

PRESENT: Charlotte James (CJ) Head
 Stuart Wood (SW) Chair – attended remotely
 Rachel Bailham (RB)
 James Burton (JB)
 Xavier Castelino (XC)
 Lindsay Davies (LD)
 Mirriam Ferrer (MF)
 Chris Lindley (CL)
 Ogochukwu Ugwu (OU)

APOLOGIES: Simon Wall (SWa)

IN ATTENDANCE: Emma Norman (EN) Teacher
 Melissa Barrett (MB) Impact Food Group
 Stuart Hales (SH) Clerk

Item	Action	Resp.
-	SW to thank two cooks for their hard work on behalf of governors	SW
1.	SW & SH to continue induction of New Governors	SW/SH
4.	CJ to ensure English data is included in Summer 1 Heads report.	CJ
6.	Governors to complete online safety training if not already done so	All
6.	SH emailed CJ governor school emails on 16.01.24 to allow her to forward them to Mrs Nicholls to ensure all governors could access online safety training	CJ
6.	SW to raise issue of governors' attendance at academy improvement visits and peer reviews with the trust	SW
6.	CJ to update Safeguarding and Child Protection Policy to include Camilla Saunders as contact at MPA	CJ
6.	LD emailed FDPC on 16.01.24 to ask if they could assist the school to ensure the correct usage of the layby and would update the LGB when had a response	LD

No	Description	Resp.
	Food Presentation in the School Hall with Staff	
	<p>MH introduced herself as the regional operations manager for IFG the school caterers who had started at the school in September 2022 and had since replaced and modernised equipment in the kitchen. Menus would be updated twice yearly, and the caterers delivered an average of 89 meals/day and would focus on increasing the update of school dinners for FSMs to 80%. There had been opportunities for parents to taste food at parents' meetings.</p> <p>A governor queried if FSM children would be treated differently around school dinners? MH advised they would not be and children would have coloured wrist bands to confirm their menu choice.</p> <p>A governor queried how was the menu developed? MH advised centrally by support chefs who would consider feedback from children, client comments and focus groups.</p> <p>A governor suggested some menu choices might be considered unhealthy? MH advised menus were developed following government guidelines and reviewed by a dietician. CJ added there would be a variety of fruit for children to choose from.</p> <p>A governor queried how the caterers would manage alternative menus such as vegan and those children with allergies? MH advised there would always be a range of options for children to choose from. Parents would be requested to declare children's allergies and caterers would ask for supporting evidence for this and she considered the menu to be inclusive to all allergies.</p>	

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	<p>A governor queried if there would be 'special' menus through the year (such as Christmas)? MH advised there would be and the caterers would consider a range of religions when planning these.</p> <p>A governor queried if staff could have school dinners? MH advised they could for the same price as children with a larger portion.</p> <p>A governor queried if because of the pandemic, were there children who found it hard to sit at a table and use cutlery at lunchtimes? CJ advised since September, teachers had been in the hall to assist children with cutting food at the start of lunchtimes who then swapped with support staff. The school would also consider children with sensory needs when having dinners who might also require a packed lunch as a back-up option.</p> <p>A governor queried if governors should thank the two cooks for their hard work? Action: SW to thank two cooks for their hard work on behalf of governors</p> <p>MH then left and OU arrived at the meeting</p>	SW
1.	Welcome from the Chair	
	<p>SW welcomed all to the meeting and noted the reasons as to why he was attending remotely. He welcomed JB and OU to their first LGB as governors. He and SH would check that JB and OU could access AL's connect, read necessary documents and find their feet as new governors.</p> <p>Action: SW & SH to continue induction of New Governors</p>	SW/SH
2.	Apologies and Quorum	
	Apologies were received from SWa that were accepted by governors and the meeting was quorate.	
3.	Declarations of interest	
	There were none.	
4.	Presentation on English by Emma Norman	
	<p>Two separate documents titled 'Autumn Term 2023 English Governor Summary' and 'Autumn Term 2023 English Data Analysis' were distributed prior to the meeting which EN proceeded to go through, first advising Ellie Brown and herself were joint English leads in 2023-24. A governor noted the benefits of children writing in notebooks.</p> <p>A governor noted there to be lower attainment data for Yrs3 and 4? EN advised there was a higher SEND need in both year groups and the school was looking at ways of further supporting these children.</p> <p>A governor noted from the reading progress table all Yr2 data was at 100%? EN advised data would be based on children making one step over the autumn term and if so, would be recorded as having made expected progress and added there would be a focus on increasing Yr2 attainment data.</p> <p>A governor queried if the school would consider volunteers to listen to children read? CJ advised the school had already asked parents, carers and the wider community this year but there had been no interest, and she would consider a further request later in 2023-24. RB added parents will be invited to visit the school fortnightly to listen to their child read.</p> <p>A governor asked that governors be included should there be a subsequent letter as they might know of other groups that might be interested in volunteering.</p> <p>A governor suggested a local charity might be interested in helping the school with this and CJ noted volunteers would require a completed application form, two references and a DBS.</p>	

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	<p>A governor queried if there were reasons why Yr1 progress data for writing was lower? RB advised whilst in reception, children had followed ReadWrite Inc but had not always had a daily English lesson and sufficient writing opportunities. EN added there was now a more consistent approach as to how ReadWrite Inc was used through the school.</p> <p>SW thanked EN for her presentation and asked her to also thank Ellie Brown for her hard work. He also requested that Spring term data be brought to the Summer 1 LGB meeting on 22nd April.</p> <p>Action: CJ to ensure English data is included in Summer 1 Heads report</p> <p>EN then left the meeting</p>	CJ
5.	Agree minutes of previous meetings – 4th December 2023	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.	
6.	Matters arising and actions from previous minutes	
	<p>Item 5 – SW asked governor to continue to complete online safety training if not already done so. Action: Governors to complete online safety training if not already done so Post meeting Note: SH emailed CJ governor school emails on 16.01.24 to allow her to forward them to Mrs Nicholls to ensure all governors could access online safety training</p> <p>Item 9 – It was agreed to carry over the action for SW to raise the issue of governors’ attendance at academy improvement visits and peer reviews with the trust. Action: SW to raise issue of governors’ attendance at academy improvement visits and peer reviews with the trust</p> <p>Item 9 – It was agreed as Mrs Harrison was an interim headteacher, CJ would include Camilla Saunders the Director of Inclusion as the contact at MPA within the Safeguarding and Child Protection Policy. Action: CJ to update Safeguarding and Child Protection Policy to include Camilla Saunders as contact at MPA</p> <p>Item 11 – CJ advised she had amended the list on page 4 of the Mental Health Policy which would now be renamed as the Mental Health and Wellbeing Policy.</p> <p>Item 12 – CJ advised the parental usage of the layby at the front of the school at the start and end of the school day to be a continuing issue and parents were completing three point turns in the road. She had contacted the highways dept and would consider installing fixed bollards to the layby. A governor queried if the contractor who was widening the cycle path between Horningsea and Fen Ditton could be asked to install such bollards? SW asked if LD could liaise with Fen Ditton Parish Council as to whether they could assist the school with the parental usage of the layby? Post Meeting Note: LD emailed FDPC on 16.01.24 to ask if they could assist the school to ensure the correct usage of the layby and would update the LGB when had a response</p> <p>A governor noted there were temporary barriers across the pedestrian crossing on the main road as part of the widening of the cycle path between Horningsea and Fen Ditton.</p> <p>It was agreed all other items had been actioned.</p>	<p>All CJ</p> <p>SW</p> <p>CJ</p> <p>LD</p>
7.	Chairs Report	

