

Fen Ditton Community Primary School
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 20th March 2023 at 6.00pm in school



PRESENT:

Mark Askew (MA)	Head
Stuart Wood (SW)	Chair
Xavier Castelino (XC)	
Miriam Ferrer (MF)	
Liz Harrison (LH)	
Chris Lindley (CL)	

APOLOGIES:

Paula Bishop (PB)
Lindsay Davies (LD)
Henry James (HJ)
Simon Wall (SWa)

IN ATTENDANCE:

Alice Parker (AP)	Teacher
Stuart Hales (SH)	Clerk

Item	Action	Resp.
6.	Governors to respond to actions before LGB on 09.05.23	All
9.	Trust Blueprints to be taken to LGB on 09.05.23	MA/SH
10.	Updated Vision to be taken to LGB on 09.05.23	SW/SH
12.	LH to forward typos on EAL policy to MA	LH
12.	Attendance Policy to be taken to LGB on 09.05.23 for approval	MA/SH

Minutes: 27.02.23

Item	Action	Resp.
4.	Governors to complete governor skills audit and return to SH if not already done so	All
4.	Governors to consider school visit during KS2 SATs	All
4.	May LGB to be on 09.05.23 – SW updated governors at the LGB on 20.03.23 that he had asked the trust if another clerk could attend the meeting but had not received a response. If not possible the meeting would be online	SW
4.	Staff governor to be recruited to LGB	MA/SW

Minutes: 16.01.23

Item	Action	Resp.
4.	MA to report on definition of bullying within Anti-Bullying Policy	MA
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.	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
13.	Governors unanimously approved both policies – MA to amend typos in H&S Policy	MA
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.	Welcome from the Chair	
	SW welcomed all to the meeting.	
2.	Apologies and Quorum	
	Apologies were received from PB, LD, HJ and SWa that were accepted by governors. The meeting was quorate.	

Signed By:	Date:

3.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
4.	Presentation on supporting teaching and learning	
	<p>A separate document titled 'Teaching and Learning' was shared at the meeting and AP proceeded to go through it.</p> <p>A governor queried as AP had now passed the NPQLTD course, would she be able to train other teachers? AP advised although the course had involved a large amount of commitment, she would encourage other staff to consider it, as she felt it had been beneficial.</p> <p>A governor queried the measures in place to allow for the continuation of the initiative once AP starts her maternity leave? AP advised there would be a short overlap of 2-3 weeks between her starting her leave and Cara Hearn returning, to allow them to review roles and responsibilities.</p> <p>MA advised pupil premium funding had previously been used to fund two p/t teachers (1 for KS1 and 1 for KS2) to lead small groups of children for catch up learning, which although having had some success, left a query as to how these children would be supported in class. Mrs Tabram was since appointed as a HLTA and her role had included this element of support. The school would now focus on the quality of teaching to reduce the amount of time children spend outside of the classroom.</p> <p>MA advised that AP and himself had attended a conference in London the previous week to allow them to start to consider priorities for next year and the opportunities to meet with other schools.</p> <p>A governor queried what was metacognition? AP advised it was an approach to consider strategies to help children when problem solving.</p> <p>MA advised Alice Parker had a TLR for Maths and he would consider an internal advert to cover this during the summer term. He added the importance of continuing to develop the school's relationship with Marleigh Primary Academy.</p> <p>SW thanked AP for her presentation, who then left the meeting.</p>	
5.	Agree minutes of previous meetings – 16th January and 27th February 2023	
	<p><u>Minutes 16.01.23</u></p> <p>A governor asked for two changes to be made to Item 8: -</p> <p><i>'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' and 'A governor noted that the training identified a responsibility for governors to be familiar with and review the pay review process'.</i></p> <p>After these changes were made to the minutes, the paper version would be signed by the Chair.</p> <p><u>Minutes 27.02.23</u></p> <p>A governor asked for one change to be made to Item 3: -</p> <p><i>A governor noted the school already had a strong safeguarding culture but queried if further improvements could be considered?' to 'A governor noted the school already had a strong safeguarding culture but queried if the school's vision should contain an explicit focus on safeguarding?'</i></p> <p>After this change was made to the minutes, the paper version would be signed by the Chair.</p>	

