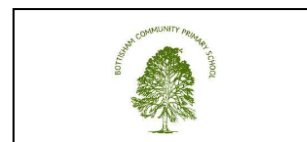


# Bottisham Community Primary School

## Local Governing Body



### Meeting Minutes from meeting held on 19<sup>th</sup> October 2022 via Teams

#### Governors Present

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

**Helen Swift (HS)**  
**Rebecca Taylor (RT)**  
**Matt Taverner (MT)**  
**Sophie Wilkinson (SW)**

#### Others Present

**Helen Abrahams (HA) – Trustee**  
**Anna Caroe (AC) – teacher**  
**Stuart Hales (SH) Clerk**

	ITEM	ACTION
1.	<b>Welcome to governors and Helen Abrahams from the trust</b>	
	GB welcomed all governors.	
2.	<b>Apologies</b>	
	There were none.	
3.	<b>Declarations of interest</b>	
	It was agreed all governors had completed their pecuniary interests forms for 2022-23.	
4.	<b>Minutes of last meeting</b>	
	<p>Due to a miss communication around the start time of the meeting, it was agreed to review the minutes until AC and HA arrived at the meeting.</p> <p>The minutes of the last meeting held on 6th September 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.</p> <p><b><u>Matters Arising</u></b> <b>Item 4 –</b> RJ advised a member of the office staff who was responsible for managing the SCR had left the school and a new person had started today who would be trained by the trust over four half-days. Before she left, she had confirmed there were DBSs in place for all governors.</p>	

<p><b>Item 5</b> – SH asked governors to inform him when they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office.  <b>Action: Governors to inform SH they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office</b></p> <p><b>Item 8</b> – It was agreed to carry-over the action for Mrs Walker to attend the LGB on 30.11.22 to discuss English priorities.  <b>Action: Mrs Walker to attend LGB on 30.11.22 to discuss English priorities</b></p> <p><b>Item 8</b> – It was agreed to carry-over the action for Autumn 1 data to be taken to the LGB on 30.11.22. RJ advised there would be data for reception through to Yr5s but Yr6 data wouldn't be available until December  <b>Action: Autumn 1 data to be taken to LGB on 30.11.22</b></p> <p>It was agreed all other actions had been completed.</p> <p>RJ advised of a test to see if settings on MyConcern would allow KL as safeguarding lead to have access to it – KL advised she would check to see if the test had been successful by the end of the week.  If successful, the school would allow access to My Concern for all governors in Autumn 2. It was noted whilst governors would not be able to view data for individual children, they could access school policies and it would present a clearer means for governors to be updated on safeguarding issues.  A governor queried if My Concern would record when governors had read safeguarding documents? RH advised governors would receive emails to confirm they had outstanding documents to read and would be able to confirm when they had done so.  A governor queried if they would be required to sign documents via both MyConcern and also via the existing training log? RJ advised where MyConcern would not allow governors to record they had read specific documents, this would have to be done via the training log.</p> <p>GB advised during a recent strategy meeting to discuss what areas of the SDP governors would monitor, it was noted some of the document had been difficult for governors to understand. After a brief discussion it was agreed to take governor queries to the LGB on 30 November.  <b>Action: Governor queries on SDP to be taken to LGB on 30.11.22</b></p> <p>A governor queried if there was now validated data for 2021-22? RJ advised the school had initial data from KS2 SATs and had reviewed if there were any amendments or appeals. There should have been validated data available in October to feed into the IDSR but as there had been national problems around lost test papers, this would now not be available until December.  <b>Action: Validated data to be taken to LGB on 30.11.22 or 10.01.23?</b></p>	<p>RJ,HS,GB, KL,MT</p> <p>RJ/SH</p> <p>RJ/SH</p> <p>RJ/All</p> <p>RJ/SH</p>
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<b>5.</b>	<b>STEPS Training</b>	
	<p>HA arrived at the meeting and governors introduced themselves to her.</p> <p>A separate documents titled 'CSteps Governor Handbook' was distributed prior to the meeting as well as a further PowerPoint presentation shared at the meeting which AC proceeded to go through in detail. She first advised of the background to STEPs and the trust had allowed one member of staff from all schools to be trained who could then train other staff in their schools.</p> <p>A governor queried if AC had received feedback from staff after STEPs had been in place for Autumn 1? AC advised of a reflective staff meeting this week where staff had discussed their practice around safeguarding and further measures the school would introduce through the year. There had been a discussion as to whether older children had noticed a change in the schools behaviour approach and there would be regular reflective sessions as part of staff meetings through the year.</p> <p>A governor queried if staff had noticed a change in children's behaviour? AC advised schools using STEPS would expect to see a higher engagement in children's learning and it also allowed for all staff to use the same approach to behaviour.</p> <p>RJ advised there would be a focus on STEPs via pupil voice later in the year and AC briefly advised of the use of the phrase 'forced dynamics'.</p> <p>A governor queried how widely was STEPS used across others schools? AC advised it was a licenced platform originating from Norfolk and had widely been used in schools in Hertfordshire and Cambridgeshire County Council had brought into it last year.</p> <p>GB asked if there were any further queries? There were not and he thanked AC for her presentation who then left the meeting.</p>	
<b>6</b>	<b>Safeguarding</b>	
	<p>KL briefly advised of the meeting she had had with RJ at the beginning of October and a report from it had been uploaded to SharePoint.</p>	
<b>7.</b>	<b>Celebration Event</b>	
	<p>RJ advised of photos that had been posted on the schools Facebook and Twitter feeds as well as being included in a newsletter later in the week around a 'History Off the Page' day on Romans in Yrs3/4 and briefed governors on what children had been involved with during the day.</p> <p>She noted there had been a number of parental volunteers which had allowed them to share in children's learning.</p>	
<b>8.</b>	<b>Data</b>	
	<p>There was nothing to discuss</p>	
<b>9.</b>	<b>Update on Link/Development Priority Reports</b>	

	<p>A separate document titled 'Bottisham Community Primary School 2022 Monitoring Objectives' was distributed prior to the meeting and LK briefly advised from a strategy meeting last week, governors had agreed four priorities for 2022-23;-</p> <ol style="list-style-type: none"> <li>1. TA Deployment</li> <li>2. Curriculum</li> <li>3. Senior Leadership Team changes</li> <li>4. STEPs Programme for managing pupil behaviour</li> </ol> <p>LK there would now be a link governor to each priority who would agree with RJ and subject leads how their priority would be monitored through the year.</p> <p><b>Action: Governors to inform LK as to which priority they would prefer to be linked to</b></p>	<b>All/LK</b>
<b>10.</b>	<b>Training Update</b>	
	GB asked if all governors were aware of the safeguarding documents they should be reading? All governors confirmed they were.	
<b>11.</b>	<b>Policies</b>	
	There were none to approve.	
<b>12.</b>	<b>Any Other Business</b>	
	<p><b>Access to school emails</b> – MT advised he was unable to access his school email account.</p> <p><b>Action: SH to review that MT can access his school email account</b></p> <p><b>LGB Start Times</b> – Governors discussed when meetings should start. It was agreed all meetings would start at 7.00pm unless there was a meeting in school involving a presentation by children when they would start at 6.30pm.</p> <p><b>Action: All LGBs to start at 7.00pm unless there was a meeting in school involving a presentation by children when they would start at 6.30pm</b></p> <p><b>SEND Provision</b> – RJ advised after closing at the end of the summer term, the Saplings building was now empty. The trust had a 125 year lease on the building and it had been leased back to the local authority with an agreement it be used for out of school hours child care provision.</p> <p>She then advised there was a shortage of specialist SEND placement in the county and there were ongoing conversations at a high level between the trust and local authority over the buildings use and whether it could be used as an 'enhanced resource facility'? The school would prefer to use it for out of hours child care provision.</p> <p>HA thanked governors for allowing her to join the meeting and that she would like to attend an in person meeting later in the year.</p>	<b>SH/MT</b>
<b>13.</b>	<b>Date of Next Meeting</b>	

	The date of the next meeting is Wednesday 30th November 2022 at 7.00pm (remote).	
	The meeting ended at 8.00pm	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	Governors to inform SH they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office	26.10.22	RJ,HS,GB, KL,MT
4.	Mrs Walker to attend LGB on 30.11.22 to discuss English priorities	23.11.22	RJ/SH
4.	Autumn 1 data to be taken to LGB on 30.11.22	23.11.22	RJ/SH
4.	Governor queries on SDP to be taken to LGB on 30.11.22	30.11.22	RJ/All
4.	Validated data to be taken to LGB on 30.11.22 or 10.01.23?	30.11.22 or 10.01.23?	RJ/SH
9.	Governors to inform LK as to which priority they would prefer to be linked to	26.10.22	All/LK
12.	SH to review that MT can access his school email account	26.10.22	SH/MT