

**Fen Ditton Community Primary School**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Tuesday 9<sup>th</sup> May 2023 at 6.00pm in school**

**PRESENT:**

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

**APOLOGIES:**

Paula Bishop (PB)
Miriam Ferrer (MF)

**IN ATTENDANCE:**

Lydia Clough (LC)	Teacher
Emma Norman (EN)	Teacher
Stuart Hales (SH)	Clerk

Item	Action	Resp.
4.	CL to forward contact details of charity to MA	CL/MA
4.	LD to forward details of writing competition to school	LD
6.	Trust Blueprints to be taken to LGB on 19.06.23	MA/SH
6.	LH to forward typos in EAL Policy to MA	LH/MA
6.	Attendance Policy to be taken to LGB on 19.06.23	MA/SH
6.	Governors to forward a completed skills audit to SH if not already done so	All
6.	SW to liaise with Mss James around writing to the local authority on behalf of governors ref. schools SEND provision	SW
6.	MA to review typos had been amended in H&S Policy	MA
6.	MA to review if non-parent governors can be included within parental communications	MA
7.	AIP monitoring to be taken to LGB on 10.07.23	All
8.	SW to liaise with admin of local Facebook group to ask that offensive posts are removed	SW
9.	Update from trust safeguarding link governor meeting to be taken to LGB on 19.06.23	MF/SH
11.	Finalised 2023-24 budget to be taken to LGB on 19.06.23	MA/SH
12.	Attendance Policy to be taken to LGB on 19.06.23 for approval	MA/SH
13.	New governor induction training at BVC on 26 June between 6.00-7.00pm	PB/LD

No	Description	Resp.
1.	<b>Welcome from the Chair</b>	
	SW welcomed all to the meeting.	
2.	<b>Apologies and Quorum</b>	
	Apologies were received from PB and MF 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>Presentation on English and Phonics</b>	
	LC and EN proceeded to give a detailed overview of English and phonics. LC advised there had been a Peer Review last week by Headteachers from two other primary schools in the trust to focus on phonics and KS2 English and the report from it would be shared with governors in due course.	

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	<p>From September 2022, the school had used Read Write Inc to deliver Phonics in Reception and KS1 and also for targeted KS2 children. The school had received free reading books from Penguin and further books via a grant and from the PTFA. The reading for pleasure scheme was continuing and the PTFA had agreed to fund prizes and books to support this. The school had supported the world book and Roald Dahl days and entered a competition run by Cambridge United. Older children had attended a writing workshop with Michael Rosen at Marleigh.</p> <p>EN advised all teachers were using writing grid assessments three times per year to inform pupil progress meetings. Targeted children had had fast track phonics during the year and fundamental English lessons in KS2.</p> <p>KS2 SATs were taking place this week (CL agreed to visit on 11 May and MF on 12 May) which would be followed by Yr2 SATs and Yr1 phonic screenings. English Leads were also taking part in a whole trust writing moderation group.</p> <p>LC advised of the reasoning why there would be a different approach to teaching phonics from next year.</p> <p>A governor queried if the school could ask volunteers to come in and listen to children read? MA advised the school would be keen to progress this as part of its 'vision' to increase engagement with the wider community but noted that volunteers would first have to have a DBS. The school is struggling with its capacity to properly induct volunteers to progress this at the moment.</p> <p>A governor noted a resident from Horningsea who worked for a charity who provided volunteers.</p> <p><b>Action: CL to forward contact details of charity to MA</b></p> <p>The school would consider a 'reading café' in Summer 2 at the end of the school day. MA noted two new containers in the playground, one to store school uniform and one for second-hand books to allow families and children to swap unwanted books.</p> <p>A governor advised of a local themed story competition that would run in May.</p> <p><b>Action: LD to forward details of writing competition to school</b></p> <p>Further to a governor query, LC advised she would visit another school within the trust to review their approach to spelling.</p> <p>A governor queried how lower ability children would still be rewarded for reading? LC advised of a number of different ways that reading could be recorded to make it accessible for all children.</p> <p>A governor queried if there were phonics decodable books for older children? LC advised of a range of suitable books for reluctant and lower ability KS2 children.</p> <p>A governor queried if there were any issues around EAL children reading? LC advised that it was child dependent, and the school would use the Widgit website as a resource and governors were shown examples of this within a child's exercise book. Children would be able to read books from their first language.</p> <p><b>SW thanked LC and EN for their presentation who then left the meeting</b></p>	<p style="text-align: center;"><b>CL/MA</b></p> <p style="text-align: center;"><b>LD</b></p>
<b>5.</b>	<b>Agree minutes of previous meeting – 20<sup>th</sup> March 2023</b>	
	The minutes had been circulated in advance of the meeting. These were approved. The paper version of the minutes would be signed by the Chair.	
<b>6.</b>	<b>Matters arising and actions from previous minutes</b>	
	<p><b>Action Log 20.03.23</b></p> <p><b>Item 9</b> – It was agreed to take the Trust Blueprints to the LGB on 19 June 2023.</p> <p><b>Action: Trust Blueprints to be taken to LGB on 19.06.23</b></p>	<b>MA/SH</b>

