

**Fen Ditton Community Primary School**  
**MINUTES OF LOCAL GOVERNING BODY MEETING**  
**Monday 13<sup>th</sup> November 2023 at 6.00pm at the school**

**PRESENT:**

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

**APOLOGIES:** Cara Hearn (CH)

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

| Item | Action  | Resp.           |
|------|---|-----------------|
| 6.   | SW to complete pecuniary interests and photo consent forms  | SW              |
| 6.   | SH to email individual governors as to which documents from the LGB Tracker they still had to read  | SH, All         |
| 6.   | CJ to inform MF of start time of trust safeguarding audit on 06.12.23 to allow her to attend  | CJ, MF          |
| 6.   | SH forwarded skills audit to RB, CJ, SWa and SW on 15.11.23 to complete and return  | RB, CJ, SWa, SW |
| 6.   | Summary of responses from skills audit to be taken to LGB on 04.12.23   | SH              |
| 8.   | SW to set up AIP governor monitoring folders on SharePoint  | SW              |
| 9.   | CJ to distribute up to date attendance data for 2023-24 to governors  | CJ              |
| 11.  | Curriculum Policy to be taken to LGB on 04.12.23 for approval   | CJ, SH          |
| 12.  | SW to liaise with two candidates ref. joining the LGB   | SW              |
| 13.  | CL to inform trust of an issue of passwords for Google Classrooms which had been raised at a governor meeting and bring an update to a subsequent LGB | CL              |

| No | Description   | Resp. |
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| 1. | <b>Welcome from the Chair</b>   |       |
|    | SW welcomed all to the meeting. He advised RB had agreed to be the staff governor and Cara Hearn would attend meetings as an observer when necessary.   |       |
| 2. | <b>Apologies and Quorum</b>   |       |
|    | There were none and the meeting was quorate.  |       |
| 3. | <b>Declarations of interest</b>   |       |
|    | There were none.  |       |
| 4. | <b>Agree Vice-Chair for 2023-24</b>   |       |
|    | SW proposed the LGB not appoint a vice -chair to replace LH at this time – if he was unable to Chair a meeting, a governor would be asked to stand in for him.<br><br><b>LH then chaired the next three items</b> |       |
| 5. | <b>Agree minutes of previous meetings – 18<sup>th</sup> September and 9<sup>th</sup> October 2023</b>   |       |
|    | <b><u>Minutes – 18.09.23</u></b><br>The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.<br><br><b><u>Minutes – 09.10.23</u></b>          |       |

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|           | The minutes had been circulated in advance of the meeting and 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><u>Minutes – 18.09.23</u></b><br/> <b>Item 3 –</b> It was agreed SW was to complete the pecuniary interests and photo consent form.<br/> <b>Action: SW to complete pecuniary interests and photo consent forms</b></p> <p><b>Item 4 –</b> Governors were reminded to continue to complete the 2023-24 LGB Tracker. There would be a trust safeguarding audit on 06 December, and governors were requested to complete the document prior to this (MF advised she planned to attend the audit).<br/> <b>Action: SH to email individual governors as to which documents from the LGB Tracker they still had to read</b><br/> <b>Action: CJ to inform MF of start time of trust safeguarding audit on 06.12.23 to allow her to attend</b></p> <p><b>Item 9 –</b> It was agreed to take the Curriculum Policy to the LGB on 04 December for approval.<br/> <b>Action: Curriculum Policy to be taken to the LGB on 04.12.23 for approval</b></p> <p>It was agreed all other items had been actioned.</p> <p><b><u>Minutes – 09.10.23</u></b><br/> <b>Item 5 –</b> SH had distributed a skills audit to governors on 25.09.23 and asked that they all complete it if not already done so to allow a summary of responses to be taken to the LGB on 04 December.<br/> <b>Post Meeting Note: SH forwarded skills audit to RB, CJ, SWa and SW on 15.11.23 to complete and return</b><br/> <b>Action: Summary of responses from skills audit to be taken to LGB on 04.12.23</b></p> <p>It was agreed all other items had been actioned.</p> | <p style="text-align: center;"><b>SW</b></p> <p style="text-align: center;"><b>SH,All</b></p> <p style="text-align: center;"><b>CJ,MF</b></p> <p style="text-align: center;"><b>RB,CJ,<br/>SWa,SW<br/>SH</b></p> |
| <b>7.</b> | <b>Chairs Report</b>  |  |
|           | <p>LH briefly updated governors on the discussions from the Anglian Governance Forum on 17 October; -</p> <ul style="list-style-type: none"> <li>Jon Culpin agreed to attend a LGB at each school in the trust during the year where possible.</li> <li>Wimbish Primary Academy in North Essex had joined the trust</li> <li>The trust would no longer use EPM as its payroll provide after April 2024</li> <li>There had been a finance hub efficiency review</li> <li>The trust had an updated mission statement that she shared with governors</li> <li>There was an updated LGB Handbook.</li> </ul> <p><b>SH forwarded updated LGB Handbook to governors on 15.11.23</b></p> <p>LH advised those attending the meeting had been invited to consider a range of scenarios and which they considered were the responsibility of governing bodies and suggested the LGB would benefit from a similar exercise.</p>  |  |
| <b>8.</b> | <b>AIP Discussion</b>   |  |
|           | <p>Three separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>2023 to 2024 Academy Improvement Plan</li> </ul>  |  |

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| <ul style="list-style-type: none"> <li>• Blueprint Core Evidence v2</li> <li>• FDP Curriculum Statement September 2023</li> </ul> <p>SW advised at the LGB on 18.09.23, non-staff governors had been assigned to one of the trusts blueprints (and priorities within the ADP) and queried how they would propose to monitor and review it?</p> <p>It was noted SWa was linked to a number of priorities, and some might have to be re-distributed to other governors. SW noted whilst he had not been linked to a priority, if a governor would like additional support around visits, please ask either CL or himself.</p> <p>It was agreed the following governors would be lead links for the priorities in the ADP; -</p> <p>Priority 1 – SWa<br/> Priority 2 – SWa<br/> Priority 3 – SWa<br/> Priority 4 – LD<br/> Priority 5 – LD<br/> Priority 6 – XC<br/> Priority 7 – XC and MF</p> <p>SWa advised of his proposed monitoring during the spring term and CL noted he had contacted a member of staff around his priority.<br/> LD advised she still had to arrange a date to meet with Kathryn Knight to discuss SEND under Priority 4.</p> <p>Under Priority 6, XC gave a brief overview as to how he planned to complete monitoring in the Spring Term and queried how it would be best to monitor staff training and success criteria? CJ advised every teacher was required to maintain up to date CPD records linked to their own development and also a subject leadership log. SW suggested XC could review training completed during the INSET day at the start of term as well as staff meeting documents.</p> <p>A governor noted previously staff resigning from their positions had been invited to attend exit interviews and queried if there were any common responses from them? CJ advised interviews were now being organised by the central HR team.</p> <p>A governor noted the high turnover of TAS? CJ advised a teacher had been employed at the end of the summer term to be based two days/week at Fen Ditton and two at MPA but after working for the first week of term did not return. There had also been two TAs that had resigned – one working across both schools on a short-term contract who was only required to give one weeks' notice.</p> <p>A governor noted the importance of understanding if there were common themes as to why staff resigned and whether there were changes that could be learnt from this? CJ advised there had been a separate HR lead from the trust for both Fen Ditton and MPA and due to the collaborative working between both schools, she had requested one HR lead work across both settings.</p> <p>A governor queried the frequency of visits by the trust? CJ advised they would be half-termly and governors would be welcome to be attend where appropriate.</p> <p>A governor queried if there would be a similar filing system for governor monitoring on SharePoint as in previous years? SW advised he would set this up and asked governors to upload any supporting evidence around monitoring through the year.</p> <p><b>Action: SW to set up AIP governor monitoring folders on SharePoint</b></p> | <b>SW</b> |
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|            | SW asked governors to please continue to arrange visits to monitor their priorities and if they had any questions, please ask CJ as to the best way they could monitor.  |              |
| <b>9.</b>  | <b>Safeguarding Update</b>   |              |
|            | <p>The Headteachers Report (which included an item on safeguarding) was distributed prior to the meeting and SW asked if governors had any queries from it?</p> <p><b>General Overview – A governor noted the lower attendance data? CJ advised she would liaise with Mrs Hinton and distribute up to date data.</b></p> <p><b>Action: CJ to distribute up to date attendance data for 2023-24 to governors</b></p> <p>CJ updated governors on an anonymous parental complaint. Governors then discussed this in further detail.</p> | <b>CJ</b>    |
| <b>10.</b> | <b>Discussions around academy curriculum improvement visit on 22 November</b>  |              |
|            | <p>CJ advised subject leads had written individual executive summaries (there were still three to complete) and what areas the visit would focus on.</p> <p>There would be a separate Peer Review the following week with two Headteachers from schools in the trust and Rach Johnson the director of primary education – a focus for the visit still had to be agreed.</p>  |              |
| <b>11.</b> | <b>Policies</b>  |              |
|            | <p>It was agreed to take the curriculum policy to the LGB on 04 December for approval.</p> <p><b>Action: Curriculum Policy to be taken to LGB on 04.12.23 for approval</b></p>   | <b>CJ,SH</b> |
| <b>12.</b> | <b>Governor Recruitment</b>  |              |
|            | <p>SH had forwarded SW details of a candidate who was interested in joining the LGB prior to the meeting. He would liaise with the candidate to take this forward.</p> <p>SW advised there was also a parent who had expressed an interest in joining the governing body who he would meet with to discuss the role further.</p> <p><b>Action: SW to liaise with two candidates ref. joining the LGB</b></p>   | <b>SW</b>    |
| <b>13.</b> | <b>Risks</b>   |              |
|            | <p>It was agreed to discuss risks at the LGB on 04 December.</p> <p>CL advised he had raised an issue with passwords for Google Classrooms with the trust.</p> <p><b>Action: CL to inform trust of an issue of passwords for Google Classrooms which had been raised at a governor meeting and bring an update to a subsequent LGB</b></p> <p>On behalf of governors SW thanked LH for her time as a governor and for Chairing governor meetings in his absence.</p>   | <b>CL</b>    |
| <b>14.</b> | <b>Date of next meetings</b>   |              |
|            | <p><b>LGB – Monday 04 December</b></p> <p><b>LGB – Monday 15 January</b></p> <p><b>LGB – Mon 26 February</b></p>   |              |
|            | <b>Meeting closed at 7.10pm</b>  |              |

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