

Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 30th January 2024



Governors Present

Mark Askew (MA) Headteacher
Liz King (LK) Chair
Kate Limmer (KL)
Clair Palmer (CP)
Emma Marks (EM)

Matt Tavener (MT)
Rebecca Taylor (RT)
Arnesh Vijay (AV)
Sophie Wilkinson (SW)
Matt Witt (MW)

Others Present

Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies and Quorum	
	LK welcomed governors to the meeting and apologies were received from Gregg Baldwin (GB) and Chris Forman-Smith (CF-S) that were agreed by governors.	
2.	Declarations of interest	
	There were no declarations of interest for any item on the agenda. Action: GB, MT and AV to confirm they have read safeguarding documentation by completing LGB Tracker	GB,MT,AV
3.	Minutes of last meeting	
	The minutes of the last meeting held on 28th November had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.	
4.	Matters arising and actions from the previous meeting	
	Item 4 – All governors advised they were able to access SharePoint and AL emails. Item 4 – SH advised he would forward a link to the NGA safeguarding training to CF-S, EM and MT to complete after the meeting. Action: SH to forward link to NGA safeguarding training to CF-S, EM and MT to complete after the meeting Item 5 – Governors to continue to consider being Vice-Chair of LGB for 2023-24.	SH,CF-S EM,MT

	<p>Item 6 – Governors to consider being joint Inclusion link governor with RT and LK advised that she would be the Early Years Creativity ‘Lead’ governor with CF-S.</p> <p>It was agreed all other actions had been completed.</p>	
5.	Chairs Report	
	<p>Update on headteacher interviews – Governors congratulated MA on his appointment as permanent headteacher after interviews the previous week. It was noted that a pupil voice activity formed part of the interview process.</p> <p>A governor queried further details of the pupil voice? LK advised it included eight Yr5s having the opportunity to respond to a question from MA regarding the school.</p> <p>AV arrived at the meeting</p> <p>Agree governor visits for spring term – LK advised at the LGB on 28 November, governors had identified four focus areas to be linked to in 2023-24: -</p> <ul style="list-style-type: none"> • Quality of writing/ improvement to vocabulary – AV and SW • Early Years Creativity Project – LK and CF-S • ELSA, school avoidance/ STEPs behaviour programme – KL and MT • Restructuring the TA Provision – RT and MW <p>LK asked governors to continue to plan meetings with link staff and then report back at the LGB on 12 March.</p> <p>Action: Governors to report back on link visits completed during spring term at LGB on 12.03.24</p> <p>For information – LK advised she planned to attend the Anglian Governance Forum (AGF) on 05 March which would be online and other governors would also be welcome to attend.</p> <p>There would be a trust safeguarding link meeting on 05 March and an inclusion link meeting on 12 March.</p> <p>Governor Training – Two separate documents titled ‘Governor Training Opportunities 2023-24’ and ‘Training Schedule for new Governors and Clerks’ were distributed prior to the meeting.</p>	All
6.	Heads Report (verbal)	
	<p>2024-25 Budget – MA advised schools had been requested to develop a balanced budget for 2024-25 during Spring 1 and he would meet with the trust on 02 February to progress this further. There would be a new trust wide HR integrated online portal and office staff would be trained on it in Spring 2 to allow it to go ‘live’ in</p>	

