

# Bottisham Community Primary School

## Local Governing Body



### Meeting Minutes from meeting held on 3<sup>rd</sup> October 2023

#### Governors Present

Mark Askew (MA) Headteacher  
Gregg Baldwin (GB) Chair  
Liz King (LK)  
Kate Limmer (KL)

Rebecca Taylor (RT)  
Sophie Wilkinson (SW)  
Matt Witt (MW)

#### Others Present

Arnesh Vijay (AV) observer  
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Apologies and Quorum</b>	
	<p>GB and LK welcomed governors to the meeting and apologies were received from Clair Palmer (CP) and Matt Taverner (MT) that were accepted by governors. They then welcomed AV as an observer with a view to him becoming a trust appointed governor and governors introduced themselves.</p> <p>GB, KL and RT advised they were not able to access their school emails or SharePoint. <b>Action: SH to forward email to IT Helpdesk to allow GB, KL and RT access to school emails and SharePoint</b></p> <p>A separate document titled 'LGB Tracker; had been uploaded to SharePoint and was shared within governors at the meeting. SH advised it had been used in other trust schools to track that governors have confirmed they had read a number of annual safeguarding documents as well as their pecuniary interests and attendance at relevant training. <b>Action: All governors to complete 2023-24 LGB Tracker</b></p>	<p>SH</p> <p>All</p>
2.	<b>Declarations of interest</b>	
	<p>There were no declarations of interest for any item on the agenda. <b>Action: SH to forward annual pecuniary interests and trust photo consent forms to governors to complete and return</b></p>	SH,All
3.	<b>Introduction to the new Head</b>	
	<p>Governors welcomed MA and he introduced himself as the acting head on a year's secondment from Fen Ditton Primary School and he hoped it would continue in the longer term. He then gave a brief background to his career and shared his teaching principles.</p>	

	<p>A governor noted there was a positive feel about the school and queried MAs initial views from his first month in the role? MA advised he planned to bring a new approach and it was happy school and there was a potential for it to still get better.</p> <p>Governors noted Mrs Johnston had been an executive headteacher for 2022-23, only being based in the school for 50% of each week and the SLT had grown to address this. A member of the SLT would return from maternity leave in the spring term and MA suggested the school could review the structure of the SLT for 2024-25</p> <p>A governor queried what did MA consider to be his greatest achievement whilst Headteacher at Fen Ditton? MA advised there had been a good ethos in the school. There was a higher level of deprivation within their catchment, and he felt the school to be in a better place since his tenure as Headteacher.</p> <p>A governor queried the size of Fen Ditton Primary School? MA advised there were 170 children in six classes, with a PAN of 25.</p> <p>A governor queried how would MA plan to 'empower' teachers? MA advised it would be via coaching and ensuring there was the right culture in the school to allow staff to develop their careers.</p> <p>A governor queried if there were any differences between the two schools? MA advised whilst SEND was increasing at Bottisham, there was a higher level of complex needs at Fen Ditton.</p>	
<b>4.</b>	<b>Minutes of last meeting</b>	
	The minutes of the last meeting held on 11th July had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.	
<b>5.</b>	<b>Matters arising and actions from the previous meeting</b>	
	<p><b>Item 5</b> – GB advised during 2022-23, it had been agreed to move existing governors to vacant trust appointed positions to allow the school to elect two parents as a means of growing the LGB. A parent election had taken place during the autumn term and from this Chris Forman-Smith and Emma Marks had been elected. As part of the trusts pre appointment checks, they had since been requested to forward two references onto the trust and would also be asked to complete a DBS.</p> <p><b>Action: Two parent governors to attend LGB on 28.11.23 – SH to forward their emails details onto GB and LK to allow them to meet with new governors before the meeting</b></p> <p><b>Item 6</b> – 2022-23 data would be discussed under Item 11.</p> <p><b>Item 6</b> – It was agreed to carry over the action for the Head to discuss pre and post pandemic national data to the LGB on 28 November.</p> <p><b>Action: Pre and post pandemic national data to be taken to LGB on 28.11.23</b></p>	<p>SH,GB,LK</p> <p>MA</p>
<b>6.</b>	<b>Chairs Report</b>	
	<b>Anglian Learning Governance Update</b> – LK briefly advised AGFs allowed the LGB Chair from every trust school to meet	

<p>termly, the next being on 17 October. If Chairs were unable to attend, it would be possible for other governors to attend in their place. She then advised the responsibilities of LGBs within the updated scheme of delegation with a greater focus on the quality of education.</p> <p><b>Governor roles and responsibilities for 2023-24 including link governor roles</b> – It was agreed RT would be Inclusion link governor (which would now include for SEND and pupil premium) and KL would be safeguarding governor for 2023-24.  <b>Action: RT to be inclusion link and KL to be safeguarding link governors for 2023-24</b></p> <p>LK then suggested that other governor roles be linked to the trust blueprints and priorities within the AIP.</p> <p>Four separate documents had been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• Curriculum Blueprint Nov 2022</li> <li>• Inclusion Blueprint Feb 2023</li> <li>• People and Leadership Blueprint Dec 2022</li> <li>• Safeguarding Blueprint Feb 2023</li> </ul> <p>GB suggested that as well as having the above links, there could be a second governor for every role as a means of cover – KL indicated she would like to be a second governor for pupil and leadership.  <b>Action: Governor roles and responsibilities to be agreed at next strategy meeting</b></p> <p>SH advised to assist with staff wellbeing, the trust would encourage LGBs to be a max of 90 minutes and asked if meetings could start earlier.  <b>Action: Governors unanimously agreed for LGBs to start at 6.30pm</b></p> <p>SH then asked if governors were still happy the first LGB of each term to be in person and the second remote? Governors agreed as there would be two parents joining the governing body, the LGB on 28 November would be in person.  <b>Action: LGB on 28.11.23 to be in person</b></p> <p><b>Monitoring and visits to be developed in line with emerging AIP for 2023-24</b> – This would be discussed after governors had agreed their roles and responsibilities for 2023-24.</p> <p><b>Governor training update</b> – Two separate documents titled ‘Governor Training Opportunities 2022-23’ and ‘Training Schedule for new Governors and Clerks’ were distributed prior to the meeting.</p> <p><b>Governor Recruitment</b> – This had already been discussed.</p>	<p>All</p>
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<b>7.</b>	<b>Heads Report</b>	
	<p>A separate document titled 'Headteacher Summary Report 031023' was distributed prior to the meeting which MA proceeded to go through.</p> <p>He noted a high level of need in the reception class and the TA based there had started her maternity leave. To continue to support children and staff in Reception, the school would consider maternity cover for the TA, which had not been budgeted for (MA noted a deficit budget had been agreed for 2023-24).</p> <p>A governor queried if schools would be allowed to spend SEND funding on such a role? MA advised there were four children within EHCPs in the school and as long it could evidence that the requirements in the EHCPs were being met, schools could have some degree of freedom about how the funding was used.</p> <p>A governor queried if there were reasons why there was an increase in SEND? MA advised parental anxiety had increased since the pandemic as well as there being a lack of support from external agencies.</p> <p>A member of the office team had left at the end of the summer term, and another was on long term sickness – as a result the office team was currently understaffed until the school could recruit for a new member of staff. The school had agreed with BVC that a member of their adult learning team would provide cover for the following day.</p> <p>A governor queried if the school had received support from the trust around staffing in the office? MA advised the trust had introduced the role of business partners within its HR dept who would work with a number of schools.</p>	
<b>8.</b>	<b>Curriculum Executive Summary</b>	
	<p>A separate document titled 'Curriculum Blueprint Review Autumn 2023' was distributed prior to the meeting and MA proceeded to go through it.</p> <p>A governor queried if the school would consider including some of the 'suggested opportunities for further development' from the document within teacher performance management reviews? MA advised it would.</p> <p>A governor queried what were 'Walkthrus'? MA advised the trust had funded two online platforms (National College and Walkthrus) which were available to all employees. Walkthrus would be used by teachers to develop their questioning and coaching solutions.</p> <p>GB asked if there were any further queries on the item? There were none.</p>	
<b>9.</b>	<b>Governor Safeguarding Training</b>	
	<p>A separate document titled 'AL Annual Update Governors Safeguarding Training September 2023' was shared at the meeting which MA proceeded to go through.</p>	

