

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 12th March 2024

Governors Present

Mark Askew (MA) Headteacher
Gregg Baldwin (GB)
Chris Forman Smith (CF-S)
Liz King (LK) Chair

Clair Palmer (CP)
Matt Tavener (MT)
Rebecca Taylor (RT)
Matt Witt (MW)

Others Present

Kate Kelly (KK) SENDCo
Stuart Hales (SH) Clerk

| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| 1. | GB,CF-S,LK, EM,MT,RT,AV and SW to bring in ID to school to allow DBSs to progress. Alternatively, if having an existing DBS in place for the school they could bring in their certificate for the office staff to review | 19.03.24 | GB,CF-S,LK, EM,MT,RT, AV,SW |
| 5. | GB,MT and AV to confirm they have read safeguarding documentation by completing LGB Tracker | 19.03.24 | GB, MT and AV |
| 5. | SH to forward a further link to MT to allow him to access NGA safeguarding training | 19.03.24 | SH,MT |
| 5. | CF-S,EM and MT to forward certificates from NGA safeguarding training to SH to allow LGB tracker to be updated | 19.03.24 | CF-S,EM,MT |
| 5. | EM and SW to forward head&shoulders photo to school office for inclusion on governor display board | 19.03.24 | EM,SW |
| 6. | Trust safeguarding visit report to be taken to LGB on 07.05.24 | 08.05.24 | KL |
| 10. | MA to confirm date and time of Writing Peer Review in summer term – governors welcome to attend feedback session | Summer1 | MA |
| 13. | LK to liaise with candidate and they be invited to the LGB on 07.05.24 as an observer | 08.05.24 | LK |

| | ITEM | ACTION |
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| 1. | Apologies and Quorum | |
| | LK welcomed governors to the meeting and apologies were received from Kate Limmer (KL), Emma Marks (EM), Arnesh Vijay (AV) and Sophie Wilkinson (SW) that were agreed by governors. The meeting was quorate. | |

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| | <p>MA advised the school had transitioned to using a new SCR template last year and whilst data for staff was up to date, there was a need for all governors to have new DBSs, and the importance of this as the SCR would be reviewed at the start of an Ofsted inspection.</p> <p>He asked governors to bring in appropriate forms of ID to the school as part of the DBS process, and if completing visits without one in place, governors would have to be escorted whilst in the school.</p> <p>It was then agreed governors already having a DBS in place for the school could instead bring in their certificate to allow the school to extract relevant data from them.</p> <p>Action: GB,CF-S,LK, EM,MT,RT,AV and SW to bring in ID to school to allow DBSs to progress. Alternatively, if having an existing DBS in place for the school they could bring in their certificate for the office staff to review</p> | <p>GB,CF-S,LK, EM,MT,RT, AV,SW</p> |
| <p>2.</p> | <p>Declarations of interest</p> | |
| | <p>There were no declarations of interest for any item on the agenda.</p> | |
| <p>3.</p> | <p>Inclusion Executive Summary</p> | |
| | <p>Two separate documents titled 'Executive Summary: SEND' and 'Inclusion Blueprint Feb 2023' were distributed prior to the meeting and MA advised there would be a trust visit on 13 March to review the schools pupil premium provision.</p> <p>A separate document titled 'BCPS – SEND Provision March 2024' was distributed at the meeting which KK proceeded to go through comparing the schools data to national averages. A child may be included in more than one of the four identified categories stated in the document and the school had a higher level of Emotional Based School Avoiders (EBSAs) and children with SEND Support in upper KS2, (perhaps linked to not all needs being identifiable further down the school)</p> <p>KK advised the SEND Support Register data included for one child in nursery and children would be able to start in the unit in stages through the year so data would likely increase in the summer term.</p> <p>A governor queried if there were reasons as to why there was a higher level of autism in Cambridgeshire? KK advised of possible reasoning for this.</p> <p>A further document titled 'Anglian Learning Graduated Approach/ SEND Support Pathways 2022-2023' was also distributed at the meeting which KK proceeded to go through.</p> <p>A governor queried if there were reasons as to why it was not possible to identify all need in Reception/KS1? CP advised as children moved from a more play based focus in EY/KS1 the curriculum demands increased and from these needs became for identifiable. There could also be emotional based need as well as that linked to homelife, and it was noted some children would 'mask' issues as a means of fitting in with their cohort.</p> <p>A governor queried if KK would meet with class teachers to agree strategies to put in place for targeted children? KK advised whilst</p> | |

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| | <p>there was an agreed process for staff to follow, she would also meet informally with them. A governor queried the approval process for an EHCP? KK and MA advised of the application process that schools would follow within Cambridgeshire in detail.</p> <p>A governor queried if the increase in SEND could also be linked to schools now having a better understanding and identifying of need? KK advised this would possible and MA added schools had to fund the first £6k of every EHCP and of the financial difference between a fully funded EHCP and the cost to the school of employing a 1to1 TA. From this schools would now consider more creative ways of supporting children's needs.</p> <p>KK advised there had been a trust SEND Review in Spring 1 and form it the higher level of EBSA in Yr5/6 was noted and consideration would be given to identifying and addressing this at an earlier stage in the school. There would be staff training on autism at the start of 2024-25.</p> <p>A governor queried the comparison between EBSA in Yr5/6 with the national average? KK advised it was part of a wider concern within the trust and would have to review if there were publicised national averages. MA added whilst children's needs were being managed at home during the pandemic, they were not being picked up by professionals. Post pandemic, there had been an increased workload and waiting times for children to be seen by external professionals.</p> <p>Governors thanked KK for her presentation who then left the meeting.</p> | |
| 4. | Minutes of last meeting | |
| | The minutes of the last meeting held on 30th January had been circulated to governors prior to the meeting. The minutes would be signed by the Chair. | |
| 5. | Matters arising and actions from the previous meeting | |
| | <p>Item 2 – It was agreed GB, MT and AV still had to confirm they had read safeguarding documentation by completing LGB Tracker. Action: GB,MT and AV to confirm they have read safeguarding documentation by completing LGB Tracker</p> <p>Item 4 – SH had forwarded a link to CF-S, EM and MT prior to the meeting to complete NGA safeguarding. Action: SH to forward a further link to MT to allow him to access NGA safeguarding training Action: CF-S,EM and MT to forward certificates from NGA safeguarding training to SH to allow LGB tracker to be updated</p> <p>Item 11 – MA advised he had met with the area manager for Dawn until Dusk to clarify the safe number of children who could attend the provision – it had been agreed the capacity would reduce from</p> | <p>GB,MT,AV</p> <p>SH,MT</p> <p>CF-S, EM, MT</p> |

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| | <p>50 to 40 children. The unit would benefit from having outdoor furniture which MA had raised with both the trust and PTA.</p> <p>Item 12 – It was agreed EM and SW still had to forward a head&shoulders photo to the school office for inclusion on the governor display board.</p> <p>Action: EM and SW to forward head&shoulders photo to school office for inclusion on governor display board</p> <p>It was agreed all other actions had been completed.</p> | EM,SW |
| 6. | Chairs Report | |
| | <p>AGF 05.02.24 – LK advised of the main matters discussed at the meeting.</p> <p>Safeguarding Link meeting 05.03.24 – A separate document titled ‘Safeguarding Visit Report (PHSE Report) 16.01.24’ was distributed prior to the meeting. As KL was not present, it was agreed to discuss this further at the LGB on 08 May.</p> <p>Action: Trust safeguarding visit report to be taken to LGB on 07.05.24</p> <p>A governor queried how the SENDCos role compared to other schools? MA advised most similar sized schools either had a p/t SENDCo or a f/t position with a p/t responsibility.</p> <p>MA advised the trust had commented positively on the Ash provision which the school would continue to develop and embed best practice.</p> <p>Inclusion Link meeting 12.03.24 – RT as inclusion link would be invited to the meeting.</p> <p>Trust matters – This was not discussed.</p> <p>Governor Newsletter – This was not discussed.</p> <p>Governor Training – This was not discussed.</p> | KL |
| 7. | Heads Report | |
| | <p>The Heads Report was distributed prior to the meeting which MA proceeded to go through.</p> <p>Attendance – MA advised the overall school attendance for 2023-24 compared favourably to national targets and the school would continue to closely monitor attendance and issue letters when necessary.</p> <p>A governor queried if the school had received parental feedback from issued attendance letters? MA advised parents had generally accepted the need for such letters.</p> <p>Staffing – MA advised Mrs Sands as assistant headteacher would return from maternity leave on 20 March to be based in Yr5 and Birch Class and he thanked Mrs Rayment for stepping into the role during this time, who would remain on the SLT. One TA had left earlier in the term, and one other would also shortly do so. There was an advert out for one support staff and the school would hope to run a second.</p> | |

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| | <p>Premises Update – A governor queried an update from the trust visit on 06 March? MA advised while the CEO had not been present due to there being an Ofsted inspection in another school, the COO had visited and toured the school and he had emphasised the need to focus on the priorities stated in his report. The COO would also visit other schools before deciding what funding could be released to address these concerns. There had been leaks through the hall ceiling and a governor noted remedial works had been completed to the area in the last two years and would still be under guarantee.</p> <p>Wider Curriculum Enrichment and Experiences – MA advised a theatre group would lead a whole school musical production tomorrow and Yr6s would also start a residential to Grafham Water tomorrow.</p> <p>Behaviour – MA advised last year the school had developed a new policy and one action from the safeguarding audit was around the recording of behaviour incidents which had been reflected in the updated policy. As a result, there had been an increase in data in Spring 1 which would allow for a more thorough analysis.</p> <p>GB and RT left the meeting</p> <p>Following the LGB on 30.01.24, a governor queried an update on the behaviour issues on the school buses? MA advised it had been agreed there would now be a second personal assistant as well as the driver on every bus.</p> <p>Updated Achievement Data – A separate document titled ‘Statutory Year Group Summary Data Spring 1 2024’ was distributed prior to the meeting which MA proceeded to go through, advising he was generally pleased with present data Spelling would continue to be a focus and the English lead would develop an action plan next year and the school would also consider alternative spelling schemes.</p> <p>School Newsletter – A separate document titled ‘Bottisham CPS Newsletter 19.01.24’ was distributed prior to the meeting.</p> | |
| 8. | Safeguarding Update | |
| | This had been discussed within Item 6. | |
| 9. | Behaviour Executive Summary | |
| | <p>A separate document titled ‘Behaviour Executive Summary 2024’ was distributed prior to the meeting. MA advised there would be a focus on the transition period between play/lunchtimes and class and as well as having a range of therapeutic strategies in, the school would also reflect on the need to have appropriate consequences/sanctions in place.</p> <p>The schools values would also be reviewed and how theses could best be communicated with children.</p> | |

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| 10. | Feedback from Governor Reviews in Spring Term | |
| | <p>Four separate documents were distributed prior to the meeting which present governors briefly went through:-</p> <ul style="list-style-type: none"> • Creativity Collaboratives – 10.01.24 (LK,CF-S) • Writing – 24.01.24 (SW) • Effective Use of TAs – 01.02.24 (RT,MW) • 23-24 Review 2.1 Improve Writing Outcomes (SW,AV) <p>MT advised KL and himself had met with KK to discuss EBSA and a subsequent report was with KK to approve, before being circulated to governors. LK and CF-S would complete a further visit to observe two classrooms on the last day of Spring 2.</p> <p>MA advised governors would be welcome to attend staff training during INSET days if applicable to support their role. A Writing Peer Review planned for Spring 2 had been postponed and would now happen in June and governors would be welcome to attend the feedback session at the end of it.</p> <p>Action: MA to confirm date and time of Writing Peer Review in summer term – governors welcome to attend feedback session</p> | MA |
| 11. | Policies | |
| | <p>BCPS Positive Behaviour 2023 – A separate document was distributed prior to the meeting.</p> <p>A governor queried if the document would be shared with parents? MA advised it was a statutory policy available on the schools website.</p> <p>A governor queried an update on the play therapist included within the document? MA advised the school had funded for a therapist from the Acorn Project to visit to work with one child for one hour week for a set time in response to a specific need.</p> <p>Governors unanimously approved Positive Behaviour Policy</p> | |
| 12. | Governor Meeting Dates | |
| | <p>A separate document titled 'BCPS – Draft Governor Meeting Dates 24-25' was distributed prior to the meeting.</p> <p>Governors unanimously approved governors meeting dates for 2024-25</p> | |
| 13. | Any Other Business | |
| | <p>Governors – LK advised a local parent of a child who had attended the school had expressed an interest in joining the LGB. As the LGB was at the maximum permitted by the trust, the candidate would join as an associate.</p> <p>Action: LK to liaise with candidate and they be invited to the LGB on 07.05.24 as an observer</p> <p>King Charles Portrait – MA advised the school had been asked whether it would like to receive a portrait of the King, which had been displayed in the staff room and would be used as a lesson resource.</p> | LK |

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| 14. | Date of Next Meeting | |
| | The date of the next meeting is Tuesday 07th May 2024 at 6.30pm (in school). The meeting ended at 8.10pm | |

| Items for Future Meetings | |
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| Meeting | Item |
| | There were none. |