

**Fen Ditton Community Primary School/ Marleigh Primary Academy  
MINUTES OF LOCAL GOVERNORS MEETING  
Thursday 05<sup>th</sup> March 2026 at 6.00pm (via Teams)**

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

**APOLOGIES:** None

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

Item	Action	Resp.
4.	ET to liaise with FD PTA and Horningsea Herald publication ref. recruitment of governors	ET
4.	Visions and Values to be taken to LGB on 21.05.26	ET,SH
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.	RB,AB and H-BC to complete 2025-26 LGB Tracker	RB,AB, H-BC,
4.	AB,H-BC, MK and LW to forward a certificate from Prevent training to SH, to allow him to update governor training records	AB,H- BC,MK, LW
4.	ET to confirm if governor DBSs required renewal	ET
4.	Update on new Ofsted Inspection Framework to be taken to the LGB on 25.06.26	ET,SH
5.	ET,BR and DV to confirm if notes from Q&A meetings would also be included in LGB Minutes	ET,BR, DV
10.	H-BC to distribute governor visit report from 10.02.26	H-BC
12.	ET,BR and DV to confirm format of LGB meetings for 2026-27	ET,BR, DV

No	Description	Resp.
<b>1.</b>	<b>Apologies and Quorum</b>	
	DV welcomed all to the meeting. There were no apologies and the meeting was quorate. Adam Burns (AB), Megha Kishore (MK) and Lauren Woods (LW) did not attend the meeting.	
<b>2.</b>	<b>Declarations of interest</b>	
	There were none for any item on the agenda.	
<b>3.</b>	<b>Agree LGB minutes of previous meetings – 22<sup>nd</sup> January 2026</b>	
	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.	
<b>4.</b>	<b>Matters arising and actions from previous minutes</b>	
	<b>Item 4 –</b> ET advised within a FD school newsletter, there had been an article inviting parents to express an interest in being a parent governor, but there had not been any response. XC added the LGB would look to have a parent governor from both schools to provide an equal representation between both settings.	

A governor queried if a member of the FD PTA could be asked to join the LGB? ET advised she would raise this at a subsequent PTA meeting, as well as for their further support in finding both parent and trust appointed governors.

A governor queried if the school could advertise for a governor via the Horningsea Herald publication?

A governor queried if wider family members with no parental responsibility for a child in the school could be asked to join the LGB?

**Action: ET to liaise with FD PTA and Horningsea Herald publication ref. recruitment of governors**

ET

The current composition of the LGB was noted;

Governor	Category	Term of Office End
Emily Thompson	Executive Headteacher	Ex officio
Rachel Bailham	Staff	11.11.27
Adam Burns	Trust appointed	11.09.26
James Burton	Trust appointed	20.12.27
Xavier Castelino	Trust appointed	24.04.29
Hanna-Beth Clarke	Trust appointed	06.02.29
Lindsay Davies	Trust appointed	18.10.26
Megha Kishore	Parent (MPA)	12.11.26
Ben Roberts	Trust appointed	24.04.29
Dom Vicinanza	Trust appointed	28.11.26
Lauren Woods	Parent (MPA)	25.09.26
vacancy	Trust appointed	-

**H-BC joined the meeting**

**Item 4** – It was agreed governors would review the Visions and Values for both schools at the LGB on 21 May 2026.

**Action: Visions and Values to be taken to LGB on 21.05.26**

ET,SH

**Item 4** – It was noted that MK 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**

MK

**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**

AB,LW

**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, if not already done so.

**Action: RB,AB and H-BC to complete 2025-26 LGB Tracker**

**Action: AB,H-BC, MK and LW to forward a certificate from Prevent training to SH, to allow him to update governor training records**

RB,AB,  
H-BC

AB,H-  
BC,MK,  
LW

A governor queried if DBSs required for the role of being a governor would require renewing after a set period of time?? ET advised she would review if this was a requirement and report back to governors.

**Action: ET to confirm if governor DBSs required renewal**

ET

**Item 8** – It was agreed an update on the new Ofsted Inspection Framework 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**

ET,SH

It was agreed all other actions had either been completed or would be discussed in the meeting.

**5. Chairs Report**

	<p><b>Confirm dates for monitoring in Spring Term</b> – Governors were asked to continue to arrange and complete visits in the spring term.</p> <p><b>Any Matters arising from Q&amp;A Meeting on Monday 02 March</b> – A separate document titled ‘Governors Questions and Headteacher Response – Pre-meeting 05.03.26’ was distributed prior to the meeting. BR noted there had been no concerns to bring to the attention of governors.</p> <p>Governors then discussed the purpose of Q&amp;A meetings and how their focus would differ from LGBs in further detail.</p> <p><b>Action: ET, BR and DV to confirm if notes from Q&amp;A meetings would also be included in LGB Minutes</b></p> <p><b>Verbal report from</b> Safeguarding/ Inclusion link meeting – Tuesday 10 February – LD and JB advised of the format of the meeting.</p> <p>The following trust meetings were confirmed;-</p> <ul style="list-style-type: none"> <li>• New Governor Induction – Tuesday 21 April</li> <li>• AGF – Thursday 30 April</li> <li>• Safeguarding link meeting – Wednesday 13 May</li> <li>• AGF – Thursday 09 July</li> </ul>	<b>ET, BR, DV</b>
<b>6.</b>	<p><b>Headteachers Report Inc safeguarding update</b></p> <p>The Headteachers Report was distributed prior to the meeting and ET advised she had responded to governors questions raised during the Q&amp;A meeting on 02 March and asked if there were any further questions?</p> <p>Strategy 2030 – Five separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> <li>• Connection Survey Analysis</li> <li>• Early Years Connection Survey Analysis</li> <li>• FDP – Connection Survey</li> <li>• MPA – Connection Survey</li> <li>• Priorities – Connections</li> </ul> <p><b>Attendance</b> – A separate document titled ‘LGB Attendance Report 24.02.26’ was distributed prior to the meeting.</p>	
<b>7.</b>	<p><b>School Inspection Data Summary Report (IDSR)</b></p> <p>Two separate documents titled ‘IDSR – FDP’ and ‘IDSR – MPA’ were distributed prior to the meeting.</p> <p>A governor queried from the documents, what did ET consider inspectors would likely pick out as a main line of enquiry at both schools during an inspection? ET advised of the current risks at FD and from the pilot inspection at MPA, its context had changed from that included in the most recent IDSR.</p> <p>The SLT would complete a piece of work at FD in the summer term to understand the present context of the school, in preparation for an inspection due in 2026-27.</p>	
<b>8.</b>	<p><b>Review of schools Vision and Values</b></p> <p>Governors briefly discussed the present values for both schools. After governors had reviewed them at the LGB on 21 May, ET would seek the views of other stakeholders and each group would consider the existing values separately.</p> <p>A governor queried if values would have to be the same for each school? ET advised there would have to be appropriate reasoning for them to differ between each setting and the demographics at MPA would align more closely with FD moving forwards.</p> <p>A governor queried how the current values were implemented on an operational level within the schools?</p> <p>A governor queried if schools were obliged to align their values with those of the trust? It was suggested the language used within the trusts statements were not ‘child friendly’.</p>	

<b>9.</b>	<b>Policies</b> There was none to approve.	
<b>10.</b>	<b>Governor Matters</b> <b>Governor Newsletter</b> – This had been discussed within Item 4. <b>Governor Recruitment</b> – This had been discussed within Item 4. <b>Governor Visits</b> – Three separate documents had been distributed prior to the meeting, which JB and H-BC briefly went through;- <ul style="list-style-type: none"> <li>• The Writing Journey (March 2025)</li> <li>• Safeguarding (01.11.25)</li> <li>• Safeguarding (23.02.26)</li> </ul> <b>Action: H-BC to distribute governor visit report from 10.02.26</b> <b>Training</b> – There would be new governor induction training at Bottisham Village College on Tuesday 21 April 2026 at 6.00pm.	<b>H-BC</b>
<b>11.</b>	<b>Standing Items</b> <b>Trust Matters</b> – There was nothing to report. <b>Safeguarding</b> – There was nothing to report. <b>Staff Wellbeing</b> – A separate document titled ‘Staff Well-being Pulse Survey February 2026’ was distributed prior to the meeting. A governor queried if ET had concerns with one of the responses from within the Section titled ‘What is one thing that would improve your wellbeing at work?’ ET advised as the survey had been anonymise, she did not know who had made the comment and was therefore unable to respond to it. Subsequently, she suggested possible minor amendments to the formats of future surveys, the next starting on 06 March (they would be completed half-termly). A governor queried if by asking staff to state which area of the schools they were based in, may inhibit future surveys from being truly anonymise? ET advised she would consider this, whilst making any formatting amendments. A governor noted a possible concern responses from surveys may overlap with the purpose and usage of the Whistleblowing Policy, and queried should staff be reminded they would also be able to raise concerns via other channels? <b>Staff Update</b> – A KS2 teacher had been absent at FD (which was now coming to an end) and their teaching responsibilities had been covered internally.	
<b>12.</b>	<b>Any Other Business</b> <b>LGB Meeting Dates</b> – Draft LGB meeting dates for 2026-27 had been distributed via the agenda, which governors approved but would consider the format of them in due course, as well as if the two spring term LGBs could be combined into one meeting to align with the trusts LGB Meeting Planner. <b>Action: Governors unanimously approved the following LGB meeting dates for 2026-27, all starting at 6.00pm;-</b> <b>LGB1</b> – Thursday 01 October 2026 <b>LGB2</b> – Thursday 26 November <b>LGB3</b> – Thursday 21 January 2027 <b>LGB4</b> – Thursday 04 March <b>LGB5</b> – Thursday 06 May <b>LGB6</b> – Thursday 01 July <b>Action: ET, BR and DV to confirm format of LGB meetings for 2026-27</b>	<b>ET, BR, DV</b>

<b>13.</b>	<b>Review of Meeting</b>	
	There was nothing to report.	
<b>14.</b>	<b>Date of next meetings</b>	
	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	
	<b>Meeting closed at 7.35pm</b>	