

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 29th September 2021

Governors Present

Jo Middleton (JM) Chair
Greg Baldwin (GB)
Helen Swift (HS)
Rebecca Taylor (RT)
Liz King (LK)

Rachael Johnston (RJ) Head Teacher
Sophie Wilkinson (SW)
Kate Limmer (KL)
Ed Hall (EH)

Others Present

Kay Pearce (KP) Clerk
Diana Sands

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	JM welcomed all governors and Mrs Sands to the meeting. There were no absentees, so no apologies were needed.	
2.	Declarations of Interest with regard to agenda items	
	JM reminded governors that PI forms needed to be completed and uploaded to TEAMS. There were no declarations of interest for this meeting.	All Governors
3	Agree minutes of last meeting and Matters arising not on this agenda	
	The minutes of the last meeting held on 15 th June were circulated to governors. Governors formally approved these minutes and they will be uploaded to the website. Actions from that meeting are complete with exception of the PE Plan, which Mrs Sands will be discussing at the meeting held this evening and the HTPR meeting date, which is to be agreed and held before 31 st October.	KP RJ/KL/GB
4.	Election of Chair and Vice Chair for the academic year 2021-2022	
	Nominations for chair were invited and JM confirmed she would be happy to continue as chair. Governors voted and unanimously agreed that JM should remain in post.	

	<p>Nominations were then invited for vice chair and GB confirmed he would be happy to remain in place. Again, governors voted and agreed GB should continue in the role of vice chair.</p>	
5.	Code of Conduct	
	<p>JM reminded governors that the code of conduct needed to be read and the declaration to be uploaded onto TEAMS.</p>	All Governors
6.	PE Funding Update	
	<p>Mrs Sands joined the meeting to update governors on the PE and Sports Premium Funding.</p> <p>Documents were sent out in advance of the meeting via TEAMS and Mrs Sands gave a presentation, which are attached to these minutes.</p> <p>DS went through the 5 Key Indicators that made up her presentation, these being:</p> <p>KI1 – Engage all pupils in regular physical activity KI2 – Raise the profile of PE across the school KI3 – Increase confidence, knowledge and skills of staff teaching PE. KI4 – Broader experience of a range of sports and activities KI5 – Increased participation in competitive sports</p> <p>She also spoke about evidencing the impact which included how the funding was allocated, how school chose to spend the money, the impact this makes and plans for the current academic year, which included a new model for delivering extra-curricular activities, working in closer partnership with other schools within the trust as well as funding for staff CPD. There will also be the reintroduction of sports day as well as inter school competitions. All of the above will help school in maintaining its gold school games mark award.</p> <p><u>Q. Governors asked How are the Key Indicators determined?</u></p> <p>A. School have control over the indicators and the Association for PE provides a great deal of guidance.</p> <p><u>Q. How was funding split between Key Indicators?</u></p> <p>A. Research takes place and recommendations are presented to RJ, but having had a number of years of experience in PE allows knowledge of what needs to be funded.</p> <p><u>Q. Premier Sports used to come into school on a regular basis; this is not the case now?</u></p> <p>A. Premier Sport used to cover PPA (Planning, Preparation and Assessment) time that teachers had. This is now covered by Cambridge United</p>	

	<p>The sports funding is ring-fenced so this cannot be used to cover PPA, so various companies such as Cambridge United, DanceEd, Premier Sports and Cambridge Gymnastics are used to provide extra-curricular clubs and activities.</p> <p><u>Q. How successful has school been in engaging vulnerable groups and particularly girls?</u></p> <p>Q. This can be quite hard as sometimes its convincing parents or even the pupils themselves.</p> <p>Lunchtime clubs seem to work best for girls. These are not happening at present, but will begin as the term progresses. Our gym and wall bars club after school has a high number of girls from vulnerable backgrounds.</p> <p>Prior to Covid-19, the girl's football team was very successful.</p> <p><u>Q. How do you work out vulnerable pupils?</u></p> <p>A. DS focuses on Pupil premium, Free school meals; SEND background as well as children whose parents have separated, as this can stop pupils attending after school clubs.</p> <p><u>Q. Are there going to be any single sport clubs?</u></p> <p>A. Over the years there has been a low uptake on single sports such as netball etc. The only difference is for football, which always has a high attendance. Multi-sports clubs are very popular and then allow children to pursue further in either PE or as sport outside of school.</p> <p>Governors thanked DS for attending and she left the meeting at 7.10pm.</p>	
7.	Development Priority Reports	
	<p>JM mentioned there is a new form to be used on the front cover for future reports. An email is to be sent to governors showing where the form is on TEAMS.</p> <p>Priority reports were sent to governors via TEAMS in advance of the meeting.</p> <p>Priority 1 and 2 were presented with Priority 3 being submitted at the next meeting in November 2021.</p> <p><u>P1 – Spirals of Enquiry</u></p> <p><u>Q. Why has school chosen not to continue with the spirals of enquiry programme?</u></p> <p>A. RJ may be able to answer this, but it could be that the programme did not meet school expectations. Governors involved in this priority felt it was a useful process got a lot of value from it,</p>	KP/JM

	<p>but the costs involved were considerable. Good learning came from the exercise and will allow school to move learning forward.</p> <p><u>P2 – Parental Engagement</u></p> <p>There were various ideas put forward to help with this, including exit surveys for year 6 pupils as well as parent coffee time to engage parents more in school.</p> <p>HW mentioned that some of these ideas are planned for later in the term, provided the situation allows. RJ advised governors that a parent café is to run on the last Friday of each month going forward.</p> <p>In particular, Early Years parents have not been able to have a connection with other parents in school. There would also be an opportunity to eventually have a parent’s forum, which governors could also be involved in.</p> <p><u>SEND Report</u></p> <p>Teaching Assistants should be celebrated for the work they do with SEND pupils.</p>	
8.	Meeting Theme – Quality of Education	
	<p>The SEF, SDP and Head Teacher’s Report were all sent to governors in advance of the meeting via TEAMS.</p> <p>RJ wanted to mention Forest Schools, which has recently started at school. This is an outdoor education model where pupils are supported to develop their personal, social and emotional skills along with resilience and independence. Cambridge Forest Schools are currently providing these sessions, which are all classes from Nursery through to Year 2. There will be 7 2 and half hour sessions for each class, who will do all weather activities’ including den building, bug hunting, cooking on a fire pit and having circle time.</p> <p>RJ is going to ask the PTA to fund another member of staff to take the forest school qualification.</p> <p>Governors noted this was a good idea with links to wellbeing and asked if there would be an impact on the academic learning for pupils. RJ hoped there would be and it will be something to follow up on.</p> <p><u>SEF (Self Evaluation Form)</u></p> <p>This is a document that summarises what is happening in school and Ofsted will request this when they come to do an inspection. The SEF is a reflection of where school are and also shows our strengths.</p> <p>The SEF is a live document and shows where school is at present.</p>	

	<p>The SEF feeds into the SDP.</p> <p><u>SDP (School Development Plan)</u> This is an education framework and the appendix is a reflection of the Covid-19 impact and how school have responded.</p> <p>The SDP has key aspects within it and has long-term priorities (3-year provision) and the vision will be expanded on with parents, staff and pupils.</p> <p>There are 5 key areas of focus priorities, with lots linked to the impact of Covid-19.</p> <p>The first column show the why followed by what has to be done finally showing the success criteria.</p> <p>The actions are updated on a termly basis.</p> <p>The Head Teacher's report then shows each of the key areas and will have annotated notes and information for governors.</p> <p><u>Q. In the SEF writing was identified as a key area?</u></p> <p>A. Yes this correct and it is not showing as a priority on the SDP. Works needs to be done across all learning areas of school, so whilst writing is important, this is how it has been shown in the SDP. Year 6 attainment in most areas has been good with the exception of writing.</p> <p><u>Q. British Values, how do we enhance this aspect of school life?</u></p> <p>A. This is harder to evidence. We have the Eco and School Councils, House Captains but all these have been put on hold during the pandemic. These are to be reintroduced. Within the curriculum, there is evidence of British Values.</p> <p><u>Q. What are the Rise and Shine Principles mentioned in the SDP?</u></p> <p>A. This is a book about effective teaching strategies.</p> <p>There will also be direction from RJ as to governor monitoring of priorities.</p> <p>There was also discussion on the cycle of subject leaders attending governor meetings.</p>	JM/RJ
9.	Governor Training	
	<p>The Trust has sent out a training plan for the year and governors are encourage to attend as necessary.</p> <p>There is safeguard training that all governors must attend online and this needs to be recorded on the form on ALIS, which has also been sent to governors via email.</p>	All Governors

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	Declaration of Interest forms to be completed	03.11.2021	All Governors
3.	Date to be set for HTPR	31.10.2021	RJ/KL/GB
3.	Minutes to be uploaded to website	01.10.2021	KP
5	Code of Conduct to be read and signed	03.11.2021	All Governors
7	Report Cover Sheet to be sent to governors	01.10.2021	KP/JM
8	SDP monitoring priorities		JM/RJ
10	Monitoring of Equality Information and Protected Characteristics	ongoing	All Governors
11	Skills Audit to be completed	20.10.2021	All Governors
11	Pay Review Committee date needed	Before 31.10.2021	JM/LK/GB

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE