

PRESENT:

Emily Thompson (ET)	Executive Head
Rachel Bailham (RB)	
Adam Burns (AB)	
James Burton (JB)	
Xavier Castelino (XC)	Chair
Lindsay Davies (LD)	
Miriam Ferrer (MF)	
Megha Kishore (MK)	
Chris Lindley (CL)	
Dom Vicinanza (DV)	attended remotely
Lauren Woods (LW)	

APOLOGIES:

Hanna-Beth Clark (H-BC)	Observer
Chris Flood (CF)	

IN ATTENDANCE:

Dan Horrex (DH)	
Charlotte James (CJ)	Executive Deputy Head
Stuart Hales (SH)	Clerk

Item	Action	Resp.
3.	HB-C, CF and DV to complete and return Pecuniary Interests Form	H-BC, CF,DV
5.	ET asked central team on 05.11.24 to confirm the next steps around change in governance structure to be approved by trust board	ET
5.	All non-staff governors to consider being Chair/Vice Chair or Co-Chair of LGB from Spring Term, at LGB on 09.12.24	All
5.	SH asked CF on 05.11.24 for his preference as to which area he would like to be linked to	CF
8.	SH asked MF to forward LW a safeguarding visit proforma on 05.11.24	MF,LW
9.	SH forwarded link to cyber security training (within updated LGB tracker) to LW on 05.11.24	LW
10.	SH asked central team on 05.11.24 to allow HB-C and CF access to complete safeguarding training via National College	Central Team
11.	ET to seek clarification from central team as to the role of LGBs in approving policies and the six policies be taken to the LGB on 09 December for approval	ET
14.	Pavement Between Musgrave Way and Fen Ditton Primary to be taken to LGB on 09.12.24	CL

No	Description	Resp.
1.	Welcome from the Chair and introductions	
	XC welcomed all to the meeting and governors then introduced themselves to one another.	
2.	Apologies and Quorum	
	There were apologies from Hanna-Beth Clark (H-BC) and Chris Flood (CF) which were accepted by governors and the meeting was quorate.	
3.	Declarations of interest	
	There were none for any item on the agenda	
	A separate document titled 'AL Pecuniary Interests Form' was distributed prior to the meeting and SH distributed further copies to those governors who had not already completed and returned it. Action: HB-C, CF and DV to complete and return Pecuniary Interests Form	HB-C CF,DV
4.	Agree Chair of LGB	

Signed By:	Date:



	XC advised he had agreed to Chair the meeting and DV the LGB on 09 December which governors unanimously agreed to.																
5.	Governing Body Structure																
	<p>Proposed governance model for Fen Ditton and Primary School and Marleigh Primary Academy – ET advised following the LGB in September, the central team would be supportive for the LGBs from each school to join to form one body to operate over both schools, but it would not be acceptable to have separate governor working groups. She then suggested the ‘joint’ LGB have six LGBs/year (two per term), with an additional meeting in the autumn term for safeguarding training, with the following structure:-</p> <ul style="list-style-type: none"> • One Executive Head • One Staff • Two parents (one per school) • Eight trust appointed <p>Taken from this number would either be a Chair and Vice-Chair or two Co-Chairs and there would be a separate safeguarding and inclusion governor for both schools.</p> <p>If governors were in agreeance with this model, the proposal would require approval by the trust board and ET asked if adopted, all parties commit to an open communication and agree to any amendments to the LGB structure in the future if necessary.</p> <p>Post Meeting Note: ET asked central team on 05.11.24 to confirm the next steps around change in governance structure to be approved by trust board</p> <p>A governor queried if there were any lessons which could be taken from other schools in the trust which also had a shared LGB? ET advised whilst two other primaries did share such a model, it had only been in place for a relatively short period of time, and she was of the view the transition process over the rest of 2024-25 would present the most challenges.</p> <p>A governor queried if parent governors could come from both schools or only one? The LGB agreed there should be a governor from each school to allow for a better representation from the parental body (subject to ET seeking trust approval).</p> <p>A governor noted there would only be one staff governor in the governance model? ET advised it could often be difficult to recruit staff governors to take on the additional responsibility. Consideration would be needed as to how the staff ‘voice’ was communicated to governors and staff would be invited to LGBs through the year to present on specific subjects and areas.</p> <p>A governor noted the imminent Ofsted inspection at MPA, which would now involve governors from both schools? ET advised once Ofsted confirmed the date of their inspection, she would ask governors for their availability to be present.</p> <p>Election of Vice Chair – DV had expressed an interest in being Co-Chair prior to the meeting. Action: All non-staff governors to consider being Chair/Vice Chair or Co-Chair of LGB from Spring Term, at LGB on 09.12.24</p> <p>Governing body members – ET advised as the terms of office of existing governors finished, the LGB would transition to the above stated model. It was noted the end of term dates for existing governors would be-</p> <table border="1" data-bbox="304 1753 1198 1895"> <thead> <tr> <th>Governor</th> <th>Category</th> <th>End of Term date</th> </tr> </thead> <tbody> <tr> <td>Emily Thompson</td> <td>Executive Head</td> <td>-</td> </tr> <tr> <td>Rachel Bailham</td> <td>Staff</td> <td>11.11.27</td> </tr> <tr> <td>Adam Burns</td> <td>Trust Appointed</td> <td>11.09.26</td> </tr> <tr> <td>James Burton</td> <td>Trust Appointed</td> <td>20.12.27</td> </tr> </tbody> </table>	Governor	Category	End of Term date	Emily Thompson	Executive Head	-	Rachel Bailham	Staff	11.11.27	Adam Burns	Trust Appointed	11.09.26	James Burton	Trust Appointed	20.12.27	<p>ET</p> <p>All</p>
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Emily Thompson	Executive Head	-															
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Signed By:	Date:



