <p><b>Action: SH to forward safeguarding tracker to Mrs Hinton to allow her to update SCR</b></p>	<b>MF/SH</b> <b>SH</b>

	<p><b>Staff Wellbeing</b> – ST reported a shortage of equipment for playtimes. MF asked her to forward such comments onto the PTFA who would consider grants to purchase new equipment.</p> <p>MA note the importance of all staff having a work/life balance to make a positive impact on their wellbeing. Starting on Monday mornings, music would be played on the playground at the start of the school day as a way of increasing children's and parents wellbeing.</p> <p><b>Save Honey Hill</b> – CL advised Anglian Water would shortly submit a DCSO application and interested parties could register their interests via the inspectorate website.</p> <p><b>Marleigh Primary Academy</b> – There was nothing to report.</p>	
<b>16.</b>	<b>Review of meeting</b>	
	SW advised from the LGB in March this item would be replaced, to allow governors to review the 4risk document at the end of every meeting.	
<b>17.</b>	<b>Any other business</b>	
	<p><b>May LGB</b> – It was noted that there would be a bank holiday on Monday 8 May as part of the king's coronation and the LGB planned for that date would have to be moved – SW suggested dates later in the same week.</p> <p><b>Post Meeting Note: SH forwarded SW and MA dates as to when he could attend a LGB in May on 16.01.23 – MA/SW to propose new date for LGB in May</b></p> <p>SW advised KS2 SATs would now run from Tuesday 10 to Friday 13 May.</p> <p><b>Parent Forum</b> – SW advised the next forum would be on 16 March which governors would be welcome to attend. Ryan Parker would attend to discuss the school's PE provision and new policy.</p> <p><b>School Uniform</b> – MA advised there would be a new supplier of school uniform via the trust. Children would continue to be able to arrive at the school ready for PE on PE days, but it had been noted that children wore a range of PE clothes. The school had decided to continue with this, but would request parents choose a navy-coloured top when next purchasing PE kit (either with or without a school logo)</p> <p><b>Governor Photos</b> – New governors to forward head and shoulders photo to school for inclusion on governor notice board.</p> <p><b>Action: PB and LD to forward photo to school for inclusion on governor notice board</b></p> <p><b>Action: Template for governor notice board to be used at Marleigh Primary Academy</b></p>	<p><b>MA/SW</b></p> <p><b>PB/LD MA/SH</b></p>
<b>17.</b>	<b>Date of next meetings</b>	
	<p><b>LGB</b> – Mon 27 Feb (no agenda)</p> <p><b>LGB</b> – Mon 20 Mar</p> <p><b>LGB</b> – May (date to be agreed)</p>	
	<b>Meeting closed at 8.15pm</b>	