<p>different stages from March. It could also be utilised for staff appraisals and requests for staff absence.</p> <p>Staffing – MA advised Mrs Stocking would retire with her last day being on 31 January and suggested whether governors would like to forward a suitable card to her? The school had since agreed to increase the hours for two other support staff but there would be deployment issues with one less staff.</p> <p>The school had successfully appointed an office position with HR responsibilities to start in Spring 2.</p> <p>A governor queried if the appointed person had prior HR experience? MA advised there had been seven applicants and from this three had been shortlisted with the successful candidate having HR experience from outside of education.</p> <p>MA noted an ongoing concern with staff health and illness and staff were working incredibly hard, especially with a higher level of children’s coughs and colds in the community.</p> <p>A governor queried if there had been an increase in supply costs due to staff illness? MA advised the school was fortunate to be able to have use of two casual teachers and had recently appointed a third to work one day/week.</p> <p>School Trips – MA advised Yr4s would attend Burwell House.</p> <p>Data – MA noted the predicted 2023-24 data to be positive, especially in early years and phonics and there had been improvements through KS1.</p> <p>A governor queried how predicted data was compiled? MA advised via teacher and GL assessments using a trust wide proforma.</p> <p>A governor noted a variance in the predicted and actual data in 2022-23? MA advised of the interventions that would run in Yr6 and the three teachers were using responsive teaching, partly funded from pupil premium.</p> <p>A governor queried if the school still received catch-up funding because of the pandemic? MA advised tuition funding would be reduced from 50% to 25% this year.</p> <p>A governor queried the impact from the nurture class? MA advised an additional TA had been appointed to be based in the class and noted the teaching structure for the class for the rest of 2023-24.</p> <p>Curriculum – Two separate documents titled ‘Curriculum Blueprint Nov 2022’ and ‘Curriculum Blueprint Review 0412.23’ were distributed prior to the meeting which CP proceeded to go through.</p> <p>A governor queried how regularly would the blueprint be reviewed? CP advised it would be an ongoing process and would be formally reviewed annually with subject leads.</p> <p>A governor queried how the school would measure the impact that the curriculum provision was working? CP advised it would be challenging and she would consider raising this with the trust.</p> <p>A governor queried if the impact could be measured via pupil surveys? CP advised this could be considered for Yr6 children. MA then noted the use of the trusts Dashboard to allow the SLT to review data and make comparisons with other schools in the trust.</p>	
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	<p>The dashboard would be used in a supportive way rather than for holding schools to account.</p>	
<p>7.</p>	<p>Safeguarding Audit</p>	
	<p>Inc. AL Safeguarding Audit Feedback – A separate document titled 'Safeguarding Audit Feedback BPS 07.12.23' was distributed prior to the meeting which MA proceeded to go through in detail. The school would now issue attendance letters, which had not been possible in Autumn 2 due to staffing capacity.</p> <p>A governor queried the wording that would be used in attendance letters? MA advised letters would be based on a local authority template and would be both informative and include contextual information. Letters would be issued for attendance less than 90% with the school monitoring children with absence between 90-95%. It was a statutory requirement for Letter 1s to be issued before schools considered any further actions.</p> <p>MA advised of the reasoning behind updated guidance for schools to issue letters separately to both parents even if living at the same address.</p> <p>A governor queried the number of children where attendance was an issue? MA advise of the approx. number of families, and an alternative 'soft' letter 1 would be issued to families of four-year-olds as it was not a statutory requirement for children to attend school until they were five.</p> <p>A governor queried if there was a connection between persistent absence and Emotional Based School Avoidance? MA advised specific children would have a temporary reduced timetable if necessary and local authority involvement to support families.</p> <p>A governor queried how the school would communicate with hard-to-reach families? MA advised there were no such families at the school presently but noted the procedure he had followed in managing attendance whilst in previous schools.</p> <p>A governor how persistent absence data would be tracked? MA advised children and families would be placed on a four weekly review as to whether there had been improvements to attendance and the school would have greater capacity when a further member of the office team joined in Spring 2.</p> <p>A governor noted the impact from Ash Class on attendance? MA advised even with the provision in place, there continued to be attendance issues for a small number of children.</p> <p>A governor queried how attendance would be monitored? MA advised via a daily class register and the DfE had introduced an online platform that schools could access as a means of monitoring attendance.</p> <p>A governor queried if parents would be able to review their child's attendance directly? It was agreed that parents were able to do so.</p> <p>MA advised there would be a focus on ensuring a consistent approach for staff using My Concern and as to the appropriate thresholds of reporting behaviour concerns.</p>	

	<p>KL then proceeded to briefly go through her comments made at the safeguarding audit in December.</p> <p>MA advised the school had access to the National Online Safety (NOS) platform which provided resources for staff, children and parents and there would be weekly e-safety lessons to further develop the schools safeguarding culture.</p> <p>A governor noted behaviour issues on the school bus and a queried if these were raised from the bus operator or children? MA advised there would be a personal assistant and driver on each bus to oversee 30/40 children with risk assessments in place and he had raised the issue with the local authority and noted incidents had recently reduced.</p> <p>A governor queried if an article on safeguarding could be included on parental newsletters? MA advised he would consider this.</p> <p>Action: MA to consider including safeguarding item on parental newsletters</p>	MA
8.	Attendance Executive Summary	
	<p>A separate document titled 'Attendance Executive Summary' was distributed prior to the meeting and MA briefly went through it.</p> <p>A governor what would unauthorised absence include? MA advised where the school had not been informed of an absence as well as families having term time holidays. Sickness would be recorded as authorised absence.</p> <p>A governor queried how lateness would be recorded? MA advised lateness would be for a child arriving up to 15 minutes after registration had closed – after which it would be recorded as an unauthorised absence.</p> <p>A governor queried the how absence would be recorded in unforeseen circumstances such as a school bus arriving late? MA advised in this instance it would be recorded as authorised absence.</p>	
9.	Inspection Data Summary Report (IDSR)	
	<p>A separate document titled 'IDSR' was distributed prior to the meeting which MA briefly went through.</p>	
10.	Parental Survey	
	<p>Two separate documents titled 'BCPS Parent Survey December 2023' and 'Bottisham Community Primary School Parent Survey December 2023' were distributed prior to the meeting and governors briefly went through both.</p> <p>A governor queried the number of responses to the survey? MA advised of the approx. percentage and the survey would be run biannually alternating with staff and pupil surveys.</p> <p>MA advised parental newsletters were issued fortnightly via ParentMail as a pdf and link, as well as being included on the school's website (a newsletter dated 19 January had been uploaded to the 12.03.34 LGB meeting folder).</p>	
11.	Policies	

