

**Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF LOCAL GOVERNORS MEETING
Thursday 22nd January 2026 at 6.00pm (online)**

PRESENT: Emily Thompson (ET) Executive Head
 Rachel Bailham (RB)
 James Burton (JB)
 Xavier Castelino (XC)
 Hanna-Beth Clark (H-BC)
 Lindsay Davies (LD)
 Megha Kishore (MK)
 Ben Roberts (BR) Chair
 Dom Vicinanza (DV)

APOLOGIES: None

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

Item	Action	Resp.
4.	ET to update governors on FD 'parent election' at the LGB on 05.03.26	ET
4.	Report from curriculum visit to be taken to LGB on 05.03.26	SH,H-BC
4.	Report from safeguarding visit to be taken to LGB on 05.03.26	SH,JB
4.	Governor newsletter to be issued	BR,DV
4.	Visions and Values to be taken to LGB on 21.05.26	SH,ET
4.	MK to forward a certificate from The National College Annual Certificate in Safeguarding Refresher module to SH, to allow him to update governor training records	MK
4.	AB and LW to complete The National College Annual Certificate in Safeguarding Refresher module and forward a certificate to SH, to allow him to update governor training records	AB/LW
4.	Governors to continue to update 2025-26 LGB Tracker, if not already done so	All
4.	AB,JB,H-BC,LD,MK and LW to forward a certificate from Prevent training to SH, to allow him to update governor training records	AB,JB, H-BC,LD, MK and LW
4.	Update on new Ofsted Inspection Framework to be taken to the LGB on 25.06.26	ET,SH

No	Description	Resp.
1.	Apologies and Quorum	
	BR welcomed all to the meeting. There were no apologies and the meeting was quorate. Adam Burns (AB) and Lauren Woods (LW) did not attend the meeting.	
2.	Declarations of interest	
	There were none for any item on the agenda.	
3.	Agree LGB minutes of previous meetings – 16th October 2025 and 09th December 2025	
	<u>LGB Minutes – 16.10.25</u> 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.	
	<u>LGB Minutes – 09.12.25</u> 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	
	<u>LGB Minutes – 16.10.25</u> It was agreed all outstanding actions would be included in the minutes from the LGB on 09 December.	

	<p>LGB Minutes – 09.12.25</p> <p>Item 4 – ET advised within a FD school newsletter, which would be issued on 23 January, would be an article inviting parents to express and interest in being a parent governor, and from this she would gauge the level of interest in the role. Action: ET to update governors on FD ‘parent election’ at the LGB on 05.03.26</p> <p>Item 4 – H-BC had forwarded a report from her governor visit in the summer term to SH prior to the meeting. Action: Report from curriculum visit to be taken to LGB on 05.03.26</p> <p>Item 4 – JB had forwarded a report from his governor visit to SH prior to the meeting. Action: Report from safeguarding visit to be taken to LGB on 05.03.26</p> <p>Item 4 – A governor newsletter had not be issued at the end of the autumn term. BR and DV would plan to issue one by the end of Spring 1. Action: Governor newsletter to be issued</p> <p>Item 4 – ET advised she planned to review the Visions and Values for both schools and how they aligned between each setting and suggested this could be discussed further at the LGB on 21 May. Action: Visions and Values to be taken to LGB on 21.05.26</p> <p>Item 4 – ET advised the updated Ofsted Inspection Guidance Handbook was available online. A governor queried if any school in Anglian Learning had been inspected under the new framework? ET advised none to date and using the experience from MPA having had a ‘volunteer’ inspection in the summer term, she had offered to support other schools during their inspections.</p> <p>MK joined the meeting</p> <p>Item 4 – MK advised she had completed The National College Annual Certificate in Safeguarding Refresher training. Action: MK to forward a certificate from The National College Annual Certificate in Safeguarding Refresher module to SH, to allow him to update governor training records Action: AB and LW to complete The National College Annual Certificate in Safeguarding Refresher module and forward a certificate to SH, to allow him to update governor training records</p> <p>Item 4 – A separate document titled ‘LGB Tracker 2025-26’ was distributed prior to the meeting and governors were asked to continue to confirm they had read stated documents and completed training. Action: Governors to continue to update 2025-26 LGB Tracker, if not already done so Action: AB,JB,H-BC,LD,MK and LW to forward a certificate from Prevent training to SH, to allow him to update governor training records</p> <p>Item 7 – ET advised she would share the date for the SIV on Inclusion with LD when it had been confirmed, to allow her to consider being in attendance. She then suggested LD would also be welcome to attend the feedback session from a SEND Peer Review in the Summer term.</p> <p>Item 8 – ET advised this had been discussed at the Qand A meeting on 20 January. Due to FD not entering the Ofsted ‘inspection window’ until the Autumn Term 2026, it had been agreed Ofsted inspection training would be taken to the LGB on 25.06.26 Action: Update on new Ofsted Inspection Framework to be taken to the LGB on 25.06.26</p> <p>It was agreed all other actions had either been completed or would be discussed in the meeting.</p>	<p>ET</p> <p>SH, H-BC</p> <p>SH,JB</p> <p>BR,DV</p> <p>SH,ET</p> <p>MK</p> <p>AB,LW</p> <p>All AB,JB, H-BC,LD, MK and LW</p> <p>ET,SH</p>
5.	<p>Chairs Report</p>	
	<p>Confirm dates for monitoring in Spring Term – Governors were asked to continue to arrange and complete visits in the spring term.</p>	

	<p>Any Matters arising from Q&A Meeting on Monday 19 January – BR noted there had been no concerns to bring to the attention of governors.</p> <p><u>Verbal report from</u></p> <ul style="list-style-type: none"> • Inclusion – Tuesday 09 December – LD advised the central team had indicated the meeting would be for those governors new to the position and she had therefore not attended. <p>The following trust link meetings were confirmed;-</p> <ul style="list-style-type: none"> • Inclusion link meeting – Tuesday 10 February • AGF – Tuesday 17 March • Safeguarding link meeting – Wednesday 13 May <p>Governor Questions – A separate document titled ‘LGB3 – Collated Governor Questions’ was distributed prior to the meeting and BR advised of its use, to both capture any questions from Qand A meetings as well as allowing governors to record any queries/questions/challenges from reading supporting papers, which would allow ET to provide a more detailed response at a subsequent LGB.</p> <p>The next Qand A meeting was on Monday 02 March and the next LGB on Thursday 05 March. Governors requested all supporting paperwork be available by Monday 23 February to allow an opportunity for governors to read documents.</p>	
<p>6.</p>	<p>Headteachers Report (verbal) Inc safeguarding update</p>	
	<p>Admissions – ET advised there continued to be in year admissions at MPA. 14 children had joined the nursery at MPA at the start of the spring term and six had joined FD. A governor queried if the nursery was now at capacity? ET advised there were currently 33 children with a capacity of 52 (numbers would again grow at the start of the summer term).</p> <p>Risk – There could be a slight risk at MPA with some year groups now being full and children being placed on waiting lists managed by the local authority and ongoing appeals.</p> <p>Pupil Numbers – The first round of applications for places in 2026-27 had closed and from this, Reception numbers for MPA were at 57 (with 35 of these as first choice). From 2026-27 the PAN at MPA would increase to 60. Governors then briefly discussed pupil numbers in further detail.</p> <p>ET advised class numbers for R/Yr1 and 2 were nationally capped at 30. For KS2, schools could decide to accept more than 30 children in a class (for MPA, it had been agreed to cap KS2 classes at 30).</p> <p>Buildings – ET advised of three priorities within each school:-</p> <p><u>FD</u></p> <ul style="list-style-type: none"> • Development of Forest School • Development of wellbeing trail • Development of mobile classrooms <p><u>MPA</u></p> <ul style="list-style-type: none"> • Development of EY outdoor area • Development of outdoor learning • Increase storage capacity <p>Data – Four separate documents were distributed prior to the meeting (ET thanked AP for creating the report formats and would welcome governor feedback on these, especially the level of detail within each document):-</p> <ul style="list-style-type: none"> • FDP and MPA Reception Data Analysis 2025-2026 • FDPS Autumn Term Assessment Analysis 2025-2026 • MPA Autumn Term Assessment Analysis 2025-2026 • Pupil Outcomes Predictions 25-26 	

