

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 23rd February 2023

Governors Present

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

Rebecca Taylor (RT)
Sophie Wilkinson (SW)

Others Present

Diana Sands (DS) teacher
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Welcome to governors	
	GB welcomed all governors.	
2.	Apologies	
	Apologies were received from Kate Limmer (KL) that were accepted by governors. Matt Taverner (MT) did not attend the meeting.	
3.	Declarations of interest	
	It was agreed all governors had completed their declarations of interest for 2022-23.	
4.	PE subject lead report and PE spending plan	
	<p>A separate document titled 'PE and Sport Funding 2020-2021' was distributed prior to the meeting and DS proceeded to go through it in detail.</p> <p>A governor queried if there was provision within the funding for the improvement of facilities and new equipment? DS advised the school had recently purchased additional equipment for playtimes and whilst funding can be used to purchase new equipment, it can't be used for any capital works (for academies limited to £1000).</p> <p>A governor queried how the school would move towards a more sustainable model in the running of after school clubs? DS advised of the cost for each child/ session and clubs needed to run at full or near full capacity to allow them to be sustainable. RJ added funding could be used to allow children eligible for pupil premium to attend clubs, the school did not make a profit from clubs and any surplus would be fed back into each club. The school would monitor the interest in clubs termly to review which could continue.</p> <p>A governor queried if there was any overlap between after school clubs and child care provision? It was agreed clubs could not be</p>	

	<p>classed as formal wraparound provision as they did not run every week.</p> <p>GB asked if there were any further queries? There were none and DS left the meeting.</p>	
5.	Minutes of last meeting	
	<p>The minutes of the last meeting held on 10th January 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 electronically signed by the Chair.</p> <p><u>Matters Arising</u></p> <p>Item 4 – IT was agreed MT still had to read Part 1 and Annexe B of KCSiE 2022. Action: MT to read Part 1 and Annexe B of KCSiE 2022</p> <p>Item 4 – RJ advised the school could set up a My Concern profile for each governor that would allow them to confirm they had read all safeguarding documents. Post Meeting Note: RJ forwarded the four documents to governors on 24.02.23, to confirm with SH when they had read them;-</p> <ul style="list-style-type: none"> • AL Code of Conduct • AL ICT Policy • AL Whistleblowing Policy • ICT Acceptable Use Policy <p>She also forwarded a further document titled ‘Governor Safeguarding Training’ to allow governors to complete safeguarding training (governors could complete the NGA safeguarding training instead)</p> <p>A governor asked it would also be useful for governors to continue to have a separate oversight of which governors had read these documents?</p> <p>Item 4 – It was agreed to carry over the item for RJ and KL to meet to discuss safeguarding. Action: RJ and KL to meet to discuss safeguarding</p> <p>Item 4 – It was agreed to carry over the item for GB to write an article for inclusion in the next school newsletter. Action: GB to write article for inclusion in next school newsletter</p> <p>Item 11 – RJ advised there had been a staff election in spring 1 but unfortunately no staff had expressed an interest. A governor queried if there was anything the LGB could do to encourage staff to join the governing body? RJ suggested a number of staff had young families with associated child care issues. A governor queried if there was a requirement for LGBs to have a staff governor? RJ suggested members of the SLT could attend</p>	<p>MT</p> <p>All</p> <p>RJ/KL</p> <p>GB</p>

	<p>LGBs in a rolling programme to spread the responsibility between them and to provide a more diverse perspective to meetings.</p> <p>Action: RJ to ask SLT whether they would be happy to attend meetings in a rolling programme</p> <p>Action: GB to review with Kerrie Jones that having a different member of the SLT as the staff governor meets with the trusts approval</p> <p>Item 11 – It was agreed to review the risk register at the end of the meeting.</p>	<p>RJ</p> <p>GB</p>
6.	Safeguarding	
	There were no matters to report to governors.	
7.	Curriculum Blueprints	
	<p>RJ shared a separate document which gave an overview of the use of blueprints within the school and trust and went through it in detail. The blueprints had been launched this year, there would be four separate blueprints which had been developed within strategic groups within the trust.</p> <p>RJ then shared a separate document titled ‘Blueprints: Progress and Assurance Summary’ and went through each of the sub-sections and reasons why the SLT had chosen judgements for each. She then advised the documents were accessible via an App and she would download them to allow them to be shared with governors.</p> <p>Action: Blueprints to be shared with governors</p> <p>A governor queried if the blueprints would be used for all schools in the trust? RJ advised they would be, to allow all schools to evaluate themselves against the same criteria.</p> <p>A governor queried how the blueprints linked to the AIP and visions? RJ advised the four areas within the blueprints tied into the five areas within the new Ofsted criteria framework.</p> <p>A governor queried if the format of the AIP would be revised to tie in with the blueprints? RJ advised unless the trust requested this, priorities would differ between each school. There needed to be clear criteria from the trust to allow judgements made by schools to be based on the same evidence and also how blueprints are shared and reviewed with governors (governors could consider blueprints within link visits?)</p> <p>A governor queried if this was a trust initiative or led by government? RJ advised the blueprints had been developed by the trust.</p> <p>A governor queried how the judgements within the blueprints would be reviewed? RJ advised they would be reviewed during academy improvement meetings and by trustees.</p>	<p>RJ/All</p>
8.	Wider Curriculum Experiences	
	A separate document titled ‘Wider Education Provision 2022/23’ was distributed prior to the meeting.	

	<p>A governor queried if there were reasons why forest schools and bikeability were not included within the document? RJ advised that forest schools would be included within the main curriculum and bikeability within sports funding. It was agreed the document included for the provision outside of the core curriculum which would also have enrichment events.</p> <p>RJ asked if there were any further queries? There were none.</p>	
9.	Update on impact of teaching groups for Y5/6	
	<p>RJ advised Yr5/6 children had been split into three mixed age classes from the start of the spring term to allow for more targeted teaching. There was no data available yet to evidence the impact of this change but there had been positive feedback from staff and increased pupil engagement. There would be writing assessment data completed at the end of Spring 2.</p>	
10.	Provisions for Strike Days	
	<p>RJ advised whilst she could ask staff if they planned to strike, they had no responsibility to inform her. All staff were in school during the strike action on 1 February and whilst she expected the school to remain open during the next strike on 28 February, she could not confirm this until the day.</p> <p>A governor queried if the school would write to parents about the strike on 28 February? RJ advised the school would resend the same letter as issued before the previous strike.</p>	
11.	Review of Risks Relating to Agenda Items	
	<p>A separate document titled 'Risk Report Feb 2023' was distributed prior to the meeting and RJ asked governors to focus on OPR 15 (Ensure the Local Governing Body Discharges their Responsibilities appropriately). Governors then briefly went through risks 1 and 3-7 and suggested RAG ratings for each.</p> <p>Post Meeting Note: SH issued skills audit to governors to complete and return to him on 02.03.23 Action: RJ and GB to meet separately to complete risks for OPR15 Action: LGB agendas to have a greater input from Chair and Vice-Chair and to have a greater focus on monitoring</p> <p>SH noted there were three trust appointed governors on the LGB and queried if governors would consider placing recruitment letters on social media and local publications to fill these vacancies? A governor suggested the use of the 'Governors for Schools' website? Action: Governors to consider means of filling vacancies on LGB</p> <p>Further to an email from Kerrie Jones, SH noted an expectation that Primary LGBs meet only six times/year. Action: Governors to consider number of governor meetings for 2023-24 at next strategy meeting</p>	<p>All RJ/GB GB/LK/SH</p> <p>All</p> <p>All</p>

12.	Governor Training Update	
	It was agreed this had already been discussed during the meeting.	
13.	AOB	
	National School Governors' Awareness Day – A governor noted the day would be Tuesday 28 February and would include a number of programmes and events.	
12.	Date of Next Meeting	
	The date of the next meeting is Thursday 30th March 2023 at 7.00pm (remote). The meeting ended at 8.50pm	

Items for Future Meetings	
Meeting	Item
30.03.23	Data update to be taken to LGB
30.03.23	Review AIP
30.03.23	GB to forward list of possible agenda items to RJ to allow her to review which would be included within the HT Report for the meeting

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5.	MT to read Part 1 and Annexe B of KCSiE 2022	06.03.23	MT
5.	RJ forwarded the four documents to governors on 24.02.23, to confirm with SH when they had read them	06.03.23	All
5.	RJ and KL to meet to discuss safeguarding	Spring 2	RJ/KL
5.	GB to write article for inclusion in next school newsletter	Spring 2	GB
5.	RJ to ask SLT whether they would be happy to attend meetings in a rolling programme	06.03.23	RJ
5.	GB to review with Kerrie Jones that having a different member of the SLT as the staff governor meets with the trusts approval	06.03.23	GB
7.	Blueprints to be shared with governors	23.03.23	RJ/All
11.	SH issued skills audit to governors to complete and return to him on 02.03.23	06.03.23	All
11.	RJ and GB to meet separately to complete risks for OPR15	06.03.23	RJ/GB
11.	LGB agendas to have a greater input from Chair and Vice-Chair and to have a greater focus on monitoring	Ongoing	GB/LK/SH

11.	Governors to consider number of governor meetings for 2023-24 at next strategy meeting	Ongoing	All
11.	Governors to consider number of governors meetings at next strategy meeting	Ongoing	All
-	GB to forward list of possible agenda items to RJ to allow her to review which would be included within the HT Report for the meeting	06.03.23	GB/RJ