	<p>Lettings Policy 300124 – A separate document was distributed prior to the meeting and MA advised it had been revised to include governor comments made at the previous LGB.</p> <p>Action: Governors unanimously approved Lettings Policy</p> <p>A separate document titled ‘BCPS Facilities Booking Form’ was distributed prior to the meeting and MA advised when next updating the policy he would consider the hiring of the Saplings building after the after-school provision ended at 6.00pm.</p>	
11.	<p>Review of Risks Relating to Agenda Items</p>	
	<p>A separate document titled ‘4Risk Register’ was distributed prior to the meeting.</p> <p>A governor queried further details of the three risks? MA advised the trust had introduced a risk management document in 2022-23 and from subsequent feedback, had instead requested from 2023-24 schools consider three annual risks specific to each setting and briefly went through each one: -</p> <p>Low Numbers in Early Years – MA advised the PAN for every year group to be 45 and from the first round of applications for 2024-25 he advised of the number of children who had indicated the school as first, second and third choice and from this the school would likely operate with one reception class. There had been 26 children join the school and six leave during 2023-24 to date. He then advised of how the school had responded to the risk. A governor queried the reasons as to why children had left? MA advised it was due to families moving out of the area and not dissatisfaction with the school.</p> <p>Poor State of the School Building and Site – MA advised of the state of the school building and the new caretaker had started to address issues and he was liaising with the trust around further funding.</p> <p>Increase in Pupils with SEND Needs – MA advised of the risk to the school and how it would respond. A governor queried further details behind the SEND process? MA advised class teachers would first have initial conversations with the SENDCo and further assessments could be considered before a child was placed on the SEND Support Register with termly cycles of APDRs. The school would then consider gathering evidence for an EHCP.</p> <p>MA advised for each risk its ‘seriousness’ would be multiplied by ‘the chance of it happening’ (both on a scale of 1 to 5)</p> <p>A governor queried if schools would be limited as to the number of risks they could consider? MA advised the central team had suggested three, but there could be slightly more.</p> <p>A governor suggested whether IDSR data and behaviour issues on the school bus should also be considered as risks? MA advised he would closely monitor such concerns and consider at what point would they then become a risk.</p>	

	<p>A governor noted concerns raised at the LGB in October around the number of children the afterschool provision could cater for in the Saplings building? MA advised correct staff to child ratios were in place but questioned the available space and noted the provision had recently appointed a new area manager.</p> <p>Action: MA to contact Dawn Until Dusk area manager to clarify safe numbers of pupils that can attend provision</p> <p>EM then left the meeting</p>	<p>MA</p>
12.	Any Other Business	
	<p>DBSs – Governors were continuing to visit the school with ID to allow for DBSs to be progressed.</p> <p>Getting Information About Schools (GIAS) – SH advised it was a statutory requirement for all schools to have specific data about their governance on GIAS, and personal data would not be publicly available.</p> <p>Action: School office/SH to email individual governors who have children at the school to ask if they would provide consent as to the school using existing personal data to update GIAS</p> <p>Governor Display Board – It was noted some governors’ photos were missing from the governor board in the entrance to the school.</p> <p>Action: CF-S,EM and SW to forward head&shoulders photo to school office for inclusion on governor display board</p> <p>LGBs – LK asked if governors were happy that LGBs continued to be in school? All governors agreed they were.</p> <p>MA advised should governors have any questions from reading papers ahead of meetings to please forward them to allow him to provide a more detailed response during meetings.</p>	<p>School Office/SH</p> <p>CF-S,EM, SW</p>
13.	Date of Next Meeting	
	<p>The date of the next meeting is Tuesday 12th March 2024 at 6.30pm (in school).</p> <p>The meeting ended at 8.20pm</p>	

Items for Future Meetings	
Meeting	Item
	There were none.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	GB, MT and AV to confirm they have read safeguarding documentation by completing LGB Tracker	09.02.24	GB,MT,AV
4.	SH to forward link to NGA safeguarding training to CF-S, EM and MT to complete after the meeting	09.02.24	SH,CF-S EM,MT
5.	Governors to report back on link visits completed during spring term at LGB on 12.03.24	12.03.24	All
7.	MA to consider including safeguarding item on parental newsletters	ongoing	MA
11.	MA to contact Dawn Until Dusk area manager to clarify safe numbers of pupils that can attend provision	09.02.24	MA
12.	School office/SH to email individual governors who have children at the school to ask if they would provide consent as to the school using existing personal data to update GIAS	09.02.24	School office/SH
12.	CF-S,EM and SW to forward head&shoulders photo to school office for inclusion on governor display board	09.02.24	CF-S,EM, AJ,SW