Signed By:	Date:

	<p><b>Item 10</b> – It was agreed to carry-over the action for LH to forward typos in the EAL Policy to MA.  <b>Action: LH to forward typos in EAL Policy to MA</b></p> <p><b>Item 12</b> – It was agreed to take the Attendance Policy to the LGB on 19 June 2023.  <b>Action: Attendance Policy to be taken to LGB on 19.06.23</b></p> <p>It was agreed all other actions had been completed.</p> <p><b>Action Log 27.02.23</b>  <b>Item 4</b> – Governors were reminded to forward SH their completed skills audit if not already done so.  <b>Action: Governors to forward a completed skills audit to SH if not already done so</b></p> <p><b>Item 4</b> – It was agreed to recruit a staff governor at the start of the autumn term.</p> <p>It was agreed all other actions had been completed.</p> <p><b>HJ arrived at meeting</b></p> <p><b>Minutes 16.01.23</b>  <b>Item 5</b> – As training would be re-set from September, it was agreed governors would not continue to update the 2022-23 LGB tracker.</p> <p><b>Item 5</b> – SW advised he would liaise with Miss James around writing to the local authority on behalf of governors ref. the school's SEND provision.  <b>Action: SW to liaise with Mss James around writing to the local authority on behalf of governors ref. schools SEND provision</b></p> <p><b>Item 6</b> – As training would be re-set from September, it was agreed not continue with new governors completing E-Safety training.</p> <p><b>Item 13</b> – MA advised he would review he had amended typos in the H&amp;S Policy.  <b>Action: MA to review typos had been amended in H&amp;S Policy</b></p> <p>It was agreed all other actions had been completed.</p> <p>A governor queried if it would be possible for non-parent governors to be included within parental communications from the school?  <b>Action: MA to review if non-parent governors can be included within parental communications</b></p> <p><b>Post Meeting Note agreed at subsequent LGB on 19.06.23</b>          There had been a long-standing action for XC to review an incident involving child B and he asked if it had been resolved? MA advised the school had since introduced a risk assessment plan for the child, the bell had been moved to a higher location and due to a child having to attend hospital as a result of the incident, it had reported to LGSS.</p>	<p><b>LH/MA</b></p> <p><b>MA/SH</b></p> <p><b>All</b></p> <p><b>SW</b></p> <p><b>MA</b></p> <p><b>MA</b></p>
<b>7.</b>	<b>Chairs Report</b>	
	<p>SW asked governors to continue with the monitoring of their AIP priorities and to prepare reports from such visits.  <b>Action: AIP monitoring to be taken to LGB on 10.07.23</b></p>	<b>All</b>
<b>8.</b>	<b>Headteachers Report (verbal)</b>	

	<p>The Headteachers Report (Summary) was distributed prior to the meeting.</p> <p><b>Recruitment</b> – MA advised the school had recruited a F/T TA the previous week.</p> <p><b>Admissions</b> – MA advised the number of children joining the school in September would be lower than previous years and could be affected by Marleigh and lower birth rates.</p> <p><b>Attendance</b> – MA noted the overall and pupil premium attendance, comparing both to national averages and noted a recent bout of child sickness had been reported to Public Health England.</p> <p><b>Social Media</b> – A governor noted from a local Facebook page there were a number of negative comments posted regarding the school and queried how the school should best respond to them? MA advised some posts had a detrimental effect on staff wellbeing and some had been forward to HR at the trust to respond to.</p> <p><b>Action: SW to liaise with admin of local Facebook group to ask that offensive posts are removed</b></p> <p>A governor queried if any posts had been of a threatening nature and did the trust have a link with the police for such instances? MA advised the trust had previously supported the school around this and suggested a link with parents of children with high needs expecting a level of support for their child in schools which was not possible within current financial constraints.</p>	<b>SW</b>
<b>9.</b>	<b>Safeguarding</b>	
	<p>It was agreed to carry this over to the LGB on 19 June to allow MF to provide feedback from the trust safeguarding link governor meeting in March.</p> <p><b>Action: Update from trust safeguarding link governor meeting to be taken to LGB on 19.06.23</b></p>	<b>MF/SH</b>
<b>10.</b>	<b>Finances at March 2023 (month 7)</b>	
	Two separate documents titled 'Forecast Summary 20230314 Commentary' and 'P06 FDP Fen23 Forecast Summary 20230314' were distributed prior to the meeting and MA proceeded to go through them.	
<b>11.</b>	<b>Building 2023-24 Budget</b>	
	<p>A separate document titled 'FDP – Multi Year Income Expenditure Detailed (IMP Format) 20230426' was distributed prior to the meeting and MA proceeded to go through it.</p> <p>There would be a financial meeting on 12 May with the school's financial advisor to ascertain if further savings could be made to the 2022-23 budget.</p> <p>A governor queried the trust's strategy to manage the increasing long term deficit? MA advised long term forecasting was always based on the worst-case scenario for staffing costs and noted a financial transformation group within the trust would focus on whether there was a fairer mechanism of distributing funding between schools.</p> <p>A governor queried the difference between the presented documents as P06 was the latest month-end forecast summary and the multi-year income excel was the one from which the budget for next year had been based? MA advised that for the budget, review the excel document and for considering 2023-24, look at the P06 and commentary PDF.</p> <p>A governor queried how governors should best review the documents and what was the role of governors in the consultation process? SW advised that formed part of an ongoing conversation with the trust to clarify the role of LGBs and suggested governors wait for further clarification from the trust.</p> <p><b>Action: Finalised 2023-24 budget to be taken to LGB on 19.06.23</b></p>	<b>MA/SH</b>

