

Fen Ditton Community Primary School
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 04th December 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)	
Chris Lindley (CL)	
Simon Wall (SWa)	

APOLOGIES: None

IN ATTENDANCE:

James Burton (JB)	observer
Ogochukwu Ugwu(OU)	observer
Cara Hearn (CH)	acting deputy headteacher
Stuart Hales (SH)	Clerk

Item	Action	Resp.
1.	SW to meet with JB and OU to discuss whether they would like to become a governor – if so, JB and OU complete trust application form	SW/JB/OU
5.	Governors to confirm they have completed Cyber Security training via the LGB Tracker, if not already done so	All
5.	Governors to complete online safety training – school to forward details of training to governors	CJ/All
6.	LGB on 26.02.24 to be online to review school policies	All
9.	SW to raise issue of governor's attendance at academy improvement visits and peer reviews with the trust	SW
9.	Contact details for headteacher at MPA to be updated in Safeguarding and Child Protection Policy	CJ
11.	CL to liaise with Richard Mayer ref. Passwords for Google Classrooms	CL
11.	CJ to forward word version of Curriculum Statement to CL to allow him to format the document	CJ/CL
11.	Governors conditionally approved Mental Health Policy (to be reviewed biannually) – CJ to amend list on page 4	CJ
12.	Governors to consider alternative ways of improving parental usage of layby at front of school	All
12.	SH to forward details of new governor induction training to JB and OU	SH/JB/OU
14.	Governors to review three risks at the end of every term	All

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting and introduced JB and OU as observers with a view of becoming trust appointed governors. They then briefly introduced themselves to governors. Action: SW to meet with JB and OU to discuss whether they would like to become a governor – if so, JB and OU complete trust application form	SW/JB/OU
2.	Apologies and Quorum	
	There were none and the meeting was quorate.	
3.	Declarations of interest	
	There were none.	
4.	Agree minutes of previous meetings – 13th November 2023	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.	

Signed By:	Date:

5.	Matters arising and actions from previous minutes	
	<p>Item 6 – SH asked governors to confirm they have completed the Cyber Security training on the LGB Tracker using the link https://www.youtube.com/watch?v=pP2VKWSagE0 Action: Governors to confirm they have completed Cyber Security training via the LGB Tracker, if not already done so</p> <p>SW advised all stakeholders would be requested to complete relevant annual training to allow the school to achieve the National Online Safety award. CJ added parents would be requested to complete the training in the spring term. Action: Governors to complete online safety training – school to forward details of training to governors</p> <p>Item 13 – CL advised he had yet to liaise with the trust around the issue of passwords for Google Classrooms.</p> <p>Item 8 – SW thanked CL for setting up the AIP governor monitoring folders on SharePoint.</p> <p>It was agreed all other items had been actioned.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">CJ/All</p>
6.	Chairs Report	
	<p>SW advised there would be two full governor meetings per term with the third to have a focus decided by the LGB. Further to this he proposed the LGB on 26 February be online to allow governors an opportunity to review the schools' policies with a view to either keeping or removing them as well as their review period. Action: LGB on 26.02.24 to be online to review school policies</p> <p>CJ advised she had requested details from the trust as to which policies should be included on the school's website – CL noted the DfE produced such a list. SW added there were some inconsistencies between policies.</p>	All
7.	Headteachers Report	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p>Pupil Role – A governor asked if the trust had commented on the number of children on roll and the affect this would have on the schools' budget for next year? CJ advised of the current number compared to the school's capacity and there could be a further child join the school as well as there being some in year mobility. She had already raised the issue with the school's financial and HR link at the trust and Jon Culpin would visit before the end of term. A governor queried if MPA had affected pupil numbers? CJ advised a small number of children had transferred to MPA as well as there being a national lower birth rate. A governor queried if MPA had gone over PAN? CJ advised they had via a number of successful appeals, otherwise some of those children might have come to Fen Ditton.</p> <p>A governor queried if the school had liaised with the local authority around pupil numbers? SW advised it had previously and he queried the approach of the local authority's admissions team. A governor queried if the trust were offering support to the school? CJ advised there had been conversations at trust level to protect pupil numbers at Fen Ditton when MPA opened. A governor queried the effect of lower numbers on the 2024-25 budget? CJ advised there would be on going conversations between the school and trust around this and noted the school had an in-year deficit budget.</p> <p>Safeguarding – A governor queried the comparison in the number of concerns made during the term to previous years? CJ advised MyConcern was an online platform to allow schools to</p>	

Signed By:	Date:

