

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 30th November 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

Emily Walker (EW) – teacher

	ITEM	ACTION
1.	Welcome to governors	
	GB welcomed all governors. Due to personal circumstances SH was not able to attend the meeting and it was agreed for it to be recorded to allow him to then type up minutes.	
2.	Apologies	
	There were none.	
3.	Declarations of interest	
	It was agreed all governors had completed their declarations of interest for 2022-23.	
4.	English Priorities	
	<p>EW proceeded to give a detailed update on the English provision and priorities in the school. Children continued to be provided with opportunities for writing and there were a range of high quality texts within all classrooms. The school celebrated events and stories from other cultures through each year and there were six Yr6 librarians.</p> <p>The PTA had agreed to fund improvements to modernise the library</p> <p>The school would consider how to measure and improve reading fluency and there had been staff training on the use of 'Echo Reading' and what it included for.</p> <p>The school had a small number of volunteers who visited to listen to children read, as well as some TAs. She thanked support staff for organising and running a number of interventions around reading and writing and that each week she has to choose a piece of star writing from a child, and read out an example in the meeting.</p>	

	<p>A governor queried if writing was still affected by the pandemic and lockdowns? EW suggested that although the gap was closing, there was a focus on improving vocabulary and identifying children's needs at an early stage. RJ added teachers had focused on improving writing stamina and letter formation and the range of abilities between autumn and summer born children in Reception. HS then added some children struggled with fine motor skills in Reception and the school had introduced 'Finger Gym' at the start of every day.</p> <p>A governor queried if the data for some children could still be affected by the pandemic at the end of Yr6? EW advised the school would continue to develop its curriculum provision to minimise this</p> <p>A governor queried what measures had been introduced to improve vocabulary and was it only focused on English or also the wider curriculum? EW advised of the use of Magpie Books in KS2 to allow children to collect interesting words and phrases for possible use whilst writing. Children would also be taught the use a dictionary and thesaurus. Any new vocabulary introduced in a lesson would used throughout the curriculum where possible. HS added children would focus on relevant weekly vocabulary in KS1.</p> <p>A governor queried if there were reasons why librarians were all girls? EW suggested possible reasons for this and would continue to promote being a librarian in the school.</p> <p>GB asked if there were any further queries? There were none and he thanked EW for her presentation who then left the meeting.</p>	
5.	Minutes of last meeting	
	<p>The minutes of the last meeting held on 19th October had been circulated to governors prior to the meeting.</p> <p>GB asked if there were any queries on the minutes? There were none. The minutes would be signed by the Chair.</p> <p><u>Matters Arising</u></p> <p>Item 4 – It was agreed governors would inform SH when they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office</p> <p>Action: Governors to inform SH when they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office</p> <p>Item 4 – RJ advised the school was still waiting on validated 2021-22 data from the DfE which would hopefully be available in December and together with autumn term data be taken to the LGB on 10.01.23</p> <p>Action: 2021-22 validated data and autumn term data to be taken to LGB on 10.01.23</p> <p>It was agreed all other actions had been completed.</p>	<p>All</p> <p>RJ</p>
6.	Headteachers Report	

	<p>The Headteachers Report was distributed prior to the meeting and RJ proceeded to go through it in detail.</p> <p>A governor queried the steps that could be considered by the school to improve data and was there best practice to be shared between schools? RJ advised of a project within the school around how the curriculum provision can be adapted for children with EHCPs and more considering more creative and collaborative ways of working.</p> <p>RJ advised Mrs Sands would go on maternity leave at the start of the summer term and arrangements were in place to cover both her teaching and leadership responsibilities. Mrs Heijne would return from maternity leave in February so the school had some teaching flexibility and it could provide an opportunity for another member of staff to join the leadership team and develop their career.</p> <p>A governor queried if RJs role as executive head was working out as planned? RJ advised the split of her responsibilities differed weekly.</p> <p>A governor queried the schools contingency plans around should there be an increase in Covid-19 through the winter period? RJ advised overall attendance was currently at 95% and there was now a larger number of supply teachers available compared to last year. The school also had greater internal capacity due to the number of part-time staff.</p> <p>A governor noted there had been some parental feedback around some teachers reducing their contact time to allow them to focus on leadership roles? RJ advised she would be happy to meet separately with any concerned parents.</p>	
7	Safeguarding	
	<p>RJ briefly advised there had had been a safeguarding audit by the central team last week which had been positive.</p> <p>Action: Report from safeguarding audit to be shared with governors</p> <p>Action: RJ and KL to arrange to meet to discuss safeguarding</p>	<p>RJ</p> <p>RJ/KL</p>
8.	School/ LGB Parent Communication Review	
	<p>GB advised from the last strategy meeting, governors had discussed a review of communications between the school and parents</p> <p>RJ then advised a parental survey would be completed termly with various themes and the school would review its overall communication strategy – governors could consider including further questions into the next survey.</p> <p>Action: Outcomes from parental survey to be taken to LGB on 10.01.23</p> <p>A governor queried if the LGB could include an article within a school newsletter? RJ advised previously governors had written an end of term report - next newsletter would go out on 16 December.</p> <p>Action: GB to write article for inclusion in next school newsletter</p>	<p>RJ</p> <p>GB</p>

	<p>GB advised he had also spoken with the PTA regarding including an article about the LGB within their social media page to increase the visibility of governors.</p> <p>RJ advised the schools new website would go live shortly which would include a governors page.</p> <p>A governor queried if the school would be able to add or amend the website itself? RJ suggested she would liaise with the central team as to whether the Chair and SH could be able to update it.</p>	
9.	Review of Leadership Structure	
	It was agreed this had been discussed under Item 6.	
10.	Review of Critical Issues	
	<p>RJ advised she would first review the Critical Incident and Business Continuity Plan with GB before it then being taken to governors for approval.</p> <p>Action: RJ/GB to review Critical Incident and Business Continuity Plan and then it be taken to LGB on 10.01.22 for approval</p>	RJ/GB
11.	School Development Plan	
	A separate document titled 'BCPS SDP 2022-23' was distributed prior to the meeting and had been briefly discussed under Item 6.	
12.	Update on Link/ Development Priority Reports	
	It was agreed some governors had been in contact with either RJ or directly with subject leads to arrange dates and times for visits.	
13.	Training Update	
	It was agreed there had been no relevant training opportunities since the last meeting.	
14.	Policies	
	<p>BCPS Health&safety – A separate document was distributed prior to the meeting.</p> <p>Action: Governors to email RJ with any comments on H&S Policy by latest 07.12.22 – after this, the policy could be taken to be approved</p>	All
15.	AOB	
	There was none.	
16.	Date of Next Meeting	
	<p>The date of the next meeting is Tuesday 10th January 2023 at 7.00pm (in school).</p> <p>The meeting ended at 7.20pm</p>	

Items for Future Meetings

Meeting	Item
10.01.23	RJ to consider celebration event as part of LGB

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5.	Governors to inform SH when they had read Part 1 and Annexe B of KCSiE, if not already done so. He would then inform the school office	07.12.22	All
5.	2021-22 validated data and autumn term data to be taken to LGB on 10.01.23	03.01.23	RJ
7.	Report from safeguarding audit to be shared with governors	03.01.23	RJ
7.	RJ and KL to arrange to meet to discuss safeguarding	10.01.23	RJ/KL
8.	Outcomes from parental survey to be taken to LGB on 10.01.23	03.01.23	RJ
8.	GB to write article for inclusion in next school newsletter	15.12.22	GB
10.	RJ/GB to review Critical Incident and Business Continuity Plan and then it be taken to LGB on 10.01.22 for approval	03.01.23	RJ/GB
14.	Governors to email RJ with any comments on H&S Policy by latest 07.12.22 – after this, the policy could be taken to be approved	07.01.23	All