

PRESENT:

Mark Askew (MA)
 Stuart Wood (SW) Chair
 Xavier Castelino (XC)
 Mark Askew (MA)
 Liz Harrison (LH)
 Henry James (HJ)
 Chris Lindley (CL)
 Layla Skinns (LS)
 Stephanie Tabram (ST)
 Simon Wall (SWa)
 Pat Taylor (PT)

APOLOGIES:

Lydia Clough (LC)
 Miriam Ferrer (MF)
 Alex Smaridge (AS)

IN ATTENDANCE:

Charlotte James (CJ)
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	Governors to confirm they have read the trusts safeguarding documents	ALL
5.	CL to report back on mental health audit at LGB on 21.03.22	CL
5.	Governors to email a short 'bio' to SH to then forward onto the school	ALL
7.	MA to update data document and place in 28.02.22 meeting folder	MA
7.	MA to liaise with CL attending meeting with trusts IT dept	MA
7.	MA to liaise with IT dept ref. forwarding contact details to governors	MA
9.	Governors to feedback their findings at LGB on 28.02.22	LC/ST/CL/ LS/SW
10.	AIP Monitoring to be taken to LGB on 28.02.22	SH/ALL
11.	CJ to issue SEND Pathway document to governors	CJ
12.	Asset Management Plan to be taken to LGB on 21.03.22	SH/MA
13.	CL, MA and SW to meet ref. policies	CL/MA/SW

No	Description	Resp.
1.	Welcome from the Chair	
	SW welcomed all to the meeting.	
2.	Apologies and Quorum	
	Apologies were received from Lydia Clough (LC), Miriam Ferrer (MF) and Alex Smaridge (AS) that were accepted by governors and the meeting was quorate.	
3.	Declarations of interest	
	HJ advised that he was the brother of Miss James the Deputy Head. MF was the secretary of the schools PTFA. SW was the Chair of Governors at Marleigh Academy and AS was also a governor at the same school.	
4.	Agree minutes of previous meetings – 6th December 2021	
	The minutes had been circulated in advance of the meeting and were agreed as an accurate record. The paper version would be signed by the Chair when he met with the Clerk.	
5.	Matters arising from previous minutes	

Signed By:	Date:

National Covid-19 guidance had been updated three times since the start of the spring term and although the public perception for many was that the country was now over the worse of the pandemic the school would continue to do everything to keep children safe whilst in school. The majority of parents had been supportive towards the school's stance on this but there had been some confusion over the national guidance around taking LFT and PCR tests. MA then advised of the number of children absent in the first week of the spring term and that this had since reduced – all staff were now in school.

Health&Safety – MA advised the school continued to promote H&S and would re-train first aiders where required and increase the number of staff who were three-day paediatric trained. There would also be fire awareness training for staff. At playtimes, staff overseeing the use of the static equipment would be allowed the opportunity to ensure it was safe to use. MA advised of the Christmas activities that had taken place leading up to the end of the autumn term and children had collected items for Christmas hampers for distribution via Abbey People.

Staff Development – There had been a staff training day IN December on EAL and both CJ and himself had continued to do teaching&Learning review days, with a current focus on maths. Two teachers are taking part in the NVQ Teacher Development Course.

Data – A separate docent titled 'Data Analysis – Autumn 2021' was distributed prior to the meeting and MA briefly commented on it.

A governor queried why reception data had not been included in the document? MA advised that data was measured differently in reception but would be shared at the LGB on 21.03.22

A governor queried the overlap between pupil premium and SEND? CJ advised of the percentage of children who were both pupil premium and SEND as well as the percentage on the SEND register.

A governor queried the number of children working above age related expectations? MA advised that teachers had reviewed this data at the recent INSET day.

A governor suggested that the proportion of children meeting age related expectations for writing was lower in Yrs 2 and 5? MA advised that due to the pandemic, children had not completed their phonics programme in KS1.

A governor queried if it was possible to review data with having county and national comparisons available? MA advised that all schools within the trust used the same assessments and he had met with other heads last week. He noted that whilst reading and maths data was positive it had been hard to teach writing remotely during the lockdowns.

A governor queried that there was no previous science data? MA advised that the science lead had developed a new assessment in 2021-22 and this was the first year of its use.

Action: MA to update data document and place in 28.02.22 meeting folder

MA

A further document titled 'Summary of Standardised Tests Yr1 to yr6 Autumn 2021' was distributed after the meeting.

MA advised that LC and Mrs Hearn as English leads had been supported and challenged by the Headteacher from Bottisham Primary school. SWa agreed to monitor English as part of his link role to quality of education.

New guidance for school displays had been shared with teachers - this half term, there would be a focus on Art. Yr5/6 children would attend a residential in July. The PTFA had been successful in a grant that would mainly be spent to develop the outdoor areas. CJ and MA were plannign to meet in February to begin to plan the staffing structure required for September 2022 and continue to prepare for an Ofsted inspection.

Signed By:	Date:

	<p>The school had been offered a number of flat screen TVs and the trust had provided a class set of Ipads as part of a project to evaluate their impact. The new school website would be launched in two weeks and MA thanked CL for his work to standardise the schools' policies. CL offered to meet with MA when he next meets the trusts IT Dept to review the storage of policies.</p> <p>Action: MA to liaise with CL attending meeting with trusts IT dept</p> <p>MA asked if it would be helpful for governors if during his meeting he asked if he could forward the IT Depts contact details to governors for their use? Governors agreed to this.</p> <p>Action: MA to liaise with IT dept ref. forwarding contact details to governors</p> <p>Paul Dunn the trusts director of property had resigned from his position and the trust would seek a replacement and they would also focus on catering and SIMS procurement.</p> <p>SW asked if there were any queries on the item? There were none.</p>	<p style="text-align: center;">MA</p> <p style="text-align: center;">MA</p>
<p>8.</p>	<p>Safeguarding Audit</p> <p>A separate document titled 'Safeguarding Audit – FDPA – 10.12.21' was distributed prior to the meeting and LS proceeded to briefly go through it. PT asked LS if they could meet to review safeguarding?</p> <p>A governor queried what did the acronym EIF stand for? MA advised Educational Inspection Framework.</p> <p>MA asked that all governors read the safeguarding documents and watch the safeguarding governor training as a priority, to allow gaps in the SCR to be filled in. It was agreed that as staff, LC and ST do not need to complete further training.</p>	
<p>9.</p>	<p>Follow up from Vision morning</p> <p>From the Visions document taken to the LGB on 6th December, SW read out the three questions that the school was seeking responses to at this stage. CJ advised she had received a document from the trust today in preparation for a subsequent SEND meeting regarding the trust's visions and values.</p> <p>ST advised that from a staff perspective, there could be a questionnaire and LC and herself could then meet with specific staff that have been at the school for a longer time. The questionnaire could be left in the staffroom for part-time staff to access. For pupils, it could be included in PHSE lessons and how older children considered their journey through the school.</p> <p>LS had met with CL and suggested an online survey take place to engage with parents and complete follow up interviews with parents and asked if there would be space in the school to allow for this? MA advised they could take place after school perhaps outdoors if the appropriate weather.</p> <p>SW advised that to liaise with the wider community, he would contact Horningsea and Fen Ditton Parish Councils as well as Abbey People. A governor noted that HPC met every two months and there would be an AGM in March with representatives from all local groups in the community. SW asked if LH would be willing to attend that meeting?</p> <p>Action: Governors to feedback their findings at LGB on 28.02.22</p>	<p style="text-align: center;">LC/ST /CL/LS /SW</p>
<p>10.</p>	<p>Monitoring and Updates</p>	
	<p>SW asked that governors feedback their monitoring progress at the LGB on 28.02.22</p> <p>Action: AIP Monitoring to be taken to LGB on 28.02.22</p>	<p style="text-align: center;">SH/ALL</p>

Signed By:	Date:

11.	<p>Update on SEND Provision</p> <p>CJ advised of the number of send support children and those with EHCPs within the SEND register and how this was split within each year group. All children on the register were in one or more of four categories which she briefly went through. She then advised that the school would focus on quality first teaching to reduce the need for interventions. The school would record such interventions and increase parental involvement. There were a number of outside agencies that the school worked with. CJ then advised of the number of referrals made between March 2020 and July 2021 and the numbers made so far in 2021-22. The school wanted to expand its inclusion team by having a family worker to support families and children with persistent absence and to work in partnership with other schools in the trust.</p> <p>Action: CJ to issue SEND Pathway document to governors</p> <p>MA advised that Camilla Saunders the Trust’s SEND director had been liaising with the local authority regarding the setting up of local SEND ‘hubs’. A governor queried if it would be possible for volunteers to assist with admin around SEND? CJ advised there were tasks that could be done by such a role.</p> <p>SW asked if there were any further queries? There were none.</p>	CJ
12.	<p>Asset Management Plan</p> <p>A separate document titled ‘Annual Building Review Asset Management Plan Minutes’ was distributed prior to the meeting. It was agreed to carry-over the item to the LGB on 21st March 2022.</p> <p>Action: Asset Management Plan to be taken to LGB on 21.03.22</p>	SH/MA
13.	<p>Policies</p> <p>A separate document titled ‘Special Educational needs and Disability Policy - January 2022’ was distributed prior to the meeting and CL advised it had been updated to include PT as link governor and asked that it would be useful to for him to meet with SW and MA to review the progress made in ‘standardising’ policies.</p> <p>Action: CL, MA and SW to meet ref. policies</p>	CL/MA /SW
14.	<p>Governor Matters</p> <p>Governor Newsletter – SW advised he would write a newsletter after the meeting.</p> <p>Governor Visits – A governor queried if visits could now be in person, or should they continue to be remote? MA advised that should governors require to visit, please first complete a LFT test on the morning of the visit and wear a face covering whilst in school.</p> <p>Training – SW advised that should governors have specific training needs, to please liaise with LH.</p>	
15.	<p>Standing Items</p> <p>Trust Matters – It was agreed this had already been covered in the meeting.</p> <p>Safeguarding – It was agreed it had already been discussed under Item 8.</p> <p>Staff Wellbeing – SW advised that he would try to meet with staff before the half-term break if possible. It was noted that CJ had done a lot of work to support wellbeing which had been appreciated by staff.</p> <p>Save Honey Hill – There were no updates to share with governors.</p>	

Signed By:	Date:

	Marleigh Academy Primary – SW advised the school had had their first LGB on 10 th January and the building would be topped out in two weeks. Mike Fish had been appointed as Headteacher and would start fulltime after Easter. He was giving a day a fortnight during the Spring term.	
16.	Any Other Business	
	Governor Photos – ST asked that all governors forward her a photo to be included within the governor’s board at the entrance of the door if they wanted their existing photo to be updated.	
17.	Review of meeting	
	There was nothing further to add.	
18.	Date of next meetings –	
	LGB – Monday 28 February at 6.15pm LGB – Monday 21 March at 6.15pm LGB – Monday 9 May at 6.15pm A decision as to whether meetings would be in school or remote would be taken nearer the time.	
	Meeting closed at 8.20pm	

Signed By:	Date: