

**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)  
 Simon Wall (SWa)

**APOLOGIES:** None

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

Item	Action	Resp.
4.	SH to amend 22.04.24 LGB minutes to suit governor comments	SH
4.	CJ to draft statement on the non-use of isolation and seclusion within the school within the behaviour policy	CJ
5.	OU to confirm he had read safeguarding documentation by completing the LGB Tracker	OU
5.	JB to complete NGA safeguarding training and forward certificate onto SH to record on the LGB Tracker	JB,SH
5.	SW to feedback governors comments on being provided with an overview of finances to central team	SW
5.	CL to format two policies which were approved at the LGB on 22.04.24	CL
5.	Anti-Bullying (and Attendance) Policies to be taken to LGB in Autumn Term for approval	CJ,SH
5.	LD to respond to local authority letter ref. agreeing a date in the autumn term for them to visit to lead a session on road safety	LD
6.	SW to confirm details around governors meeting with candidates during executive headteacher interviews	SW,All
6.	Governor meeting dates for Autumn term 2024 to be confirmed	SW,SH
10.	CJ to circulate summary of priorities from the 2024-25 AIP to governors at the end of the summer term	CJ
10.	CJ to circulate summary of 2023-24 data, and any other relevant matters to governors at the end of the summer term	CJ
12.	SW,CL and XC to agree which policies could be for both schools and which for individual setting from 2024-25	SW,CL XC

No	Description	Resp.
1.	<b>Welcome from the Chair</b> SW welcomed all to the meeting	
2.	<b>Apologies and Quorum</b> There were no apologies, and the meeting was quorate. Ogochukwu Ugwu (OU) did not attend the meeting.	
3.	<b>Declarations of interest</b> There were none.	
4.	<b>Agree minutes of previous meetings – 22<sup>nd</sup> April 2024</b> The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair. From Section 12 of the minutes, it was agreed to change a governors query to:-	

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	<p>A governor queried what did 'leaving the carpet during input' refer to within Section 4? CJ advised it was an example of children not following a teachers instruction and when the Positive Behaviour Management policy would be used. She then added the reasoning as to why the behaviour and anti-bullying policies would remain as separate documents.</p> <p>A governor noted the minutes should reflect the planned amendment to the behaviour policy, to include a statement on the non-use of isolation and seclusion within the school. An action was created in the April meeting for XC to forward a relevant paragraph from the Guidance for Safer Working Practices, such that CJ could draft a statement to comply with it. XC has forwarded the relevant paragraph, but it was agreed that the action of drafting the statement would be rolled forward to the next meeting.</p> <p><b>Action: SH to amend 22.04.24 LGB minutes to suit governor comments</b> <b>Action: CJ to draft statement on the non-use of isolation and seclusion within the school within the behaviour policy</b></p>	<p><b>SH</b> <b>CJ</b></p>
<b>5.</b>	<p><b>Matters arising and actions from previous minutes</b></p> <p><b>Item 3 –</b> JB advised he had read safeguarding documentation by completing the LGB Tracker. <b>Action: OU to confirm he had read safeguarding documentation by completing the LGB Tracker</b></p> <p><b>Item 3 –</b> It was agreed to carry over the action for JB to complete NGA safeguarding training and forward a certificate onto SH. <b>Action: JB to complete NGA safeguarding training and forward certificate onto SH to record on the LGB Tracker</b></p> <p><b>Item 3 –</b> CJ advised the school had been awarded the bronze National Online Safety Award for 2023-24.</p> <p><b>Item 3 –</b> LD advised she had prepared a statement on behalf of governors to support the PINs Project.</p> <p><b>Item 10 –</b> It was agreed to carry over the action for SW to feedback governors comments on being provided with an overview of finances to the central team. <b>Action: SW to feedback governors comments on being provided with an overview of finances to central team</b></p> <p><b>Item 12 –</b> It was agreed to carry over the action for CL to format the Behaviour Curriculum and Positive Management Policies that were approved at the LGB on 22 April. <b>Action: CL to format two polices which were approved at the LGB on 22.04.24</b></p> <p><b>Item 12 –</b> CJ advised the anti-bullying policy would be approved during the autumn term as it, as well as some other policies, would now have to align with MPA. <b>Action: Anti-Bullying (and Attendance) Policies to be taken to LGB in Autumn Term for approval</b></p> <p><b>Item 15 –</b> LD asked if all roadworks associated with the widened cycleway between Horningsea and Fen Ditton were now complete? CL advised the work on the Fen Ditton side was finished apart from two horse mounting points and the installation of barriers between the cycleway and main road to both protect cyclists and prevent vehicles from parking on the verge. However, "buildouts" and a 20mph limit are yet to be installed in Horningsea.</p> <p>LD advised the local authority highway service had previously indicated they would be happy to visit the school and lead a session on road safety.</p>	<p><b>OU</b></p> <p><b>JB,SH</b></p> <p><b>SW</b></p> <p><b>CL</b></p> <p><b>CJ,SH</b></p>

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	<p><b>Action: LD to respond to local authority letter ref. agreeing a date in the autumn term for them to visit to lead a session on road safety</b></p> <p>CJ advised the official opening of the cycleway was due to happen during the general election period but would now likely take place towards the end of the summer term. RB added children would be invited to design posters requesting parents proper use of the layby on the main road, with the winning design installed on the fence at the front of the school.</p> <p>It was agreed all other items had been actioned.</p>	<b>LD</b>
<b>6.</b>	<b>Chairs Report</b>	
	<p><b>Update on Executive Headteacher Appointment</b> – SW advised he had fed back governors comments from being part of the interview process in March and from this, the process was now being managed by an agency on behalf of the trust. CJ advised two candidates had already toured both Fen Ditton and MPA with a further two later the same week.</p> <p>SW advised interviews would be on Monday 24 and Tuesday 25 June and there were plans for an informal tea for both staff and governors to meet with candidates during the first day.  <b>Action: SW to confirm details around governors meeting with candidates during executive headteacher interviews</b></p> <p>A governor queried when the executive headteacher appointment would be confirmed with governors from both schools? SW advised the trust would forward a communication to SH to distribute to governors in due course, which would also be distributed to staff and parents on the same day (hopefully before the end of the summer term) and he hoped the successful candidate would be available to attend some LGBs in the autumn term.</p> <p>A governor queried if the governing bodies for both schools would move to having shared responsibilities? SW advised there was already a shared leadership structure across both schools over a range of areas and it would be sensible to consider the number and format of LGBs from next year to help with staff workload, but still allowing both schools to be considered separately and to maintain a level of challenge to school leaders. Consideration would be given to the composition of a shared governing body to work across both schools and still comply with the trusts scheme of delegation.</p> <p>A governor queried if there were other schools in the trust that operated with a shared executive leadership model? SW advised there was, but the model had been imposed on one when joining the trust. He had liaised with the Chairs of Governors of other schools in Cambridge which had formed Federations across two schools with only one governing body. He noted he would not be able to sustain being Chair at Fen Ditton and MPA and consideration would also be required as to how SH would clerk governing meetings at both.</p> <p>A governor queried if CJ would temporarily step down from being SENDCo in the autumn term? CJ advised that although she would, she would continue to mentor Alice Parker and Emma Norman and revert back to Executive Deputy Headteacher (SEND) from the spring term.</p> <p>A governor noted the trust would require a clear communication when informing parents of the proposed leadership structure from next year? CJ advised this point had been raised at the parents forum on 06 June. Whilst all parents had been informed, not all had interpreted the information correctly and the trust would consider how parental communications could be improved moving forwards. All of the executive leadership team would work across both schools during a two-week cycle.</p> <p><b>Central Team</b> – CJ advised there were two adverts out for a deputy director of education for both primary and secondary to provide additional capacity as the trust grew as it was likely to accept a further primary and secondary school at the beginning of 2025.</p>	<b>SW,All</b>

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	<p>A governor noted an existing teacher had been appointed as Interim Deputy Headteacher from another school in the trust for the autumn term? CJ advised the position was for 3.5 days, and the person would offer support for three days. Emma Norman would be acting fulltime SENDCo across both schools and she had spent the day with the executive team to develop and agree plans for 2024-25.</p> <p><b>LGB – SW</b> advised discussions as to the makeup of the governing body for both schools was still ongoing. Due to CJ and Mrs Harrison attending a trust event on Monday 8 July it would not be possible to hold the final joint LGB on this date. It had been agreed to cancel the LGB at MPA on Monday 17 June and instead hold it on Monday 01 July. He proposed the current meeting would be the final LGB for Fen Ditton for 2023-24 and there would be a joint LGB with MPA at the start of 2024-25 – if there were any outstanding items from this meeting, they could be carried over to September.</p> <p>A governor queried when safeguarding documentation for 2024-25 would be available for governors to read? It was agreed SH would circulate them at the beginning of September. A governor queried when governor meeting dates would be confirmed for 2024-25? SW, CJ and SH met separately after the meeting to agree draft meeting dates for the autumn term 2024, which would be taken to the LGB at MPA on 01 July.</p> <p><b>Acton: Governor meeting dates for Autumn term 2024 to be confirmed</b></p> <p><b>Mr Askew – SW</b> noted as Mr Askew had initially moved to Bottisham Primary School on a one-year basis he had not had a leaving event at the school. He had since stated that he would prefer not to have one and SW suggested that instead he meet informally with MA, and staff and governors would be able to contribute to a card and leaving present.</p>		<b>SW,SH</b>
<b>7.</b>	<b>Headteachers Report</b>		
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p><b>General Overview –</b> A governor noted an increase in persistent absence data? CJ advised it was predominantly affected by one child and the school had involved other external professionals. There were regular attendance meetings and the school had robust systems in place to monitor attendance.</p> <p>A governor noted the suspension/exclusion since the last LGB? CJ advised it had been for 1.5 days.</p> <p><b>Safeguarding –</b> A governor queried if there were any matters for CJ to raise around the number of referrals made to social care? CJ advised the school would always follow its procedures should a safeguarding incident meet the threshold for a referral.</p> <p>A governor queried if there were any financial implications to the hall roof being replaced during the summer holidays? CJ advised the cost had been factored into this year’s capital projects. She would inform parents the new fence and gates to the playground at the front of the school had been paid for centrally by the trust and not via the school’s budget.</p> <p>A governor queried if the school was pleased with the installation of the new fence and gates? CJ advised of a couple of minor teething issues which she briefly went through. There would be a local authority H&amp;S audit later in June and she would request they confirm the school had taken all steps to prevent children from attempting to climb over the fence.</p> <p>A governor queried if there were any implications from the increase in pupil premium data? CJ advised this was partly due to the cost-of-living crisis and the school would continue to promote it within the parental body, but noted there was a time lag between applications and the school receive funding.</p> <p>A governor queried if there had been any parental comments to the school reducing to five classes for 2024-25? CJ advised she had received no complaints or negative views and parents had been informed via the schools newsletter in Summer 1 and there had been a discussion as</p>		

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	<p>to the reasons for it at the parents forum last week. The school would consider how to include R/Yr1 and 2 into two classes and although would not change the PAN (Pupil Admission Number) from 25, would consider a temporary operational PAN for Yr1/2 as KS1 classes were limited to 30 (the school would first wait for the appeal decisions).</p> <p>CJ advised the school was hoping to appoint a teacher this week to replace Emma Norman who would be SENDCo.</p> <p>A governor queried the number of parents who had attended the forum on 06 June? CJ advised 13 from both schools and there was a good atmosphere and level of questions to the staff present.</p> <p>A governor queried if future forums could be in a hybrid format? SW advised this would be considered but another governor suggested this might encourage more parents to participate remotely.</p> <p><b>Wide Curriculum Enrichment and Experiences</b> – It was noted Yr6s had visited a Pizza Express to make pizzas as a SATs treat and Horningsea and Fen Ditton Charities had contributed to transportation costs to allow for this.</p>	
<b>8.</b>	<b>Governor oversight of 2024-25 Budget</b>	
	<p>CJ advised when originally finalising the budget, the school had included an assumption that it would receive half of expected SEND funding for 2024-25 from September – due to the local authority taking longer than the statutory period to progress EHCPs, there would be a delay in the school receiving funding, and she would liaise with the Trust central team around this. If all applications were successful the school would have 17 EHCPs from September (not all requiring a 1to1).</p> <p>A governor queried whether the school would have liability should parents consider their child's needs had not been addressed? CJ advised that ultimate responsibility for SEND sits with the Local Authority, but the school would be required to be involved in any mediation and tribunal. This issue is part of a wider national picture. The school would consider deploying existing TAs to support EHCPs and move away from supporting other children.</p> <p>The school had been able to double its caretaker capacity from September.</p>	
<b>9.</b>	<b>Progress on 2023-24 AIP</b>	
	<p>A separate document titled '2023-24 AIP (RAG'ed)' was distributed prior to the meeting. It was noted there were no priorities in red.</p>	
<b>10.</b>	<b>Initial Plans for 2024-25 AIP</b>	
	<p>CJ advised the executive team had started to develop the document for next year with a number of shared priorities and further separate ones for each school. This would form one document for governors, but staff would be provided with separate plans.</p> <p>A governor asked that CJ share a summary of priorities from the 2024-25 AIP with governors?  <b>Action: CJ to circulate summary of priorities from the 2024-25 AIP to governors at the end of the summer term</b></p>	<b>CJ</b>
	<p>A governor queried when SATs results would be published and whether this could be distributed to governors? CJ advised on Tuesday 9 July.  <b>Action: CJ to circulate summary of 2023-24 data, and any other relevant matters to governors at the end of the summer term</b></p>	<b>CJ</b>
<b>11.</b>	<b>Risk Register Review</b>	
	<p>CJ apologised for not presenting the item and advised risks continued to be as previously reported to governors.</p>	

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12.	<p><b>Policies</b></p> <p><b>Attendance</b> – CJ advised the policy would be updated to align with updates from the DfE and with MPA.</p> <p><b>Fire Risk Assessment</b> – A separate document was distributed prior to the meeting. A governor had forwarded CJ comments on the document prior to the meeting which Mrs Hinton was currently reviewing.</p> <p><b>Confirm removal of further policies from tracker</b> – SW suggested he meet separately with CL and XC to agree which policies from the tracker could be for both Fen Ditton and MPA and which could be considered individually.</p> <p><b>Action: SW,CL and XC to agree which policies could be for both schools and which for individual setting from 2024-25</b></p>	SW,CL XC
13.	<p><b>Governor Matters</b></p> <p><b>Governor Newsletter</b> – SW advised he would write a newsletter before the end of the summer term.</p> <p><b>Governor Recruitment</b> – SW advised due to the changes to the governance model for Fen Ditton and MPA from next year, no further governors be recruited presently.</p> <p><b>Governor Visits</b> – SW asked governors to continue to arrange visits as part of their AIP monitoring. CL advised he had prepared a report from his visit during KS2 SATs which he had uploaded to the governing monitoring folder.</p> <p>Two separate visit reports titled ‘Safeguarding 06.06.2024 (MF)’ and ‘AIP Monitoring Priority 6 17.04.24 (XC)’ were distributed prior to the meeting.</p> <p><b>Training</b> – The trust had decided not to fund the renewal of the annual subscription to the NGA and Learning Link centrally due to poor take-up. Governors would continue to have access to the National College training modules.</p> <p>SW advised in response to an increasing number of complaints, the trust was progressing a pool of appropriately trained governors and should governors be interested they would be welcome to attend online training on Tuesday 25 June.</p>	
14.	<p><b>Standing Items</b></p> <p><b>Trust Matters</b> – Further to Item 6, it was likely two additional schools would join the trust at the start of 2025. The last AGF had been cancelled and the next would be on Thursday 11 July</p> <p><b>Safeguarding</b> – MF advised there were no matters to add to those included in the Headteachers Report.</p> <p><b>Staff Wellbeing</b> – RB advised there had been a wellbeing day for parents and children last week and it was a busy period of the year for all staff, and teachers appreciated the time set aside to allow for annual report writing. Governors recognised the hard work from all staff through 2023-24 and SW thanked governors for their contributions over the year. SW advised governors would be welcome to attend upcoming school events such as the sports day and summer fair to meet and thank staff directly. He would be present at the new parents evening on 12 June.</p> <p><b>Save Honey Hill</b> – CL advised the report was due to be submitted by the planning inspectorate by 17 July but there would be a delay in this during the general election period.</p>	

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	<b>Marleigh Primary Academy</b> – There was nothing further to report.	
<b>15.</b>	<b>Review of meeting</b>	
	This was not discussed.	
<b>15.</b>	<b>Any Other Business</b>	
	<b>Pupil Survey</b> – A further separate document titled ‘FD Pupil Survey April 2024’ was also distributed prior to the meeting and a governor had commented on it prior to the meeting – governors then briefly discussed some of the questions and responses from it.	
<b>16.</b>	<b>Date of next meetings</b>	
	Further to Item 6, dates for LGBs in the autumn term would be confirmed in due course.	
	<b>Meeting closed at 7.50pm</b>	

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