	<p>For Reception, ET briefly went through the summary headlines for both schools.</p> <p>A governor queried if there were reasons why Personal, Social and Emotional Development (PSED) was an area of development at FD? ET advised of possible reasons and children were continuing to be well supported in school within a smaller cohort.</p> <p>A governor noted the difference in data for children on track to achieve GLD between the two schools? ET suggested this could be connected to a difference in cohort size. CH added with a smaller cohort at FD, one child would have a more significant effect on data.</p> <p>A governor noted there had been recent national press coverage around children being 'school ready' and queried if this was noticeable at either school? ET advised this had been discussed within a Heads group and how it could be best managed in schools. School's would only have an understanding of children starting in Reception in September from the proceeding April when places would be confirmed and would have parental meetings if necessary. MPA would already have an understanding of a child's need who had attended the nursery.</p> <p>A governor queried if there were reasons why data for Yrs3/4 was lower across both schools and were there plans in place to address this? ET advised this followed a similar pattern to other schools in the trust and there would be pupil progress meetings and targeted interventions for each year group.</p> <p>A governor queried the impact from the schools using the KAPOW curriculum? ET advised the presented data was for Reading, Writing and Maths and KAPOW covered other subjects. The schools were currently reviewing their current maths curriculums.</p> <p>A governor noted the predicted data for the Yr1 phonics screening at MPA was significantly lower than the attainment for the cohort from 2024-25? ET advised this was due to differences between both cohorts.</p> <p>A governor queried if there were reasons why no PP children were predicted to pass the Yr2 phonics screening retake? ET advised there were also other circumstances beyond just PP to take into account with these children, and there were appropriate measures in place to support them.</p> <p>A governor noted examples of possible inaccuracies within the presented data for MPA? ET advised she would review this after the meeting.</p> <p>ET asked if there were any further queries? There were none.</p>	
7.	<p>Inclusion Executive Summary</p>	
	<p>Two separate documents titled 'Pupil Premium Strategy Statement FDP 26-29' and 'Pupil Premium Strategy Statement MPA 26-29' were distributed prior to the meeting.</p> <p>A governor noted the reports would not be reviewed until 2028 and due to increasing pupil numbers at MPA queried if this should be instead be yearly? CH advised even though it was a three yearly running schedule, statements would be reviewed annually for both schools.</p> <p>From page 03, a governor queried why the success criteria was worded as "<i>demonstrated through reduced incidents logged</i>", vs "<i>number of incidents logged is no more than X</i>" (for example)? ET noted the criterion to be purposely broad, and if (in this case) numbers were reduced, progress was being made.</p> <p>From page 03 a governor queried if the wording to the success criteria for "<i>Narrow the Attainment Gap</i>" was ambiguous, as it could include for the attainment gap between PP and the national average, or the gap between PP and non-PP? ET advised she would review this after the meeting.</p> <p>A governor noted Yr 2 PP writing strengths were lower than other year groups at FD? ET advised this was due to teaching being weaker at the time, and issues with the accuracy of assessments, which was now improving.</p>	
8.	<p>Policies</p>	
	<p>FD SEND – A separate document was distributed prior to the meeting.</p> <p>FD SEND Information Report – A separate document was distributed prior to the meeting.</p> <p>MPA SEND – A separate document was distributed prior to the meeting.</p>	

	<p>MPA SEND Information Report – A separate document was distributed prior to the meeting.</p> <p>A governor queried if the details of the SEND Link Governor should be included in the documents? ET advised she would consider inclusion of this within the documents.</p> <p>ET advised several governor comments had been incorporated into the Safeguarding and Child Protection Policies for both schools.</p> <p>Action: Governors unanimously approved the above polices (as well as the Child Protection and Safeguarding Policies)</p>	
9.	Governor Matters	
	<p>Governor Newsletter – This had been discussed within Item 4.</p> <p>Governor Recruitment – The parent election at FD had been discussed within Item 4.</p> <p>Governor Visits – This had been discussed within Item 5.</p> <p>Training – There was nothing to report.</p> <p>Governors agreed the governance pages of the websites for both schools were out of date and required updating.</p>	
10.	Standing Items	
	<p>Trust Matters – There was nothing to report.</p> <p>Safeguarding – There was nothing to report.</p> <p>Staff Wellbeing – RB advised there continued to be a positive atmosphere and morale within both schools and queried if governors could assist in developing a more efficient means of obtaining staff views/thoughts on their wellbeing, which she could then bring to LGBs? ET added there would be a staff 'pulse' survey.</p> <p>Staff Update – ET advised there was no staff vacancies at either school and one member of staff at MPA would go on maternity leave at the end of Summer 1.</p>	
11.	Review Key Risks	
	<p>Attendance – ET advised of reasons why a small number of children at FD and MPA had attendance below 50% and of the schools subsequent responses.</p> <p>ET advised of the attendance data for each school for the academic year to date.</p> <p>A governor queried if governors should review attendance in detail on a termly basis? ET suggested this could be reviewed during governor safeguarding visits and then be reported back to governors at subsequent LGBs.</p> <p>AP advised the local authorities SEND services would prioritise Emotionally Based School Avoidance (EBSA) this term and staff had met with link practitioners and had training to do 'early work' with targeted children to improve attendance.</p> <p>Budget – ET advised it was a risk, and schools would shortly look to develop and agree budgets for 2026-27. She would be able to provide further details at the LGB on 05 March.</p>	
12.	Any Other Business	
	There was none.	
13.	Review of Meeting	
	There was nothing to report.	
14.	Date of next meetings	
	<p>Governors Q&A meeting – Monday 02 March (online) at 3.00pm</p> <p>LGB4 – Thursday 05 March (at FD) at 6.00pm</p>	

	<p>Governors Q&A meeting – Monday 18 May (online) at 3.00pm LGB5 – Thursday 21 May (Hybrid at MPA) at 6.00pm Governors Q&A meeting – Monday 22 June (online) at 3.00pm LGB6 – Thursday 25 June (at FD) at 6.00pm</p> <p>BR noted he had sent Team invites for QandA meetings to governors for the rest of 2025-26.</p>	
	Meeting closed at 7.15pm	