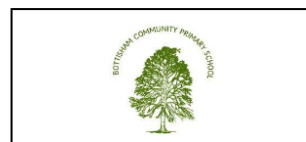


Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 11th July 2023



Governors Present

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

Clair Palmer (CP)
Rebecca Taylor (RT)
Sophie Wilkinson (SW)

Others Present

None

	ITEM	ACTION
1.	Presentation by School Council and Eco Council	
	The School Council and Eco Council gave a comprehensive presentation to the governors, detailing their activities through the year including the transformation of the courtyard garden space between Ash, Beech class and the main hall.	
2.	Welcome to governors	
	GB welcomed governors to the meeting.	
3.	Apologies	
	Apologies were received from Matt Taverner (MT) and Stuart Hales (SH) that were accepted by governors. The meeting was recorded to allow SH to prepare minutes from.	
4.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
5.	Minutes of last meeting	
	The minutes of the last meeting held on 9th May had been circulated to governors prior to the meeting. The minutes would be signed by the Chair. Matters Arising Item 4 – It was agreed existing parent governors would move to trust appointed to allow the school to run a parent election for two governors at the start of 2023-24. Action: Parent Election to be held at start of autumn term Item 4 – SW advised an advert for governors had been placed on 'Governors for Schools' and there had been no response to date.	SH/MA

	<p>Item 6 – RJ apologised for not bringing the ‘Executive Summary to Support Pupil and Leadership Evaluation’ to the meeting.</p> <p>It was agreed all other items had been actioned.</p>	
6.	<p>People and Leadership Executive Summary</p>	
	<p>The Heads Report was distributed prior to the meeting and RJ proceeded to go through it.</p> <p>School Development Plan – A separate document titled ‘BCPS SDP 2022-23’ was distributed prior to the meeting.</p> <p>Health&Safety – RJ advised should the Saplings building not be returned to the school ready for the afterschool club in September, it would be temporarily based in the empty Ash Class. From interviews on 05 July a site manager had been appointed who would work across the school and BVC. He would move into the caretakers’ house after the trust had redecorated it during the summer holidays.</p> <p>A governor queried if this would mean a difference to the way the school was cleaned? RJ advised the site managers contract would not allow for any cleaning and the existing cleaners had agreed to increase their hours for the autumn term. The trust had gone out to tender for a new cleaning contract to start in the spring term.</p> <p>Admissions – RJ advised 28 children would start in Reception in September. There were a number of children on the waiting list for Yrs3/4 and last week ten places had been offered for children to join Yrs3-5 in September</p> <p>The school would run with three mixed Yr3/4 and three mixed Yr5/6 classes in 2023-24. There were currently 43 children in Yr5 (from a PAN of 45) – Yr6 would be over PAN next year which would have a positive impact on funding.</p> <p>RJ advised that all children within catchment should be able to attend the school and noted the spaces that would be within each year group next year.</p> <p>Attendance – RJ noted the overall school attendance for 2023-24 up to the end of June. KS1 children had been affected by a number of illnesses through the year. Schools were to monitor children with attendance below 96%.</p> <p>Safeguarding – RJ advised there had been an increase in SEND and EHCPs – there were no specialist needs placements in the county.</p> <p>A governor queried if there were reasons for the increase in needs? RJ advised teachers had not been trained to support those with high needs, there was a resource issue as well as the school not having additional space that some children required such as sensory or quiet spaces.</p> <p>A governor queried if the Saplings building could be utilised for such an area during the school day? RJ advised this had been considered but was not a suitable option. The school would look to</p>	

	<p>develop Ash Class into a nurture provision and would free up an ELSA trained TA from any direct 1to1 support to allow her to run it. The school would look to be more creative around 1to1 TAs supporting more than one child when possible. A governor queried the long-term plans to support the increase in need? RJ advised the central team were considering a trust wide proposal.</p> <p>RJ advised that Mr Askew (MA) would bring the 2023-24 AIP to the first LGB of 2023-24 and he had recently visited the school. A governor queried with Mrs Caroe leaving who would lead on STEPs next year? RJ advised the SENDCo would.</p> <p>Data – Two separate documents titled ‘Yr2 Summary Data’ and ‘Yr6 Summary Data Writing’ were distributed prior to the meeting. RJ advised that it was headline data and MA would go into it in greater detail in the autumn term. Action: Analysis of 2022-23 combined and progress data to be taken to LGB on 03.10.23</p> <p>RJ advised of data for Yr6;-</p> <table border="1" data-bbox="279 931 1152 1178"> <thead> <tr> <th></th> <th>Expected standard (%)</th> <th>Higher standard (%)</th> <th>National average (%)</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>64</td> <td>33</td> <td>73</td> </tr> <tr> <td>Writing</td> <td>58</td> <td>13</td> <td>71</td> </tr> <tr> <td>Maths</td> <td>68</td> <td>37</td> <td>73</td> </tr> <tr> <td>GPS</td> <td>64</td> <td>37</td> <td>72</td> </tr> <tr> <td>Combined</td> <td>51</td> <td>-</td> <td>59</td> </tr> </tbody> </table> <p>Governors then discussed the Yr6 data in further detail.</p> <p>Action: Pre and post pandemic national data to be distributed to governors</p> <p>RJ advised the school was moderated in writing which had affected some gradings. The school had since challenged this as well as placing a formal complaint. A governor queried if children’s learning was still affected by the pandemic and lockdown? RJ advised the current Yr3s and 6s had been worse effected.</p>		Expected standard (%)	Higher standard (%)	National average (%)	Reading	64	33	73	Writing	58	13	71	Maths	68	37	73	GPS	64	37	72	Combined	51	-	59	<p>SH/MA</p> <p>RJ</p>
	Expected standard (%)	Higher standard (%)	National average (%)																							
Reading	64	33	73																							
Writing	58	13	71																							
Maths	68	37	73																							
GPS	64	37	72																							
Combined	51	-	59																							
7.	2022-23 Data (inc. analysis of KS2 SATs)																									
	This had been discussed under the previous item.																									
8.	Safeguarding																									
	<p>RJ advised there had been a local authority safeguarding audit and from changes to KCSiE, there was an expectation for schools to have an online filtering system in place – the trust had brought into Senseo (spelling?). The trust would move from Mentor to Educare for its safeguarding training and the school would have three DSLs next year.</p>																									
9.	Chairs Report																									

	<p>GB updated governors; -</p> <ul style="list-style-type: none"> • MW had observed the LGB in May and his application to be a trust appointed governors was with the trust. • There would be an election in the autumn term for two parent governors. • There was an advert in Governor's for Schools and the governing body should consider adverts in local publications? • The trust would introduce four blueprints from 2023-24 • There had been an update to the trusts scheme of delegation. 	
10.	Review of 2022-23 AIP	
	<p>A separate document titled 'BCPS SDP 2022-23' was distributed prior to the meeting. RJ suggested that the document should only include three or four annual priorities and would be known as an Academy Improvement Plan (AIP) reflecting the use of blueprints with governors being linked to each one.</p>	
11.	Governor Monitoring/Visits	
	<p>Two reports on TA deployment had been previously shared with governors and SW had completed a monitoring visit during KS2 SATs.</p>	
12.	Governor Training Update	
	<p>There were none.</p>	
13.	AOB	
	<p>There were none.</p>	
14.	Date of Next Meeting	
	<p>The date of the next meeting is Tuesday 3rd October 2023 at 7.00pm (in school).</p> <p>The meeting ended at 7.35pm</p>	

Items for Future Meetings

Meeting	Item
	There were none.

Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
5.	Parent Election to be held at start of autumn term	Sept 2023	SH/MA
6.	Analysis of 2022-23 combined and progress data to be taken to LGB on 03.10.23	26.09.23	SH/MA

6.	Pre and post pandemic national data to be distributed to governors	End of summer term	RJ
----	--	--------------------	----