

PRESENT: Charlotte James (CJ) Head
 Stuart Wood (SW) Chair
 Rachel Bailham (RB)
 Xavier Castelino (XC)
 Lindsay Davies (LD)
 Simon Wall (SWa)

APOLOGIES: James Burton (JB)
 Mirriam Ferrer (MF)
 Chris Lindley (CL)
 Ogochukwu Ugwu (OU)

IN ATTENDANCE: Stuart Hales (SH) Clerk

Item	Action	Resp.
3.	JB and OU to confirm they have read safeguarding documentation by completing the LGB Tracker	JB,OU
3.	JB to complete NGA safeguarding training and forward certificate onto SH to record on the LGB Tracker	JB
3.	SH to liaise with Mrs Nicholls ref. current credits towards online safety award and if further governors could assist by completing training	SH
3.	LD to prepare statement on behalf of governors and forward to CJ to support PINs Project	LD
7.	SW to confirm date of parents forum in summer term	SW
7.	SW to feedback governor comments on executive headteacher interview process to central team	SW
10.	SW to feedback governors comments on being provided with an overview of finances to central team	SW
11.	Report from XC visit on 17 April to be taken to LGB on 10.06.24	XC,SH
12.	XC to forward statement to include safer working practice within Positive Behaviour Management Policy to CJ	XC,CJ
12.	Governors conditionally approved Positive Behaviour Management Policy – document to include statement from XC	CJ
12.	CL to format both policies	CL
12.	Anti-Bullying and Attendance Policies to be taken to LGB on 10.06.24 for approval	CJ,SH
12.	XC to forward comments on specific policies to CJ to allow further documents to be removed from the policy tracker – updated policy tracker to also be taken to LGB on 10.06.24	XC
15.	LD agreed to respond to local authority letter ref. use of layby	LD

No	Description	Resp.
1.	Welcome from the Chair SW welcomed all to the meeting	
2.	Apologies and Quorum Apologies were received from James Burton (JB), Mirriam Ferrer (MF), Chris Lindley (CL) and Ogochukwu Ugwu (OU) which were accepted by governors and the meeting was quorate.	
3.	Declarations of interest There were none.	
4.	Agree minutes of previous meetings – 18th March 2024 The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair.	

Signed By:	Date:

	From the Headteachers Report, a governor queried what did 'school refusers' refer to? CJ advised it included a child who refused to attend school over a period of time and could be due to a variety of reasons.	
5.	Matters arising and actions from previous minutes	
	<p>Item 3 – JB and OU to confirm they have read safeguarding documentation by completing the LGB Tracker. Action: JB and OU to confirm they have read safeguarding documentation by completing the LGB Tracker</p> <p>Item 3 – SH forwarded JB a link to allow him to complete NGA safeguarding training on 21 April. Action: JB to complete NGA safeguarding training and forward certificate onto SH to record on the LGB Tracker</p> <p>Item 5 – Governors were asked to continue to complete online safety training if not already done so. SH agreed to liaise with Mrs Nicholls regarding the present number of credits to maintain the schools bronze award and whether further governors could assist by completing training. Action: SH to liaise with Mrs Nicholls ref. current credits towards online safety award and if further governors could assist by completing training</p> <p>Item 8 – LD advised she had forwarded a booklet developed by the YPMH trust to the school and noted the charity had been in contact with the central team.</p> <p>Item 15 – CJ advised JB had agreed to visit the school during KS2 SATs w/c 13 May and LD also agreed to do so on 14 May.</p> <p>Further to the minutes from the previous LGB around the school being selected as a pilot for the new Partnership for Inclusion of Neurodiversity in Schools (PINS) project, CJ had asked LD to prepare a statement on behalf of governors to support the school (the project would deliver five staff training sessions and offer support to parents). Action: LD to prepare statement on behalf of governors and forward to CJ to support PINS Project</p> <p>It was agreed all other items had been actioned.</p>	<p style="text-align: right;">JB,OU</p> <p style="text-align: right;">JB</p> <p style="text-align: right;">SH</p> <p style="text-align: right;">LD</p>
6.	Chairs Report	
	<p>SW advised further to discussions at the previous LGB, the central team had indicated they were happy for governors to work towards one governing body to work across both Fen Ditton and MPA but there could not be further sub-committees, as the LGB already formed one to the trust. Governors could consider separate working parties. He then suggested that from 2024-25, LGBs could be split into joint meetings across both schools and then separate working parties to consider each setting, and consideration would be given as to how SH could clerk both meetings.</p>	
7.	Update on Executive Headteacher Appointment	
	<p>SW advised he had planned to write a governor newsletter at the end of the spring term but had first waited for the central team to confirm the executive headteacher appointment, which governors then discussed in further detail, and what could be learnt from it. As the interviews had not been successful, the trust would look to re-advertise with interviews in Summer 2 with the position to start in spring term 2025. Mrs Harrison would leave at the end of the summer term and there would be an interim headteacher in post for the autumn term. The planned parents forum on Thursday 25 April would now take place on either Thursday 16 May or Thursday 06 June. Action: SW to confirm date of parents forum in summer term</p>	SW

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	<p>SW advised Mrs Parker, Mrs Hearn and CJ had been successful in appointments to work across both schools.</p> <p>A governor queried the possible effect of the three staff working across both schools on the leadership capacity at Fen Ditton? SW advised due to maternity leave, Fen Ditton had operated successfully with only AP or CH in post for the last two years so considered there would be no change to the leadership capacity.</p> <p>A governor queried if there would be an opportunity for the central team to consider the views of governors attending part of the interview process and should they also be invited to candidate presentations? SW advised that the central team had responsibility for the appointment of headteachers but would feed governor comments on the interview process back to the central team.</p> <p>Action: SW to feedback governor comments on executive headteacher interview process to central team</p>	<p>SW</p>
<p>8.</p>	<p>Verbal Headteachers Update</p> <p>Staffing – CJ advised Mrs Knight had started her maternity leave and due to financial constraints, the school would not advertise for a temporary replacement so had re-adjusted existing staff timetables to suit.</p> <p>Also due to financial constraints the school had cut one supply TA and existing staff had agreed to cover additional play and lunchtime duties</p> <p>SEND – CJ advised one child with an EHCP had left the school and funding was not in place for submitted EHCPs and the central team had been supportive around this. She then advised of the number of plans that had been submitted and those to be written.</p> <p>Advertisements – CJ advised an advert for an acting SENCo for one year had gone out internally to staff of Fen Ditton and MPA, with costs shared across both settings. The advert would close on 26 April with interviews on 30 April.</p> <p>2024-25 – CJ advised she had met with Mrs Johnson and Mrs Harrison last week to discuss the budget and staffing structure for 2024-25.</p> <p>Passwords – CJ advised children had been issued with new passwords and governors thanked CJ, Mrs Nicholls and the central team for their work around this.</p> <p>Yr6 SATs – LD advised the school had submitted a financial request to the Horningsea Parish Charity to support Yr6s around their SATs and CJ then advised how the funding would be used.</p> <p>A governor queried if there was an update on the reading schools charity? CJ advised the school had applied but had not been allocated anyone yet.</p> <p>Data – A separate document titled ‘Spring Term 2024 English Data Analysis’ was distributed prior to the meeting and CJ advised Yr3/4 data was affected by a number of children with SEND. Yr3/4 teachers were adapting English lessons where necessary and CJ gave an example of this.</p> <p>A governor queried if there were reasons as to why Yr5 data was lower? CJ advised children had a lower starting point as well as SEND, LAC and SEMH.</p> <p>There would be further pupil progress meetings in May and some children were on roll but were being educated offsite, but still included in the data.</p> <p>A governor queried that Yr1 writing progress data appeared lower but Yr1 reading progress had significantly increased over the spring term? RB advised children would first develop their reading skills before writing in regards of attainment.</p>	

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	A governor queried as writing was teacher assessed, would different teachers affect data? CJ advised there would be staff moderation meetings and teachers would have use of writing grids when marking work.	
9.	Safeguarding	
	<p>Update on installation of new fence to front of school site – CJ advised the central team had agreed to fund a new higher fence and gate to the front of the school site in response to a child attempting to climb over it (works were planned during the May half-term break).</p> <p>Older children were able to reach the push button to the internal door at the entrance to the school and the school would now consider a keypad as an alternative.</p>	
10.	Finances at February 2024 (month 6)	
	<p>SW advised he had asked the trust for headline financial data and read their response to this. CJ advised there was a balanced budget for 2024-25</p> <p>A governor queried expected pupil numbers for 2024-25? CJ advised there were presently 19 reception children but noted three would go through the appeals process for MPA (numbers would be similar to this year).</p> <p>Governors noted that with lower pupil numbers and the associated effect on the budget, finances had been identified as a key risk for 2023-24.</p> <p>Action: SW to feedback governors comments on being provided with an overview of finances to central team</p>	SW
11.	Possible verbal Feedback from Academy Improvement Visit on 18.04.24 (People and Leadership)	
	<p>A separate document titled 'People and Leadership AIV Note of Visit 18.04.24' was distributed prior to the meeting</p> <p>A separate document titled '240418 AIV – People and Leadership Summary' was distributed prior to the meeting which XC briefly went through, noting that it had been positive and how staff had felt supported by the SLT.</p> <p>Action: Report from XC visit on 17 April to be taken to LGB on 10.06.24</p>	XC,SH
12.	Policies	
	<p>Behaviour Curriculum – A separate document was distributed prior to the meeting.</p> <p>Action: Governors unanimously approved Behaviour Curriculum Policy</p> <p>Positive Behaviour Management – A separate document was distributed prior to the meeting.</p> <p>A governor queried if the policy should include a statement to cover safer working practice?</p> <p>Action: XC to forward statement to include safer working practice within Positive Behaviour Management Policy to CJ</p> <p>A governor queried if the first sentence of Section 4 should be reworded to make it accessible to all reading the document? Governors then briefly discussed the difference between unsocial and anti-social behaviours.</p> <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 queried the rules on children having mobile phones in school?? CJ advised they were not allowed in school and Bottisham Village College would share their policy on mobile phones with the school. There had been concerns with some primary children accessing</p>	XC,CJ

Signed By:	Date:

	<p>inappropriate WhatsApp groups out of school – parents had been informed and online safety would continue to be raised during appropriate lessons.</p> <p>A governor noted the use of physical restraint guidance in the documents but there was not mention of staff training on it? CJ advised the school followed the Cambridgeshire Therapeutic Thinking guidance and the local authority would only allow Step-Up guidance to be used in specialist settings or where there is an identified risk.</p> <p>A governor queried if the LGB should prepare a letter requesting that staff receive training on the use of physical restraint? CJ advised she would liaise with the central team around this and report back to governors</p> <p>Action: Governors conditionally approved Positive Behaviour Management Policy – document to include statement from XC</p> <p>Action: CL to format both policies</p> <p>Action: Anti-Bullying and Attendance Policies to be taken to LGB on 10.06.24 for approval</p> <p>Action: XC to forward comments on specific policies to CJ to allow further documents to be removed from the policy tracker – updated policy tracker to also be taken to LGB on 10.06.24</p>	<p style="text-align: center;">CJ</p> <p style="text-align: center;">CL CJ,SH XC</p>
<p>13.</p>	<p>Governor Matters</p>	
	<p>Governor Newsletter – SW advised he would write a newsletter to include a new date for the parent forum once confirmed with the central team.</p> <p>Governor Recruitment – SW advised due to the possible change to the governance model for Fen Ditton and MPA from next year, that no further governors be recruited presently.</p> <p>Governor Visits – This had already been discussed under Item 11.</p> <p>Training – Two separate documents titled ‘Training Opportunities 2023-24’ and ‘Training Schedule for New Governors and Clerks’ were distributed prior to the meeting</p>	
<p>14.</p>	<p>Standing Items</p>	
	<p>Trust Matters – There was nothing further to report.</p> <p>Safeguarding – As MF was not present, this would be discussed at the LGB on 10 June.</p> <p>Staff Wellbeing – It was agreed staff wellbeing was generally positive around the school.</p> <p>Save Honey Hill – LD advised further evidence had been collected and completed last week and a final planning decision was due in the Autumn.</p> <p>Marleigh Primary Academy – There was nothing further to report.</p>	
<p>15.</p>	<p>Any Other Business</p>	
	<p>Update on use of Layby and Parking – An email response from the local authority’s highway service dated 02.04.24 had been distributed prior to the meeting which governors then discussed in further detail. Governors agreed with their suggestion that road safety officers visit the school at either the start or end of the school day.</p> <p>An article had been included in the Horningsea Herald publication requesting parents use the layby appropriately at the start and end of each day.</p> <p>A governor queried if the school should respond to the local authority to ask if the main obstacle to improvements to the layby was due to finances?</p> <p>Action: LD agreed to respond to local authority letter ref. use of layby</p>	<p style="text-align: center;">LD</p>
<p>16.</p>	<p>Review of meeting</p>	
	<p>This was not discussed.</p>	

Signed By:	Date:

17.	Date of next meetings	
	LGB – Monday 10 June (in person)	
	LGB – Monday 08 July (in person at MPA)	
	Meeting closed at 7.50pm	

Signed By:	Date: