

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

**APOLOGIES:** None

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

**Action Log**

Item	Action	Resp.
1.	CL agreed to liaise with trust IT Helpdesk to allow JB and OU access to FD Policies folder direct from Connect homepage	CL
2.	Governor approval to remove documents from policy tracker to be taken to LGB on 18.03.24	All
2.	SW to confirm if governors able to attend lunch on 19.03.24 to meet with candidates for Executive Headteacher	SW,All

Item	Action	Resp.
1.	<p><b>Policy Tracker</b></p> <p>SW thanked governors for attending the meeting and advised XC,CL and himself had met separately to review the school's policy tracker with a view to reducing the number of documents within it (some no longer applied as the school was now within a trust and others had been amalgamated).</p> <p>Polices fell into one of three categories: -</p> <ul style="list-style-type: none"> <li>• Policies developed by the trust for use in all schools.</li> <li>• Trust policies which needed to be personalised by schools to suit their context.</li> <li>• School based policies.</li> </ul> <p>Staff and governors had previously had access to different versions of each policy and CL had liaised with the trust to allow policies to be kept in one central location for use by all. There would also be a focus on standardising the presentation of policies.</p> <p>XC then advised from Connect and the Governance Portal, there was a link to a folder titled 'FDP Policies' which included the policy tracker as well as a number of other relevant folders and documents. The tracker could also be accessed via the school's SharePoint site.</p> <p>From the Governance Portal there was also a link to a folder titled 'Policies' which included the trusts own policies (split into six themed sub-folders) which the schools tracker would link to in due course.</p> <p><b>CJ arrived at meeting</b></p> <p>JB advised he was unable to access the 'FDP Policies' from the Connect homepage. XC distributed a link to the relevant folders during the meeting.</p>	

Signed By:	Date:

	<p><b>Action: CL agreed to liaise with trust IT Helpdesk to allow JB and OU access to FD Policies folder direct from Connect homepage</b></p> <p>Two separate documents titled ‘Fen Ditton Policy Tracker’ and ‘Review (Policies to be Removed) – February 2024’ were shared at the meeting. From the second document, SW proposed those policies in bold be removed from the tracker and noted those in italics would need to be further reviewed before deciding whether they could also be removed.</p> <p>SW, CL, XC and CJ agreed to meet separately after the meeting to further review which policies in italics could be removed from the tracker. SW then emailed governors an updated version of both documents after the meeting to allow governors the opportunity to review them prior to governors agreeing which documents could be removed from the tracker at the LGB on 18 March.</p> <p><b>Action: Governor approval to remove documents from policy tracker to be taken to LGB on 18.03.24</b></p> <p>SW advised he had also met with Kerrie Jones and the trust were also reviewing the policies requiring LGB approval and were also completing a website audit for all schools.</p> <p>SW asked should governors have any further queries, to please contact either CL, XC or himself.</p>	<p><b>CL</b></p> <p><b>All</b></p>
<p><b>2.</b></p>	<p><b>Executive Headteacher/Deputy</b></p> <p><b>Executive Headteacher</b> – SW advised interviews would be on Tuesday 19 and Wednesday 20 March and he would be involved in these. He would confirm whether there would be an opportunity for governors to meet with candidates during a lunch on the first day.</p> <p><b>Action: SW to confirm if governors able to attend lunch on 19.03.24 to meet with candidates for Executive Headteacher</b></p> <p><b>Executive Deputy Headteacher</b> –SW advised he would be involved with the interviews on Friday 8 March.</p> <p><b>Parent Forum</b> – SW advised there would be a Parents’ Forum for both Fen Ditton and Marleigh Primary Academy at Fen Ditton on Thursday 25 April at 7.00pm to allow an opportunity for the trust to update and provide reassurance to parents around the appointments.</p> <p>At a previous Parents’ Forum in March 2023, Cambridge City Council had requested to attend as part of their work in developing a poster to warn of the dangers of county lines. They would also attend the meeting in April as part of preparing a poster to warn of knife crime and other matters, requested by the Police and Crime Commissioner.</p> <p><b>Academy Improvement Visits</b> – SW advised of the following visits for the rest of 2023-24 and asked if a governor would be able to be attend for the feedback. (he would prepare a report from his attendance at the safeguarding visit on 01 February): -</p> <ul style="list-style-type: none"> <li>• Wednesday 6 March – Fen Ditton Academy Improvement Visit 4 – Inclusion. CJ advised the visit would focus on pupil premium and SW asked as LD was unable to attend would another governor be able to? It was agreed CJ would set up an invite to allow LD to attend remotely – likely timings to be 10.30-11am.</li> <li>• Thursday 18 April – Fen Ditton Academy Improvement Visit 5 – People and Leadership. (XC and OU had agreed to attend). The focus would be agreed closer to the visit in the light of interviews and appointments.</li> </ul>	<p><b>SW,All</b></p>

Signed By:	Date:

	<ul style="list-style-type: none"> <li>Wednesday 5 June – Fen Ditton Academy Improvement Visit 6 – Early results analysis and AIP review. (JB and SWa had agreed to attend)</li> </ul>	
	<b>Date of next meetings</b>	
	<b>LGB – Monday 18 March (in person)</b> <b>LGB – Monday 22 April (in person)</b> <b>Parents Forum – Thursday 25 April (in person)</b> <b>LGB – Monday 10 June (in person)</b>	
	<b>Meeting closed at 7.00pm</b>	

Signed By:	Date: