

# Bottisham Community Primary School

## Local Governing Body



### Meeting Minutes from meeting held on 12<sup>th</sup> May 2022

#### Governors Present

Gregg Baldwin (GB) Chair  
Rachael Johnston (RJ) Head Teacher  
Liz King (LK)  
Kate Limmer (KL)

Jo Middleton (JM)  
Helen Swift (HS)  
Rebecca Taylor (RT)  
Sophie Wilkinson (SW)

#### Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Welcome to governors</b>	
	GB welcomed all governors and there were no apologies.	
2.	<b>Declarations of interest</b>	
	There were no declarations of interest for this meeting.	
3.	<b>Minutes of last meeting</b>	
	<p>The minutes of the last meeting held on 24th March were circulated to governors. GB asked if there were any queries on the minutes? A governor asked that an initial at the start of the minutes be changed. The minutes would be signed by the Chair when governors are able to meeting in school.</p> <p><b><u>Matters Arising</u></b></p> <p><b>Item 5 –</b> GB advised he had started to prepare a proforma folder on SharePoint to include blank forms for governor's use. If completing them, he asked that governor's first download the required form, complete it and either save it as a personal version or email it directly to himself. It was agreed to roll over the action for all governor's to forward their completed pecuniary interests form for 2021-22 to GB to the LGB on 16.06.22. GB added governor's only need do so if they had not already completed the form this year. <b>Action: Governors to forward completed pecuniary interests form for 2021-22 to GB if not already done so</b></p> <p><b>Item 5 –</b> GB advised the new front cover for governors link reports was now also included in the proforma folder on SharePoint.</p>	<b>ALL</b>

	<p><b>Item 5</b> – GB advised RJ had previously circulated a form for governor’s to complete and to then take it together with relevant ID into the school to allow their DBSs to progress. Governors of trust schools also had to complete Section 128 checks.  <b>Action: RJ to confirm the DBS process with governors</b></p> <p>As JM would resign at the end of the current year, it was agreed she didn’t require a DBS.  A governor queried how long would the DBS process take? RJ advised it varied from one person to another.  A governor queried if they would still be able to visit before their DBS was in place? RJ advised if governors were to meet with her, a DBS would not be required but until it was, they would be accompanied by staff if going round the school.  A governor queried whether governor’s should ask to see a specific member of staff or visit at a certain time of day? RJ noted that Mrs Fletcher worked Tuesdays to Thursdays but governors could bring in documentation at any time during the school day.</p> <p>GB advised RJ had recently requested that governor’s complete training and asked them to please do so if they haven’t already.</p> <p><b>Item 7</b> – RJ apologised for not issuing the Curriculum Intent Statement and issued it to governors during the meeting.</p> <p><b>Item 11</b> – GB asked if governors would be happy for the LGB on 16 June to continue to be remote or to be in person? (See Item 8)</p> <p><b>Item 11</b> – GB asked if governor’s would be happy to meet on Thursdays in 2022-23? Governors agreed they would be. It was agreed SH would forward RJ and GB dates in 2022-23 where he is able to attend LGBs on Thursdays. From this, RJ and GB would propose meeting dates for next year.  <b>Post Meeting Note: SH forwarded RJ and GB dates on 14.05.22 when he is able to clerk LGBs in 2022-23</b>  <b>Action: RJ and GB to propose governor meeting dates for 2022-23</b></p>	<p>RJ/ALL</p> <p>RJ/GB</p>
<p><b>4.</b></p>	<p><b>Changes to LGB</b></p>	
	<p>GB advised LK and himself had recently met with a local person interested in joining the LGB. They had since written to him but had not had a response to date.  <b>Action: Changes to LGB to be taken to LGB on 16.06.22</b></p>	<p>GB/SH</p>
<p><b>5.</b></p>	<p><b>Link/Development Priority Reports</b></p>	
	<p>GB advised LK and himself had met to review the monitoring of the SDP and suggested the following link priorities;-</p> <p><b>GB</b> – Impact of Catch-up funding on the quality of education  <b>RT/SW</b> – British values within personal development  <b>KL</b> – Teachers professional development  <b>LK</b> – Implementation of the EYFS</p>	

	<p>RJ asked for governors to agree dates for monitoring as she would have a direct involvement in two of the priorities and she had a full diary to the end of term. LK then advised some monitoring activities would likely continue into the autumn term and noted the school would change the format of the SDP next year.</p> <p><b>HS arrived at the meeting</b></p>	
<b>6.</b>	<b>Headteachers Report</b>	
	<p>The headteachers Report was distributed prior to the meeting and RJ apologised for its late issuing. She then shared the document and proceeded to go through it</p> <p><b>Actions Towards SDP Priorities – Summer Term 2022 – RJ</b> advised the phonics screenings and Yr4 times tables tests would happen later in the summer term. A governor queried if the parent café had been well attended? RJ hoped that attendees would increase over time and the school choir could be invited to a future opening date. Governors then suggested possible ways to increase numbers to the café. A governor queried if parents would only attend the café if they had a concern with their child or the school? RJ suggested the school would need to have clearer parental communications around the café.</p> <p><b>Admissions – RJ</b> noted the current larger year groups. The schools PAN was 45 in Reception and 40 in Yrs1to6 and where the local authority had admitted over this would create a large Yr6 cohort next year.</p> <p><b>Safeguarding – RJ</b> advised the stated number of safeguarding incidents had now increased from when the report was written.</p> <p><b>SEND – RJ</b> advised the number of SEND children would rise in 2022-23.</p> <p><b>Behavioural Reports – RJ</b> advised there had been no fixed term exclusions or permanent exclusions in 2021-22 to date.</p> <p><b>Health&amp;Safety – RJ</b> advised it should be a standing item on all LGB agendas and hoped to take the annual H&amp;S report taking place later in May to the LGB on 16 June. <b>Action: Health&amp;Safety to be standing item on all LGB agendas</b> <b>Action: Annual H&amp;S Audit to be taken to LGB on 16.06.22</b></p> <p><b>Staffing Information (To Include Changes Over the Term) – A</b> governor queried how Mr Green would be employed? RJ advised he was already familiar at the school and teachers PPA had usually been covered by either Premier Sports or Cambridge United but the school had decided to pay him directly. He will deliver all PPA sports coaching and would be contracted fulltime between 8.00am to 4.30pm so would also run lunchtime clubs, be responsible for the sports calendar and also cover supply for</p>	<p style="text-align: right;"><b>SH</b> <b>RJ/SH</b></p>

leadership release. This would both give the school a high level of PE provision and over the longer term present a cost saving by reducing supply staff costs.

A governor queried when the contract with Cambridge United would finish? RJ advised at the end of the summer term but the school still hoped to have a positive relationship with both them and Premier Sports going forward.

A governor queried if support staff would also assist with running PE lessons? RJ advised the model with Premier Sports was for a TA to be present in KS1 classes.

A governor queried if the school had received any further funding for Mr Greens position or would it be paid for by supply cost savings? KJ advised by both savings and there would also be an increase in funding via pupil numbers and pupil premium income.

**Proposed Class Structure 2022-23** – RJ advised of the reasoning why the school had submitted a bid to the local authority for growth funding for an additional KS1 class. Prior meetings with the local authority had been positive but since submitting the formal application, it had been refused. (she noted the funding the school would have received to allow for a teacher and furniture).

RJ advised the SLT had considered a number of class structure models and considered the presented structure to be the most appropriate and she briefly went through the benefits of it. The school would consider where to locate one of the Yr1/2 classes which would involve some relocation of after school clubs, a new hand-washing sink and the purchase of new furniture. The model would also allow for a more even split of ages in mixed age classes.

A governor queried if the local authority had provided reasons why the schools bid for growth funding was refused? RJ advised they had based it on forecast pupil numbers and required sustainable growth data which had previously not been accurate.

A governor queried if the local authority had taken into account additional children from housing developments in the village? RJ queried how they had agreed their forecast pupil number data adding the local authority had admitted children from out of catchment.

RJ advised it would be possible to re-apply for growth funding next year and the school had been designed for a maximum of 306 children and there were now 309 and the local authority did not include nursery children in these totals.

RJ then advised schools can refuse children from out of catchment and a governor queried if there were reasons for parents sending their children to the school from outside of catchment? RJ advised she only received reasons for those families concerned.

HS advised of the higher number of children from out of catchment at the lower end of the school and perhaps this was connected with the schools wrap around provision.

A governor queried if additional children would place further pressures on staff and would the school receive additional funding

	<p>for more TAs? RJ advised that due to the effects of the pandemic, the school was already supporting SEND children without a EHCP being in place.</p> <p>A governor queried if there were reasons behind the increase in SEND? RJ advised other schools were also seeing a rise and there was no available specialist provision in the county.</p> <p>A governor noted the breakfast and afterschool club were being relocated to an empty classroom and queried its location? RJ advised it would be dependent on what teacher moves from KS2 to KS1.</p> <p>A governor queried RJ was concerned with the higher pupil numbers in Yrs3 and 4? RJ advised she was not as the school had seen such numbers in previous years and the school was fortunate to have large classrooms. The school was staggering lunchtime over two hours and would likely continue with this model next year.</p> <p>A governor queried if building work to the hall would still take place? RJ advised it wouldn't and noted that all parts of the school were now in continuous use.</p> <p>A governor queried if the class structure for next year would address that certain year groups had fallen behind due to the pandemic? RJ advised from September Maths and English would be in four smaller classes in Yr5/6 with an additional teacher – the school had flexibility to provide this post due to having a large number of part-time teachers.</p> <p>GB thanked RJ for her report.</p>	
7.	<b>Ofsted</b>	
	<p>RJ advised she had hoped the trust would visit to lead Ofsted Readiness training and the school was in the 'Ofsted window' for the summer term. Fen Ditton Primary School had recently been inspected.</p> <p>She then advised that in the last inspection the school had been rated as Good so would expect a two day Section 8 inspection as to if this remained the same</p> <p><b>Action: RJ to ask Prue Rayner to attend LGB on 16.06.22 to lead Ofsted Readiness training</b></p> <p>RJ advised during the KS2 SATs this week, Yr6s had been outstanding. A parent governor noted the high level of support her child had received and thanked staff and the leadership team for their hard work over the year.</p>	RJ
8.	<b>Any Other Business</b>	
	<p><b>Pupil Premium</b> – A separate document titled 'Pupil Premium Strategy Statement 2021-24' was distributed prior to the meeting.</p> <p><b>Governors Meetings</b> – GB asked if governor's had a preference for the LGB on 16 June to be remote or in school? RJ asked if governor's were happy to meet in school she could invite the school council to attend but if so would ask the start time be brought forward to 6.00pm. As an alternative there involvement could be recorded should governor's prefer to meet at 7.00pm</p>	

	<b>Action: Governors agreed for LGB on 16 June to be in school</b> <b>Action: RJ to confirm if school council to attend LGB on 16.06.22- if so the start time would be 6.00pm but 7.00pm if not</b>	<b>ALL</b> <b>RJ</b>
<b>9.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is <b>Thursday 16th June 2022</b> at the school.  The meeting ended at 8.20pm	

<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>
3.	Governors to forward completed pecuniary interests form for 2021-22 to GB if not already done so	26.05.22	ALL
3.	RJ to confirm the DBS process with governors	26.05.22	RJ/ALL
3.	RJ and GB to propose governor meeting dates for 2022-23	19.05.22	RJ/GB
4.	Changes to LGB to be taken to LGB on 16.06.22	16.06.22	GB/SH
6.	Health&Safety to be standing item on all LGB agendas	-	SH
6.	Annual H&S Audit to be taken to LGB on 16.06.22	16.06.22	RJ/SH
7.	RJ to ask Prue Rayner to attend LGB on 16.06.22 to lead Ofsted Readiness training	16.06.22	RJ
8.	Governors agreed for LGB on 16 June to be in school	-	ALL
8.	RJ to confirm if school council to attend LGB on 16.06.22- if so the start time would be 6.00pm but 7.00pm if not	09.06.22	RJ