

PRESENT:

Mark Askew (MA)	Head
Stuart Wood (SW)	Chair
Xavier Castelino (XC)	
Lydia Clough (LC)	
Miriam Ferrer (MF)	
Liz Harrison (LH)	
Chris Lindley (CL)	
Henry James (HJ)	
Stephanie Tabram (ST)	
Simon Wall (SWa)	

APOLOGIES:

Lindsey Davies (LD)
Layla Skinns (LS)

IN ATTENDANCE:

Stuart Hales (SH)	Clerk
Paula Bishop (PB)	Observer

Action Log

Item	Action	Resp.
1.	Trust to be informed that Alex Smaridge had stepped down from LGB	SH/SW
4.	SW to continue as Chair of LGB for a further three years which was proposed by LH, seconded by SWa and unanimously agreed by all governors – SH to forward recommendation to trust for their approval	SH
4.	Governors agreed to co-opt LS onto LGB for autumn term, which was proposed by HJ, seconded by CL and unanimously agreed by all governors – trust to be informed	SH/SW
5.	SH to forward approved LGB minutes to office to upload to school website	SH
6.	School Visions to be taken to LGB on 10.10.22	SH/SW
6.	LH to prepare short report ref. not progressing monitoring of Priority 4 in 2021-22	LH
7.	All governors to complete trusts safeguarding training via Mentor	All
7.	SW to upload LGB Tracker to SharePoint	SW
7.	SH to review that safeguarding documents on SharePoint have been updated to 2022-23	SH
9.	SW to complete TA exit interviews as well as arranging TA meeting	SW
10.	AIP monitoring to be taken to LGB on 10.10.22	SH/SW
12.	SW to write to Elizabeth March Foundation to confirm schools' proposals to spend funding	SW
13.	MA to revise order of four values within Curriculum Statement to align with those on school website	MA
13.	SEND and PE Policies to be taken to LGB on 05.12.22 for approval – Ryan Parker to be invited	SH/SW

No	Description	Resp.
1.	Welcome from the Chair and introduce Paula Bishop to governors	
	SW welcomed all to the meeting and introduced PB as an observer with a view to becoming a governor – governors then introduced themselves to her. He then advised he had met with Alex Smaridge during the summer holidays who had agreed to step down from the LGB to allow her to focus on being a governor at Marleigh. Application forms for LD had been forwarded to the trust for their approval. Action: Trust to be informed that Alex Smaridge had stepped down from LGB	SH/SW
2.	Apologies and Quorum	
	Apologies were received from LD and LS that were accepted by governors. The meeting was quorate.	
3.	Declarations of interest	
	The following documents were distributed prior to the meeting; -	

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	<ul style="list-style-type: none"> • Declarations of Business and Pecuniary Interests Policy (Summer 2020) • AL Business and Pecuniary Interests Policy Information and Action Sheet (June 2020) • Register of Business Interests <p>SH distributed further copies of the Register of Business Interests during the meeting for governors to complete and return to him. SW added that governors would then only have to declare if they had a particular interest for a specific item during a meeting.</p> <p>Three further documents had also been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • AL Scheme of Delegation v3.0 (September 2021) • LGB Guidance Handbook v4.0 (May 2021) • Fen Ditton LGB Membership 22-23 <p>From page 25 of the LGB Guidance Handbook, SW advised primary LGBs should have between 8 and 12 governors and have the following recommended composition: -</p> <p>One Headteacher Two parent governors Eight trust appointed governors One staff governor (both LC and ST would be allowed to complete their current terms)</p> <p>Further parents could join as associates if necessary.</p>	
4.	<p>Co-opt LS onto LGB for Autumn Term</p>	
	<p>As his three-year term as Chair had ended, SH asked if governors would be happy for SW to continue in the role for a further three years? Action: SW to continue as Chair of LGB for a further three years which was proposed by LH, seconded by SWa and unanimously agreed by all governors – SH to forward recommendation to trust for their approval Decision: Governors unanimously agreed LH should continue as Vice Chair of LGB for 2022-23</p> <p>SW then advised LSs term as a parent governor had ended in the summer term, and she had agreed to be co-opted onto the LGB for the autumn term to allow her to liaise with the new safeguarding governor. Action: Governors agreed to co-opt LS onto LGB for autumn term, which was proposed by HJ, seconded by CL and unanimously agreed by all governors – trust to be informed</p>	<p>SH</p> <p>SH/SW</p>
5.	<p>Agree minutes of previous meeting – 18th July 2022</p>	
	<p>The minutes had been circulated in advance of the meeting. The paper version of the minutes were signed by the Chair during the meeting. Action: SH to forward approved LGB minutes to office to upload to school website</p>	<p>SH</p>
6.	<p>Matters arising and actions from previous minutes</p>	
	<p>Item 5 – SW advised that after the meeting, he would write a Chairs letter to inform parents that there would be a parent election and to invite parents to first register an interest in joining the LGB and attend a meeting as an observer before making a final decision. If more than one parent stepped forward, the LGB could consider them joining as either co-opted or associate governors..</p> <p>Item 5 – SW advised the School Visions would be taken to the LGB on Monday 10 October.</p>	<p>SH/SW</p>