	<p>record safeguarding and the reported number was lower. Safeguarding was discussed in all staff meetings and CH noted the school had two systems in place to record both low and high level concerns.</p> <p>A governor queried if there were any common themes from the concerns? CJ advised there were none and CH added some could be logged under more than one category.</p> <p>A governor queried the number of children the concerns related to and how many were SEND?</p> <p>A governor queried if referrals to social care had been made as a result of the concerns? CJ advised of the number of referrals made and the school continued to liaise with the MASH around how cases were progressing. CH added she would liaise with schools where there were older siblings of affected children in the school.</p> <p>A governor queried if there were reasons behind the persistent absence data? CJ advised of a small number of children with a reduced timetable or attending AP as both affected the overall school attendance even though they would be recorded as an authorised absence. One 'ghost' child had not attended the school since November 2021 but would still be included in the school's data.</p> <p>Behaviour – CH noted there was a settled feel around the school which in turn was having a positive effect on learning.</p> <p>A governor queried if there were reasons as to why behaviour was now better? CJ advised there to now be a more consistent approach from staff in managing behaviour, which was also be followed by the afterschool provision.</p> <p>A governor noted parents had appreciated being able to attend a class assembly last week.</p>	
8.	<p>PE Premium and Pupil Premium Review</p> <p>Pupil Premium – A separate document titled 'Pupil Premium Strategy statement 2023-2026' was distributed prior to the meeting which CH proceeded to go through first advising it had since been updated from the distributed version.</p> <p>CJ advised of the reasoning as to why LAC data had reduced from 3 to 2.</p> <p>A governor queried what did RWM refer to? CH advised Reading, Writing and Maths.</p> <p>A governor had also noted typos in the document prior to the meeting which CH had responded to.</p> <p>From page 8, a governor queried what the presented data referred to? CH advised the percentage of children who achieved Age Related Expectations (ARE) at the end of each year.</p> <p>A governor queried the Yr4 reading data? CJ advised of possible reasons why the data was lower.</p> <p>CJ advised the school would consider whether to continue with Read Write Inc after reviewing pupil progress data before the end of term and noted the significant cost of purchasing a new scheme.</p> <p>The school had re-joined the local authority's moderation training programme. There had been a Yr6 moderation visit in 2022-23 and the school could expect one for Yr2 this year.</p> <p>CH asked if a governor should be linked to Pupil Premium? SW suggested LD be included as Inclusion Lead.</p> <p>A governor queried if there were reasons as to why maths data was higher? CJ advised of the benefits of maths having been taught in individual year groups in 2022-23</p> <p>SW asked if there were any further queries? there were none and he thanked CH for her presentation.</p> <p>Governors unanimously approved the 2023-2026 Pupil Premium Plan</p> <p>CH left the meeting</p>	

	<p>PE Premium – A separate document titled ‘2022-23 PE Premium Final’ was distributed prior to the meeting and CJ asked if there were any queries from it? A governor asked that yellow highlighting be removed from page 4. A governor noted there were formatting issues through the document? It was noted that the form was one sent to be completed so formatting issues were embedded in the original document and were not able to be changed. Governors unanimously approved the 2022-23 PE Premium Plan</p>	
9.	<p>Update from Curriculum Academy Improvement Visit and Peer Review visit</p> <p>A separate document titled ‘AIV Record Autumn 2 – Curriculum (23.11.23)’ was distributed prior to the meeting and CJ briefly went through it. SW advised improvement visits would take place half-termly with a different focus to each (SEND/Inclusion in Spring 1). He asked governors to be informed of when they take place to allow them to attend feedback sessions at the end of each visit, if appropriate to their AIP monitoring.</p> <p>CJ advised of the reasons why a peer review in November did not take place, which had since been rescheduled for Thursday 25 January A governor queried what would it focus on? CJ advised this would be agreed nearer the time by those involved in the visit. Action: SW to raise issue of governor’s attendance at academy improvement visits and peer reviews with the trust</p> <p>A governor queried CJs involvement with MPA and the affect this would have on her ability to lead Fen Ditton? CJ advised she would be based there for one day/week and SW added Mr Fish would leave at the end of the term and Mrs Harrison would be the interim head until the end of 2023-24. Action: Contact details for headteacher at MPA to be updated in Safeguarding and Child Protection Policy</p> <p>A governor queried if the interim head at MPA would require additional support? CJ advised she would meet with the new headteacher and there had been an agreement other members of the SLT could be asked to provide leadership capacity at MPA.</p>	<p style="text-align: center;">SW</p> <p style="text-align: center;">CJ</p>
10.	<p>Responses from governor skills audit</p> <p>A separate document titled ‘Fen Ditton NGA Skills Dashboard Single Schools 20210818’ was distributed prior to the meeting and governors agreed from the responses there were no areas of weakness or concern within the LGB.</p>	
11.	<p>Policies</p> <p>AL ICT v4.2 – A separate document was distributed prior to the meeting for governor information. A governor noted discrepancies between recommendations for passwords in the policy and that used in practice. Action: CL to liaise with Richard Mayer ref. Passwords for Google Classrooms</p> <p>FDP Curriculum Statement (September 2023) – A separate document was distributed prior to the meeting for governor information and CJ briefly went through it. A governor queried its purpose within the school? CJ advised it provided a measure the school was offering a broad and balanced curriculum following the school’s ethos. Subject leads would also have a separate Executive Summary for their subject and there was a subject leadership monitoring programme with half termly themes staff would follow. Action: CJ to forward word version of Curriculum Statement to CL to allow him to format the document</p>	<p style="text-align: center;">CL</p> <p style="text-align: center;">CJ/CL</p>

