

**Fen Ditton Community Primary School  
Local Governing Body  
28<sup>th</sup> October 2019 6.15pm**

**AGENDA**

Present

Stuart Wood, Steve Dawson, Layla Skinns, James Pilgrim, Mark Askew,  
Charlotte James – attended as a guest  
Sabina Niemier & Flick Wolfers – still waiting for confirmation from AL Trust.  
Stephanie Tabram – visitor/new governors

1. Welcome & Apologies

SW welcomed all, no apologies.

2. Appointment of Stephanie Tabram as Staff Governor

(Proposed: Andy Richardson; Seconded: Emma Norman)

Stephanie introduced herself and was approved unanimously.

3. Declarations of interest

None.

4. Agree minutes of previous meeting – 16th September 2019

Minutes were agreed.

5. Matters arising and actions from previous minutes (see action sheet attached)

6. Feedback from Training/Induction evening: -

- a. School Development Plan
- b. Data

This training took place on 15<sup>th</sup> October 2019. All present (as is this meeting)

Governors thought it was useful, in particular:

- Links governors & role.
- Ofsted summary with Prue's guidance on it.
- Useful as part of induction of new governors.

**Action MA** Upload docs to Gov Documents: General/Admin items/Governor induction documents.

We looked at a data summary.

- Weakness with reading – in particular boys.
- Not as much progress with Maths. Particular weakness with girls. *MA shared thoughts about the "boy heavy makeup of the class" might be affecting the girl's engagement.*

Governors noted that these observations were reflected in the new SDP, for example Mastery of maths and vocabulary work. These are ongoing and MA reports progress can be seen already in this.

7. Governor Roles and Appointments: -
  - a. Heads Performance Management – Steve Dawson (Chair), Sabina Niemier
  - b. Safeguarding – Layla Skinns
  - c. SEND / Pupil Premium – Flick Wolfers
  - d. Finance – Sabina Niemier
  - e. Pay Review Committee – Steve Dawson (Chair), Sabina Niemier
  - f. Health & Safety - ?
  - g. Vice-Chair (from January 2020) - ?

The governors reviewed and accepted these allocations.

Quality of education (1) Flick plus some Sabina (with support from SW)  
Behaviour and attitudes (2) Layla  
Personal development (3) Sabina (with support from SW)  
Leadership and management (4) Steve

CJ will support Flick with (1).

Sabina will investigate the Maths aspect of (1).

8. Finance Update – agree Outturn for 2018-19

The finance summary had some aspects that we didn't understand.

Sabina had some question regarding the various account.

**Action Sabina** to meet with Sarah

Mark noted some discrepancies – there is more money left over than expected (£147K). Sabina noted that this is not good if money was budgeted to something and then not spent. Water rates, for example, might be budgeted but the charges don't come through in expected period.

SW: The previous year was just months, then we changed accounting year. There were some teething issues, and we've not had the support we wanted (Charity Main has provided some support).

Original budget £823k. We received £14k extras came in from gov and capital. We received more funding for the building than expected. PTFA & Abbey People gave unexpected donations to school. We received extra money (and expense) for a student teacher. The intercompany recharge (school fund) was higher than expected (not sure why). The "trim trail" renovation was unexpected trust money. Sport premium £4k (of £16k) was carried.

Income expected £864K actual £932K.

Reds are actually positives, black are the negatives.

We don't fully understand "Fund analysis" figures.

**Action MA:** to seek advice from financial advisor and feedback to governors.

LS: What will be done with the outstanding sports provision budget. MA: we are holding some back to cover expected additional cost around travel to the swimming pool.

CJ: Staffing sickness cover is expensive and hard to predict.

SW: we budgeted for second Y1 teacher cover (JB's maternity cover).

MA: we expect a 4.5% increase in funding next.

FW: have we done Brexit planning? MA: this has been discussed within the Trust.

9. Risk Register – inc. Skills Audit & Matrix (*see document – we will have a chat about this and will take comments and complete outside of the meeting*)

This is a document that we are required to fill in and haven't.

**Action JDP, SW and MA** Meet and complete.

10. Staffing Update (*see report from Mark*)
  - a. HTPM & Pay Review Committee Notes
  - b.

Governors discussed asking Liz (PSHE) and Lydia (Mental health) to come and talk to us about their work as subject leaders.

Pay review committee met and made recommendation (*see document in folder*).

11. Plans for first Parent forum – Thursday 14<sup>th</sup> November, 6.30pm

See document.

Swimming pool – positives

What to do with the space.

Current facility is expensive and unreliable.

How do we want these meetings to run. We don't want it to be head teachers question time. We should organise this as a "conference".

Agenda item "how to do this".

LS: parent survey issues. Communication: Progress updates.

We need to be realistic but still show we are delivering benefit.

We should keep it on topic and snappy.

We should talk about timing of the meeting etc.

12. Policies for review: -
  - a. SEND
  - b. Safeguarding
  - c. Fire Evacuation

The SEND policy has Steve's name (this will change to Flick in the fullness).

Safeguarding is standard and has come from the Trust.  
Fire evacuation was brought back following recent review comments.  
Governors approved the policies.

13. Standing Items: -

a. Trust Matters (*see Report of AL Governance Forum*)

*There is a secondary school (Joyce Franklyn) that is soon to be part of AL.*

*There is a 4 primary 1 secondary MAT (called CHET) that has approached AL suggesting amalgamation.*

b. Safeguarding

See previous items.

Layla asked about the recent H&S incident in July.

MA: lessons learned resulted in discussions at staff briefing. In particular about broken bones.

We have had three ambulances called this half term.

Also, a child in reception had convulsions and was taken to hospital. One of the paramedics wrote to the school to complement staff on level of care and professionalism. Governors would like to add our thanks to staff involved in response to all these incidents.

MA: noted that the ambulance was able to use the coned parking bay during these incidents. The school will continue to deploy cones in this area.

MA: note that a coordinator role was very useful in these incidents.

MA & JC have recently reviewed the safety situation around the ongoing works (site of the old sheds) and are working with the Trust on this.

MA: Suggestion to make the parking bays disabled only.

c. Staff Wellbeing

SW continues to do half termly visits to the school and the TA's are currently in good spirits and feeling positive.

14. Any other business

None.

**Actions log 16 Sept 2019**

ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3	Complete pecuniary interest forms	asap	SW to circulate, all to return	Done
4	Seek approval from the Board for new Chair appointment	1 October Board meeting	KJ	Still waiting
5	Last meeting minutes to be amended		MA to amend and SW to sign	Amended & Signed I have amended these further (data and a few typos) 18.10.19
6	Send details of STEPS training day 6 Jan		MA	Emailed Prue and awaiting confirmation of venue and timings.  MA: any gobs welcome for the first half of the day (9 til 10am). Gobs should let MA if they intend to come. STEPS is a therapeutic approach to behaviour.
6	Update re staff meetings that governors could attend		MA	“My concern training” delivered by MA/CJ will be on Wed 6 <sup>th</sup> Nov at 3:45pm till 5. This will be a new system to log CP concerns. TA training in beginning of December. Governors welcome to attend.  Staff should be using the new system the following day.
6	Examine the breakdown and range of SEND needs across the school	28 Oct agenda item		Deferred to 2 <sup>nd</sup> 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	SW has it – will upload to meeting folder.
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			Clerk has sent link to the documents folder to all gov.  Action: chase all to sign.

### Actions from July 2019 Meeting

Action	Responsibility	Completed
1. submit AL pecuniary interests form.	JP	SW to circulate form <b>In Hand</b>
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	<b>Some outstanding, SD to chase</b> <b>Plan to take photos at meeting on 28<sup>th</sup> October – come prepared!</b>
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. <b>KJ to forward to MA</b>
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 <b>On 28/10 Agenda</b>
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 <b>On 28/10 Agenda (Risk Register)</b>
9. invite gobs to whole staff training	CJ	MA to inform Governors of useful training. 6 Jan STEPS training <b>see Actions from 16<sup>th</sup> Sept</b>
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	Layla to visit on Friday 13 <sup>th</sup> December.
11. Contact Kathryn to include Head being responsible for safeguarding	PR	<b>Outstanding SW to chase</b>
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 <b>Deferred to 2<sup>nd</sup> December meeting</b>
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	Defer until after the safeguarding audit and Dec13th visit.

		The annual safeguarding (Child protection) audit has been done – MA will share. This Friday is a whole school safeguarding audit. Last year had action to freshen training which has been done.
16. (Parent survey) LS – review the spreadsheet.	LS	Done and sent to SW and JDP.
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