

Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 10th January 2023



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.	Welcome to governors	
	GB welcomed all governors.	
2.	Apologies	
	Apologies were received from Matt Taverner (MT) that were accepted by governors.	
3.	Declarations of interest	
	It was agreed all governors had completed their declarations of interest for 2022-23.	
4.	Minutes of last meeting	
	<p>The minutes of the last meeting held on 30th November 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><u>Matters Arising</u> Item 5 – It was agreed GB, RJ, HS and MT still had to confirm they had read Part 1 and Annexe B of KCSiE 2022. Action: GB,RJ,HS and MT to confirm they have read Part 1 and Annexe B of KCSiE 2022</p> <p>SH advised from a separate document on Connect, titled ‘Rolling Training Record’ several governors still had to confirm they had read annual safeguarding documents. Action: SH forwarded GB and RJ current Rolling Training Record and associated documents for their review on 12.01.23, prior to requesting that governors read them</p> <p>Item 7 – RJ and KL advised they planned to meet to discuss safeguarding during the spring term. Action: RJ and KL to meet to discuss safeguarding</p>	<p>GB,RJ,HS,MT</p> <p>GB,RJ,SH</p> <p>RJ,KL</p>

	<p>Item 8 – It was agreed to carry-over the action 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 10 – RJ advised the Critical Incident and Business Continuity Plan was a confidential document that did not require governor approval. Both GB, the office and herself would have copies of the document.</p> <p>It was agreed all other actions had been completed.</p>	GB
5.	Safeguarding	
	It was agreed RJ and KL would meet to discuss safeguarding in the spring term.	
6.	2021-22 Validated Data	
	<p>A separate document titled ‘KS2 Validated data 2021-22’ was distributed prior to the meeting and RJ proceeded to go through it, first advising there would be no national league tables prepared from the data.</p> <p>A governor noted Ever 6 FSM had increased over the last three years? RJ advised of the increase in pupil numbers eligible to pupil premium funding, partly due to the cost of living crisis.</p> <p>RJ advised until 2016, there was a focus on attainment for KS2 data but this had now changed to focussing on progress. One child had been disapplied from KS2 tests.</p> <p>From page 3, a governor queried what were ‘confidence intervals’? RJ advised it referred to a bell type graph to allow schools to focus on those children that fell within it.</p> <p>A governor queried the difference in the number of children who sat the tests from page 3 and 4 of the report and whether they could have affected the data? RJ advised she would review this and report back to governors.</p> <p>RJ advised 2022-23 would be the last year children took KS1 SATs and from next year, there would be baseline assessments for all Reception children, completed in the first six weeks of the autumn term to allow for progress to be tracked until Yr6, but schools still had to receive details of such assessments and how they would be compared to KS2 data. Governors agreed reception assessments would also partly depend on a child’s experiences prior to starting school.</p> <p>RJ asked if there were any further queries? There were none.</p>	
7.	Autumn Term 2022 Data	
	A separate document titled ‘Autumn Term Data Summary 2022’ was distributed prior to the meeting and RJ proceeded to go through it noting that Yr1 writing data should be 53% and the Yr1 and 2 data on page 1 of the document referred to the end of the autumn term and not the end of the summer term.	

	<p>A governor queried how the school would expect this data to increase over the rest of the academic year? RJ suggested data the school would hope to see.</p> <p>RJ advised of the higher percentage of summer born children in Yr1, some of whom were at a lower development stage which showed in the writing data and there was not an appropriate overlap between the early years and national curriculum. There was support in place to around writing in Yr1 which had already had a positive impact She noted the numbers of children with full time 1to1s in Yr1 as well as the percentage of EAL within the cohort.</p> <p>RT then left the meeting</p> <p>RJ advised 20 children were attending KS2 booster sessions run by two members of staff and presented Yr6 data was based on previous SATs papers. She then advised the school would focus on addressing specific needs within writing and the reasons why the it had decided not to introduce subject streaming. The school was trailing one Yr6 and two Yr5/6 classes for the current four week unit of work.</p> <p>Attendance – RJ advised of the high number of children who had been absent towards the end of the autumn term and the affect this has on progress and attainment. She noted attendance letters would normally be issued to those families were attendance fell below 90% - some children had been absent due to sickness and the school would carefully consider when to issue such letters.</p> <p>RJ asked if there were any further queries? There were none.</p>	
8.	Outcomes from Parental Survey	
	<p>A separate document titled 'Parent Survey Dec 2022' was distributed prior to the meeting and RJ proceeded to go through it noting it had closed on 6 January and the SLT had not had the opportunity to review it – after they had, RJ advised the school would consider further correspondence around 'You Said, We Will'.</p> <p>Comments from the survey had not been included within the presented document as this could possibly identify specific families and children. The school had launched its new website which RJ would update.</p> <p>A governor queried if there was an intention to include photos on it? RJ advised photos of the school, classrooms and children would be included in due course.</p> <p>RJ advised there had been a number of new staff within the office team this year and there had been some minor issues with parental communications whilst they familiarised themselves with the schools procedures and process's.</p>	
9.	Update on Link/ Development Priority Reports	
	GB advised this would be discussed at the next strategy meeting.	

10.	Training Update	
	GB advised this would be discussed at the next strategy meeting	
11.	AOB	
	<p>Thankyous – RJ noted that as her term would shortly finish, this would be HSs last meeting and the school would run an election for a new staff governor. Action: School to organise staff election</p> <p>Risk Register – RJ advised there should be links from specific agenda items to the schools risk register document and there would be an item at the end of every LGB to allow governors to review and challenge the appropriateness of such risks. Action: Risk Register to be reviewed at end of every LGB</p>	<p style="text-align: center;">RJ</p> <p style="text-align: center;">SH,GB,RJ</p>
12.	Date of Next Meeting	
	<p>The date of the next meeting is Thursday 23rd February 2023 at 7.00pm (remote).</p> <p>The meeting ended at 8.10pm</p>	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	GB,RJ,HS and MT to confirm they have read Part 1 and Annexe B of KCSiE 2022	24.01.23	GB,RJ,HS,MT
4.	SH forwarded GB and RJ current Rolling Training Record and associated documents for their review on 12.01.23, prior to requesting that governors read them	24.01.23	GB,RJ,SH
4.	RJ and KL to meet to discuss safeguarding	24.01.23	RJ,KL
4.	GB to write article for inclusion in next school newsletter	24.01.23	GB
11.	School to organise staff election	24.01.23	RJ
11.	Risk Register to be reviewed at end of every LGB	ongoing	SH,GB,RJ