

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 3rd November 2021

Governors Present

Jo Middleton (JM) Chair

Gregg Baldwin (GB)

Ed Hall (EH)

Rachael Johnston (RJ) Head Teacher

Liz King (LK)

Kate Limmer (KL)

Rebecca Taylor (RT)

Sophie Wilkinson (SW)

Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	In JMs absence, GM welcomed all governors. Apologies were received from Helen Swift (HS) that were unanimously accepted by governors.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest for this meeting.	
3	Agree minutes of last meeting and Matters arising not on this agenda	
	<p>The minutes of the last meeting held on 15th June were circulated to governors.</p> <p>Actions</p> <p>Item 2 – GB asked that all governors complete the declaration of interests document – a link to which was included on the agenda. Action: All governors to complete pecuniary interests form</p> <p>Item 3 – RJ advised that she had since met with Prue Rayner from the trust to agree her objectives as part of her HTPM and the trust would now have a greater involvement with this. Action: RJ to liaise with PR as to whether to share her objectives for 2021-22 with governors Action: Minutes from LGB on 29.09.21 to be uploaded to website</p> <p>RJ then advised that teachers targets had been set and taken to the pay review committee that met before the half term break.</p> <p>Item 5 – GB asked that all governors sign to say they have read the Code of Conduct document. Action: All governors to sign they have read Code of Conduct – GB to confirm document is on Teams</p>	<p>All</p> <p>RJ</p> <p>JM</p> <p>All/GB</p>

	<p>Item 7 – GB asked if governors had received an email advising where the new form to be used on the front cover of future reports is on Teams? Action: GB to forward email ref. new form on front cover of future reports to governors</p> <p>LK arrived at meeting</p> <p>Item 10 – It was agreed that the action to monitor equality information and protected characteristics was ongoing.</p> <p>Item 11 – GB asked if all governors had completed their skills audit? Action: All governors to complete skills audit</p> <p>GB asked if there were any further queries on the minutes? There were none and it was agreed that all other actions had been completed.</p>	<p>GB</p> <p>ALL</p>
4.	<p>Meeting Theme</p>	
	<p>Leadership&Management – A separate document titled ‘BCPS Self-Evaluation 2021-22’ was distributed prior to the meeting and in JMs absence, RJ advised that the Headteachers Report would expand on the SEF.</p>	
5.	<p>Celebration Event</p>	
	<p>Covid-19 – RJ advised there were currently two support staff self-isolating as well as a sickness bug in the school. The local authority had had their application to be designated an Enhanced Response Area (ERA) approved and she felt the school had more stringent measures in place than requested for by the local authority.</p> <p>She then advised that she had had to teach due to the difficulties in obtaining supply cover and she had met with Prue Rayner on 02.11.21 and they had agreed the importance of governors understanding the issues being faced by the school</p> <p>RJ advised that all planned teaching and learning reviews had been postponed and the school had arranged for two supply teachers for the whole of the following week.</p> <p>JM arrived at meeting</p> <p>JM advised she had received an email from John Culpin the trusts CEO and she thank RJ for preparing the Headteachers Report. She would meet separately with RJ to discuss how the LGB should best function during 2021-22.</p> <p>RJ advised that all strategic plans were now in place but had there been an Ofsted inspection in the last week, the school would have requested a referral. Ofsted were now completing inspections in the same way as before the pandemic.</p>	

	<p>A governor queried if schools had to provide a regular update on Covid cases and children's absence? RJ advised there had been a clear system in place in 2020-21 and data had been forwarded to the local authority and DfE. The school had since been requested not to forward communications regarding Covid-19 to parents as this conflicted with the track and trace system. From a local authority briefing on 01.11.21, this guidance had now been retracted.</p> <p>RJ advised there had been not been a positive case with a child in the school to date. She then added that further protocols would be 'triggered' if there were more than five cases in a ten day period with the involvement of the local authority and Public Health England. Since September schools within the trust had been reporting data weekly and she felt the trust were taking the matter seriously.</p> <p>A governor queried if a child had to isolate, would teachers still be required to provide an online learning provision? RJ advised they would and of the problems around children being at different stages of isolating.</p> <p>A governor queried the impact of this workload on staff wellbeing? A governor queried if there was a point when the school would be forced to inform the trust that it was unable to operate classes due to staff absence and were there contingencies in place? RJ advised that if this occurred, the school would work closely with the trust, local authority, DfE and Public Health England.</p> <p>A governor queried if it was now more difficult to source supply cover due to the pandemic? RJ advised of the cost of supply teachers/day and the annual budget for this.</p> <p>Music – RJ apologised for not sharing a video of children performing but advised that since September the school had been able to restart the Choir who met in the hall every week after school – there were currently 45 children involved. Due to bubbles no longer being required, children were able to move between classrooms and Mrs McMahon was leading a music provision in Yr3/4 from pupil premium funding.</p>	
6.	Link/ Development Priority Reports	
	<p>Headteachers Report – A separate document titled 'HT Report November 2021' was distributed prior to the meeting.</p> <p>KL as safeguarding governor noted that RJ had provided an update on safeguarding within the report and queried if there was still a requirement for them to meet during the autumn term? RJ advised that she could still meet with office staff to review the SCR.</p> <p>Action: KL to meet with office staff to review SCR</p> <p>RJ advised that the school had brought into Educare, a provider of safeguarding training. The trust had brought into MyConcern – they would also have an oversight of concerns in all schools and set a standard range of logs to allow comparisons to be made between schools.</p>	KL

	<p>A governor queried what staff could access MyConcern? RJ advised that whilst all staff had access and were able to log concerns they couldn't view personal records – Mrs Heijne and herself as DSLs had full access.</p> <p>A governor queried if the effect of the pandemic would affect the schools ability to respond to the priorities in the SDP? RJ advised that whilst all priorities would happen during the year, timescales will take longer.</p> <p>RJ advised that subject leader reviews and teachers appraisal meetings had taken place. Some subject leads had provided training sessions for staff and all teachers now maintained professional training logs.</p> <p>A governor queried if there was an INSET day on Monday 1st November? RJ advised that normally there was a requirement for teachers to have 190 contact days and five learning days per year but due to the Queens Platinum Jubilee in 2022, the government had shortened this to 189 days for 2021-22 so the school considered 01.11.21 to be a bank holiday.</p> <p>GB asked if there were any further queries? There were none.</p> <p>Strategy Meeting Update – A separate document titled 'BCPS SDP 21-22' was distributed prior to the meeting.</p> <p>JM updated governors on the strategy meeting held after the LGB in September and that governors had agreed four areas of the SDP they would monitor during 2021-22;-</p> <ol style="list-style-type: none"> 1. PHSE, with a focus on the pandemic and children's wellbeing. 2. Covid Recovery, SEND, Pupil Premium and Catch-up funding. 3. New EYFS Framework. 4. Data and how it is used by teachers to plan future lessons. <p>JM then advised there would be a further strategy meeting w/c 8th November and asked governors to forward any suggestions as to a focus for the meeting to herself.</p> <p>EH arrived at meeting</p>	
7.	<p>Any Other Business</p>	
	<p>DBSs – RJ advised that due to governors being unable to visit during the pandemic there was a requirement for all governors to have new DBSs and asked governors views as to whether they should be completed now or later in the academic year?</p> <p>A governor queried if KCSiE provided guidance on this?</p> <p>Governors agreed that as they were currently unable to visit the school, DBSs could be completed later in 2021-22</p> <p>Action: RJ to liaise with office staff ref. governors requiring DBSs</p> <p>Action: JM to ask other Chairs in trust ref. requirement for governors to have new DBSs</p>	<p>RJ</p> <p>JM</p>

	<p>Maternity Cover – A governor queried if the school had been successful in recruiting maternity cover for Mrs Sands? RJ advised that two teachers from a local primary school had successfully applied and would have a job-share in her Class. Parents would be informed by the end of the week.</p> <p>Thankyous – Governors thanked RJ and staff for their hard work and dedication over a most challenging period.</p>	
8.	Date of Next Meeting	
	<p>The date of the next meeting is Thursday 20th January 2022 at 6.30pm.</p> <p>The meeting ended at 7.30pm</p>	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	All governors to complete pecuniary interests form	20.01.2022	All
3.	RJ to liaise with PR as to whether to share her objectives for 2021-22 with governors	30.11.2021	RJ
3.	Minutes from LGB on 29.09.21 to be uploaded to website	ongoing	JM
3.	All governors to sign they have read Code of Conduct – GB to confirm document is on Teams	20.01.2022	All/GB
3.	GB to forward email ref. new form on front cover of future reports to governors	30.11.2021	GB
3.	All governors to complete skills audit	20.01.2022	All
6.	KL to meet with office staff to review SCR	30.11.2021	KL
7.	RJ to liaise with office staff ref. governors requiring DBSs	30.11.2021	RJ
7.	JM to ask other Chairs in trust ref. requirement for governors to have new DBSs	30.11.2021	JM