

**Fen Ditton Community Primary School**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Monday 9<sup>th</sup> October 2023 at 6.00pm at the school**

**PRESENT:**

Charlotte James (CJ)	Head
Liz Harrison (LH)	Chair
Rachel Bailham (RB)	
Xavier Castelino (XC)	
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Chris Lindley (CL)	
Simon Wall (SWa)	

**APOLOGIES:**

Cara Hearn (CH)	
Stuart Wood (SW)	

**IN ATTENDANCE:**

Stuart Hales (SH)	Clerk
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Item	Action	Resp.
2.	Governors to consider ways of filling vacancies on LGB (SH to post vacancies on 'Governor for Schools')	All,SH
3.	CH and SW to complete pecuniary interests form and SW to complete photo consent form	CH,SW
4.	Governors to start to complete the 2023-24 LGB Tracker	All
5.	CL to forward Mental Health and RSE policies to RB	CL,RB
5.	SH raised SWa access issues with emails/SharePoint with IT helpdesk on 10.10.23	SH,SWa
5.	Governors to further discuss monitoring of the AIP at the LGB on 13.11.23	All
7.	MF to consider attending trust safeguarding audit on 06.12.23 (am)	MF
9.	Curriculum Policy to be taken to LGB on 13.11.23 for approval	CJ,SH
9.	MF to forward link to safer recruitment training to CJ	MF
9.	CL forwarded amended Safeguarding and Child Protection Policy to SH,CJ,LH and MF on 10.10.23 for their approval – SH would then forward it to the office for inclusion on the schools website	SH

No	Description	Resp.
1.	<b>Welcome from the Chair</b>	
	LH as vice-chair welcomed all to the meeting and introduced RB as one of the new staff governors who would attend meetings alternatively with Cara Hearn (CH).	
2.	<b>Apologies and Quorum</b>	
	Apologies were received from SW and CH that were accepted by governors. The meeting was quorate. LH advised Paula Bishop had resigned from the LGB and there were currently two trust appointed vacancies on the LGB. <b>Action: Governors to consider ways of filling vacancies on LGB (SH to post vacancies on 'Governor for Schools')</b>	All,SH
3.	<b>Declarations of interest</b>	
	There were none. <b>Action: CH and SW to complete pecuniary interests form and SW to complete photo consent form</b>	CH,SW
4.	<b>Governors to complete LGB 2023-24 Tracker</b>	
	LH asked governors to start to fill in the LGB Tracker over the autumn term when they had read the relevant documents. <b>Action: Governors to start to complete the 2023-24 LGB Tracker</b>	All
5.	<b>The Academy Improvement Plan (AIP)</b>	

Signed By:	Date:

	<p>Two separate documents titled '2023 to 2024 Academy Improvement Plan 1' and 'Attainment Action Plan' were distributed prior to the meeting.</p> <p>A governor queried when and if the Mental Health and RSE policies had been taken to governors for approval?</p> <p><b>Action: CL to forward Mental Health and RSE policies to RB</b></p> <p><b>SWa arrived at meeting</b></p> <p>A governor queried how governors should best monitor the priorities within the AIP? CJ suggested governors first arrange to meet with the member of staff leading with each priority during the autumn term and asked that she be included in all correspondence around this. Priorities from the AIP would form a part of teacher's performance management meetings and staff had been provided with leadership time to allow them to liaise and meet with governors.</p> <p>SWa advised he was unable to access his school emails or SharePoint.</p> <p><b>Post Meeting Note: SH raised SWa access issues with emails/SharePoint with IT helpdesk on 10.10.23</b></p> <p><b>Post Meeting Note: SH forwarded AIP and four blueprints to SWa on 10.10.23</b></p> <p><b>Action: Governors to further discuss monitoring of the AIP at the LGB on 13.11.23</b></p>	<p><b>CL,RB</b></p> <p><b>SH/SWa</b></p> <p><b>All</b></p>
<b>6.</b>	<b>2022-23 data following academy improvement visit on 27 September</b>	
	Two separate documents titled 'Achievement AIV Note of Visit 27.09.23' and 'Autumn 1 – Achievement Visit' were distributed prior to the meeting and briefly went through both	
<b>7.</b>	<b>Preparation for academy Curriculum improvement visit on 22 November</b>	
	<p>CJ advised she hoped to receive further details of the visit at a Heads meeting on 11 October. There would be a safeguarding audit by the central team on Wednesday 6 December in the morning and MF as safeguarding governor would be welcome to attend.</p> <p><b>Action: MF to consider attending trust safeguarding audit on 06.12.23 (am)</b></p> <p>CJ advised CH had completed DSL training, and there would be weekly safeguarding meetings. There would be staff training on 11 November around behaviour and the school would continue to update staff through the year.</p> <p>A governor queried if it was possible to compare the number of safeguarding logs with previous years? CJ advised that it would not be possible as incidents could be included in more than one category and she hoped that the safeguarding culture continued to be embedded in the school.</p> <p>A governor queried the split between incidents happening in and out of school? CJ advised the majority of logs related to incidents from outside of school. There were a small number of children on reduced timetables or risk assessments were in place for them.</p> <p>A governor queried if there had been any concerns around there being insufficient food at home as a result of the cost-of-living crisis? CJ advised the school would have fruit and snacks available for identified children and would offer to support parents in accessing foodbanks. RB added the school was considering setting up a breakfast club in Autumn 2 to further support identified children.</p> <p>A governor queried how this would be funded? RB advised the school would first wait to see the level of response from parents and the school would be able to fund it. CJ added due to an increase in pupil premium numbers, the school might now meet a threshold to access further funding.</p> <p>Two further documents titled 'HT Report 09.10.23' and 'Primary QASI 2023-24' were also distributed prior to the meeting.</p>	<b>MF</b>

	<b>RB, LH and SH then left the meeting</b>	
<b>8.</b>	<b>Safeguarding Training</b>	
	<p>A separate document titled 'AL Annual Update Governors Safeguarding Training September 2023' was shared at the meeting which CJ proceeded to go through.</p> <p><b>Action: All present governors completed safeguarding training for 2023-24</b></p> <p><b>LH and SH returned to the meeting</b></p>	
<b>9.</b>	<b>Policies</b>	
	<p><b>Fen Ditton Health&amp;Safety Policy v4.0 Summer 23-24</b> – A separate document was distributed prior to the meeting for governors' information. CJ advised there had been a practice fire drill last week.</p> <p><b>Action: Curriculum Policy to be taken to LGB on 13.11.23 for approval</b></p> <p>The Safeguarding and Child Protection Policy had been taken to the LGB on 18 September for governor approval. A governor had queried two paragraphs within the document and governors agreed to change them to: -</p> <p>4.3. The LGB will ensure that at least one of the persons who conducts interviews has completed safer recruitment training. The following members of staff have completed the Safer Recruitment training: Charlotte James. <i>The LGB will ensure that at least one current governor (other than the headteacher) will have also completed Safer Recruitment Training.</i></p> <p>MF advised as safeguarding governor she would complete safer recruitment training and would forward the training link to CJ.</p> <p><b>Action: MF to forward link to safer recruitment training to CJ</b></p> <p><b>MF then left the meeting</b></p> <p>4.4.5. Academies can decide where these records are kept, but they must be kept confidential, held securely, and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). <i>Fen Ditton Community Primary school's records are stored in a secure online channel which is only accessible to the head and deputy head.</i></p> <p><b>Post Meeting Note: CL forwarded amended Safeguarding and Child Protection Policy to SH,CJ,LH and MF on 10.10.23 for their approval – SH would then forward it to the office for inclusion on the schools website</b></p>	<p><b>CJ,SH</b></p> <p><b>MF</b></p> <p><b>SH</b></p>
<b>10.</b>	<b>Date of next meetings</b>	
	<p><b>LGB – Monday 13 November (at Fen Ditton)</b></p> <p><b>LGB – Monday 04 December</b></p> <p><b>LGB – Monday 15 January</b></p>	
	<b>Meeting closed at 7.50pm</b>	