

# Bottisham Community Primary School

## Local Governing Body



### Meeting Minutes from meeting held on 24<sup>th</sup> March 2022

#### Governors Present

Jo Middleton (JM)  
Gregg Baldwin (GB) Chair  
Rachael Johnston (RJ) Head Teacher

Helen Swift (HS)  
Liz King (LK)  
Rebecca Taylor (RT)

#### Others Present

Pauline Ball (PB) Trustee  
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Welcome to governors and Pauline ball from the trust</b>	
	GB welcomed all governors and also PB as a new trustee who would attend the meeting as an observer as part of her induction to the role – PB then gave a brief background to her career. Apologies were received from Kate Limmer (KL) and Sophie Wilkinson (SW) that were unanimously accepted by governors.	
2.	<b>Apologies</b>	
	There were no declarations of interest for this meeting.	
3.	<b>Declarations of interest</b>	
	There were no declarations of interest for this meeting.	
4.	<b>Update on Maths</b>	
	Two separate documents titled 'LGB – Maths SL Notes' and 'Executive Summary Reports 2021-22 Maths' were distributed prior to the meeting. RJ apologised due to illness Mrs Rayment was not able to attend the meeting to go through each one.	
5.	<b>Agree minutes of last meeting and Matters arising not on this agenda</b>	
	The minutes of the last meeting held on 20th January were circulated to governors. GB asked if there were any further queries on the minutes? There were none and the minutes would be signed by the Chair when governors are able to meeting in school.  <b>Matters Arising</b> <b>Item 3 – GB asked should any governor not have forwarded their completed pecuniary interests for 2021-22 to JM to please do so.</b> <b>Action: All governors to forward completed pecuniary interests for 2021-22 to JM</b>	<b>ALL</b>

	<p><b>Item 3</b> – RJ asked SH to forward her approved minutes for uploading to the schools website.</p> <p><b>Item 3</b> – JM advised there was now a new front cover for governor link reports. <b>Action: GB to circulate new front cover for governor link reports to governors</b></p> <p><b>Item 3</b> – RJ advised KL had met with the office staff to review the SCR. KL had uploaded a safeguarding document to Sharepoint.</p> <p><b>Item 3</b> – JM advised she had liaised with the trust who confirmed all governors required a DBS to allow them to visit during the school day. <b>Action: ALL governors to require DBSs before coming to the school</b></p> <p>RJ added she had liaised with HR regarding governor pre-appointment checks that are required.</p> <p><b>Item 5</b> – GB advised discussions around governors deciding their preferred 'link' roles were ongoing.</p> <p><b>Item 5</b> – It was agreed governor recruitment would be discussed under Item 11.</p> <p><b>Item 6</b> – RJ would present the Curriculum Intent Statement under Item 8.</p>	<p><b>GB</b></p> <p><b>ALL</b></p>
<b>6.</b>	<b>Link/Development Priority Reports</b>	
	It was agreed to include this later during the meeting.	
<b>7.</b>	<b>Meeting Theme</b>	
	<p><b>Curriculum Intent</b> – A separate document titled 'BCPS Curriculum Statement 2021' was distributed prior to the meeting. RJ advised the document was a shorter version of that taken to a recent INSET day and she proceeded to go through it in detail. In 20219, the school had agreed to review its curriculum and had sought the views and opinions of all stakeholders as to what they felt was of importance for children at the school.</p> <p>From the Intent, there were four 'drivers' formed from the most popular responses from stakeholders and she went through each one and that Ofsted would review how the school's curriculum met the needs of all children. <b>Action: RJ to distribute Curriculum Intent document to governors</b></p> <p>RJ advised she would consider sharing the document with parents and how the school reported itself against the drivers to parents. A governor noting that the drivers were partly derived from the views of parents, could be considered more personal to the school compared to the five Ofsted priorities.</p>	<p><b>RJ</b></p>