	<p>FD Mental Health – A separate document was distributed prior to the meeting. From page 4 a governor noted the support networks and queried if they were available to children and families within an appropriate time frame? A governor noted local organisations had not been include within the list? Action: Governors conditionally approved Mental Health Policy (to be reviewed biannually) – CJ to amend list on page 4</p> <p>FD Relationships Education (inc. Sex Education) – A separate document was distributed prior to the meeting. A governor queried how often the document would be reviewed? RB advised due to constant updates to terminology and phrases used within RSE it would be reviewed annually and suggested whether a governor should be linked to RSE? It would be taught appropriately in the spring term for all years, part of it being statutory and parents could remove their child from parts that were not. A governor queried if parents had been consulted on the policy? RB advised they had been and suggested a parental questionnaire on RSE take place at the end of the spring term. SW added he had a suitable questionnaire template he could forward to RB. Governors unanimously approved RSE Policy (policy to be revised biannually unless there are significant changes required in-between)</p> <p>Governors then briefly discussed formatting issues within the document and whether the use of titles highlighted in blue would make documents easier to read.</p>	CJ
12.	<p>Governor Matters</p> <p>Governor Newsletter – SW advised he would write a newsletter before the end of term. He had previously included an item around the appropriate use of the disabled parking space within the layby at the front of the school? CJ advised whilst the majority of parents using the layby were considerate, there were a small number of parents who continued to misuse it. Parents were using the layby to complete three points turns in the main road. The parents of a child entitled to use the disabled space had been given permission to use the staff carpark at the start and end of the school day. A governor queried if improvements could be made to the layby as part of the Greenway bike route between Horningsea and Cambridge? CJ advised the layby came under the control of the local authority. The contractor had agreed to investigate if they could fund improvements to the drainage at the front of the school (it was still to be confirmed if they would pay for it). A governor queried if the trust could offer support around the parental use of the layby? CJ advised she would consider raising this with the trust. A governor queried if the school had taken part in 'walk to school' weeks? CJ advised many children already came to school on either bikes or scooters. Action: Governors to consider alternative ways of improving parental usage of layby at front of school</p> <p>CJ asked if governors were now receiving weekly newsletters? Governors agreed they were.</p> <p>Governor Recruitment – SW advised he would meet with JB and OU after the meeting to see if they would like to become governors.</p> <p>Governor Visits – SW asked governors to please continue with their monitoring of AIP priorities and governors would also be welcome to attend other events in the school.</p> <p>Training – This had been discussed within Item 5. SH added all governors had access to the NGA.</p>	All

	<p>There would be new governor training at Bottisham Village College on Tuesday 23 January between 6.00-7.30pm.</p> <p>Action: SH to forward details of new governor induction training to JB and OU</p> <p>CJ then briefly left the meeting</p>	SH/JB/OU
13.	Standing Items	
	<p>Trust Matters – SW advised he had recently met with Rachael Johnston and would meet with Jon Culpin next week.</p> <p>Safeguarding – There would be a trust safeguarding audit on Wednesday 6 December. CJ briefly advised of the use of SENSO an online platform introduced by the trust to monitor children's usage of the internet whilst in school, in response to changes in KCSiE 2023.</p> <p>Staff Wellbeing – SW suggested he would consider attending the staff INSET day at the start of the Spring term. CJ advised it would be trust wide event for all primary staff at MPA and was unsure if Fen Ditton staff would meet separately as part of it.</p> <p>CJ advised a member of staff had submitted a request to reduce her hours, one TA would resign at the end of Spring 1 and the school now only had one f/t TA. The school had shortlisted candidates for a TA position today with interviews on 7 December.</p> <p>Save Honey Hill – There was nothing to report.</p> <p>Marleigh Primary Academy – SW advised MPA had successfully recruited two staff today.</p>	
14.	Review Key Risks	
	<p>CJ advised the trust had requested heads identify three key risks for 2023-24 for governors to monitor: -</p> <ol style="list-style-type: none"> 1. Staffing at the school 2. Capacity of staff/succession planning 3. Concerns with falling roll, financial implications on staffing and the long-term planning for the school <p>Action: Governors to review three risks at the end of every term</p>	All
15.	Review of meeting	
	This was not discussed.	
16.	Date of next meetings	
	<p>LGB – Monday 15 January (in person)</p> <p>LGB – Monday 26 February (remote)</p> <p>LGB – Monday 18 March (in person)</p>	
	Meeting closed at 8.00pm	