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	<p>Action: School Visions to be taken to LGB on 10.10.22</p> <p>Item 7 – Refer to Item 13.</p> <p>Item 11 – It was agreed that LH still had to prepare a short report ref. not being able to progress monitoring of Priority 4 in 2021-22</p> <p>Action: LH to prepare short report ref. not progressing monitoring of Priority 4 in 2021-22</p> <p>It was agreed all other actions had been completed.</p>	LH
7.	<p>Use of Connect and Mentor</p>	
	<p>SW advised the trust had launched 'Connect', their new collaboration platform and of long-term plans for policies to be in one place for both staff and governors to access. ALiS and Risk 4 the trusts risk register management tool would still be available. MA added that Connect now allowed for links to other services and platforms to be in place.</p> <p>SW then advised the trust would like safeguarding governors from all schools to meet on a regular basis to share best practice.</p> <p>A governor noted after logging onto Mentor there was no available safeguarding training available. It was agreed if governors had any issues accessing it they could forward queries to either Kerrie Jones (kjones@anglianlearning.org) or Camilla Saunders (Csaunders@anglianlearning.org).</p> <p>Action: All governors to complete trusts safeguarding training via Mentor</p> <p>SW advised there would no longer be a requirement for governors to sign that they had read other safeguarding documents from the trust, and he would upload a LGB Tracker for governors to complete in a similar way to 2021-22.</p> <p>Action: SW to upload LGB Tracker to SharePoint</p> <p>Action: SH to review that safeguarding documents on SharePoint have been updated to 2022-23</p>	<p>All</p> <p>SW SH</p>
8.	<p>Chairs Report</p>	
	<p>SW advised he would write a letter after the meeting.</p>	
9.	<p>Headteachers Report (verbal) inc. review of 2021-22 Data</p>	
	<p>Staff Room – SW thanked those staff who had given up part of the summer holidays to re-decorate the staff room.</p> <p>Staffing – A separate document titled 'Staffing and Responsibilities (Sept 2022)' was distributed prior to the meeting. MA advised Jen Rogan had returned from maternity leave and this year's reception cohort had settled into the school. Ryan Parker being appointed PE teacher who would be based at the school for three days/week as well as working at Marleigh and the Howard Schools – it was noted he was Mrs Parkers husband.</p> <p>Mrs Hearn's the pupil premium lead had gone on maternity and Helen McHachlan (who had completed SCIT programme in the school) would cover her leave</p> <p>A governor queried what did the acronym SCIT stand for? MA advised School Centred Initial training and briefly explained its purpose.</p> <p>MA advised maths lessons would be taught in individual year groups this year to assist with teacher workload and there had been a positive INSET day at the start of the term. There continued to be a large challenge around recruitment. Two TAs resigned during the summer holidays, and a further one had resigned last week – it was suggested the resignations could be</p>	

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	<p>linked to working in the nurture provision. It was agreed SW would complete exit interviews with these staff.</p> <p>Action: SW to complete TA exit interviews as well as arranging TA meeting</p> <p>MA advised of the continuing need for the school to have the nurture provision and the support from the trust towards staffing it. The school had sourced three regular supply TAs and MA had attended a trust heads meeting last week.</p> <p>He then advised the biggest SEND need was in Yr1/2 where the school had put in emergency plans to allow specific children to use the provision to allow for a calmer atmosphere in class.</p> <p>A governor queried if recruitment was a problem across the trust and were there reasons for this? MA advised support staff now had greater responsibilities but due to financial constraints, their pay did not reflect this.</p> <p>A governor queried how did staff feel when asked to work in the nurture provision? MA advised there had been an initial internal applicant for the position and there was a level of anxiety with staff when asked to work in it. The school would focus on training support staff – there was an ongoing project across the trust to align contracts for support staff.</p> <p>A governor queried the financial impact of the recent teachers’ pay awards? MA advised it would place a greater burden on school’s finances as they had not received additional funding from central government for either this or to cover higher energy costs.</p> <p>A governor queried if the additional funding included within last year’s budget had been sufficient to allow for the increase in energy costs? MA advised of the sharp increase in energy costs and the trust were aware of problems faced by schools.</p> <p>MA advised that two TAs would attend three-day first aid training and KICK, a local organisation who ran counselling sessions via sports and dance would work with targeted children. There had been a Roald Dahl day on 13 September and a science presentation on 21 September.</p> <p>It had been noted that Stagecoach would be ending the 11/11X bus services between Fen Ditton and Bottisham and the affect it would have on children going to BVC – SW advised he had informed the trust of this.</p> <p>Data – MA advised from data presented at the LGB in July, he had been asked to consider the percentage of children working at greater depth. He had since reviewed progress data for children in Yrs 2 and 6 over one year and stated the following: -</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="2">KS1</th> <th colspan="2">KS2</th> </tr> <tr> <th></th> <th>End of Yr1 (%)</th> <th>End of Yr2 (%)</th> <th>End of Yr5 (%)</th> <th>End of Yr6 (%)</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>12</td> <td>20</td> <td>16</td> <td>24</td> </tr> <tr> <td>Writing</td> <td>12</td> <td>12</td> <td>16</td> <td>16</td> </tr> <tr> <td>Maths</td> <td>12</td> <td>16</td> <td>32</td> <td>20</td> </tr> </tbody> </table>		KS1		KS2			End of Yr1 (%)	End of Yr2 (%)	End of Yr5 (%)	End of Yr6 (%)	Reading	12	20	16	24	Writing	12	12	16	16	Maths	12	16	32	20	SW
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10.	<p>The Academy Improvement Plan (AIP)</p> <p>AIP – A separate document titled ‘2022-2023 Academy Improvement Plan’ was distributed prior to the meeting and MA proceeded to go through each priority within it.</p> <p>A governor queried the use of STEPs around behaviour? MA briefly explained the rationale behind its use which had been introduced in all schools in the county.</p> <p>From priority 4, a governor queried what was CP? MA advised Child Protection to allow for the analysing of records to review if there were any trends or emerging concerns.</p> <p>PB left the meeting</p>																										

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	<p>A governor suggested from the Ofsted report, there could be improvements in the work of the LGB and queried if this should also be a priority within the AIP? MA advised that in his opinion governors working constructively for the best interests of the children, staff and the school.</p> <p>PB returned to meeting</p> <p>SW advised the trust had allowed for governors in all schools to have access to training from the NGA and they would like to do a focus on the governing bodies of Netherhall and Fen Ditton schools.</p> <p>Post Meeting Note: SW created an AIP Monitoring folder on Sharepoint after the meeting.</p> <p>SEF – MA uploaded a separate document titled ‘Self Evaluation following the previous Ofsted Actions and the Current Picture’ during the meeting and briefly went through it.</p> <p>Link Governors – The following roles were agreed; -</p> <ul style="list-style-type: none"> • Priority 1 – Quality of Education (SWa) • Priority 2 – Mental Health (CL) • Priority 3 – STEPs (PB/SW) • Priority 4 – Leadership & Management (XC) <p>As well as this the following other roles were agreed; -</p> <ul style="list-style-type: none"> • Pupil Premium – HJ • SEND – LD • Safeguarding – MF (to work with LS during autumn term) • EAL - LH <p>SW then advised link governor role descriptions were stated within Appendix G of the LGB Guidance Handbook. He then asked if governors were happy with these roles? They agreed they were.</p> <p>SW then advised that governors would consider how they would monitor their priorities at the LGB on 10 October.</p> <p>Action: AIP monitoring to be taken to LGB on 10.10.22</p>	SH/SW
11.	Governor Planning for 2022-23	
	<p>Planning – SW advised he would take a three-month sabbatical during August-October 2023, and he would like to plan for the continual running of the LGB around this. Further to this, MA, LH, SH and himself would meet half-termly through the year to agree agendas and discuss any other matters.</p>	
12.	Funding from Elizabeth March Foundation	
	<p>SW advised the foundation had been set up to help young people in Fen Ditton and had agreed to give away their remaining funding to the school to allow the charity to be wound up and would like the school to suggest ways in which the funding could be spent – one suggestion was to use it to fund the KICK programme which governors agreed to.</p> <p>Action: SW to write to Elizabeth March Foundation to confirm schools’ proposals to spend funding</p>	SW
13.	Policies	
	<p>Curriculum – A separate document titled ‘Curriculum Statement 2022-2023 (Sept 2022)’ was distributed prior to the meeting.</p>	

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	<p>A governor queried what were GL Assessments? MA advised they were standardised tests used by all trust schools, as well as others around the country, to allow the school to make data comparisons.</p> <p>A governor noted the values on the front of the document did not align with those on the school's website?</p> <p>Action: MA to revise order of four values within Curriculum Statement to align with those on school website</p> <p>A governor queried what they should focus on when being asked to approve policies? MA advised for the Curriculum Statement; they should review the curriculum approach at the front of the document. For other policies, updates and revisions would be colour coded for governors' ease of use.</p> <p>Decision: Governors unanimously approved Curriculum Statement</p> <p>SW advised the SEND and PE Policies would be taken to the LGB in December for approval – Ryan Parker would be invited to discuss the PE provision in the school.</p> <p>Action: SEND and PE Policies to be taken to LGB on 05.12.22 for approval – Ryan Parker to be invited</p>	<p>MA</p> <p>SH/SW</p>
14.	Governor Matters	
	<p>Governor Newsletter – This had already been discussed.</p> <p>Governor Recruitment – This had already been discussed.</p> <p>Governor Visits – This had already been discussed.</p> <p>Training – SW advised governors to inform him if they would like specific training that was not already available.</p>	
15.	Standing Items	
	<p>Trust Matters – SW advised there would continue to be a termly Anglian Learning Chairs Forum.</p> <p>Safeguarding – This had already been discussed.</p> <p>Staff Wellbeing – This had already been discussed.</p> <p>Save Honey Hill – CL advised the local person who had led the choir group had appeared at the Cambridge Fringe Festival and would continue to perform locally to raise concerns over the issue.</p> <p>Marleigh Academy Primary – SW advised they would have their first meeting on 26 September. There were now 40 children on roll and KS2 children would visit Fen Ditton next Monday for its Harvest Assembly. CJ had met with Mike Fish to agree how the two schools would continue to collaborate with each other.</p> <p>MA advised two Yr6s from Marleigh had been invited to attend the schools residential this year.</p>	
16.	Any Other Business	
	<p>Socials – SW advised prior to the pandemic, governors would often meet in a local pub after LGBs and asked if any governors were interested to please contact him.</p>	
17.	Review of meeting	
	There was nothing to add.	

Signed By:	Date:

18.	Date of meetings for 2022/23	
	LGB – Mon 10 Oct LGB – Mon 14 Nov (training with central team and Marleigh PA LGB at Marleigh) LGB – Mon 5 Dec	
	Meeting closed at 8.15pm	

Signed By:	Date: