

**Fen Ditton Community Primary School**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Monday 18<sup>th</sup> September 2023 at 6.00pm at the school**

**PRESENT:**

Charlotte James (CJ)	Head
Liz Harrison (LH)	Chair
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Chris Lindley (CL)	

**APOLOGIES:** Stuart Wood (SW)

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

Item	Action	Resp.
3.	PB, SWa and SW to complete pecuniary interests and photo consent forms for 2023-24	PB,SWa SW
5.	SH distributed a skills audit to governors on 25.09.23 to complete and return to allow him to collate responses	SH/All
7.	Headteachers Report for LGB1 to be distributed to governors	CJ
7.	2022-23 data document to be forwarded to governors	CJ
7.	CJ to inform XC of any volunteering projects around the school	CJ,XC
7.	CJ to consider requesting funding from Horningsea Charities	CJ,LD
9.	LGB3 to be on Monday 13 Nov at 6.00pm at Fen Ditton	All
9.	Governors to not update the LGB tracker until after governor safeguarding training on 09.10.23 to allow CJ to clarify which documents governors should read	All,CJ
10.	CJ to check if requirement for governors to complete safer recruitment training	CJ
10.	Safeguarding Policy to be taken to LGB on 09.10.23 for approval	CJ,SH
11.	Governors to inform LH if they know of a suitable candidate to join the LGB	All

No	Description	Resp.
1.	<b>Welcome from the Chair</b>	
	LH as vice-chair welcomed all to the meeting.	
2.	<b>Apologies and Quorum</b>	
	Apologies were received from SW that were accepted by governors. Paula Bishop (PB) and Simon Wall (SWa) did not attend the meeting. The meeting was quorate.	
3.	<b>Declarations of interest</b>	
	<p>There were no declarations of interest for any item on the agenda.</p> <p>Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>AL Declarations of Business and Pecuniary Interests Policy 20-23</li> <li>AL Pecuniary Interests Form June 20220</li> <li>Business and Pecuniary Interests Policy Information and Action Sheet</li> <li>Anglian Learning Scheme of Delegation v4.0 Dec 2022</li> </ul> <p>Further copies of the declarations form as well as the trusts photo consent form were distributed at the meeting for governors to sign and return to SH.</p> <p><b>Action: PB, SWa and SW to complete pecuniary interests and photo consent forms for 2023-24</b></p>	PB,SWa SW
4.	<b>Agree minutes of previous meeting – 10<sup>th</sup> July 2023</b>	

Signed By:	Date:

	<p>The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.</p> <p>A governor asked that an additional sentence be included under Item 7? SH amended the minutes to suit the governors' comments after the meeting.</p>	
<b>5.</b>	<p><b>Matters arising and actions from previous minutes</b></p> <p><b>Actions: LGB 19.06.23</b></p> <p><b>Item 4</b> – It was agreed the action for Mr Askew to forward a report from the incident involving the school bell to XC to review had not progressed but as it was connected to last year's AIP, governors agreed not to take it further.</p> <p><b>Item 5</b> – It was agreed SH would forward governors a skills audit to complete after the meeting.</p> <p><b>Post Meeting Note: SH distributed a skills audit to governors on 25.09.23 to complete and return to allow him to collate responses</b></p> <p><b>Item 12</b> – Four separate documents had been distributed prior to the meeting for governors' information; -</p> <ul style="list-style-type: none"> <li>• Curriculum Blueprint Nov 2022</li> <li>• Inclusion Blueprint Feb 2023</li> <li>• People and Leadership Blueprint Dec 2022</li> <li>• Safeguarding Blueprint Feb 2023</li> </ul> <p>It was agreed all other actions had been completed.</p> <p><b>Actions: LGB 10.07.23</b></p> <p>It was agreed the one action had been completed.</p>	<b>All</b>
<b>6.</b>	<p><b>Chairs Report</b></p> <p>Three separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• LGB Guidance Handbook v5.0 Oct 2022</li> <li>• Anglian Learning Scheme of Delegation v4.0 Dec 2022</li> <li>• LGB 2023-24 Tracker</li> </ul>	
<b>7.</b>	<p><b>Headteachers Report (verbal) inc. review of 2022-23 data</b></p> <p>CJ advised during the summer holidays, the SLT had worked to ensure the school was organised and ready for the new year which had had a positive start. The school had confirmed dates for all events for the autumn term to parents as well as trying to limit communications to once/week where possible.</p> <p>The trust had issued a new template for Headteachers Reports at the start of term.</p> <p><b>Action: Headteachers Report for LGB1 to be distributed to governors</b></p> <p><b>Data</b> – CJ advised there would be an academy improvement visit on Wednesday 27 September to focus on the analysis of whole school data and she would update log-in details to a number of platforms from Mr Askew to herself when necessary.</p> <p><b>Action: 2022-23 data document to be forwarded to governors</b></p> <p>A governor queried if the trust was offering IT support around the updating of log-in details? CJ advised the trust had been supportive and Mr Askew had prepared a document including all passwords in the summer term.</p>	<p><b>CJ</b></p> <p><b>CJ</b></p>

<p><b>Safeguarding</b> – CJ advised Cara Hearn would work four days/week at Fen Ditton and she had completed DSL training last week.</p> <p><b>Pupil Numbers</b> – CJ advised there were 145 pupils on roll from a capacity of 175. Numbers were partly due to lower birth rates and MPA, which would affect funding for next year. MPA were over PAN and appeals for places there had been successful. Fen Ditton would focus on increasing numbers and how it could promote itself especially towards parents of reception children starting in 2024-25.</p> <p>A governor queried if all age groups were affected by lower numbers of certain parts of the school? CJ advised there were 15 reception children (from a PAN of 25) and there were lower numbers in all years, with some mobility during the summer holidays.</p> <p>A governor queried how the school planned to address this issue? CJ advised lower numbers was an issue for many local schools and the trust could consider developing a brochure of the benefits of children joining a trust school that could be forwarded to nurseries and community groups across Cambridge.</p> <p><b>SEND</b> – CJ advised there were 26 children on the SEND register and nine with an EHCP, which equated to 6% of the roll (national average of 4%). There were a further three children where the school would submit applications soon and three where the school was still to write applications. She noted that if successful the impact this would have on staffing levels.</p> <p><b>Suspensions</b> – CJ advised one child had been suspended for 2.5 days since the start of term and the support from the trust and local authority around this.</p> <p>A governor queried if the school would expect the child's behaviour to improve over the term? CJ advised the school would consider a reduced timetable for the child and two other children with EHCPs were on alternate provision.</p> <p><b>Staffing</b> – CJ advised staffing continued to be an issue as two children without an EHCP required 1to1 support and this had taken staff away from elsewhere in the school.</p> <p>A governor queried if the school was progressing EHCPs for both children? CJ advised one child had started with insufficient supporting paperwork from their previous school and she would ask for additional support from the trust around this. Another child had an EHCP with no funding but required a F/T 1to1</p> <p>One TA was on long term sickness leave and the school was using supply cover for this. A teacher was also on long term sickness leave and it was still to be agreed whether they returned – the school had been supported by the trusts HR team around this.</p> <p>CJ advised all three members of the SLT had 'acting' roles for 2023-24 and she would like a fulltime SENDCo to work across MPA and the school. A TA had been appointed to be based at the school for two days and at MPA for three days/week.</p> <p><b>Finances</b> – CJ advised the trust had requested schools to make savings where possible whilst not compromising children's education.</p> <p>A governor advised his employer offers staff volunteer days and queried if there was a suitable project that staff could become involved with around the school?</p> <p><b>Action: CJ to inform XC of any volunteering projects around the school</b></p> <p>CJ advised there would be a focus on developing volunteers from the parental and community bodies during the year.</p> <p>There had been a positive response from the school asking if parents would be able to transport Yr3/4 children to an outdoor centre in Newmarket to reduce costs.</p> <p>A governor noted Horningsea Parish Council had funding to support children who lived in that village.</p> <p><b>Action: CJ to consider requesting funding from Horningsea Charities</b></p>	<p><b>CJ, XC</b></p> <p><b>CJ, LD</b></p>
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	<p><b>Premises</b> – It was noted a letter from the trust had been issued to parents and governors confirming there was no Reinforced Autoclaved Aerated Concrete in the school and CJ would ensure non-parent governors were included in school communications where possible.</p>	
<b>8.</b>	<p><b>The Academy Improvement Plan (AIP)</b></p> <p>A separate document titled 'Academy Improvement Plan 2023-24' was distributed prior to the meeting.</p> <p>The following roles/ links were agreed; -</p> <p>Safeguarding – <b>MF and LD</b>  Inclusion (to replace SEND and Pupil Premium) – <b>LD</b></p> <p>Curriculum Blueprint – <b>SWa</b>  Inclusion Blueprint – <b>CL and PB</b>  People and Leadership – <b>SW</b>  Safeguarding Blueprint – <b>MF and LD</b></p> <p>A governor noted reference to The Snug within one of the tabled documents? CJ advised it was used as a break-out space with plans to develop it into a sensory room.</p> <p>A governor queried an update on the Nest provision? CJ advised it was currently being used by staff and also for music lessons.</p> <p>A governor noted 'walk-thrus' was spelt incorrectly? CJ advised it was the name of an approach to improving teaching.</p> <p>CJ advised the 2023-24 AIP was in draft and she would meet with the director of primary education next week and be able to go through the document in greater detail at the LGB in October. Whilst progress was better, there a separate plan to address attainment data.</p> <p>The school would continue to use Read Write Inc and the trust had organised staff induction for all staff in the trust on 27 September.</p>	
<b>9.</b>	<p><b>Governor Planning for 2023-24</b></p> <p>LGB meeting dates for 2023-24 were confirmed as; -</p> <p>LGB1 – 18 September 2023  LGB2 – 09 October (inc safeguarding training)  LGB3 – 13 Nov (meeting at Fen Ditton)  LGB4 – 04 Dec</p> <p>LGB5 – 15 Jan 2024  LGB6 – 26 Feb  LGB7 – 18 Mar</p> <p>LGB8 – 22 April  LGB9 – 10 June  LGB10 – 8 July ((joint meeting with MPA)</p> <p>It was originally planned to hold a joint meeting with MPA on 13 November for safeguarding training, but the trust had requested this be completed in Autumn 1. CJ/LH to confirm if LGB on 13 November is still required?</p> <p><b>Post Meeting Note: LGB3 to be on Monday 13 Nov at 6.00pm at Fen Ditton</b></p>	<b>All</b>

Signed By:	Date:

	<b>Action: Governors to not update the LGB tracker until after governor safeguarding training on 09.10.23 to allow CJ to clarify which documents governors should read</b>	<b>ALL,CJ</b>
<b>10.</b>	<b>Policies</b>	
	<p><b>Fen Ditton Safeguarding Policy Autumn 2023 v1.1</b> – A separate document was distributed prior to the meeting. Under 4.3, CJ agreed to check with trust if a requirement for governors to complete safer recruitment training.</p> <p><b>Action: CJ to check if requirement for governors to complete safer recruitment training</b></p> <p><b>Action: Safeguarding Policy to be taken to LGB on 09.10.23 for approval</b></p> <p><b>SEND</b> – A separate document was distributed prior to the meeting.</p> <p><b>SEND Information Report 2023-24</b> – A separate document was distributed prior to the meeting. A governor suggested a sentence on page 7 be re-worded. XC amended the document during the meeting.</p> <p><b>Governors unanimously approved SEND Policy and SEND Information Report</b></p>	<b>CJ CJ,SH</b>
<b>11.</b>	<b>Governor Matters</b>	
	<p><b>Governor Newsletter</b> – It was agreed SW would prepare a newsletter in Autumn 2.</p> <p><b>Governor Recruitment</b> – CJ advised she had asked if a member of staff would like to join the LGB and could consider first observing a meeting. Henry James had resigned from the LGB at the end of July and LH advised she would step down in Autumn 2.</p> <p><b>Action: Governors to inform LH if they know of a suitable candidate to join the LGB</b></p> <p><b>Governor Visits</b> – CJ advised there would be six academy visits during the year with four being linked to blueprints. Governors could consider attending these visits as part of their AIP monitoring. There would be one peer review between schools and also a SEND Review.</p> <p><b>Post Meeting Note: QASI document uploaded to 09.10.23 meeting folder for governors attention</b></p> <p><b>Training</b> – A separate document titled ‘Governor Training Opportunities 2022-23 Oct 2022’ was distributed prior to the meeting.</p>	<b>All</b>
<b>12.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – There was nothing to report.</p> <p><b>Safeguarding</b> – There was nothing to report.</p> <p><b>Staff Wellbeing</b> – CJ advised the trust had brought into Perkbox for all staff in the trust who also had free access to sports centres around the trust.</p> <p><b>Save Honey Hill</b> – There was nothing to report.</p> <p><b>Marleigh Academy Primary</b> – There was nothing to report.</p> <p>It was noted the existing cycle path between Fen Ditton and Horningsea was being widened and the contractors had visited the school as part of their community involvement initiative.</p>	
<b>13.</b>	<b>Review Key Risks</b>	

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	<p>CJ advised she would bring a small number of risks to every LGB for governors' attention. There were currently risks around staffing, the SEND provision and safety concerns from children being able to climb over gates at the front of the school.</p> <p>There would be a visit from the trust to focus on H&amp;S next week.</p> <p>A governor queried if proposals to reduce the speed limit on Horngingsea Road to 20mph would include for the school? CL advised it would not within current proposals.</p>	
<b>14.</b>	<b>Review of Meeting</b>	
	This item was not discussed.	
<b>15.</b>	<b>Date of next meetings</b>	
	<p><b>LGB</b> – Monday 09 October (inc. safeguarding training)</p> <p><b>LGB</b> – Monday 13 November</p> <p><b>LGB</b> – Monday 04 December</p>	
	<b>Meeting closed at 7.30pm</b>	

Signed By:	Date: