

**Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF LOCAL GOVERNING BODY MEETING
Thursday 16th October 2025 at 6.00pm (at FD)**

PRESENT: Emily Thompson (ET) Executive Head
Rachel Bailham (RB)
James Burton (JB)
Xavier Castelino (XC) Chair
Hanna-Beth Clark (H-BC) attended remotely
Ben Roberts (BR)
Dom Vicinanza (DV)

APOLOGIES: Lindsay Davies (LD)
Megha Kishore (MK)
Lauren Woods (LW)

IN ATTENDANCE: Alice Parker (AP) Executive Deputy Head
Stuart Hales (SH) Clerk

Item	Action	Resp.
4.	Parent election to be held at FD in Autumn 2	ET,SH
4.	ET to review HB-C DBS application was complete on the SCR	ET
4.	XC/DV/SH to obtain clarification from the Trust, to determine who is responsible for statutory policy compliance	XC,DV,SH
4.	HB-C to issue report from governor visit in the summer term	HB-C
4.	JB to ensure that any missing information is incorporated into his first monitoring visit for the academic year	JB
4.	Governors provisionally agreed dates for LGBs in 2025-26 to follow Option 1 – XC would review this with governors not present at the meeting	XC
4.	LD to be Inclusion link and JB safeguarding link governor for both schools for 2025-26	LD,JB
5.	Governor newsletter to be issued at end of autumn term	XC,DV
5.	XC to liaise with governors via WhatsApp to agree a start time for Q&A meetings	XC
5.	Vision, missions and values to be reviewed at LGB on 22.01.25	ET,SH
5.	BR to attend 17 th November AGF	BR
6.	Detailed staff organisational chart to be taken to LGB on 20.11.25	ET,SH
6.	Ofsted Inspection Guidance Handbook to be distributed to governors	ET
6.	Update on Ofsted Inspection at MPA to be taken to LGB on 20.11.25	ET,SH
7.	Governors to report back on how they propose to monitor priorities at the governors meeting on 06.11.25	All
9.	Safeguarding and Child Protection Policies for both schools would be taken to the working group meeting on 06.11.25 for approval	All
10.	SH asked LD on 14.10.25 (and AB,MK and LW on 19.10.25) to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records	AB,LD LW,MK
10.	All governors to complete LGB Tracker before working group meeting on 06.11.25	All
11.	All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records	All

No	Description	Resp.
1.	Apologies and Quorum	
	XC welcomed all to the meeting. Apologies were received from LD, MK and LW which were agreed by governors and the meeting was quorate. Adam Burns (AB) did not attend the meeting.	
2.	Declarations of interest	
	There were none for any item on the agenda.	

	SH advised although governors would no longer be required to complete an annual declaration of interests document, asked if any governor had a relationship with a member of staff as this would still require recording. There was none.	
3.	Agree LGB minutes of previous meeting – 30th June 2025	
	The minutes had been circulated in advance of the meeting and were approved by governors. The paper version of the minutes would be signed by the Chair.	
4.	Matters arising and actions from previous minutes	
	<p>Item 1 – It was agreed Daniel Horrex (DH) had attended as an observer in 2024-25, and as XC had not had a response from communications with him, it would be taken DH would not progress further with becoming a governor.</p> <p>Item 1 – XC advised whilst the LGB currently had 11 governors, the terms of office for five would end in 2026-27 and there was not a parent governor representing Fen Ditton. Action: Parent election to be held at FD in Autumn 2</p> <p>Item 4 – HB-C advised she had taken her DBS certificate to MPA to allow the school to review it. Action: ET to review HB-Cs DBS application was complete on the SCR</p> <p>Item 4 – Governors briefly discussed the role of LGBs in approving policies, as clarified with the Trust in the 24-25 academic year. ET confirmed that the schools now have a working policy tracker. Governors noted that it was currently unclear whether the LGB or Trust governing body were responsible for ensuring that all statutory policies are in place. Action: XC/DV/SH to obtain clarification from the Trust, to determine who is responsible for statutory policy compliance</p> <p>Item 4 – It was agreed HB-C would prepare a report from her visit in the summer term. Action: HB-C to issue report from governor visit in the summer term</p> <p>Item 4 – A safeguarding visit had not been completed at MPA in the summer term. Action: JB to ensure that any missing information is incorporated into his first monitoring visit for the academic year</p> <p>Item 5 – XC asked governors for their preference as to whether dates for LGBs in 2025-26 should follow Option 1 or 2 as stated in the agenda for the LGB on 30 June. (Refer to Item 16). The importance was also noted going forward, particularly given the varied meeting locations, that apologies from governors are received 1 week in advance (other than in exceptional circumstances). Similarly, governors were requested, for hybrid meetings, to confirm their location of attendance 1 week in advance. Action: Governors provisionally agreed dates for LGBs in 2025-26 to follow Option 1 – XC would review this with governors not present at the meeting Action: Governors to ensure that all apologies / hybrid meeting locations are submitted 1 week in advance (other than in exceptional circumstances)</p> <p>Item 8 – It was agreed LD would be inclusion link and JB safeguarding link governor for both FD and MPA. Action: LD to be Inclusion link and JB safeguarding link governor for both schools for 2025-26</p> <p>It was agreed all other actions had been completed.</p>	<p>ET,SH</p> <p>ET</p> <p>XC,DV, SH</p> <p>HB-C</p> <p>JB</p> <p>XC</p> <p>All</p> <p>LD,JB</p>
5.	Chairs Report	
	<p>Anglian Learning Governance Update – XC advised DV and himself would prepare a newsletter soon after this meeting and he would step down as Co-Chair at the end of the autumn term and BR would take on this responsibility from the spring term. Action: Governor newsletter to be issued at end of autumn term</p> <p>Governors to decide on the number of LGBs in 2025-26 – XC advised DV, ET and himself had met separately and proposed a new format to LGBs for 2025-26;-</p>	XC,DV

	<p>On the Mondays before the remaining LGBs in 2025-26, there would be a 30min remote Q&A meeting between ET and governors to resolve any technical or operational queries. No governor decisions will be taken in these Q&A sessions. The LGB meetings themselves will then run for 90 minutes, and be reserved for strategic discussion only.</p> <p>A governor queried if the Q&A meetings would be mandatory for governors to attend? It was noted that these would not be mandatory.</p> <p>XC suggested the LGB trial this arrangement for 2025-26 to allow LGBs to have a more strategic focus (SH would not be required to attend Q&A meetings).</p> <p>XC then asked governors for their preferences as to what time Q&A meetings should take place? It was agreed XC would liaise with governors via email to agree a start time them.</p> <p>Action: XC to liaise with governors via email to agree a start time for Q&A meetings</p> <p>XC also noted that the LGB Tracker was live for the 25-26 academic year, and governors were requested to complete this by the 6th November meeting.</p> <p>Action: Governors to complete the LGB Tracker by the 6th November meeting, or advise XC/DV of any alternative timelines needed</p> <p>Review Core Vision, Missions and Values – XC suggested that DV/BR consider the most effective way to review these once BR becomes co-chair in the spring term.</p> <p>Action: Vision, missions and values to be reviewed in the spring term</p> <p>The following trust link meetings were confirmed;-</p> <ul style="list-style-type: none"> • Introduction for Safeguarding Link Gobs – Tuesday 11 November • Anglian Governance Forum (AGF) – Monday 17 November <p>Action: BR to attend 17th November AGF</p> <ul style="list-style-type: none"> • Introduction for Inclusion Link Gobs – Tuesday 09 December 	<p>XC</p> <p>All</p> <p>DV/BR</p> <p>BR</p>
<p>6.</p>	<p>Headteachers Report (verbal) Inc safeguarding update and review of 2024-25 data</p> <p>ET advised there had been a positive start to the autumn term with five new teachers starting across both schools, who had all settled in well (two of which were ECT1s). There had been three INSET days at the start of the school term and children had started in a settled and calm manner (targeted children had also been supported by having an additional transition day during the INSET training). Staff illness in Autumn 1 had been well managed at both schools.</p> <p>31 children had started in Reception at MPA with 12 at FD – all of whom had settled in well and she thanked the reception team for their work around this.</p> <p>A governor queried the target reception number at both schools? ET advised the reception at MPA was at PAN (with a waiting list) and FD would ideally like 15-20 children.</p> <p>Roles and responsibilities had been clearly communicated with all staff and details of this could be shared at the LGB on 20 November.</p> <p>Action: Detailed staff organisational chart to be taken to LGB on 20.11.25</p> <p>There were now middle leaders in place across both schools which had been a positive measure and ET considered issues and concerns were now being responded to more promptly and it also provided an opportunity staff development.</p> <p>There would be a pilot Ofsted inspection at MPA next week following new framework, with outcomes not published (there would now be seven individual grades). There would be learning from this to share with other schools in the trust, and the central team were supporting MPA in preparation for the inspection.</p> <p>A governor queried if there would be any change to the role of LGBs within the new framework? ET noted that this would become clearer following the pilot. ET also reminded those present they should attend inspections in a governance and not parental role.</p> <p>Action: Ofsted Inspection Guidance Handbook to be distributed to governors</p> <p>Action: Update on Ofsted Inspection at MPA to be taken to LGB on 20.11.25</p>	<p>ET,SH</p> <p>ET ET,SH</p>

