

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 6th September 2022

Governors Present

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

Helen Swift (HS)
Rebecca Taylor (RT)
Sophie Wilkinson (SW)

Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	GB welcomed all governors and apologies were received from Matt Taverner (MT) that were agreed by governors.	
2.	Declarations of interest	
	There were no declarations of interest for this meeting. GB asked that governors upload their completed declarations of interests form (and any other document) to the temporary folder on SharePoint to allow either SH or himself to then move the document to its correct location. SH distributed the declarations of pecuniary interests form during the meeting for governors to complete and return to himself. Action: SH to forward declarations of pecuniary interests form to MT to complete and return to himself	SH/MT
3.	Code of Conduct	
	RJ advised the school was logged out of its existing website until the new website could be launched and she noted that the trusts version of the document had been reviewed at a recent INSET day. GB advised he had forwarded details as to how governors could access Connect, the trusts updated storage platform. A governor queried if Connect would replace ALiS? GB suggested the trust would consider its replacement over the long term.	
4.	Minutes of last meeting	
	The minutes of the last meeting held on 12th May had been circulated to governors prior to the meeting. GB asked if there were any queries on the minutes? There were none. The minutes would be signed by the Chair (refer to item regarding signing of minutes under AOB).	

	<p>Matters Arising</p> <p>Item 4 – It was agreed to carry-over the action for RJ to confirm which governors still had to complete their DBS to the LGB on 19 October 2022.</p> <p>Action: RJ to confirm which governors still had to complete their DBS</p> <p>Item 7 – It was agreed MTs DBS clearance was ongoing.</p> <p>Item 8 – GB, LK, RT and SW confirmed they had completed a governor visit during the summer term – RT was still to upload a report from her visit to SharePoint.</p> <p>It was agreed all other actions had been completed.</p>	RJ
5	Safeguarding	
	<p>RJ advised there had been annual staff safeguarding training as part of an INSET day at the start of term. The trust had signed up to Mentor, a new platform focussing on safeguarding and they had also provided a recorded version of the training for those staff who had been unable to attend the training in school.</p> <p>A governor queried which safeguarding documents should they read at the start of term? RJ requested all governors inform SH they had read Part 1 and Annexe B of KCSiE 2022. He would then collate the reponses and forward them onto the school office for inclusion in the SCR.</p> <p>Action: All governors to inform SH they had read Part 1 and Annexe B of KCSiE. He would then inform the school office</p>	All/SH
6	Meeting Theme	
	GB proposed that meeting themes be removed from agendas.	
7.	Celebration Event	
	<p>Governors briefly left the meeting to view new windows and lighting installed within the reception classroom over the summer holidays.</p> <p>RJ then briefly advised from an annual survey, the trust maintained an asset plan for all schools and from this they would prioritise works to maintain the building fabric of each school. The school had been identified as having poor quality windows and lighting – over the summer holidays new lighting had been installed throughout the school and contractors were partway through installing new windows (which would be completed during the half term break)</p> <p>A governor queried if new windows would be installed to the mobile classrooms? RJ advised they would not as the unit fell under the ownership of the county council.</p> <p>A governor queried if there was a contingency in place around the increase in energy costs? RJ advised that a trust briefing last week focused on teacher pay awards and a trust conference next week would look at a trust wide approach to managing the increase in costs – she would be able to share further details at the LGB on 19 October.</p>	

	RJ then noted that some lighting had been installed with time sensors and the increase in photocopier paper over the year.	
8.	Update on Link/Development Priority Reports	
	<p>SDP – Two separate documents titled ‘BCPS SDP 2022-23’ and ‘BCPS Strategic Plan 2022-25’ were distributed prior to the meeting.</p> <p>From the 2022-23 SDP, a governor queried if the identified areas of improvements were taken from the outcomes of the recent Ofsted inspection report? RJ advised the improvement areas had been agreed by the SLT.</p> <p>A governor queried how the four main headings in the SDP were derived? RJ advised they had been agreed by the SLT and the reasons why the school had decided to move away from basing the document on the five headings within the Ofsted framework.</p> <p>A governor queried as there were a number of priorities, would the school aim to achieve progress on a termly basis? RJ advised each priority would be measured termly.</p> <p>A governor queried what was the therapeutic approach to managing behaviour in school? RJ advised it was a new approach used by all schools in Cambridgeshire to understand why children behaved in the way they do and how staff should respond appropriately – she then suggested STEPs could be a focus of a governor visit and Mrs Caroe be invited to a LGB to lead STEPs training for governors.</p> <p>Action: Mrs Caroe to be invited to LGB on 19.10.22 to lead STEPs training</p> <p>RJ advised the trust had allowed for two members of staff in all schools to be trained in STEPs for them to then train other staff in their schools. She would like to prepare a new behaviour policy for a soft launch in the summer term and be in place for the start of 2023-24.</p> <p>A governor queried if it would be possible to inform parents of the use of STEPs to allow a more consistent approach to behaviour between the school and home? RJ advised she would consider this in due time when the approach had been embedded in the school.</p> <p>A governor queried if it would be possible for governors to receive sources of evidence when monitoring outcomes? RJ advised when meeting with specific staff, they could be requested to prepare evidence ahead of the meeting.</p> <p>A governor queried if priorities from the strategic plan would be broken down into each year? RJ advised she would consider including a further breakdown of each priority in the document.</p> <p>GB asked if there were any further queries? There were none.</p> <p>Data – Two separate documents titled ‘Data Summary 2021-22’ and ‘Y6 FFT Summary 2021-22’ were distributed prior to the meeting. RJ advised due to the meeting being at the start of term, she was unable to share validated data.</p> <p>Action: Validated data to be taken to LGB on 19.10.22</p>	<p>RJ/SH</p> <p>RJ/SH</p>

	<p>RJ briefly went through both documents advising both of what was pleasing and also areas of concern.</p> <p>She then advised 2023-24 would be the last year KS1 SATs which would be replaced by a progress measure between reception and Yr6. She then added the school had a new phonics scheme and reading plan in place for the start of the year and suggested Mrs Walker as English lead be invited to a LGB to discuss English priorities.</p> <p>Action: Mrs Walker to be invited to LGB on 30.11.22 to discuss English priorities</p> <p>RJ then advised Yr3-5 data was based on GL assessments and of the disparity with KS1 and 2 data. As it was felt GL assessments were not challenging enough, the school had decided to use previous SATs papers for practice tests for Yr6s.</p> <p>RJ advised the present Yr5s was a large cohort with a high number of SEND and disadvantaged children with a concern over writing data. She then advised of the measures that had been put in place to address this including the use of two part-time teachers to lead tutoring sessions.</p> <p>A governor queried if there was also a concern with writing in Yr3? RJ advised whilst the cohort had been significantly disrupted by the pandemic, she was not overly concerned with their writing data.</p> <p>RJ advised there would be assessments before the end of Autumn 1 with data taken to the LGB on 30 November.</p> <p>Action: Autumn 1 data to be taken to LGB on 30.11.22</p> <p>GB asked if there were any further queries? There were none.</p>	RJ/SH
9.	Training Update	
	It had already been agreed all governors would read KCSiE 2022.	
10.	Policies	
	<p>Safeguarding and Child Protection (Autumn 2022v1) – A separate document was distributed prior to the meeting.</p> <p>Action: Governor unanimously approved Safeguarding and Child Protection (Autumn 2022v1) Policy</p>	
11	Any Other Business	
	<p>Admissions – GB distributed page 18 of the LGB Handbook and asked governors on their thoughts as to how to progress the review of the schools admission.</p> <p>RJ advised the reception PAN was 45 and 40 in all other year groups and she would not want to reduce it as this would affect pupil funding. The school had a large number of in catchment children start 'in year' with an associated lag in funding also and some large year groups with minimal space.</p> <p>RJ advised if the reception PAN increased, the school would change to a two form entry – governors then briefly discussed the matter further.</p>	

	<p>RJ advised if the afterschool club moved into the Saplings unit, the school would have a greater chance of receiving growth funding for an additional class this year.</p> <p>Governor Meetings 2022-23 – Governors briefly discussed whether meetings should be in person, remote or a mixture of the two. It was agreed for the current year, governors would plan for the first LGB of each term to be held in school and the second and third LGB to be remote, all to start at 7.00pm. This would be subject to change nearer the time, for example if there was a celebration event planned where the start time would be 6.30pm. Action: For 2022-23, governors agreed the first LGB of each term to be held in school and the second and third LGB to be remote, all to start at 7.00pm</p> <p>The remaining governor meeting dates for 2022-23 would therefore be;-</p> <p>LGB2 – Wednesday 19 October (remote) LGB3 – Wednesday 30 November (remote)</p> <p>LGB4 – Tuesday 10 January 2023 (in school) LGB5 – Thursday 23 February (remote) LGB6 – Thursday 30 March (remote)</p> <p>LGB7 – Tuesday 9 May (in school) LGB8 – Wednesday 7 June (remote) LGB9 – Monday 10 or Tuesday 11 July (remote)</p> <p>LGB Minutes – It was agreed the Chair would sign and date approved minutes and then forward a pdf to the school for inclusion on its website. There would no longer be a requirement for the Chair to sign the paper version of minutes.</p> <p>Ofsted – Governors thanked staff for their hard work around the outcomes of the inspection in the summer term. RJ advised Ofsted had 18 working days after the inspection to forward a draft report to the school but the summer holidays was not included within this period. The school had received the draft report on 1 September and was allowed five days to comment on any factual inaccuracies within it. She hoped the school would be able to share the final version with parents in the next two weeks and the trust were also preparing a press release around it.</p> <p>Vice-Chair – RJ advised LK had expressed an interest in being Vice-Chair for 2022-23 and he asked if governors would approve this proposal? Action: Governors unanimously approved for LK to be Vice-Chair for 2022-23</p>	
12.	Date of Next Meeting	
	<p>The date of the next meeting is Wednesday 19th October 2022 (remote).</p> <p>The meeting ended at 8.10pm</p>	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	RJ to confirm which governors still had to complete their DBS	13.09.22	RJ
5.	All governors to inform SH they had read Part 1 and Annexe B of KCSiE. He would then inform the school office	13.09.22	All/SH
8.	Mrs Caroe to be invited to LGB on 19.10.22 to lead STEPs training	12.10.22	RJ/SH
8.	Validated data to be taken to LGB on 19.10.22	12.10.22	RJ/SH
8.	Mrs Walker to be invited to LGB on 30.11.22 to discuss English priorities	23.11.22	RJ/SH
8.	Autumn 1 data to be taken to LGB on 30.11.22	23.11.22	RJ/SH