

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

**APOLOGIES:** Chris Lindley (CL)

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

Item	Action	Resp.
3.	JB and OU to confirm they have read safeguarding documentation by completing the LGB Tracker	JB,OU
3.	SH to forward JB a link to allow him to complete NGA safeguarding training and forward certificate onto SH	SH,JB
5.	Governors to complete online safety training if not already done so	All
5.	Governors to read documentation forwarded from CJ to allow it to be further discussed at the LGB on 22.04.24	All
8.	LD to forward booklet developed by YPMH trust to school	LD
13.	Governors unanimously agreed to remove those policies highlighted in bold and green from the LGB Tracker but not those in italics presently	CL,SW
13.	Behaviour Curriculum and Positive Behaviour Management Policies to be taken to LGB on 22.04.24 for approval	SH,All
14.	Governors to inform SH of attendance at all training sessions to allow him to update the LGB Tracker	SH
15.	Governors to inform CJ if able to visit the school during KS2 SATs w/c 13 May	All

No	Description	Resp.
<b>1.</b>	<b>Welcome from the Chair</b> SW welcomed all to the meeting	
<b>2.</b>	<b>Apologies and Quorum</b> Apologies were received from Chris Lindley (CL) which were accepted by governors and the meeting was quorate.	
<b>3.</b>	<b>Declarations of interest</b> There were none. <b>Action: JB and OU to confirm they have read safeguarding documentation by completing the LGB Tracker</b> <b>Action: SH to forward JB a link to allow him to complete NGA safeguarding training and forward certificate onto SH</b>	<b>JB,OU</b> <b>SH,JB</b>
<b>4.</b>	<b>Agree minutes of previous meetings – 15<sup>th</sup> January 25<sup>th</sup> January and 26<sup>th</sup> February 2024</b> <b>LGB Minutes – 15.01.24</b> The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair. <b>ELGB Minutes – 25.01.24</b>	

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	<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><b><u>LGB Minutes – 26.02.24</u></b>          The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.</p>	
<b>5.</b>	<b>Matters arising and actions from previous minutes</b>	
	<p><b><u>LGB Minutes – 15.01.24</u></b>  <b>Item 4</b> – It was agreed data would be included within the agenda for the LGB on 22 April 2024.</p> <p><b>Item 6</b> – SW asked governors to continue to complete online safety training if not already done so.  <b>Action: Governors to complete online safety training if not already done so</b></p> <p><b>Item 6</b> – LD advised she had not received a response from Fen Ditton Parish Council from her request to ask if they could assist the school to ensure the correct usage of the layby at the front of the school. CJ than advised she had received a separate correspondence from the Policy and Regulation Manager at the local authority which she forwarded to governors during the meeting for their perusal.  <b>Action: Governors to read documentation forwarded from CJ to allow it to be further discussed at the LGB on 22.04.24</b></p> <p>It was agreed all other items had been actioned.</p> <p><b><u>ELGB Minutes – 25.01.24</u></b>          There were no actions from the meeting.</p> <p><b><u>LGB Minutes – 26.02.24</u></b>  <b>Item 1</b> – If having IT issues, governors were asked to email the trusts IT support (helpdesk@anglianlearning.org).          It was agreed all other items had been actioned.</p>	<p><b>All</b></p> <p><b>All</b></p>
<b>6.</b>	<b>Chairs Report</b>	
	<p><b>AGF</b> – A separate document titled ‘AL Governance Forum – 05.02.24’ was distributed prior to the meeting.</p> <p><b>Executive Headteacher</b> – Governors from both Fen Ditton and MPA had been invited to a lunch between 12-1.00pm on Tuesday 19 March at MPA to meet with the two candidates and members of the central team. Interviews would be over 19 and 20(am) March with SW being involved with both days and the Co-Chair from MPA on the second day. CJ and SW then briefly outlined the interview timetable for both days.  <b>A governor queried if governors attending the lunch would be provided with a brief overview of each candidate? SW advised it would provide governors an opportunity to meet informally with both candidates and the central team.</b></p> <p><b>Executive Deputy Headteacher</b> – SW advised there had been nine applicants with five shortlisted, all internally within the trust. This could present challenges for the trust from those unsuccessful candidates.          Interviews had been on 11 March and a candidate had been successfully recruited. Parents and children would be notified of the executive headteacher and executive deputy headteacher position at the same time hopefully by the beginning of the following week. From next year CJ would be an executive deputy headteacher with responsibility for SEND.</p>	

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	<p><b>Governing Body</b> – SW advised he would hope to meet with Kerrie Jones the trusts clerk next week to discuss his proposal as to how the governing bodies of both schools could operate from next year under an executive headteacher and he would report back to governors in due course. A governor queried the possible models for the governing bodies? SW suggested there be a separate group of governors for both schools with a focus on monitoring and progress and Chairs from each group would be invited to be part of an overall group of governors to focus on strategic priorities and policies for both schools. It was hoped this model would streamline processes, avoid duplication, reduce workload and fit around the trusts scheme of delegation.</p>	
<b>7.</b>	<b>Headteachers Report</b>	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p><b>Safeguarding</b> – CJ advised of a significant safeguarding issue from a child being able to climb over the playground fence at the front of the school. The trust had agreed with the school that there were no further alternative measures that could be introduced, and a company would visit tomorrow to form a quotation to install a new higher fence along the front perimeter. The school had no available funds to allow for this and costs would have to come from trust reserves – the trust had been supportive as it did present a safeguarding concern. A governor queried how long had such incidents being going on for? CJ advised they had started in 2022-23 and could happen at any time with no known ‘trigger-points’. A governor queried the number of SENSO violations? CJ advised some were ‘false positives’ and when reviewed were not of a concern. The school had identified and responded appropriately to one incident. A governor queried the purpose of SENSO? CJ advised in response to a new requirement in KCSiE 2023 for schools to manage children’s online use whilst at school, the trust had brought into SENSO an online platform to notify DSLs of any possible misuse of the internet. Children were assigned specific laptops to assist the school with identifying where concerns had originated from.</p> <p>A governor queried if in future reports, additional commentary could be included to provide a context behind the presented data?</p> <p><b>Attendance</b> – A governor noted the increase in persistent absence? CJ advised that one child had significantly affected the data and she would have regular meetings with the local authorities attendance officer, and reviewed the use of attendance letters and other resources. A governor advised from a recently attended trust meeting there had been a suggestion there be an anonymised deep dive into a child’s data with long term absence, to understand if there were trigger points behind this? CJ advised there were no school refusers and staff would ensure there was a chronological reporting of evidence. A governor queried further details behind the school being selected as a pilot for the new Partnership for Inclusion of Neurodiversity in Schools (PINS) project? SW briefly advised of the focus behind it.</p> <p>A governor noted the recent successful residential trip and CJ advised it had been to the Jarman Centre in Newmarket and briefly went through some of the different activities children had participated in.</p> <p><b>Governors thanked all staff for their attendance at the residential trip</b></p> <p><b>Trust parental Survey</b> – CJ advised of the lower number of responses to the survey, which had all been positive and had been discussed at the AGF in February. A governor queried if parents could be reminded to complete parental surveys? CJ advised this should have happened and suggested in future surveys, iPads could be available during school</p>	