Xavier Castelino	Trust Appointed	28.02.25
Hanna-Beth Clarke	Trust Appointed	tbc
Lindsay Davies	Trust Appointed	18.10.26
Miriam Ferrer	Parent	10.11.25
Chris Flood	Trust Appointed	31.12.25
Megha Kishore	Parent	12.11.26
Chris Lindley	Parent	17.01.25
Dom Vicinanza	Trust Appointed	28.11.26
Lauren Woods	Parent	25.09.26
Dan Horrex	Observer	-

As governors terms ended and they should want to continue, but there was not a current role, it would be possible for them to move to an associate governor until a vacancy became available. A governor queried the rationale of the proposed governance model? ET advised it was a standard model used by all schools in the trust as set out in the LGB Governance Handbook. A governor queried as there would be fewer meetings under the model, would the length of each LGB increase? ET advised it was hoped they would not, partly due to the executive leadership model and an efficiency around the sharing of information. A governor queried if pupil data for each school would be discussed at the same time? ET advised data for both schools would be discussed by the executive team concurrently

Safeguarding and Inclusion governors for FDPS and MPA 2024-2025 – The following roles were agreed for 2024-25:-

Fen Ditton

- Safeguarding – MF
- Inclusion – LD

MPA

- Safeguarding – LW
- Inclusion – AB

2024-25 AIP – A separate document titled ‘Draft AIP 2024-20205 FDP and MPA’ was distributed prior to the meeting and ET advised of the reasoning as to why the document would have the same three priorities for each school and suggested two governors be linked to Priority 1. During visits, governors would meet with a member of the SLT to consider both schools and subsequent governors report would also include for both settings.

The AIP would be a live document, which would be reviewed weekly by the executive team and updated half-termly.

A governor noted although KS2 writing had not been included in the document, it would be a focus area, which governors could monitor via HT Reports.

A governor queried the reasoning as to why there was a focus on Early Years/KS1 across both schools? ET advised that her early assessment of the schools is that EY is a key priority, to develop the quality of the provision and measurable outcomes. She also hoped this would also bring associated improvements in KS2 in time. CJ noted there had not been a stability in EY at MPA since the school had opened and there had been a change of staff at Fen Ditton in 2023-24.

Governors then briefly advised of their current roles and responsibilities within each school and agreed to be linked to the following priorities in the AIP:-

- Priority 1 – MK/CL
- Priority 2 – JB
- Priority 3 – H-BC

Action: SH asked CF on 05.11.24 for his preference as to which area he would like to be linked to

CF

Signed By:	Date:



	It was suggested governors exchange mobile phone numbers at the end of the meeting to allow them to confirm dates via ET as to when they would complete visits	
6.	Agree FD/MPA LGB minutes of previous meeting – 16th Sept 2024	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair. A governor asked reference to the Safeguarding and Child Protection Policies being approved be removed. Post Meeting Note: SH revised minutes from 16.09.24 LGB on to suit governor comment on 05.11.24	
7.	Agree MPA minutes of previous meeting – 01st July 2024	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.	
8.	Matters arising and actions from previous minutes	
	<p>FD/ MPA – 16.09.24</p> <p>Item 6 – LD advised works to the cycleway between Horningsea ad Fen Ditton were still ongoing and noted once complete the local authority had agreed to visit Fen Ditton to lead a session on road safety with children. It was agreed to remove this as an action until the works had been completed.</p> <p>RB advised Fen Ditton had started Junior Travel Ambassadors, who had decided to focus on developing a poster to be displayed on the fence outside of the school requesting parents to consider the proper usage of the layby. A governor queried if there continued to be issues with the usage of the layby? CJ advised there were.</p> <p>Item 9 – It was agreed SH would forward LW a suitable proforma for her safeguarding visit with ET on 13 November. Post Meeting Note: SH asked MF to forward LW a safeguarding visit proforma on 05.11.24</p> <p>Item 14 – There would be a coffee morning on 07 November at MPA to allow parents from both schools to meet with the executive leadership team.</p> <p>It was agreed all other actions had either been completed or superseded.</p> <p>MPA – 01.07.24 It was agreed all actions had either been completed or superseded.</p>	MF,LW
9.	Governors to complete LGB 2024-25 Tracker	
	<p>Secure School – The trust had launched Secure Schools as a centralised platform to allow governors from all schools in the trust to confirm they had completed annual training and read relevant safeguarding policies and documents (Secure Schools could also be accessed via the Quick Links on Connect). Feedback about the platform had since gone back to the central team. Post Meeting Note: SH updated the LGB Tracker for both schools on 05.11.24 to reflect some items had now been superseded by Secure Schools training Post Meeting Note: SH forwarded link to cyber security training (within updated LGB tracker) to LW on 05.11.24</p> <p>Trust link meetings – There would be a link meeting for safeguarding governors on Wednesday 06 November and one for pupil premium and Tuesday 10 December.</p>	

Signed By:	Date:



10.	Safeguarding Training	
	<p>A separate document titled 'Basic CP Update Training 2024' was distributed prior to the meeting which CJ proceeded to go through in detail, highlighting specific slides pertinent to the role of a governor. It was noted when governors complete visits they need a clear understanding of who the DSLs were, the location of safeguarding posters. Although governors might be present during a concern, they would not be asked to formally record it. DSLs for both schools would be ET, CT, Mrs Parker and Mrs Hearn and Emma ? from the Spring term.</p> <p>Action: SH asked central team on 05.11.24 to allow HB-C and CF access to complete safeguarding training via National College</p>	Central Team
11.	Policies	
	<p>FD Safeguarding and Child Protection – A separate document was distributed prior to the meeting.</p> <p>MPA Safeguarding and Child Protection – A separate document was distributed prior to the meeting.</p> <p>Governors unanimously approved the above two policies</p> <p>The following policies were also distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • FD Attendance • FD SEND • FD SEND Information Booklet • MPA Attendance • MPA SEND • MPA SEND Information Booklet <p>It was agreed ET would seek clarity from the central team as to the role of LGBs in approving policies and the above documents then be taken to the LGB on 09 December for approval.</p> <p>Action: ET to seek clarification from central team as to the role of LGBs in approving policies and the six policies be taken to the LGB on 09 December for approval</p>	ET
12.	Governor Matters	
	<p>Governor Newsletter – It was suggested governors wait to write a newsletter until the trust had accepted the proposed 'joint' governance model for both schools. In the meantime, ET would prepare a brief update on the proposal for the LGB to be included in a school newsletter.</p> <p>Governor Recruitment – This had been discussed under Item 5.</p> <p>Governor Visits – Two separate documents titled 'EYFS (08.07.24)' and 'Phonics (15.07.24)' were distributed prior to the meeting.</p> <p>Training – Governors were reminded to update the LGB Tracker should they attend any training sessions.</p>	
13.	Standing Items	
	Trust Matters – This had been discussed under Item 5.	

Signed By:	Date:



	<p>Safeguarding – This was not discussed.</p> <p>Staff Wellbeing – This was not discussed.</p>	
14.	Any other business	
	<p>Chair of LGB – It was noted Stuart Wood had resigned from being a governor at both schools and governors thanked him for his hard work and dedication as a governor and Chair at both schools.</p> <p>Pavement Between Musgrave Way and School – This was not discussed and would be ‘carry-overed’ to the LGB on 09 December.</p> <p>Action: Pavement Between Musgrave Way and Fen Ditton Primary to be taken to LGB on 09.12.24</p> <p>Update on School Meal Ordering System – A governor noted there had been a parental comment made on the ordering system at Fen Ditton and queried an update on this? CJ advised it was now all in hand as far as she understood.</p>	CL
15.	Review of Meeting	
	This was not discussed.	
16.	Date of next meetings	
	<p>LGB2 - Monday 09 December (at FD)</p> <p>LGB3 – Monday 27 January (at MPA)</p> <p>LGB4 – Monday 24 March (at FD)</p> <p>LGB5 – Monday 12 May (at MPA)</p> <p>LGB6 – Monday 30 June (at FD)</p>	
	Meeting closed at 8.00pm	

Signed By:	Date: