

Fen Ditton Community Primary School
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 19th June 2023 at 6.00pm in school



PRESENT:

Mark Askew (MA)	Head
Stuart Wood (SW)	Chair
Paula Bishop (PB)	
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Liz Harrison (LH)	
Chris Lindley (CL)	
Simon Wall (SWa)	

APOLOGIES: Henry James (HJ)

IN ATTENDANCE:

Charlotte James (CJ)	
Stuart Hales (SH)	Clerk

Item	Action	Resp.
4.	SH to amend minutes from LGB on 09.05.23 to suit governors' comments	SH
4.	MA to forward report from incident involving the school bell to XC to review	MA,XC
5.	Governors to forward completed skills audit to SH if not already done so to allow his to collate responses	All,SH
5.	Attendance Policy to be taken to LGB on 10.07.23 for approval	MA,SH
6.	AIP monitoring to be taken to LGB on 10.07.23	SH,All
12.	Governors to familiarise themselves with blueprints during summer holidays ready for 2023-24	All
13.	SEND and SEND Information Booklet to be taken to September LGB for approval	CJ,SH

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting and congratulated CJ on her appointment of being acting head from September.	
2.	Apologies and Quorum	
	Apologies were received from HJ that were accepted by governors. The meeting was quorate.	
3.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
4.	Agree minutes of previous meeting – 9th May 2023	
	<p>The minutes had been circulated in advance of the meeting. A governor asked two amendments be made to them; -</p> <p>Item 11 – The second sentence be changed to '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>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>Action: SH to amend minutes from LGB on 09.05.23 to suit governors' comments</p> <p>PB arrived at meeting</p>	SH

Signed By:	Date:

	<p>A governor queried if the parents of the child injured in the incident were satisfied with the schools' subsequent response? MA advised that whilst initially upset, agreed with the actions taken by the school.</p> <p>Action: MA to forward report from incident involving the school bell to XC to review</p>	MA, XC
5.	Matters arising and actions from previous minutes	
	<p>Item 4 – LD advised the deadline for children to enter a local writing competition had been extended until the end of June. MA noted he had shared details of the competition with the English lead.</p> <p>Item 6 – It was agreed the governor skills audit was ongoing. Action: Governors to forward completed skills audit to SH if not already done so to allow his to collate responses</p> <p>Item 6 – MA advised he had not reviewed that typos had been amended in the H&S policy as the document had been produced by the trust. He would discuss this further when the trust next visits the school.</p> <p>Item 6 – Non-parent governors agreed they had started to be included within parental communications from the school. CJ noted there would have to be clarity as to the circulation of communications from the school.</p> <p>Item 12 – It was agreed to carry-over the approval of the attendance policy to the LGB on 12 July 2023. Action: Attendance Policy to be taken to LGB on 10.07.23 for approval</p> <p>It was agreed all other actions had been completed.</p>	<p>All, SH</p> <p>MA, SH</p>
6.	Chairs Report	
	<p>SW asked governors to continue to complete monitoring of priorities from the AIP and to prepare a summary of their involvement to be taken to the LGB on 10 July – if unsure, please liaise with either LH or himself. Action: AIP monitoring to be taken to LGB on 10.07.23</p> <p>SW reminded governors that during LGBs they should consider the strategic and not operational side of the school. He would meet with CJ, LH and SH at 4.30pm on 27 June to agree dates and plans for 2023-24 and would take a sabbatical during Autumn 1 of 2023-24.</p>	SH/All
7.	Headteachers Report	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p>Attendance – MA advised he had included overall national data within his report but there had been no published figures for disadvantaged children. Pupil premium data continued to be a concern and the SLT and governors could consider how to support this as one of the priorities in next year's AIP. It was noted that a new admin post had allowed for additional capacity in the school office.</p> <p>A Governor queried if attendance data included for lateness and unauthorised absence? MA advised that absence was of a greater concern in the school. CJ then added there to be an increasing demand on the Early Help system and the impact this had on children and families.</p> <p>Bullying – A governor noted there had not been any incidents of bullying during 2022-23? MA advised the school had not had to implement the procedures within its anti-bullying policy.</p>	

	<p>Safeguarding – A governor queried if there had been a resolution to the staff allegations? MA advised it was a confidential matter with one of the two being ongoing. Neither was of a serious nature.</p> <p>Staffing – A governor queried that with CJ being acting headteacher from September, did the school have concerns as to its SEND provision? MA noted the importance of the ongoing partnership with Marleigh and there would be an additional shared SEND assistant working between both schools. The school had advertised internally for an acting deputy head and SEND assistant with interviews tomorrow. Fen Ditton also now had a SEND teacher and CJ would continue to have an oversight of SEND at the school. A governor queried the level of need from children starting in Reception in September? CJ advised it to be low compared to previous years.</p> <p>Critical Incident – A governor noted the positive way in which staff had managed the critical incident on 24 May and queried if the school would review the safety aspect of children being escorted to Marleigh? MA advised he had raised this on the same day and had suggested the trust liaise with the police to review this and any improvements be fed back into the critical incident plan. A governor queried if Fen Ditton Church would be closer than Marleigh? MA advised there to be no heating or toilet facilities at the church. A governor noted the school did not have a wheelchair for a child with cerebral palsy? CJ advised the child could be transported via care if necessary.</p> <p>A governor queried the police investigation into the incident? MA updated governors on this and noted within the plan, it was the responsibility of staff to decide whether to evacuate the school and queried how staff could make that decision – governors agreed the school needed to take such incidents seriously. SW had thanked the community at Marleigh for their response to the incident.</p> <p>Wrap Around Care – A separate document titled ‘Change to Wrap-Around Care for September’ was distributed prior to the meeting and governors briefly discussed the ways in which the decision to end the school’s use of JLR had been communicated with parents. MA advised of the reasoning behind the school’s decision to use Premier Education from 2023-24. They would also attend the new parents meeting and would want to be flexible and adapt to the school’s needs.</p> <p>Data – A governor noted there to have been a drop in phonics data between reception and Yr1? MA advised children were making good progress and noted central government would move to an attainment measure between reception and Yr6.</p>	
8.	<p>Safeguarding</p> <p>MF advised of the actions that had been taken in response to an audit that had been taken to a LGB in the spring term. A governor queried if My Concern was used in all trust schools? MA advised it was and going forward any concerns with the SCR could be shared with governors via the headteachers report. SW advised at Marleigh, governors had discussed how they could track safeguarding concerns that could be recorded under more than one category.</p>	
9.	<p>Finalised 2023-24 Budget</p> <p>A separate document titled ‘FDP Multi Year Budget Review Dataset 2023-24 2023.04.25’ was distributed prior to the meeting. Following trust guidance, it was agreed governors would now ‘have sight of the 2023-24 budget’. CJ then advised that since preparing the data, the school would receive additional SEND funding as well as considering changes to the leadership structure. From September there would be four EHCPs with a further four to be submitted.</p>	

	<p>SW advised as the school had a link governor with a financial background it would want to continue with having that role. MA added the trust central team would monitor school budgets but LGBs could ask if expenditure tied into the schools' improvement plan/training.</p> <p>A governor queried if the financial implications from ongoing teacher strikes had been factored into next years budget? SW advised there to be a trust wide approach to this and it was forecast that at present expenditure, trusts reserves would be used within two years.</p> <p>SW advised of the focus the trust would like LGBs to have and CJ added the school would also consider how it could generate additional income via lettings.</p>	
10.	Visions	
	<p>SW advised due to the changes to the leadership of the school, governors pause on further developing the visions until the spring term. MA suggested governors could consider certain aspects of the visions and whether they could be factored into the AIP.</p> <p>A governor queried if the LGB planned in October could be brought forward until the end of the summer holiday to allow governors to focus on developing the visions then?</p> <p>LD left the meeting</p> <p>SW advised the trust would look to drive improvements based on the four areas within the circulated blueprints. He noted at Marleigh, the heads report and AIP were based around the blueprints.</p>	
11.	Initial AIP 2023-24	
	A separate document titled '2023 to 2024 AIP' was distributed prior to the meeting.	
12.	Blueprints	
	<p>Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Curriculum (Nov 2022) • Inclusion (Feb 2023) • People and Leadership (Dec 2022) • Safeguarding (Feb 2023) <p>A governor queried if the documents had been prepared by the trust? SW advised they had been drafted by various leadership groups within the trust.</p> <p>Action: Governors to familiarise themselves with blueprints during summer holidays ready for 2023-24</p>	All
13.	Policies	
	<p>It had already been agreed the Attendance Policy would be taken to the LGB on 10 July for approval.</p> <p>Action: SEND and SEND Information Booklet to be taken to September LGB for approval</p>	CJ,SH
14.	Governor Matters	
	<p>Governor Newsletter – SW advised he would write a newsletter before the end of the summer term.</p> <p>Governor Visits – Two separate documents titled 'SATs (11 and 12.05.23)' and 'Leadership and Management Monitoring (06.06.23)' were distributed prior to the meeting and XC briefly went through his report. CJ advised until two members of staff could be trained as DSLs in October and November, she would be the only one at the school.</p>	

	<p>XC asked governors for their thoughts as to the quality of reports received (both HT and monitoring reports)? SW advised the trust had asked heads to no longer write HT reports in the same way to aid with workload and if governors complete any further visits, to please upload reports to the July meeting folder.</p> <p>Training – See safeguarding under Item 15.</p>	
15.	Standing Items	
	<p>Trust Matters – SW advised the trust were presently reviewing the Scheme of Delegation and noted a governor and parent had commented regarding the tone of the letter from the trust to confirm MAs appointment as Head at Bottisham Primary School – SW would feedback these comments to the trust.</p> <p>SW advised the trust would have a new school within the development at Waterbeach and noted the reasoning why its opening would be delayed one year from September 24 and families already living on the development would send their children to other schools.</p> <p>Safeguarding – SW advised the trust would look to streamline the requirement for annual training which would be delivered at the first LGB of each year.</p> <p>Staff Wellbeing – This was not discussed.</p> <p>Save Honey Hill – CL advised the proposal was currently with the planning inspectorate and asked governors to forward any ‘relevant representation’ on the proposal by 19 July. He then distributed fliers about the case to governors.</p> <p>Marleigh Primary Academy – SW advised the school would have an official opening and celebration of its first year on Tuesday 27 June and a small number of children from all schools in the trust would participate. There would be four mixed age classes next year.</p> <p>A governor queried how many children were now on roll? CJ advised approx. 70 (inc the nursery). The school had a PAN of 15 and there were a number of ongoing appeals for places.</p>	
16.	Any Other Business	
	<p>Photo Consent – SH asked governors to complete and return the photo consent document to Mrs Hinton if they had not already done so.</p> <p>Extension to school day – MA advised of a government proposal from September 2023 that all schools were open to children for 32.5 hours/week and to comply with this, he suggested the end of the school day be extended from 3.25 to 3.30pm. Children would be allowed on site from 8.50am with registration at 9.00am – this would equate to an additional 15 minutes/day. After discussing it with governors the school would next look to inform parents and staff.</p> <p>He then advised if working f/t, TAs were currently contracted to work six hours/day between 9.00 and 3.30pm – contracts would need to be updated to reflect the change to the school day. He had forwarded a business plan to the trust today who had requested further adjustments be made.</p> <p>Decision: Governors unanimously agreed with schools’ proposal to change of school day</p>	
17.	Review of Meeting	
	This item was not discussed.	
18.	Date of next meetings	

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Monday 19th June 2023 at 6.00pm in school

	LGB – Mon 10 July (joint meeting with Marleigh – the meetings will start in separate rooms followed by a joint social).	
	Meeting closed at 8.15pm	

Signed By:	Date: