

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 30th March 2023

Governors Present

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

Kate Limmer (KL)
Rebecca Taylor (RT)
Matt Taverner (MT)

Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Welcome to governors and introduce CP	
	GB welcomed all governors and it was agreed LK would Chair the meeting.	
2.	Apologies	
	Apologies were received from Clair Palmer (CP) and Sophie Wilkinson (SW) that were accepted by governors.	
3.	Declarations of interest	
	It was agreed all governors had completed their declarations of interest for 2022-23. A separate document titled 'Rolling Training Record' was distributed prior to the meeting. Post Meeting Note: SH emailed governors on 31.03.23 to request that they read relevant safeguarding documents in the next week to allow him to forward the completed training record to the school	All
4.	Minutes of last meeting	
	The minutes of the last meeting held on 23rd February had been circulated to governors prior to the meeting. The minutes would be electronically signed by the Chair. Matters Arising Item 5 – From an article in a school newsletter, three members of the school community had expressed an interest in joining the LGB. They would be invited to the LGB on 9 May as observers, before deciding to commit to the role. Action: Three perspective governors to be invited to LGB on 09.05.23	GB/LK

	<p>Item 5(x2) – As CP had agreed to be the staff governor it was agreed these actions were no longer relevant.</p> <p>Item 7 – RJ advised she had raised with the trust executive team that the Blueprint evaluations were not presently in a format that could be easily shared with LGBs, nor was there guidance about how they were to be used. With this in mind, the Inclusion Blueprint was not shared at the meeting but could be taken to the LGB on 9 May if there has been agreeance as to a more suitable way to share the information. Although they would be part of a discussion on the schools improvements this year, they would not form part of its accountability.</p> <p>A governor queried how they would be used in conjunction with the SDP? RJ advised there would be three further trust leadership meetings to focus on the use of Blueprints in the summer term.</p> <p>Item 11 – A separate document titled ‘NGA Skills Dashboard Single Schools BPS 2022-23 Master’ was distributed prior to the meeting. SH asked governors to complete it before the LGB on 9 May if not already done so, Post Meeting Note: SH forwarded the skills audit to those governors who had not already completed it on 31.03.23 so a summary of responses could be taken to the LGB on 09.05.23</p> <p>Item 11 – RJ advised the trust has asked headteachers to suspend the use of risk registers for the remainder of 2022-23 while a more streamlined approach to its use was developed.</p> <p>Item 11 – GB, LK, RJ and SH would meet on Friday 21 April between 12.00 and 2.30pm to agree agendas for the summer term and start to consider how they might look like for 2023-24.</p> <p>Item 11(x2) – From a recent strategy meeting, governors had agreed to change to having two LGBs each term starting from the summer term. The meeting planned for Wednesday 7 June would no longer take place. Action: Governors agreed to move to having two LGBs/term – the LGB on 07.06.23 would no longer take place</p> <p>It was agreed all other items had been actioned.</p>	<p>GB,CP,MT RT,SW</p> <p>–</p>
<p>5.</p>	<p>Headteachers Report</p>	
	<p>The Headteachers Report was distributed prior to the meeting.</p> <p>Health&Safety – A governor queried from the report which trees had been recommended for removal and what would the process be for undertaking the work, and if felled during the nesting season, a nesting survey would have to first be completed? RJ advised they were two small trees which would be removed to ground level and their roots ground out with a date tbc.</p> <p>A governor noted the drainage and general condition of the KS2 hard playground had been a cause of concern for some time, particularly as it was used intensively for breaktimes when the field was muddy and for various sports activities and queried if there was a plan in place for its replacement/upgrade as part of the</p>	

	<p>trusts asset management plan? RJ advised she had raised the issue with the trust for their consideration, as well as priorities from other schools.</p> <p>Safeguarding – A governor queried the timescale for the number of logs made on MyConcern? RJ advised they were over the spring term and the platform was used by staff to log all concerns not just relating to child protection issues.</p> <p>Staffing Information – A governor asked for an update on the headteacher recruitment and how this might affect the SLT structure? RJ advised there was an advert out for a full time head to start in September with a closing date of 18 April with interviews following during the week after. She did not envisage there would be a change to the SLT structure in 2023-24.</p> <p>A governor queried in terms of the SDP next year, to what extent would a new head have on the plan? RJ advised when a head had been appointed, there would be a number of opportunities for them to visit the school and met with the SLT and discuss the schools context and current priorities. They would be able to join a leadership day at the start of June and perhaps meet with GB and LK to involve governors.</p> <p>A governor noted when RJs role changed to an executive head model, other staff had taken on TLRs and queried how this might look next year? RJ had raised this question with the trust who would want a stable SLT moving into next year.</p> <p>A governor queried when the new head would be introduced to the school community? RJ advised there would be opportunities in the summer term to meet with staff, have involvement with any teacher recruitment and attend assemblies and other school events to meet with parents as well.</p> <p>A governor queried if there was a contingency plan should it not be possible to recruit a new head? RJ advised there were options but she was unable to share them at this point.</p> <p>A governor queried the deadline for headteachers to resign? RJ advised by the end of April with the end of Summer 1 for teachers.</p> <p>A governor queried if the school would reapply for growth funding in 2023-24? RJ advised there were presently 27 children indicating the school as first choice (after the first round) to start in Reception in September which was lower than previous years where numbers were approx. 35-40 – from this the school would not qualify for growth funding.</p> <p>Action: RJ to update governors on pupil numbers and possible teaching and class structure for 2023-24 at LGB on 09.05.23</p> <p>RJ asked if there were any further queries? there were none</p>	RJ
6.	Safeguarding	
	KL advised she had met with RJ last week and would prepare a report in due course. The trust had recently completed a safeguarding audit and from a trust safeguarding network session, LGBs will no longer be required to monitor the SCR.	

7.	Chairs Report	
	<p>LK advised the LGB was also planning recruitment adverts in two other local publications as well as the schools website.</p> <p>GB advised LK and himself had agreed to be co-chairs of the LGB and asked if governors had any comments around this? Governors agreed with this proposal.</p> <p>Action: GB to seek trust approval to have co-chairs before governors formally accept the decision at LGB on 09.05.23</p>	GB
8.	AIP Update	
	<p>A separate document titled 'BCPS SDP 2022-23' was distributed prior to the meeting.</p> <p>From the document a governor queried the use of '<i>...Walkthrus CPD material to support classroom practice where appropriate...?</i>'</p> <p>RJ advised it was an online platform around teacher strategy and covered a range of activities teachers would consider exploring within a lesson. The school had used it to design a CPD programme around teacher questioning.</p> <p>A governor queried it would be useful for governors to receive feedback on its use? RJ advised she would ask CP to update governors at the LGB on 9 May</p> <p>Action: CP to update governors on Use of Walkthrus CPD at LGB on 09.05.23</p>	RJ/CP
9.	Review Inclusion Blueprint	
	This had already been discussed under Item 4.	
10.	Premises/Health & Safety Reports	
	<p>A separate document titled 'BCPS H&S Every Report' was distributed prior to the meeting.</p> <p>A governor queried how the report linked to the school's annual asset management plan? RJ advised the report was used to both record compliance and also any works or issues, which the trust had oversight of and could incorporate into their trust wide priorities.</p> <p>Action: RJ to ask trust the frequency that LGBs should review Every Reports</p>	RJ
11.	Governor Skills Audit	
	This had already been discussed under Item 4.	
12.	Governor Monitoring/ Visit Reports	
	<p>English (RT) – 02.12.22 – A separate document was distributed prior to the meeting and RT would consider a further meeting in the summer term to meet with CP to discuss the curriculum. RJ added the school now had a complete set of curriculum maps.</p> <p>TA (LK) – 14.12.22 – A separate document was distributed prior to the meeting. RJ advised the school was changing its model as to how TAs would be deployed in the school.</p> <p>Action: LK advised MT and herself planned to meet with the SENDCo and HLTA in the summer term</p>	LK/MT

	KL advised she had met with Anna Walker to discuss the use of the STEPs therapeutic approach to behaviour. There would be further staff training at the start of Summer 1. RH added that this year staff had had the opportunity to reflect on their own practice and there would be an updated behaviour policy to be taken to governors in the summer term ready for the start of 2023-24.	
13.	Review of Risks Relating to Agenda Items	
	This had already been discussed under Item 4.	
14.	Governor Training Update	
	It was agreed SH would circulate a link to the trust governor training pages. Post Meeting Note: SH forwarded a link to the Governance Portal to governors on 31.03.23 to allow them to access training opportunities Action: Governors to review use of Connect at next strategy meeting	All All
15.	AOB	
	Yr3/4 Music Celebration – LK advised she had attended a music celebration in Cambridge earlier the same day where children from all primary schools in the trust had had the opportunity to perform. PTA – RJ advised from funding raised by the PTA the school would be able to re-furbish the library in the summer term. Governors congratulated RJ on her appointment as the Director of Primary Education within the Central Trust team from September.	
16.	Date of Next Meeting	
	The date of the next meeting is Tuesday 9th May 2023 at 7.00pm (in school). The meeting ended at 8.00pm Post Meeting Note: SH apologised for not being able to clerk the LGB on 11 July as he already had to clerk a meeting in another school. As the meeting was planned to be remote, he would prepare minutes from a recording of the meeting.	

Items for Future Meetings	
Meeting	Item
	There were none.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	SH emailed governors on 31.03.23 to request that they read relevant safeguarding documents in the next week to allow him to forward the completed training record to the school	08.04.23	All
4.	Three perspective governors to be invited to LGB on 09.05.23	09.05.23	GB/LK
4.	SH forwarded the skills audit to those governors who had not already completed it on 31.03.23 so a summary of responses could be taken to the LGB on 09.05.23	02.05.23	GB,CP,MT RT,SW
4.	Governors agreed to move to having two LGBs/term – the LGB on 07.06.23 would no longer take place	–	For info
5.	RJ to update governors on pupil numbers and possible teaching and class structure for 2023-24 at LGB on 09.05.23	02.05.23	RJ
7.	GB to seek trust approval to have co-chairs before governors formally accept the decision at LGB on 09.05.23	02.05.23	GB
8.	CP to update governors on Use of Walkthrus CPD at LGB on 09.05.23	09.05.23	RJ/CP
10.	RJ to ask trust the frequency that LGBs should review Every Reports	09.05.23	RJ
12.	LK advised MT and herself planned to meet with the SENDCo and HLTA in the summer term	Summer term	LK/MT
14.	SH forwarded a link to the Governance Portal to governors on 31.03.23 to allow them to access training opportunities	–	All
14.	Governors to review use of Connect at next strategy meeting	?	All