



Fen Ditton C. P. School

FEN DITTON COMMUNITY PRIMARY SCHOOL

Local Governing Body

Meeting Minutes

16 September 2019 at 6.15pm

Governors Present

Stuart Wood (SW Chair), James Pilgrim (JP), Mark Askew (MA Headteacher), Jess Bryan (JB), Steve Dawson (SD) and Layla Skinns (LS)

Others Present

Charlotte James (CJ Deputy Head), Flick Wolfers (FW prospective governor), Sabina Niemier (SN prospective governor), Prue Rayner (PR Executive Primary Headteacher) and Kerrie Jones (KJ Trust Clerk)

	ITEM	ACTION
1.	Welcome	
	<p>SW welcomed the prospective governors and introductions were made.</p> <p>JP stood down as Chair of the LGB last meeting but has agreed to stay on the LGB till the end of the calendar year.</p> <p>This is JB's last meeting. The Chair thanked her for all her work as a governor.</p>	
2.	Acceptance of Apologies for Absence	
	There were no apologies.	
3.	Declaration of Interests	
	<p>No interests were declared</p> <p>New pecuniary interest forms for 2019/20 will need to be completed</p>	SW to circulate forms
4.	Vote in New Chair and Vice Chair	
	<ul style="list-style-type: none"> JP proposed SW as new Chair. This was seconded by LS and agreed unanimously. This appointment is to be approved by the Trust Board. SW proposed JP to be the new VC and this was seconded by MA. All were in agreement. 	KJ to seek approval from the Board
5.	Agree minutes of previous meeting 15 July 2019	
	<p>The minutes were agreed as an accurate record although there were some typos to be amended.</p> <p>A Camclerk has been requested for clerking in the short term. The new admin recruit is considering the position in the longer term.</p>	MA to amend and SW to sign

Chair's signature.....

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Date.....

6.	Matters arising and actions from previous minutes	
	<p>The action sheet was reviewed and updated (see appendix to minutes)</p> <ul style="list-style-type: none"> • With regards governors attending whole staff training, MA informed the LGB that there will be STEPS training on 6 January 2020. He will let them know the running order so that they can attend the most useful sessions. • Staff meetings after school on Wednesday evenings may also provide an opportunity for governors to be involved and MA will keep them updated on this. • The breakdown and range of special educational needs across the school will be an item for the next agenda. It will include a breakdown of data, planning, level of need and impact. CJ explained that the allocation of specialist support is based on SEN numbers and deprivation factor. 	<p>MA to send details of STEPS training day</p> <p>MA to update re staff meetings</p> <p>Next agenda</p>
7.	Vote in new governors	
	<ul style="list-style-type: none"> • Trust Appointed Governors: Both SN & FW would like to join the LGB. Governors agreed to seek approval from the Trust Board for their appointment There is other potential interest but no definite candidates at the moment. • Staff Governors: SW is meeting staff tomorrow to encourage interest in the two staff governor vacancies. • Parent governors: There will be 'Meet the Team' events on Wed 25 Sept at 3.45pm and 6pm where parents will meet the staff. SW will attend to talk to parents about the LGB and perhaps generate some interest in becoming governor. Other governors are welcome to attend. 	<p>KJ to organise approval</p> <p>Confirm with SW if attending</p>
8.	Meeting dates and committee structure for 2019-2020	
	<p>Dates for this term only have been set as follows:</p> <ul style="list-style-type: none"> • Mon 14 Oct (or possibly 15 Oct) Training session (clerking not required) • Mon 28 Oct (Finance) 6.15pm • Mon 2 Dec 6.15pm <p>LS reported that she is unable to attend on 14 October.</p> <p>The meeting on the 14 or 15 October is to be more of a training session at which the School Development Plan will be presented. PR will share data and help governors to interpret and understand what is presented. The Trust Scheme of Delegation will also be shared and Governors helped to understand the overall structure of the Trust and how the school and LGB fits within this. Committees will also be discussed</p> <p>There is a Whats App governor group for non-staff governors. It was stressed that this is used just to confirm general things such as meeting times and no documents or confidential information is shared.</p>	<p>Meeting date to be 15 Oct subject to PR checking her availability.</p> <p>KJ to forward SoD to SW</p>

9.	Achievement summary data to share/celebrate	
	<p>The data has been shared on One Drive and will be presented on 14 October. Any items to note can be recorded in the minutes of the subsequent meeting.</p> <p>Q <i>Science has not previously been included but pleasingly has now appeared?</i> A Science is teacher assessed so has not necessarily been reported but we recognise its importance</p>	
10.	New staffing updates	
	<p>MA circulated a list of staff updates including budget holders and responsibilities. New staff are settling in and the new teams are working well. Q <i>Have new teachers brought different skills?</i> A Yes they have and some existing staff are taking on new roles, such as Lydia taking on a mental health role. A number of TAs are being recruited to cover maternity leave and for 6 hours support for a new EHCP.</p> <p>In future staff updates will be included as part of the HT's report which will come to the LGB once a term with a verbal or brief written report at other meetings.</p>	
11.	The SDP, link governors and governor visits	
	<p>Defer to 14 Oct training session.</p> <p>MA has been working on the new SDP in-line with the new Ofsted framework and with input from PR. He circulated a summary sheet of the Key Priorities. The detailed plan will be considered at the training session. It is anticipated there will be a link governor assigned to each area of the SDP.</p> <p>Q <i>What is a Spirals of Inquiry approach?</i> A The spiral of inquiry is an innovative movement that is aimed at changing people's way of learning</p> <p>Link governor roles are still to be allocated but this will be completed as governors better understand what is required. Role descriptions have been received from the Trust and will be uploaded to One Drive</p>	
12.	Plans for Parents Forum	
	<p>The forum has been arranged for 14 Nov and is likely to be at 6.30pm. Governors will need to be represented. LS reported that she is unable to attend on that date.</p>	SW/MA/JP will consider final plan/date - discuss at 28 Oct meeting
13.	Policies for Review	
	<ul style="list-style-type: none"> • Safeguarding <p>There will be a Trust Safeguarding Policy that will need to be personalised for Fen Ditton. Governors need to adopt the policy (the Trust has approved it), recognising their responsibilities as outlined in the policy.</p>	

	<ul style="list-style-type: none"> • Fire Evacuation <p>The only change is a personnel update. Q <i>There is no mention of anything outside of the normal school day nor reference to the swimming pool?</i> A We will amend to reflect both of these.</p> <p>Q <i>When will the SEND policy, SEND information report and the curriculum policy be reviewed and brought to LGB?</i> A SW/MA will plan this and let CJ know which meeting/s these need to come to</p>	<p>MA to amend and bring to 28 Oct meeting for approval.</p> <p>SW/MA to plan policy reviews</p>
14.	Primary Hub Criteria	
	This item was deferred.	
15.	Safeguarding/wellbeing	
	<p>MA has audited safeguarding in school as My Concern is implemented in-line with Trust policy. This will improve the efficiency of safeguarding monitoring and allow easy transition between schools.</p> <p>Q <i>When will the system be in place?</i> A It is underway but transferring all records is a major undertaking and we are not quite sure how long this will take.</p> <p>FW and SN are required to have DBS checks</p> <p>There will be a safeguarding training update for governors on 14 Oct. Governors will also need to sign to say they have read the safeguarding documents.</p> <p>Staff Wellbeing – SW will continue in this role and will liaise with nominated staff for wellbeing & mental health.</p> <p>SW has conducted exit interviews for staff who left last term.</p>	<p>MA to ask Sarah in office to liaise re DBS</p> <p>Any questions to be directed to MA or LS</p>
16.	AOB	
	<ul style="list-style-type: none"> • It was clarified that office staff will be responsible for updating GIAS with details of the new Chair • KJ to ask the Director of IT to set up email accounts and Sharepoint/One Drive access for the new governors 	KJ organise accounts for new governors
17.	Date of Next Meeting	
	<p>14 Oct time tbc</p> <p>Meeting ended 7.55pm</p>	

Actions log 16 Sept 2019

ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3	Complete pecuniary interest forms	asap	SW to circulate, all to return	
4	Seek approval from the Board for new Chair appointment	1 October Board meeting	KJ	
5	Last meeting minutes to be amended		MA to amend and SW to sign	Amended & Signed
6	Send details of STEPS training day 6 Jan		MA	
6	Update re staff meetings that governors could attend		MA	
6	Examine the breakdown and range of SEND needs across the school	28 Oct agenda item		Deferred to 2 nd December Meeting
7	Seek approval from the Board for new governor appointments	1 October Board meeting	KJ	
7	Meet the Team events 25 Sep: confirm with SW if attending	Before the day	All	Done
8	Confirm date of Oct training session 14 or 15 Oct	asap	PR to check and confirm with SW/MA	Done
8	SoD required for training: forward to SW	asap	KJ	
12	Parents Forum: consider final plan/date	discuss at 28 Oct meeting	SW/MA/JP	On 28/10 Agenda
13	Fire Evacuation Policy amendments	28 Oct agenda item	MA	On 28/10 Agenda
15	DBS checks on new governors: ask Sarah (office) to liaise	asap	MA	In Hand
15	Safeguarding: governors to read documentation and sign to this effect			

Actions from July 2019 Meeting

Action	Responsibility	Completed
1. submit AL pecuniary interests form.	JP	SW to circulate form In Hand
2. Governor photos SD Will print photos for photo board CJ Will print new governor passes All Send SD and CJ photo	SD, CJ, All	Some outstanding, SD to chase Plan to take photos at meeting on 28 th October – come prepared!
3. LGB Composition Check that we don't have to have 13 governors	PR	Confirmed, can have up to 13
4. E-Safety policy is with Kathryn. Follow this up.	PR	There is a Trust e-safety policy which supersedes any other. KJ to forward to MA
5. Primary hub criteria Chair and Head Discuss with PR, then discuss with governors at next meeting. Clerk Agenda item: Primary hub criteria	Chair, Head, Clerk	Deferred
6. Join Head Review board	SD	An additional governor needed On 28/10 Agenda
7. Write EYS supporting statement to have on hand and will copy to governors.	FB	Proved unnecessary following the review
8. Governor audit.	Chair	Outstanding On 28/10 Agenda (Risk Register)
9. invite gobs to whole staff training	CJ	MA to inform Governors of useful training. 6 Jan STEPS training see Actions from 16th Sept
10. Safeguarding: Arrange gov visit for October around how people raise concerns. Are pupils aware how to raise concerns? Are teachers and volunteers aware?	LS	Visit to be on 1 Nov, same day as safeguarding audit
11. Contact Kathryn to include Head being responsible for safeguarding	PR	Outstanding SW to chase
12. Child protection notes to go "by hand" to Bottisham; Via CJ, PR?	Head	Completed
13. Agenda item for next term: examine the breakdown and range of special educational needs across the school	Clerk	Next agenda Deferred to 2nd December meeting
14. LS will look at defining roles of safeguarding link.	LS	Trust has supplied a role description
15. (Safeguarding) LS/MA can go through and identify which actions should go to governors.	LS/MA	Date to meet needs tbc
16. (Parent survey) LS – review the spreadsheet.	LS	Outstanding

17. (Parent survey) – prep for parent forum.	JP, LS	Outstanding On 28/10 Agenda
18. Prep for chair election next term	Clerk	Completed
19. (H&S incident) Chair – write to the parents involved, cover the items as listed.	Chair	Completed
20. Clerk – Arrange first meeting for 16th September	Clerk	Completed