	<p>A governor queried if there was a different approach to safeguarding within primary and secondary schools? MA advised secondary schools might see different trends in their data.</p> <p>A governor queried how regularly would staff be safeguarding trained? MA advised all staff would receive annual safeguarding training and governors would have a slimmed down version of this. DSLs would attend separate two-day training bi-annually.</p> <p>A governor queried how the school would respond, should it have concerns around female genital mutilation? MA advised it would meet with parents and involve the police if necessary.</p> <p>A governor queried how the school would support children's mental wellbeing? MA advised this had been identified as a priority within the AIP and some support staff were Emotional Literacy Support Assistant (ELSA) trained. A governor added there had been a significant focus on emotional support in the school over the last three years.</p> <p>A governor queried the attendance data for 2023-24? MA advised it was similar to national figures, with pupil premium being lower.</p> <p>A governor queried how the LGB would monitor Senso the trusts platform to monitor online use in schools? MA advised staffed had been trained yesterday and the DSL and DDSLs would review it - the trust was still to confirm how regularly this should be. The safeguarding governor would be able to review the data during their visits.</p> <p>A governor queried who would children talk with should they have a safeguarding concern? MA advised whoever they trusted but it would normally be their class teacher or TA.</p> <p><b>Action: SH to forward safeguarding presentation and link to associated quiz to governors to complete</b></p>	SH,All
<b>10.</b>	<b>Safeguarding Update</b>	
	This had been included in the headteachers report and discussed within Item 9.	
<b>11.</b>	<b>Finalised 2022-23 Data</b>	
	<p>A separate document titled '2022 to 2023 Summary Data Report' was distributed prior to the meeting.</p> <p>MA advised writing would be a focus in 2023-24 for all year groups and governors briefly discussed the difficulties around teaching this during the pandemic.</p> <p>A governor noted the difference between GL assessments and SATs and was this common in other schools? MA advised GL assessments were standardised tests for all year groups based on SATs type questions.</p> <p>A governor queried if writing data was affected by the use of computers, 'tech speak' and social media? MA suggested it had affected writing presentation.</p>	
<b>12.</b>	<b>AIP 2023-24</b>	
	A separate document titled 'BCPS AIP 2023-2024' was distributed prior to the meeting and MA briefly went through it.	

<b>13.</b>	<b>Polices</b>	
	<p><b>Positive Behaviour Management 2023 (with changes highlighted)</b> – A separate document was distributed prior to the meeting.</p> <p><b>Safeguarding &amp; Child Protection 2023</b> – A separate document was distributed prior to the meeting.</p> <p><b>Action: Governors unanimously approved both polices</b></p>	
<b>14.</b>	<b>Review of Risks Relating to Agenda Items</b>	
	<p>From the meeting, LK noted the following risks: -</p> <ul style="list-style-type: none"> <li>• Governors’ roles and responsibilities not being defined</li> <li>• Ensuring a balanced and progressive curriculum</li> <li>• Safeguarding procedures not being followed</li> <li>• Risk of Covid-19 and associated staff absence</li> </ul> <p>MA identified further risks; -</p> <ul style="list-style-type: none"> <li>• Lack of staff capacity to support an increase in SEND needs and for the school to consider developing an inclusion team</li> <li>• To consider the financial impact from there being less reception children and should the school consider ‘selling’ itself?</li> <li>• Drainage is in a poor state of repair around the rear of the school site</li> </ul> <p>GB advised governors would be able to discuss the above risks within their next strategy meeting.</p>	
<b>15.</b>	<b>Any Other Business</b>	
	<p><b>Breakfast and After School Clubs</b> – A governor queried if the provision for both clubs had been embedded since it had relocated to the saplings building? MA advised he would continue to liaise with their manager and had some concerns around the number of children the unit could cater for, especially in the winter when children would not be able to be outside.</p> <p>KL advised as safeguarding link governor she would also review the safeguarding procedures for external organisations that use the school grounds.</p>	
<b>16.</b>	<b>Date of Next Meeting</b>	
	<p>The date of the next meeting is Tuesday 28th November 2023 at 6.30pm (in-person).</p> <p>The meeting ended at 9.20pm</p>	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
	There were none.

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
1.	SH to forward email to IT Helpdesk to allow GB, KL and RT to access school emails and SharePoint	05.10.23	SH
1.	All governors to complete 2023-24 LGB Tracker	By next LGB	All
2.	SH to forward annual pecuniary interests and trust photo consent forms to governors to complete and return	05.10.23	SH,All
5.	Two parent governors to attend LGB on 28.11.23 – SH to forward their emails details onto GB and LK to allow them to meet with new governors before the meeting	05.10.23	SH,GB,LK
5.	Pre and post pandemic national data to be taken to LGB on 28.11.23	BY next LGB	MA
6.	Governor roles and responsibilities to be agreed at next strategy meeting	Asap	All
9.	SH to forward safeguarding presentation and link to quiz to governors to complete	05.10.23	SH,All