	A governor queried if there was a requirement for all schools to have a curriculum intent statement? RJ advised there was and each should be unique.	
<b>8.</b>	<b>Nuffield Ealy Language Intervention Programme (NELI)</b>	
	<p>HS shared a presentation during the meeting on NELI and proceeded to go through it explaining its background in supporting reception children with developing their communication and language skills.</p> <p>The school had identified a group of children it considered would benefit from the intervention, a number with EAL. The programme would run over 20 weeks working both in small groups and individually. It was being delivered by trained TAs and was an opportunity for them to also upskill as well.</p> <p>A governor queried if the school planned to continue the programme into 2022-23? HS advised it would.</p> <p>A governor queried if there was parental involvement in the programme? HS advised the school had corresponded with parents regarding the programme and it didn't require any input at home.</p> <p>A governor queried if the programme was widely issued in other schools? HS advised it was being used by both the trust and other schools.</p> <p>RJ added the programme had been funded by the DfE and the school had also used some pupil premium funding to release teachers (and TAs) to allow them to take part in the training to allow for it to be reinforced within the classroom environment. HS advised the training would also benefit other children in reception.</p>	
<b>9.</b>	<b>Headteacher's Report</b>	
	<p><b>SDP</b> – A separate document titled 'BCPS SDP 21-22 Spring Term Amendments' was distributed prior to the meeting.</p> <p>A governor queried if there was an overlap between the Curriculum Intent and the SDP? RJ advised from next year she would like to change the format of the SDP to move away from the five Ofsted priorities to the four 'drivers' within the Curriculum Intent.</p> <p><b>SEF</b> – A separate document titled 'BCPS Self-Evaluation 2021-22' was distributed prior to the meeting and RJ advised she would like the school to transition from the SEF to having executive summaries. The school had maintained the SEF as some other primary schools in the trust were in the Ofsted inspection 'window'. She then advised each subject lead would prepare an executive summary with a separate QofE summary that sat over the top of them.</p> <p>A governor queried if secondary schools would have the opportunity to feed into the schools intent to provide an easier transition to Yr7? RJ advised staff had reviewed the knowledge organisers at Bottisham Village College to ensure there was no overlap with topics from the two schools and also to develop the foundations to allow children to further build on their learning at</p>	

	<p>secondary school. She then added KS3 teachers had visited to observe core lessons.</p> <p>A governor queried if subject leads from secondary schools visited to meet with Yr6s? RJ noted visits from the sports partnership around PE as an example.</p> <p>RJ asked if there were any further queries? There were none.</p>	
<b>10.</b>	<b>Policies</b>	
	<p><b>Attendance (Draft)</b> – A separate document was distributed prior to the meeting and GB asked if governors had any queries on it? RJ advised there would be a focus on attendance and when benchmarked, the schools data was above both county and national averages. The school would re-introduce attendance awards and had refreshed its warning letters system and RJ would monitor it on a weekly basis.</p> <p>A governor queried how did the schools overall attendance compare to before the pandemic? RJ advised it was now around 91-91% compared to previously being at 97-98%. The national target was 96% and for those children with persistent absence below 90%, the school would follow its warning letter process from the policy.</p> <p>RJ advised from further analysis, she had also prepared attendance data without the effect of the pandemic.</p> <p><b>Action: Governors unanimously approved Attendance Policy</b></p>	
<b>11.</b>	<b>AOB</b>	
	<p><b>Mobile Classroom</b> – RJ advised the mobile classroom was planned to be installed during the summer holidays.</p> <p><b>Growth Funding</b> – RJ advised the school had applied for funding for the recruitment of a 5<sup>th</sup> KS1 teacher and she hoped to receive a response before the end of the easter holidays.</p> <p><b>Governor Recruitment</b> – GB advised LK and himself had done safer recruitment training and he had been in contact with someone who had expressed an interest in becoming a governor, hopefully being in position by the start oof the summer term. He then advised he had prepared an advert for inclusion in the parish council magazine, in Lode Star and one further publication.</p> <p><b>Complaints and Whistleblowing</b> – RJ advised there had been none during the spring term.</p> <p><b>Chair of LGB</b> – GB advised it would be the last meeting with JM officially being Chair and acknowledged her hard work and dedication whilst a governor. JM added how much she had learnt from the role and would resign at the end of the present academic year.</p> <p><b>Governors Meetings</b> – A governor queried if meetings in the summer term would be in school or continue to be held remotely? RJ advised meetings could now safely be held in the Green room</p>	

	<p>and when governors arrived to please use the entrance to the rear of the school near the KS2 corridor. Should governors not be able to attend, they could join remotely</p> <p><b>Action: Governors unanimously agreed for LGB on 18.05.22 to be held in the school</b></p> <p><b>Governor Meetings Dates 2022-23</b> – As he worked in a number of schools, SH asked if the school would agree dates for next year to allow him to attend? GB asked if governors were happy to continue to meet on Thursdays? Governors agreed they were.</p> <p><b>Action: GB to forward RJ and SH governor meeting dates for 2022-23 (on Thursdays)</b></p>	<p><b>ALL</b></p> <p><b>GB/RJ/SH</b></p>
<b>12.</b>	<b>Date of Next Meeting</b>	
	<p>The date of the next meeting is <b>Tuesday 10th May 2022</b> at 6.30pm at the school.</p> <p>The meeting ended at 7.45pm</p>	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
5.	All governors to forward completed pecuniary interests for 2021-22 to JM	31.03.22	ALL
5.	GB to circulate new front cover for governor link reports to governors	31.03.22	GB
5.	ALL governors to require DBSs before coming to the school	ongoing	ALL
7.	RJ to distribute Curriculum Intent document to governors	31.03.22	RJ
11.	Governors unanimously agreed for LGB on 18.05.22 to be held in the school	-	ALL
11.	GB to forward RJ and SH governor meeting dates for 2022-23 (on Thursdays)	31.03.22	GB/RJ/SH