Signed By:	Date:

6.	Matters arising and actions from previous minutes	
	<p>Due to staff workload, it was agreed not to review the action log and SW asked governors to respond to them before the LGB on 09 May. The outstanding actions from both meetings had been included within these minutes for governors use.</p> <p>Action: Governors to respond to actions before LGB on 09.05.23</p> <p>Item 4 – MF advised she would be able to visit during KS2 SATs on the morning of Friday 12 May and CL advised he would be able to visit on any day.</p>	All
7.	Chairs Report (inc. AIP Monitoring)	
	<p>SW asked governors to continue to arrange visits as part of the AIP monitoring and to contact either LH or himself should they want to discuss matters further. He noted it had been a challenging couple of weeks for the school around behaviour and staffing issues.</p> <p>MA briefly advised of an incident that took place outside of the school last week which had been reported to police and social care. Since the incident, he had prepared a parental statement as well as new passes for the parking bays outside of the school but noted the reasons why the trust had requested the letter not be issued.</p> <p>MA then advised the sibling of a member of staff had sadly passed away last week and staff were covering responsibilities whilst she was away from school.</p>	
8.	Headteachers Report	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p>Admissions – MA advised since preparing the report, the school had been able to access the local authority's admissions portal. In previous years the school would expect around 25 children as first choice, but for September 2023 this was presently at 13 and could be affected by lower birth rates and Marleigh Primary Academy.</p> <p>Staffing – MA advised Marie Weaver-Smith had resigned as reception teacher and Lydia Clough as KS1 teacher. The school had received a larger number of applicants for both positions and had appointed two experienced teachers. The school had since written to other applicants to say with their approval, the school would forward their details to other trust schools for their consideration.</p> <p>The school had also appointed an admin assistant, hopefully to start in Summer 1.</p> <p>Finances – A separate document titled 'FDP Forecast Summary' was distributed prior to the meeting and MA advised of the deficit amount at the start of 2022-23 and due to having to fund an increase in salaries, the deficit would increase at the end of the financial year which the trust's financial advisor was aware of.</p> <p>A governor queried the relevance of Harpur v Brazel for the school's finances? It was noted that the school employs some part-time TAs, and as a result of the ruling these staff would be entitled to a full-year's minimum statutory holiday pay (previously this holiday pay would be pro-rated for the amount of time the staff worked compared to full-time staff member).</p> <p>MA advised whilst there had been an increase in supply cover, this had been off-set by lower staffing costs. There would be a focus in developing the school as an attractive place to work for TAs including training and the school's relationship with Marleigh.</p> <p>A governor queried if there were reasons for the increase in persistent absence data? MA advised of possible reasons why, including whilst it was not statutory for four year olds to attend school, from five, attendance was reportable. The school would look to develop a pastoral/inclusion team with Marleigh Primary Academy.</p>	

Signed By:	Date:

	<p>A governor queried if one of the statements within the vision document was for the school to develop a group of volunteers who could be tasked with bringing children to and from school? A governor queried what did the acronym IDACI stand for? MA advised Income Deprivation Affecting Children Index and was a measure of deprivation in the school's locality.</p> <p>A governor noted a difference between the unauthorised data on page 5 to the exclusion data on Page 8 of the report? MA advised both were taken from nationally published data.</p> <p>A governor queried the difference between prejudicial behaviour and bullying? MA advised of examples of both.</p> <p>A governor noted data for SEND Support and EHCPs? MA advised of when a child would be on a SEND support plan and when an EHCP, which would stay with the child through their education.</p>	
9.	Trust Blueprints and Risk Register	
	<p>SW advised the trust had designed blueprints to allow all schools to self-evaluate themselves against the same criteria. For those documents already agreed, they would start to be rolled out this year to allow LGBs to become familiar with them.</p> <p>The trust was suspending work on risk registers until 2023-24, due to current pressures on headteachers. SW noted three short training videos prepared by the trust and whilst responsibilities would be shared by staff in secondary schools, in smaller primary schools, it often fell to the headteacher.</p> <p>Action: Trust Blueprints to be taken to LGB on 09.05.23</p>	MA/SH
10.	Update on Vision	
	<p>SW advised he would update the document before the LGB on 9 May, before it would be issued to stakeholders for their feedback, in the summer term. (LH offered to assist with this)</p> <p>Action: Updated Vision to be taken to LGB on 09.05.23</p>	SW/SH
11.	Safeguarding	
	<p>A separate document titled 'Safeguarding 27.01.23 (MF)' was distributed prior to the meeting and MF briefly went through it with MA advising Kathryn Knight was considering being a third DSL to increase the school's capacity.</p> <p>A governor queried the procedure staff should follow should Miss James or MA as DSLs both be off-site? MA advised that staff would likely know where both were or could liaise with DSLs from other trust schools if not.</p> <p>A separate document titled 'Safeguarding Audit 2022-2023' was also distributed prior to the meeting.</p>	
12.	Policies	
	<p>Critical Incident and Business Continuity Plan – A separate document was distributed prior to the meeting for governor awareness, which CL advised he would re-format. MA noted due to confidential matters within it, the document would not go on the school's website.</p> <p>MA advised that during a critical incident, children would now walk to Marleigh Primary Academy and not Fen Ditton Church.</p> <p>SW asked his name be pre-fixed by 'Rev.' within the document, to differentiate himself to a council employee with the same name.</p> <p>EAL – A separate document was distributed prior to the meeting. A brief discussion then followed on the definition of EAL and in what circumstances would children require additional support. It was agreed to review the policy bi-annually.</p> <p>Governors unanimously approved EAL Policy</p> <p>Action: LH to forward typos on EAL policy to MA</p>	LH

Signed By:	Date:

	<p>Health & Safety – A separate document was distributed prior to the meeting. A governor queried if reference to swimming pools should be removed? MA advised it was a trust policy that had been personalised by the school. Governors unanimously approved H&S Policy</p> <p>Action: Attendance Policy to be taken to LGB on 09.05.23 for approval</p>	MA/SH
13.	Governor Matters	
	<p>Recruitment – A governor queried if there was a member of staff who was interested in joining the LGB to replace Mrs Tabram? SW advised due to staff workload, he would be happy to leave the vacancy until the start of 2023-24.</p> <p>Governor Newsletter – SW advised he would include reference as to the use of the layby at the front of the school within his next newsletter.</p> <p>Governor Visits – A separate document titled 'SEND 31.01.23 (LD)' was distributed prior to the meeting.</p> <p>Training – Two separate documents titled 'Governor Training Opportunities 2022-23 Oct 22' and 'NGA Skills Dashboard (Summary) Single Schools' were distributed prior to the meeting.</p>	
14.	Standing Items	
	<p>Trust Matters – SW advised he had attended an Anglian Governance Forum in February and the next one would be in May. Prue Rayner would be leaving her position within the trust at the end of this academic year, and Mrs Johnston, the Headteacher at Bottisham Primary had been appointed as her replacement.</p> <p>Safeguarding – SW advised there had been a focus from the trust for all governors to complete safeguarding training. MF advised she would attend the termly safeguarding link governor meeting on 21 March.</p> <p>Staff Wellbeing – SW advised he had completed exit interviews with two members of staff.</p> <p>Save Honey Hill – CL updated governors on the application.</p> <p>Marleigh Primary Academy – SW briefly updated governors on the first year of the school.</p>	
15.	Review of risk register	
	This had already been discussed under Item 9.	
16.	Any other business	
	<p>Parent Forum – SW briefly updated governors on the forum held on 16 March.</p> <p>PTFA – MF advised the group now had charity status.</p>	
17.	Review of Meeting	
	This item was not discussed.	
18.	Date of next meetings	
	<p>LGB – Tues 9 May (in person starting at 4.30pm)</p> <p>LGB – Mon 19 June</p> <p>LGB – Mon 10 July (joint meeting with Marleigh)</p>	
	Meeting closed at 8.10pm	