Signed By:	Date:

<b>12.</b>	<b>Policies</b>	
	It was agreed to take the Attendance Policy to the LGB on 19 June for approval. <b>Action: Attendance Policy to be taken to LGB on 19.06.23 for approval</b>	<b>MA/SH</b>
<b>13.</b>	<b>Governor Matters</b>	
	<b>Recruitment</b> – It was agreed to recruit a staff governor at the start of the autumn term.  <b>Governor Newsletter</b> – SW advised he would write a newsletter after the LGB on 19 June.  <b>Governor Visits</b> – A separate document titled 'Leadership and Management Monitoring 06.02.23 (XC)' was distributed prior to the meeting. MF had completed a safeguarding visit and LD had met with Miss James to review SEND.  <b>Training</b> – SH noted there would be governor induction training at Bottisham Village College on 26 June between 6.00-7.00pm. <b>Action: New governor induction training at BVC on 26 June between 6.00-7.00pm</b>  <b>SH then left the meeting and further notes were taken by a governor</b>	<b>PB/LD</b>
<b>14.</b>	<b>Standing Items</b>	
	<b>Trust Matters</b> – SW advised he would meet with Jon Culpin next week and there would be an Anglian Governance Forum meeting in the summer term.  <b>Safeguarding</b> – A governor queried who would be the most appropriate contact within the trust to liaise with regarding young people's mental health? MA advised Camilla Saunders, the trust's Assistant Director SENDV.  <b>Staff Wellbeing</b> – SW advised he had visited to meet with staff.  <b>Save Honey Hill</b> – CL advised the application pack had been re-submitted with a decision on 26 May 2023.  <b>Marleigh Primary Academy</b> – MA advised he had met with Prue Rayner last week to further develop the relationship between the two schools.	
<b>15.</b>	<b>Any Other Business</b>	
	<b>Pilgrims</b> – LD advised she had been liaising with MA to arrange a visit to the school from Pilgrims to run a workshop.  <b>Space in the school</b> – SW noted the pressure on space in the school. Currently there were only four standard classrooms and two mobile classrooms. He was speaking with the trust to consider if governors could have a role in supporting the development of the spaces. Clarity was required from the trust over what could be requested that could help guide any 'outside-the-box' thinking.  <b>S106 (Wastewater Treatment Plant)</b> – HJ advised that funding was generally given to mitigate affects from any new development.  <b>Pupil Numbers</b> – MA advised he had spoken with the trust to reiterate the need for Marleigh to not significantly exceed PAN so FDP numbers would not be adversely affected whilst waiting for more families to move into the Marleigh development. SW and MA were in conversations with the trust over the issue.  Marleigh numbers also factored that more families were expected to move into the area, and therefore their PAN can't be too high, and SW added there needs to be a positive narrative and working relationship between FDP and Marleigh, so it does not become competitive.	

<b>16.</b>	<b>Review of Meeting</b>	
	This item was not discussed.	
<b>17.</b>	<b>Date of next meetings</b>	
	<b>LGB</b> – Mon 10 July (joint meeting with Marleigh – the meetings will start in separate rooms followed by a joint social).	
	<b>Meeting closed at 6.15pm</b>	

Signed By:	Date: