

# Bottisham Community Primary School

## Local Governing Body

### Meeting Minutes from meeting held on 9<sup>th</sup> May 2023



#### Governors Present

Rachael Johnston (RJ) Head Teacher  
Liz King (LK) Chair  
Kate Limmer (KL)  
Clair Palmer (CP)

Rebecca Taylor (RT)  
Matt Taverner (MT)  
Sophie Wilkinson (SW)

#### Others Present

Matt Witt (MW) – observer  
Kerry Jones (KJ) – Head of Governance Support, Compliance and Risk  
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Welcome to governors, CP and ‘observers’</b>	
	LK welcomed all governors, CP as the new staff governor, KJ from the trust and MT as an observer before deciding to join the LGB.	
2.	<b>Apologies</b>	
	Apologies were received from Gregg Baldwin (GB) that were accepted by governors.	
3.	<b>Declarations of interest</b>	
	There were no declarations of interest for any item on the agenda.	
4.	<b>Minutes of last meeting</b>	
	<p>The minutes of the last meeting held on 30th March had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.</p> <p><b>Matters Arising</b></p> <p><b>Item 3</b> – As governor safeguarding training would be ‘re-set’ in September, it was agreed governors would not continue to complete any further safeguarding training for 2022-23.</p> <p><b>Item 4</b> – Governors to complete and return skills audit to SH if not already done so. <b>Action: GB and MT to complete and return completed skills audit to SH – summary of responses to be taken to LGB on 10.07.23</b></p> <p><b>Item 4</b> – LK reminded governors the LGB planned for 07 June would now no longer take place.</p>	<b>GB/MT</b>

	<p><b>Item 5</b> – RJ advised she would update governors on pupil numbers and a class structure for 2023-24 within Item 6.</p> <p><b>Item 7</b> – KJ advised she had submitted the request for GB and LK to be co-chairs to the trust, both to run for two years from September 2023. It was noted from the LGB Guidance Handbook, primary LGBs should consist of a minimum of; -</p> <ul style="list-style-type: none"> <li>• 1xHead</li> <li>• 1x staff</li> <li>• 2xparent</li> <li>• 4x trust</li> </ul> <p>Up to four further trust governors can be appointed but that the total number of parents should not make up more than 50% of the composition.</p> <p>Four existing governors whose present terms of office ended in July and August had indicated to SH they would be happy to continue for a further term with the understanding they might step down at any point with an appropriate period of notice.</p> <p><b>Action: GB, LK and SH to review composition of LGB for 2023-24</b></p> <p><b>Action: Governor recruitment advert placed on ‘Governors for Schools’ – SW to monitor responses</b></p> <p><b>Action: Governors to consider advert on ‘Inspiring Governance’, The Cresset, Lodestar, Clunch and social media</b></p> <p>KJ advised an advert could also be placed via the trust and RJ added whether a member of staff from BVC could be invited to join the LGB.</p> <p><b>Item 10</b> – KJ advised the trust was currently reviewing its Scheme of Delegation and the responsibilities for LGBs which would be finalised by the end of 2022-23 (which would include whether LGBs were to review Every Reports).</p> <p><b>Item 12</b> – LK advised MT and herself had agreed a date to meet with the SENDCo and HLTA.</p> <p><b>Item 14</b> – Connect the trusts online platform was shared during the meeting for governors’ information.</p> <p><b>Action: SH to resend link to Connect from 31.03.23 to MT</b></p> <p>It was agreed all other items had been actioned.</p>	<p><b>GB/LK/SH</b></p> <p><b>SW</b></p> <p><b>All</b></p> <p><b>SH</b></p>
<b>5.</b>	<b>Headteacher Recruitment Update</b>	
	<p>RJ advised there had been an advert placed in Spring 2 and the closing date had been extended until the end of April which was the deadline for headteachers to resign from their current post and be in position from September.</p> <p>There had been one candidate which Prue Rayner and herself had met remotely with and agreed to interview them on 24 May. She would welcome a small number of governors to form part of the interview process.</p>	

	<p><b>Action: Governors to confirm if able to be part of headteacher interview process on 24.05.23</b></p> <p>A governor queried if there were alternative plans, should the interview not be successful? RJ suggested possible alternatives the trust would consider.</p> <p>A governor queried if there were reasons for the low number of applicants? RJ advised there was a wider national issue of recruitment within the education sector.</p>	<b>All</b>
<b>6.</b>	<b>Headteachers Update (verbal)</b>	
	<p><b>Class Structure 2023-24</b> – A separate document titled ‘Class Organisation 2023-24’ was shared at the meeting and RJ briefly went through it. There would be only 15 children in Acorns from September with eight eligible to 30 hours funding.</p> <p><b>Pupil Numbers</b> – The Schools PAN was 45 and from the first round of applications, there would be 28 children starting in Reception in September and of the financial implications of this, perhaps linked to a lower birth rate. Reception and KS1 classes had a limit of 30 but there was none in KS2. There had been a second round of applications that closed yesterday – if reception numbers went above 30, the school would have to consider a different class structure to that presented. Saplings would be used for the afterschool club from September and the local authority would have to complete some remedial making good before the unit could be handed back to the trust. RJ had started to consider the staffing structure for next year.</p> <p><b>Premises</b> – RJ advised the caretaker would retire at the end of 2022-23 and there would be an advert for her replacement, and she noted what the role would now include for.</p> <p><b>RT left the meeting</b></p> <p><b>H&amp;S Audit</b> – RJ advised there had been an audit in Summer 1 which had been very positive and had raised of a couple of minor issues for the school to address.</p> <p><b>Staffing</b> – RJ advised two members of staff had started in Summer 1 and one MDSA had left and due to financial pressures, the school would not recruit for a replacement and had instead re-organised existing support staff to cover lunch duties.</p> <p><b>Executive Summary</b> – It was agreed to take the Executive summary to support Pupil and Leadership Evaluation to the LGB on 10 July.</p> <p><b>Action: Executive summary to support Pupil and Leadership Evaluation to be taken to LGB on 11.07.23</b></p>	<b>RJ/SH</b>
<b>7.</b>	<b>Safeguarding</b>	
	RJ advised there had been whole staff training on ‘Handling Difficult Conversations’ at the end of Spring 2 and the school had	

	<p>participated in the 'Speak Out, Stay Safe' initiative from the NSPCC.</p> <p>A governor queried if any appropriate training could be passed onto parents? RJ advised links to training had been issued to parents.</p> <p>A governor queried if there would be an opportunity for the school to evaluate what children had learnt from the initiative? CP advised the school had started to teach RSE which had a similar content, to be able to ascertain the success of the initiative.</p> <p>KL had uploaded her spring term safeguarding governors report to Connect.</p> <p>RJ asked if there were any further queries? There were none.</p>	
<b>8.</b>	<b>Chairs Report</b>	
	LK advised GB and herself had agreed to be co-Chairs with the trust's approval.	
<b>9.</b>	<b>Initial Priorities for 2023-24 AIP</b>	
	<p>RJ advised of the following possible priorities for next year's AIP; -</p> <ul style="list-style-type: none"> <li>• Induction of new headteacher</li> <li>• Development of Behaviour Policy</li> <li>• Subject leader development</li> <li>• Consider early Years leadership programme</li> <li>• Development of nursery</li> <li>• Creative Collaborative</li> </ul> <p>Governors agreed in the importance of continuing to embed priorities from 2022-23.</p> <p>A governor queried how were KS2 SATs progressing? RJ advised children had been very calm and noted the increasing amount of admin work involved for staff around the tests.</p> <p>A governor queried how the admin process would be monitored? RJ advised by SW and a percentage of schools would be moderated externally.</p> <p>A governor queried the process schools should follow if they did not follow all guidance? RJ advised schools must self-report all incidents.</p> <p>CP noted the importance of Yr6 children continuing with other subjects in the afternoons over the year.</p> <p>RJ advised there was a planned leadership day on 5 June which would be an opportunity for the new headteacher to meet with the SLT and also attend the LGB on 10 July.</p>	
<b>10.</b>	<b>Use of Walkthrus</b>	
	<p>Three separate books on the use of Walkthrus and a flow chart were shared with governors and CP advised as curriculum lead, she was responsible for leading staff training and development their use. The trust had asked that be shared with other schools.</p> <p>The school had yet to review the impact from the programme.</p>	

	<p>A governor queried if this approach was being used in all schools? CP advised it was a trust wide initiative but not all primaries were following it yet. She then gave examples of the different strategies teachers could consider following in lessons.</p> <p>A governor queried if it could be communicated to parents to allow them to use similar approach at home? CP advised it included educational language and was designed for use in class, but the school could consider informing parents of its use via a newsletter.</p> <p>It could also be made bespoke for teachers and was useful as part of teacher training and the school would consider a coaching model to pair up teachers to observe each other's lessons.</p>	
<b>11.</b>	<b>Health&amp;Safety</b>	
	This had been discussed under Item 6.	
<b>12.</b>	<b>Policies</b>	
	RJ advised there were none for review.	
<b>13.</b>	<b>Governor Skills Audit</b>	
	A separate document titled 'NGA Skills dashboard Singe School BPS 2023-23 Master (09.05.23)' was distributed prior to the meeting. This had been discussed under Item 4.	
<b>14.</b>	<b>Agree governor meeting dates for 2023-24</b>	
	<p>A separate document titled 'BCPS – Draft Meeting Dates 2023-24' was distributed prior to the meeting.</p> <p>Governors agreed the following dates for next year. All meetings to start from 7.00pm to 8.30pm unless the meeting involved a presentation by children when it would start at 6.30pm; -</p> <ul style="list-style-type: none"> <li>• LGB1 – Tues 3 Oct (in person)</li> <li>• LGB2 – Tues 28 Nov (remote)</li> <li>• LGB3 – Tues 30 Jan (in person)</li> <li>• LGB4 – Tues 12 Mar (remote)</li> <li>• LGB5 – Tues 7 May (in person)</li> <li>• LGB6 – Tues 2 July (remote)</li> </ul>	
<b>15.</b>	<b>Governor Training Update</b>	
	This had been discussed under Item 4.	
<b>16.</b>	<b>AOB</b>	
	There were none.	
<b>17.</b>	<b>Date of Next Meeting</b>	
	<p>The date of the next meeting is Tuesday 11th July 2023 at 6.30pm (in school).</p> <p>SH apologised for not being able to clerk the meeting and would forward an invite to RJ as a way of the meeting be recorded so he could prepare minutes afterwards.</p>	

	<p><b>Post Meeting Note: SH forwarded RJ an invite to the LGB on 11.07.23 after the meeting as a way of the meeting being recorded so he could prepare minutes afterwards</b></p> <p>The meeting ended at 8.40pm</p>	<p><b>RJ</b></p>
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Items for Future Meetings	
Meeting	Item
	There were none.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	GB and MT to complete and return completed skills audit to SH – summary of responses to be taken to LGB on 10.07.23	03.07.23	GB/MT
4.	GB, LK ad SH to review composition of LGB for 2023-24	03.07.23	GB,LK,SH
4.	Governor recruitment advert placed on 'Governors for Schools' – SW to monitor responses	ongoing	SW
4.	Governors to consider advert on 'Inspiring Governance', The Cresset, Lodestar, Clunch and social media	03.07.23	All
4.	SH to resend link to Connect from 31.03.23 to MT	17.05.23	SH
5.	Governors to confirm if able to be part of headteacher interview process on 24.05.23	23.05.23	All
6.	Executive summary to support Pupil and Leadership Evaluation to be taken to LGB on 11.07.23	03.07.23	RJ/SH
16.	SH forwarded RJ an invite to the LGB on 11.07.23 after the meeting as a way of the meeting being recorded so he could prepare minutes afterwards	04.06.23	RJ