	<p>2024-25 Data – A separate document titled ‘LGB – Data End of Year 2025’ was distributed prior to the meeting and ET noted data highlighted in green was additional to that discussed at the LGB on 30 June. Due to the number of Yr6s on roll, 2024-25 was the first year MPA data would be published, and she was pleased with the data for both schools.</p> <p>A governor queried if the Yr6s had been considered a strong cohort? ET advised whilst they were, there had been a lot of staff work to support the data and children at FD had benefited from split Yr5 and 6 classes in the spring and summer terms. AP advised the schools continued to support children around mental health and ET added there had also been pastoral support and the link between improvements in behaviour and educational outcomes was noted.</p> <p>ET briefly went through the predicted targets for 2025-26 for both schools.</p> <p>A governor queried if the presented targets were based on end of year data? ET advised they were.</p> <p>From a monitoring perspective, a governor queried the most appropriate areas for governors to focus on? ET advised there would be half termly data drops with updates being shared with governors.</p> <p>2025-26 Staffing Structure – A separate document titled ‘Staff Organisation 2025-2026’ was distributed prior to the meeting, which ET proceeded to briefly go through.</p> <p>A governor noted there had not been an attendance update? ET noted data would be skewed at the start of every year, and hence this data was not taken to LGB 1.</p>	
7.	<p>The Academy Improvement Plan (AIP)</p>	
	<p>A separate document titled ‘Strategy and Improvement Plan 2025-2026’ was distributed prior to the meeting.</p> <p>XC asked governors to report back on how they proposed to monitor priorities at the governors meeting on Thursday 06 November and to ask DV or himself if unsure.</p> <p>ET asked a governor to also be linked to Early Years? HB-C agreed to consider this when completing curriculum visits.</p> <p>Governors agreed to be linked to the following priorities in the AIP;-</p> <ul style="list-style-type: none"> • Co-chairs (XC/DV) • Safeguarding (both schools) – JB • Inclusion (both schools) - LD • Priority 1 (Intentional Connections) – MK & AB • Priority 2 (Curriculum for All) – LW & HB-C • Priority 3 (Identity as a Learner) – BR <p>Action: Governors to report back on how they propose to monitor priorities at the governors meeting on 06.11.25</p>	All
8.	<p>Curriculum Executive Summary</p>	
	<p>Curriculum Executive Summary – Two separate documents titled ‘Curriculum Executive Summary FDP 2025-2026’ and ‘Curriculum Executive Summary MPA 2025-2026’ were distributed prior to the meeting for governors information.</p>	
9.	<p>Policies</p>	
	<p>FDP 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>Action: Safeguarding and Child Protection Policies for both schools would be taken to the working group meeting on 06.11.25 for approval</p>	All
10.	<p>Governor Training</p>	
	<p>A separate document titled ‘Safeguarding and Child Protection – Governor Update Training Sept 2025’ was distributed prior to the meeting which MA proceeded to go through.</p>	

	<p>As LD had sent apologies, SH had asked her to complete The National College Annual Certificate in Safeguarding Refresher module (accessed via a link on Connect) and forward him a certificate to allow him to update governor training records.</p> <p>Post Meeting Note: SH asked LD on 14.10.25 (and AB,MK and LW on 19.10.25) to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records</p> <p>Action: All governors to complete LGB Tracker before working group meeting on 06.11.25</p>	<p>AB,LD LW,MK</p> <p>All</p>
11.	Governor Matters	
	<p>Governor Newsletter – XC and DV would prepare a newsletter to be issued at the end of the autumn term (in addition to the newsletter to be prepared shortly after this meeting).</p> <p>Governor Recruitment – This had already been discussed.</p> <p>Governor Visits – A separate document titled ‘Gov Visit Report – Sense of Belonging (27.06.25)’ was distributed prior to the meeting.</p> <p>Training – Six separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Training Schedule for New Appointments Sept 2025 • Governance Training Opportunities 2025-26 Sep 25 • National College Training Course and Webinars 2024-25 • AL Scheme of Delegation v5.0 Sept 2025 • LGB Guidance Handbook v3.0 Sept 2025 • KCSiE: 2025 <p>SH reminded governors to please inform him of any training completed, to allow him to update governor training records.</p> <p>Post Meeting Note: All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records</p>	<p>All</p>
12.	Standing Items	
	<p>Trust Matters – This had already been discussed.</p> <p>Safeguarding – ET advised there were no concerns to bring to the attention of governors, and all policies and procedures continued to be followed in both schools. A middle leader at MPA had been added to the DSL team and a member of the FD office team would provide further admin support across both schools.</p> <p>Staff Wellbeing – RB advised there had been positive staff feedback from phased meetings, the links being developed across both schools and ECTs were happy and were supported. There were three SKiT student teachers across both schools and PGCE students would be welcomed in the spring term.</p> <p>There had also been positive feedback from TAs around their training, and they had been provided with study time.</p> <p>It was noted the trust had invested significantly to improve the building and site at FD during the summer holidays and governors thanked the FD PTA for funding playground markings.</p> <p>A governor queried if there had been staff ‘pulse’ surveys? ET advised they had been paused as the trust was considering completing a separate survey.</p> <p>Staff Update – There was nothing to report.</p>	
13.	Review of Risks Relating to Agenda Items	
	<p>ET advised of the following risks:-</p> <ul style="list-style-type: none"> • Pupil numbers at FD • Finances • Attainment Outcomes 	

	<p>A governor queried as reception numbers at MPA continued to grow, would families be encouraged to join FD as an alternative? ET advised there had been a parental tour at FD last week and parents would be informed the provision offer would be the same across both schools, the only difference being the numbers on roll.</p> <p>A governor queried if there were further measures which could be considered by the school/ LGB to encourage more families and children to start at FD? ET advised there would first continue to be a focus on having greater parental involvement at FD.</p> <p>ET queried how further links within the community could be made and the marketing of FD and would welcome governors help to progress this? A governor queried if staff visited local preschools which fed into FD?</p> <p>A governor queried the deadline for applications to start in reception in September 2026? ET advised at the end of January and there were two further tours planned in Autumn 2.</p> <p>Action: XC/DV to consider how to incorporate monitoring of FD marketing into the wider governor monitoring strategy</p>	XC/DV
14.	Any Other Business	
	<p>Pavement between Musgrave Way and School – It was noted that on 13th October, the council had removed foliage alongside the footpath and governors minuted their thanks to the county council for doing this.</p>	
15.	Review of Meeting	
	There was nothing to report.	
16.	Date of next meetings	
	<p>Governor Working Group – Thursday 06 November (online) Governors Q&A meeting – Monday 17 November (online) time tbc LGB2 – Thursday 20 November (at MPA) – (DV apologised for not being able to attend)</p> <p>Governors Q&A meeting – Monday 18 January (online) time tbc LGB3 – Thursday 22 January (online) Governors Q&A meeting – Monday 02 March (online) time tbc LGB4 – Thursday 05 March (at FD)</p> <p>Governors Q&A meeting – Monday 18 May (online) time tbc LGB5 – Thursday 21 May (Hybrid at MPA) Governors Q&A meeting – Monday 22 June (online) time tbc LGB6 – Thursday 25 June (at FD)</p> <p>For meetings in school, it was asked that governors attend in person where possible (hybrid meetings would be a choice, but governors were asked to share their planned location seven days in advance).</p>	
	Meeting closed at 8.00pm	