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	<p>events to then allow parents to complete surveys. KS2 children were part way through completing a separate survey.</p> <p>A governor queried if surveys were online, or could parents complete them via paper? CJ advised whilst they were all online, she noted the need for some parents to be provided with a paper version.</p>	
<b>8.</b>	<p><b>Safeguarding Update</b></p> <p>SW advised there had been a visit on 01 February to focus on PHSE and he had attended the feedback session, and the report would be discussed under Item 14, which he then briefly went through.</p> <p>A governor queried if the trust would develop a mental health policy? CJ advised this was ongoing.</p> <p>LD advised she was a trustee of a young person’s mental health trust and had forwarded a booklet they had produced to the central team and asked if the school would also like a copy which CJ and RB agreed would be beneficial.</p> <p><b>Action: LD to forward booklet developed by YPMH trust to school</b></p>	<b>LD</b>
<b>9.</b>	<p><b>Integrated Curriculum and Financial Planning (ICFP) Review</b></p> <p>Two separate documents titled ‘Primary Financial Metrics and KPIs’ and ‘Primary LGB ICFP Discussion Spring 2024’ were distributed prior to the meeting.</p> <p>CJ noted presented data had been collected during the autumn term which had since changed, and the document provided a comparison with other schools in the trust. The high staffing costs in the school were noted to address the need additional support staff to support increasing need in the school.</p> <p>A governor noted the high SEND compared to other schools? CJ advised she continued to develop and submit assessments and applications for children both at Fen Ditton and MPA. Identification of need had improved as well as there being a wider increase in SEND.</p> <p>A governor noted leadership was lower than other schools? CJ advised of reasons for this in 2023-24 and would be interesting to see how this further change next year.</p> <p><b>Governors thanked CJ and the SLT for their leading and management of the school in 2023-24</b></p> <p>A governor noted that staffing costs higher than 75% of a schools budget were unlikely to be sustainable? CJ advised both the interim headteacher at MPA and herself were discussing and agreeing financial matters now, which would impact next year when the executive headteacher was in position. Schools had been requested to submit a draft of their 2024-25 budget by the end of April – she was unable to presently share further details with governors. The school would have an in-year deficit for 2023-24.</p> <p><b>OU then left the meeting</b></p>	
<b>10.</b>	<p><b>Feedback from AIVs/ Peer Reviews</b></p> <p><b>Feedback from Peer Review on 25.01.24</b> – A separate document titled ‘FDPS Feedback – 25.01.24’ was distributed prior to the meeting.</p> <p><b>Feedback from Academy Improvement Visit on 01.02.24</b> (Safeguarding, focussing on PHSE) – A separate document titled ‘AIV Record Safeguarding – 01.02.24’ was distributed prior to the meeting.</p> <p><b>Feedback from SEND Peer Review on 07.02.24</b> – A separate document titled ‘Blueprint Enquiry for SEND Concluding Reflection Form v2’ was distributed prior to the meeting.</p> <p><b>Feedback from Academy Improvement Visit on 06.03.24</b> (Inclusion) – A separate document titled ‘AIV Record Inclusion – 06.03.24’ was distributed prior to the meeting.</p>	

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	<p>A governor noted a possible overlap between matters discussed in the SEND Peer Review and AIV focusing on Inclusion and whether this would increase CJs workload? CJ advised whilst there was cross-over, she noted the differing focus to each. She had fed back to the trust comments as to the number of visits within a small window in the spring term.          There would be a further visit to focus on people and leadership on Thursday 18 April.</p> <p>A governor queried what did GA pathway refer to within the blueprint enquiry? CJ advised it to be Graduated Approach Pathway and allowed for an approach to teaching for all children moving from ordinary classroom provision to those with SEND support and then those with 1to1s/EHCPs.          A governor queried further details of Widgets? CJ advised it referred to software used to develop visual aids around the school.          Further to a governor query, CJ advised the stated percentages referred to children with SEND being included into one, or more, of four categories.</p>	
<b>11.</b>	<b>Ofsted Report for Premier Education Wraparound</b>	
	A separate document titled 'Ofsted Inspection Report – 24.01.24' was distributed prior to the meeting and it was noted it had been a positive report.	
<b>12.</b>	<b>Risk Register Review</b>	
	<p>A separate document titled '4Risk Report – March 23' was distributed prior to the meeting. CJ advised for 2023-24, the trust had requested schools identify three of four risks specific to individual settings and how the school would look to manage them, and she then briefly advised of the risks from the document.</p> <p>A governor queried if the premises risk should be highlighted in red to reflect the significant safeguarding risk from a child being able to climb over the fence at the front of the school?          A governor queried the reception numbers for 2024-25? CJ advised from the local authorities portal, the school had data as to the number of families who had put the school as first, second and third choice and the local authority would make formal placement offers in April. Numbers would be similar to this year.</p> <p>Governors then briefly noted the proposed new primary and secondary schools to be constructed within the development on Cambridge Airport.</p> <p>A governor noted most risks were assigned to CJ and it was agreed these would be spread within the new leadership model for the school from next year.          A governor queried if there should also be a further risk around CJs wellbeing? SW suggested this could be included within one of the existing risks.</p>	
<b>13.</b>	<b>Policies</b>	
	<p><b>Review (Policies to be Removed)</b> – SW asked if governors were now happy to remove stated polices from the tracker?  <b>Action: Governors unanimously agreed to remove those policies highlighted in bold and green from the LGB Tracker but not those in italics presently</b></p> <p><b>Anti-Bullying</b> – CJ advised this was still being developed.</p> <p><b>Behaviour Curriculum</b> – A separate document was distributed prior to the meeting.</p> <p><b>Positive Behaviour Management</b> – A separate document was distributed prior to the meeting.  <b>Action: Behaviour Curriculum and Positive Behaviour Management Policies to be taken to LGB on 22.04.24 for approval</b></p>	<p style="text-align: center;"><b>CL,SW</b></p> <p style="text-align: center;"><b>SH,All</b></p>
<b>14.</b>	<b>Governor Matters</b>	

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	<p><b>Governor Newsletter</b> – SW advised he would write a newsletter at the end of the spring term.</p> <p><b>Governor Recruitment</b> – SW advised due to the possible change to the governance model for Fen Ditton and MPA from next year that no further governors be recruited presently.</p> <p><b>Governor Visits</b> – Three separate documents were distributed prior to the meeting and governors briefly went through them.</p> <ul style="list-style-type: none"> <li>• Link Governor Report (XC) AIP Priority 6 – 18.01.24</li> <li>• Link Governor Report (SW) AIV Reviewing PHSE Provision – 01.02.24</li> <li>• Link Governor Report (LD) AIV Inclusion – 06.03.24</li> </ul> <p><b>Training</b> – A separate document titled ‘Professional Learning Programme’ was distributed prior to the meeting. LD advised she had attended the trust inclusion training on 12.03.24</p> <p><b>Action: Governors to inform SH of attendance at all training sessions to allow him to update the LGB Tracker</b></p>	<b>All</b>
<b>15.</b>	<b>Standing Items</b>	
	<p><b>Trust Matters</b> – SW advised there would be a parents forum on Thursday 25 April at 7.00pm at Fen Ditton for parents of both FD and MPA to meet with staff and members of the trust central team.</p> <p><b>Safeguarding</b> – MF queried an update on the schools plans to issue children with new passwords for laptops? CJ advised she would remind the trusts IT dept to progress this. It was hoped the works to introduce new passwords could happen during the Easter holidays and the school would move towards using QR codes.</p> <p>There was now an electronic sign in in the reception for all adults and it was noted some governors did not have their names included within the system.</p> <p><b>Staff Wellbeing</b> – RB advised although tired towards the end of the term, staff were still positive and supportive towards one another</p> <p><b>Save Honey Hill</b> – LD advised within the planning approval process, there would be a focus on collecting further evidence around traffic and transport. A final report was due in the Autumn.</p> <p>CJ asked for an update on the schools application for 106 funding from Horningsea Parish Council? LD advised it would go to the council for their consideration.</p> <p><b>Marleigh Primary Academy</b> – CJ advised there was now a more settled atmosphere with the school.  SW advised there was an article on physical education at the school within the latest copy of ‘Physical Education Matters’.</p> <p><b>KS2 SATs</b> – CJ asked if governors would be able to visit the school during w/c 13 May between 9-11.00am to observe SATs? Three governors suggested they would be able to attend.</p> <p><b>Action: Governors to inform CJ if able to visit the school during KS2 SATs w/c 13 May</b></p>	<b>All</b>
<b>16.</b>	<b>Review of meeting</b>	
	This was not discussed.	
<b>17.</b>	<b>Date of next meetings</b>	
	<b>LGB</b> – Monday 22 April (in person)	

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	<b>LGB – Monday 10 June (in person)</b> <b>LGB – Monday 08 July (in person at MPA)</b>	
	<b>Meeting closed at 7.50pm</b>	

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