

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 07th May 2024

Governors Present

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

Clair Palmer (CP)
Rebecca Taylor (RT)
Arnesh Vijay (AV)
Matt Witt (MW)
Sophie Wilkinson (SW)

Others Present

Emily Walker (EW)
Neil Trickett (NT) Observer
Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	GB and AV to take ID into school to allow DBSs to progress	17.05.24	GB,AV
4.	GB,MT and AV to confirm they have read safeguarding documentation by completing LGB Tracker	10.05.24	GB,MT,AV
4.	CF-S,EM and MT to forward certificates from NGA safeguarding training to SH to allow LGB tracker to be updated	10.05.24	CF-S,EM,MT
4.	Governors to inform MA if able to attend Writing Peer Review on 19.06.24	12.06.24	All
6.	Governors to inform MA if able to attend KS2 SATs w/c 13.05.24	10.05.24	All
12.	All governors to complete and return skills audit to SH by latest 10.05.24	10.05.24	All
14.	Governors to consider being vice-chair of LGB	15.07.24	All

	ITEM	ACTION
1.	Apologies and Quorum	
	LK welcomed governors to the meeting and apologies were received from Chris Forman Smith (CF-S) and Matt Tavener (MT) which were agreed by governors. The meeting was quorate. She then introduced NT as an observer, with a view of him becoming a trust appointed governor.	
2.	Declarations of interest	

	<p>There were no declarations of interest for any item on the agenda.</p> <p>It was agreed to alter the running order of the agenda to allow EW to attend part way through the meeting.</p>	
3.	Minutes of last meeting	
	<p>The minutes of the last meeting held on 12th March had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.</p>	
4.	Matters arising and actions from the previous meeting	
	<p>Item 1 – SW advised she had brought in ID to the meeting, and it was reviewed by MA afterwards. AV agreed to take ID into the school w/c 13 May. Action: GB and AV to take ID into school to allow DBSs to progress</p> <p>Item 5 – GB,MT and AV to confirm they have 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 5 – EM advised she was now able to access NGA safeguarding training and would forward SH a certificate to allow the LGB tracker to be updated. 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 5 – EM and LK advised they had visited whilst children were having annual photos taken, to have a head&shoulders photo for inclusion in the governor display board at the entrance of the school.</p> <p>EW arrived at the meeting</p> <p>Item 10 – MA advised staff from another primary school in the trust would visit on Wednesday 19 June all day to complete a Writing Peer Review including learning walks and feedback and governors would be welcome to attend. He would prepare a timetable of the day in due course. Action: Governors to inform MA if able to attend Writing Peer Review on 19.06.24</p> <p>It was agreed all other actions had been completed</p> <p>GB arrived at the meeting</p>	<p>GB,AV</p> <p>GB,MT,AV</p> <p>CF-S,EM,MT</p> <p>All</p>
5.	Chairs Report	
	<p>LK advised there would be a trust inclusion link meeting on 10 June and a safeguarding link meeting on 19 June. The AGF planned for 11 July had been postponed by the trust.</p>	

	<p>KL advised of the reasoning as to why she would step down from the LGB at the end of 2023-24 and LK thanked her for her hard work and dedication whilst being a governor.</p> <p>SW continued to co-ordinate governor visits during the summer term.</p>	
6.	Heads Report (verbal)	
	<p>Staffing – MA advised Mrs Sands the assistant headteacher had returned from maternity leave.</p> <p>Due to lower pupil numbers, the school would operate with nine classes in 2024-25 as well as the nursery. As Mrs McMahon the Music lead and Mrs White who taught MFL planned to retire at the end of the current year, the school would not have to consider redundancies presently.</p> <p>There was an internal advert for a one day/week SENDCo and there had been two interested candidates. This would address the increasing need in the school and provide an opportunity for succession planning.</p> <p>A governor queried if the advert had been open to all staff? MA advised it was for teachers only.</p> <p>A governor queried if the role would be combined with teachers existing responsibilities? MA advised it would be and had been factored into the 2024-25 budget.</p> <p>There was also an external advert for a HLTA which would increase staff capacity. There would be an opportunity for existing TAs to complete an 18-month level 3 course with the option of further training to achieve level 4 (HLTA).</p> <p>Mrs Goodhall had started in the office with HR responsibility and Mrs Keech the finance administrator would have a phased return after long term sickness – having additional capacity in the office would assist MA with monitoring attendance.</p> <p>A governor queried the current attendance data? MA advised whilst at a trust TLG meeting, other schools had also noted a recent bout of illnesses.</p> <p>Wrap around provision – MA advised an agreement had been signed to utilise Premier Education as the schools provision from September 2024 and he would upload a flyer from Premier Education to the meeting folder for non-parent governors information.</p> <p>The existing provision was open to nursery children and some existing staff would be TUPE'd across including the manager who was nursery trained. Parents would be invited to a meeting with Premier Education during the summer term.</p> <p>KS2 SATs – MA advised there had been a staff meeting earlier the same day, led by Mrs Heijne the assessment lead to discuss access arrangements and the use of staff during the tests. He then asked whether governors would be able to be present during the tests from Monday 13 to Thursday 16 May – either as an observer or an additional adult. (he would forward guidance on the tests to interested governors)</p> <p>Action: Governors to inform MA if able to attend KS2 SATs w/c 13.05.24</p>	<p style="text-align: right;">All</p>

	<p>It was noted the local authority completed monitoring visits to a percentage of schools in the county during SATs each year.</p> <p>AV arrived at the meeting</p> <p>Staff Training – There would be first aid training in October and some staff had also agreed to complete a three-day course. There had also been training on Autism last week and staff had completed annual GDPR training via the National College.</p> <p>Buildings – A fire alarm system had been installed into the Saplings building.</p> <p>Appraisals – Most mid-year appraisals had been completed and the trust had moved to using ITrent as its HR and payroll system.</p> <p>Caterers – MA advised the contract with Innovate was coming to an end and they were both school dinner provider and managed the parental booking system.</p> <p>Cultural Capital – MA advised of the various trips and events which had taken place since the last LGB and of the amount raised by the school council.</p>	
7.	<p>English Presentation inc. development of writing in 2023-24</p>	
	<p>EW introduced herself as the joint English lead working alongside Mrs Heijne and proceeded to discuss the schools writing provision in detail, splitting it into Enjoyment, Expertise and Expectations and noted areas of strength and development.</p> <p>A governor queried how the 'high-quality' textbooks were used in classrooms? EW advised of a variety of ways depending on the genre and age of children.</p> <p>A range of children's Wow Books and a separate workbook 'A big Book of Supply Teachers' were shared at the meeting and EW and CP briefly went through both.</p> <p>A governor queried teachers would consider opportunities for children to do free writing? EW advised teachers would not have to provide any verbal or written feedback and it provided a further opportunity for children to write.</p> <p>EW advised of the schools predicted writing data for Yr2 and 6 for 2023-24 and compared it to the national average for 2022-23. Although data was encouraging, there were children working below ARE and there were regular writing moderations.</p> <p>A governor queried how spelling and handwriting was monitored? EW advised in Reception and KS1, there would be a focus on fine motor skills, teacher modelling and lots of opportunities for children to write.</p> <p>A governor queried if children would still have a pen license? EW advised of the reasoning as to why this was no longer in place.</p>	

	<p>The Meadows Primary School had started to follow the Write Stuff scheme which would be discussed further at the upcoming Peer Review.</p> <p>A governor queried how teachers would manage the wide range of ability in every class? EW advised high quality textbooks would be used, teachers would model work and there would be a scaffolded approach to writing.</p> <p>A governor queried if Yr6s had continued to be split into ability groups in preparation for the KS2 tests? EW advised there had been two Yr6 classes and one Yr5 in the mornings for four weeks leading up to the tests.</p> <p>CP advised writing was teacher assessed during the spring and summer terms and EW added the school had been externally moderated in 2022-23 and would be unlikely to have a further visit this year.</p> <p>EW asked if there were any further queries? There were none and governors thanked her for her presentation.</p> <p>EW, RT and NT then left the meeting</p>	
8.	Safeguarding Update	
	<p>A separate document titled 'Safeguarding Blueprint PHSE Report – 16.01.24' was distributed prior to the meeting and KL proceeded to briefly go through it.</p> <p>A governor queried if the SCR was now up to date? MA advised where there were gaps, there was a note within each cell to say what action was in place.</p> <p>A governor noted the report mentioned '<i>levels of arrogance in the attitude and behaviour of some pupils</i>' and was this an ongoing concern? What were the likely causes and how can this be addressed through the curriculum to not impact on other children? MA advised in response, a parental letter had included a section on the acceptable behaviours on the football field and the code of conduct had been re-introduced as well as Football Free Fridays in response.</p> <p>A governor queried the concerns around online safety raised in the report? MA advised the school had signed up to participate in the National Online Safety Award, which provided a variety of resources and materials.</p> <p>A governor noted new guidance in KCSiE 2023 around monitoring children's online usage whilst in school? MA advised in response the trust had brought into Senso to monitor the use of the internet for both staff and children. He would receive an alert should there be improper use and schools were feeding back comments on Senso to the trust.</p> <p>A governor queried the impact from Senso? MA advised it had only been in use for 2023-24 and would consider a pupil voice next year around online safety.</p> <p>A governor queried the schools guidance on the use of mobile phones? MA advised should children bring them into school, they would be handed to their teacher for safekeeping and be returned at the end of the school day.</p>	

	<p>A governor queried further details of the use of 'Floor Books' in relation to the KS1 PSHE curriculum? CP advised where there had previously been writing books for every subject it was noted that for some subjects there would be a lot of recording which was a barrier for some younger children. Floor Books would allow for a whole class approach within foundation subjects where discussions were considered a more important part of lessons.</p> <p>A governor queried if there were reasons as to the increase in school-related anxiety, and how steep/severe was this increase? Was this a more general pattern in schools? Can any similarities be found between the background of these children (eg did they attend a nursery setting, any home issues, is it a sudden change in behaviour or consistent)? MA advised there was a growing understanding of neuro diversity as well as there being more SEMH needs (the cost-of-living crisis, an increase in adult mental health, online issues and being a witness to domestic trauma were also a factor).</p> <p>A governor queried if governors should reflect on the success of the Ash provision at the next LGB? MA noted the positives from having the provision which would continue to develop and evolve. A governor queried who the PSHE and Mental Health leads were, and would they like to provide a presentation to a future LGB or there be a governor visit focusing on each area? MA advised Mrs Childs led PHSE and Miss Cridland Mental Health.</p>	
<p>9.</p>	<p>2024-25 Budget Update</p>	
	<p>A separate document titled 'Budget Commentary 2024-25 2024-05-02' was distributed prior to the meeting which had been prepared by the schools financial advisor and MA noted that the stated pupil numbers was incorrect.</p> <p>There were presently 260 children on roll (with additional capacity of 24 places in the nursery by the end of each year). MA then advised of the present numbers in each year group, from a PAN of 40.</p> <p>MA noted the effect on the 2024-25 budget from fewer children starting in Reception compared to those leaving in Yr6.</p> <p>To allow for a balanced budget next year, the main school would operate with nine classes and the SLT had discussed the most appropriate class structure which MA shared with governors (this would allow staff to still work in teams). It was noted the mixed Yr2/3 class would operate over two key stages but from 2023-24, there would no longer be KS1 SATs.</p> <p>The curriculum provision would be updated where necessary to suit the class structure and the school would look to both provide confidence and reassurance to parents when informing them of the plans for next year.</p> <p>A governor queried the number of teachers at the school? MA advised there was a mixture of full and part-time staff, and all had been included in the 2024-25 budget.</p> <p>A governor queried the schools leadership expenditure was predicted to increase whilst teaching costs were lower? It was noted where the previous headteacher had a part time role in</p>	

	<p>2022-23, MA was now full time and should staff chose to leave, it would present an opportunity to reevaluate the leadership structure. There were four staff on the leadership scale with some also having teaching responsibilities.</p> <p>A governor queried the class sizes within the proposed class structure next year? MA advised of the approx. numbers within the mixed age classes.</p> <p>A governor queried with two teachers retiring who led Music and MFL, how would PPA be covered next year? MA advised the school was considering an online MFL scheme.</p> <p>A governor queried if the school would re-appoint for these two positions? MA advised due to financial constraints it would not be possible and would instead utilise existing staff and noted the importance of improving and developing the schools SEND provision.</p> <p>A governor queried how were predictions pupil numbers for 2024-25 and 2025-26 derived? MA advised the local authority would develop expected numbers which were not always accurate.</p> <p>A governor queried what the acronyms in the budget commentary referred to? MA advised of the following: -</p> <ul style="list-style-type: none"> • GAG – General Annual Grant • MSAG – Mainstream Schools Additional Grant • UIFSM – Universal Infant Free School Meals <p>MA then asked parent governors for their initial views on the proposed class structure for next year? It was noted that it might create issues around the separation of friendship groups? CP advised children would be asked to state three/four friends they would like in their class every year, which the school would consider when deciding which class children would be in.</p> <p>A governor noted cleaning costs would increase significantly over the next two years? Post Meeting Note: MA advised previously cleaning was covered by the site supervisor and one cleaner. VHS provide cleaning services for the Trust and from January 2024 are responsible for all cleaning, therefore the costs cover two cleaners. Our cleaner TUPE'd over to VHS.</p>	
10.	Feedback from Governor Reviews in Spring Term	
	<p>A separate document titled 'Creativity Collaboratives (LK) 26.03.24' was distributed prior to the meeting and LK briefly went through it. It was noted other governors planned to complete visits in the summer term.</p>	
11.	Policies	
	<p>There were none.</p>	
12.	Governor Skills Audit	
	<p>A separate document titled 'NGA Skills Audit Single Schools Sept 23' was distributed prior to the meeting. Instead of governors completing it during the meeting, they were asked to instead complete and return it to SH by latest 10 May to allow him to prepare a summary of responses for the LGB on 15 July.</p>	

	Action: All governors to complete and return skills audit to SH by latest 10.05.24	All
13.	Review of Risks Relating to Agenda Items	
	<p>MA advised the main risks to the school continued to be;-</p> <ul style="list-style-type: none"> • Decrease in early years numbers and the associated effect in funding • Maintenance of school buildings • Increase in SEND <p>He then noted the mitigations in place in response to each risk.</p>	
14.	Any Other Business	
	<p>SW advised she was expecting a baby at the end of August and whilst not being able to attend meetings next year was still keen to have an involvement with the LGB.</p> <p>LK asked if governors would consider being a vice chair to both grow the leadership of the LGB and assist with succession planning.</p> <p>Action: Governors to consider being vice-chair of LGB</p> <p>Next LGB – LK noted the next LGB would now be on Monday 15 July at 6,30pm to allow for 2023-24 statutory data to be shared. KL gave her apologies for the meeting.</p>	All
15.	Date of Next Meeting	
	<p>The date of the next meeting is Monday 15th July 2024 at 6.30pm (in school).</p> <p>The meeting ended at 8.40pm</p>	

Items for Future Meetings	
Meeting	Item
	There were none.