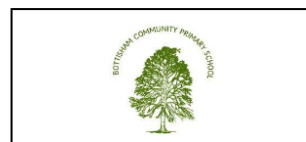


Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 28th November 2023



Governors Present

Mark Askew (MA) Headteacher
Gregg Baldwin (GB) Chair
Chris Forman-Smith (CF-S)
Liz King (LK) – attended remotely
Kate Limmer (KL)
Clair Palmer (CP)

Emma Marks (EM)
Matt Taverner (MT)
Rebecca Taylor (RT)
Arnesh Vijay (AV)
Sophie Wilkinson (SW)
Matt Witt (MW)

Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Welcome EM and CF-S. Apologies and Quorum	
	GB welcomed governors to the meeting and there were no apologies received. He then introduced CF-S and EM as parent governors following an election earlier in the term – governors then introduced themselves to one another.	
2.	Declarations of interest	
	There were no declarations of interest for any item on the agenda. SH distributed annual pecuniary interest and photo consent forms to those governors who had not already completed them during the meeting.	
3.	Minutes of last meeting	
	The minutes of the last meeting held on 3rd October had been circulated to governors prior to the meeting. The minutes would be signed by the Chair. Action: GB, MT and SW to forward completed pecuniary interests form to SH Action: GB and SW to forward completed photo consent form to SH	GB,MT,SW GB,SW
4.	Matters arising and actions from the previous meeting	
	Item 1 – Governors advised they were able to access Connect. Action: Trust to confirm school email address and access details to Connect for AV	SH

	Gregg Baldwin	Trust Appointed	01.09.23	31.08.27	
	Mark Askew	Headteacher (one year secondment)	01.09.23	31.08.24	
	Chris Forman-Smith	Parent	01.10.23	31.09.27	
	Liz King	Trust Appointed	16.07.23	15.07.27	
	Kate Limmer	Trust Appointed	01.09.23	31.08.27	
	Clair Palmer	Staff	20.03.23	19.03.27	
	Emma Marks	Parent	01.10.23	31.09.27	
	Matt Taverner	Trust Appointed	13.07.22	12.07.26	
	Rebecca Taylor	Trust Appointed	01.09.23	31.08.27	
	Arnesh Vijay	Trust Appointed	27.11.23	26.11.27	
	Sophie Wilkinson	Trust Appointed	01.06.21	31.05.25	
	Matt Witt	Trust Appointed	01.09.23	31.08.27	
	<p>From page 12 of the trusts LGB Guidance Handbook (Sept 2023-24); -</p> <p><i>... 'In total, the LGB must have the following composition: The minimum size of the LGB should be eight governors and a maximum number being twelve governors. The LGB must be comprised of the headteacher / executive headteacher / head of school; two parent governors who are elected; one elected staff governor; four Trust appointed community governors; and. at least one of whom should ideally represent the local community in some form. Other governors, up to the maximum, would be Trust appointments by the Trust Board. Parent governors must be elected by the parent body, but schools should aim to encourage nominations from parents who will address identified gaps in skills. Advice and guidance on carrying out an election process can be found on Connect. Parents can be appointed to the other categories where they will address an identified gap in skills on the LGB and / or where it will contribute to greater diversity and / or retain valuable knowledge and experience but cannot form the majority of the LGB.'</i>...</p> <p>Action: The LGB was at the maximum allowed by the trust Action: Governors to consider further appointments to the LGB to join as associate governors</p> <p>Governor Newsletter – This was not discussed.</p> <p>Governor Visits – This had already been discussed within the item.</p> <p>Governor Training – A separate document titled 'Governor Training Opportunities 2023-24' was distributed prior to the meeting and GB advised there were training opportunities via the National Governance Association (NGA) and the trust.</p>				- All
6.	Heads Report				
	<p>A separate document titled 'Headteacher Report 281123' was distributed prior to the meeting which MA proceeded to go through.</p> <p>General Overview – MA advised pupil premium numbers were similar to 2022-23 and whilst there was a slight decrease in SEND compared to last year, the school would expect this to increase over the course of 2023-24.</p>				

<p>A governor queried if there were reasons as to the change in data? MA advised the schools data was lower than national averages for a school of its size. Staff would continue to develop Inclusive Classrooms as a means of reducing the number of children on the SEND register. Governors would be able to review data from headteachers reports presented during 2022-23 to further analysis comparisons.</p> <p>A governor queried the impact that inclusive classrooms would have on teacher's workload and was there suitable support in place? MA advised one of the schools' priorities would include for the deployment of TAs and there had been recent training in supporting children whilst in class. The trust had recognised the need for inclusivity across all schools and TAs would be deployed in more flexible ways. There were issues around TAs being trained during their normal hours of work, but they had participated in staff training during the INSET day at the start of term. The trust would focus on the recruitment and retention of support staff.</p> <p>A governor queried if there were HLTAs at the school? MA advised there were two who both supported teachers PPA.</p> <p>A governor noted schools pay into the apprenticeship levy who have a varied training programme to support TA development. MA advised the SLT had considered how to develop the school's inclusion team and would consider an internal application for a HLTA with a focus on SEND provision, but such a proposal would first require trust approval.</p> <p>A governor queried the provision to also focus on higher achievers? MA advised this would be via quality teaching and Mrs Heijne would lead twice yearly pupil progress meetings with all teachers.</p> <p>A governor queried how children on the SEND register would be identified? MA advised it would differ on individual needs and schools would have a range of standardised tests to assist with this. Teachers would meet with the SENDCo and there would be several cycles of Assess, Do, Plan, Reviews (ADPR) which could take a year – the school would then consider applying for an EHCP.</p> <p>Safeguarding – MA advise of discriminatory incidents made by children and how the school would respond. There would be a safeguarding audit on Thursday 7 December.</p> <p>Action: Report from trusts safeguarding audit to be taken to LGB on 30.01.24</p> <p>MA advised the trust had simplified the use of risk registers for 2023-24.</p> <p>A governor queried if the above incidents had been identified prior to or as part of anti-bullying week? MA advised prior to and he would meet with parents of one child involved. Schools would normally expect an increase in bullying data after running such weeks and it was noted children might hear inappropriate language from family members or via online.</p> <p>A governor queried if the school planned to run any further themed weeks during the year? MA advised the school would consider this and CP added the school would support a national NSPCC day.</p>	<p>MA, KL</p>
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A governor queried the duration of assemblies? MA advised there would be a range of different assemblies over each week that would last 15 minutes and governors would be welcome to attend assemblies on Fridays.

Premises Update – MA briefly went through the section advising the condition of the school buildings was a risk and noted the funding amount of the school’s maintenance budget which was based on that spent in previous years with an increase for inflation. There would be a H&S trust audit on 29 November to prioritise works and he would meet with Claudine Bateman the trusts Director of Operations in the spring term.

Staffing Update – MA briefly went through the section.

A governor queried if the presented updates had been communicated to parents? MA advised they would be before the end of the term.

A governor queried the recruitment process for a permanent headteacher? MA advised he was presently on a one-year secondment as headteacher from Fen Ditton Primary School. The trust would advertise for a permanent position with interviews in the spring term.

A governor queried if there was a TA for every class? MA advised most support staff worked with children with EHCPs which schools have a statutory obligation to support. He noted the increase in need in reception and KS1, perhaps linked to the pandemic.

A governor queried if the school had used supply cover during the autumn term? MA advised the school had use of two casual teachers.

KS2 Attainment Data – A governor queried why the presented data was not for 2022-23? MA advised published data was for 2021-22 - schools would have the opportunity to review and challenge data from previous years at the start of the autumn term with 2022-23 data being published during the spring term of 2024. He then briefly went through the differences in data between 2019 and 2022.

A governor queried if there were reasons as to why there had been a decrease in writing data over this period? MA advised the English lead would monitor teaching and of the difficulties teachers faced in teaching English remotely during the pandemic.

A separate document titled ‘BCPS Attendance Report 221123’ was distributed prior to the meeting.

A governor noted attendance for reception was lower and queried how ‘building better relationships with parents’ would assist with addressing this? MA advised whilst it was not a statutory requirement for four year olds to be in school, the school would look to build partnerships with parents, increase parental and child resilience and change views around children’s sickness.

A governor queried if this approach would also work for harder to reach families? MA advised staff would complete home visits for nursery and reception children and CP added the school would phone vulnerable families when necessary.

	Two further documents titled 'Graduated Approach Overview V2 March 2023' and 'Pupil Premium Statement 2023' were also distributed prior to the meeting.	
7.	Safeguarding Executive Summary	
	<p>A separate document titled 'Safeguarding Blueprint Status Summary June 2023' was distributed prior to the meeting which MA briefly went through.</p> <p>A governor queried if there were any issues for MA to bring to the attention of governors? MA advised of one child on the CP register and noted the number of safeguarding logs made via MyConcern during the term to date.</p> <p>A governor queried how data compared to previous years? MA advised he would have to review this and considered the presented data was similar to national averages.</p>	
8.	Safeguarding Update	
	This had been discussed within Item 6.	
9.	Policies	
	<p>BCPS Lettings Policy (241123) – A separate document was distributed prior to the meeting. MA advised charges in the present policy were out of date and from section 4.0 had been updated to include four categories of user which he briefly went through and asked governors for their views and thoughts around the proposed charges from page 6? Governors then briefly discussed this in further detail.</p> <p>MW left the meeting</p> <p>A governor queried if the proposed increase in lettings could be introduced in increments for clubs that benefit children at the school?</p> <p>Action: MA to re-evaluate charges within lettings policy – policy to be taken to LGB on 30.01.24 for approval</p> <p>Lettings Booking Form – A separate document was distributed prior to the meeting.</p> <p>SEN Information Report 2023-24 – A separate document was distributed prior to the meeting.</p>	MA,SH
10.	Agree governor roles and responsibilities for 2023-24	
	This had already been agreed in the meeting.	
11.	Review of Risks Relating to Agenda Items	
	From the document presented under Item 5, GB briefly went through the four identified risks.	
12.	Any Other Business	
	There was none.	
13.	Date of Next Meeting	

	The date of the next meeting is Tuesday 30th January 2024 at 6.30pm (in school). The meeting ended at 8.00pm	
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Items for Future Meetings	
Meeting	Item
	There were none.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	GB, MT and SW to forward completed pecuniary interests form to SH	23.01.24	GB,MT,SW
3.	GB and SW to forward completed photo consent form to SH	23.01.24	GB,SW
4.	Trust to confirm school email address and access details to Connect for AV	asap	SH
4.	SH to forward NGA safeguarding module to CF-S, EM and MT to complete	01.12.23	SH,CF-S, EM,MT
5.	Governors to consider being vice-chair of LGB for 2023-24	23.01.24	All
5.	Governors to consider being joint Inclusion link governor with RT and joint lead with CF-S	23.01.24	All
5.	Governors to consider further appointments to the LGB to join as associate governors	ongoing	All
6.	Report from trusts safeguarding audit to be taken to LGB on 30.01.24	23.01.23	MA,KL
9.	MA to re-evaluate charges within lettings policy – policy to be taken to LGB on 30.01.24 for approval	23.01.24	MA,SH