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	SW advised he had met with Mrs Johnston the Director of Primary Education around the headteacher recruitment process at Bottisham Primary School with interviews taking place next week (Mr Askew had applied for the position). The trust would then consider recruiting permanent headteachers at MPA and Fen Ditton.	
8.	Headteachers Report	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p>General Overview – CJ noted data had been included for every year group and the effect on it from children on reduced timetables and alternative placement - there had been some recent successes with the Local Authority to investigate and try to secure specialist provision. The SLT would have regular attendance meetings particularly to focus on those children who arrived at school late.</p> <p>A governor queried if some children might be absent for their birthdays? CJ advised birthdays were acknowledged within weekly assemblies, but children would no longer be allowed to bring in sweets to share.</p> <p>A governor queried if there was an update on the parental complaint made during the summer term 2023? CJ advised there was none since the trust had forwarded a response letter to the DfE.</p> <p>A governor noted there had been one SENSO violation to date? CJ advised the system was sensitive and the school still needed to understand how best to use it.</p> <p>CJ advised there would be a Peer Review on 25 January to focus on Early Years and Active Learning (to help children with SEND), an Academy Improvement Visit on 1 February to focus on safeguarding and PHSE and a Peer Review on 7 February to focus on SEND. SW asked if governors would be able to attend the feedback session for these visits?</p> <p>CJ advised the school employed a caretaker for 2.5 hours/day and to allow him to focus on maintenance around the school it had been agreed to trial that the school would be locked up by at least two staff (to ensure safety) at the end of every day by latest 6.30pm.</p> <p>A separate document titled 'FDPS – Compare School and College Performance Data in England – 2023' was also distributed prior to the meeting.</p>	
9.	Safeguarding Audit	
	<p>A separate document titled 'Safeguarding Audit Feedback Fen Ditton 06.12.23' was distributed prior to the meeting and MF briefly went through it.</p> <p>SW thanked CJ, MF ad XC for attending the audit.</p>	
10.	IDSR	
	<p>A separate document titled 'Ofsted – IDSR' was distributed prior to the meeting and CJ advised it had been published in December to include 2022-23 data.</p> <p>A governor pointed out that in the report, staff supply costs were high. He also observed that there had not been any staff changes reported in the Headteachers Report. Is the school's staff supply costs still high in the current year? CJ advised she had attended a budget meeting last week and the supply costs were not as high as the previous year due to how they have been deploying staff. The school had offered a permanent position to a long-term supply but was still chasing references as part of the appointment process and would look to also recruit two TAs. She also reported that the budget was now at a reduced deficit.</p> <p>A governor queried when Mrs Parker would return from maternity leave? CJ advised in mid-February and would first come back on a reduced contract.</p>	

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	A governor queried the expected numbers who would start in Reception in September 2024? CJ advised from the local authorities' portal, 34 children had applied to date but that she did not know if this was for first or second choice.	
11.	Policies	
	It was agreed this item would be discussed at the LGB on 26 February.	
12.	Governor Matters	
	<p>Governor Newsletter – SW advised he would write a newsletter at the end of the spring term.</p> <p>Governor Recruitment – SW advised the LGB would always consider additional governors perhaps to first join as an associate. Governors would have to consider the appointment of a vice-chair in due course.</p> <p>Governor Visits – A separate document titled 'SEND – Inclusion 06.12.23' was distributed prior to the meeting and LD briefly went through it. Governors briefly discussed how suggestions made in governors reports could be best communicated with the trust.</p> <p>Training – A separate document titled 'Professional Learning Programme' was distributed prior to the meeting. There would be new governor training at Bottisham Village College on Tuesday 23 January between 6.00-7.30pm that JB, RB and OU would attend.</p> <p>XC advised he had attended a training session in December on School Performance Data and noted the key messages from it.</p>	
13.	Standing Items	
	<p>Trust Matters – The recruitment of headteachers had already been discussed and there would be an AGF on 5 February.</p> <p>Safeguarding – MF noted there was nothing else to report.</p> <p>Staff Wellbeing – CJ advised staff absence to be lower than 2022-23 and she felt there to be a bond developing amongst staff who were very supportive towards each other.</p> <p>Save Honey Hill – CL advised he had notified the school and trust last week of a further hearing with the Planning Inspectorate on 9 January to cover Compulsory Purchase Orders.</p> <p>Marleigh Primary Academy – SW advised there would be a next LGB on 22 January and the school continued to face challenges around pupil numbers and staff recruitment and retention.</p>	
14.	Review of meeting	
	This was not discussed.	
16.	Date of next meetings	
	<p>LGB – Monday 26 February (remote)</p> <p>LGB – Monday 18 March (in person)</p> <p>LGB – Monday 22 April (in person)</p>	
	Meeting closed at 7.50pm	

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