

# Bottisham Community Primary School

## Local Governing Body



### Meeting Minutes from meeting held on 01<sup>st</sup> October 2024

#### Governors Present

**Mark Askew (MA) Headteacher**  
**Chris Forman Smith (CF-S)**  
**Liz King (LK) Co-Chair**  
**Clair Palmer (CP)**

**Matt Tavener (MT)**  
**Rebecca Taylor (RT) Co-Chair**  
**Matt Witt (MW)**

#### Others Present

**Neil Trickett (NT) observer**  
**Stuart Hales (SH) Clerk**

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	GB, EM, AV and SW to complete and return annual pecuniary interests form to SH	08.10.24	GB,EM,AV,SW
3.	Governors welcome to attend school on 17.10.24 to have photo taken for inclusion on governor notice board at entrance of school if not already done so	17.10.24	All
5.	GB, RT and AV to complete DBS (CF-S to bring in ID for MA as DSL to review)	08.10.24	GB,RT,AV,CF-S
6.	NT to complete and forward completed trust application form and two references to SH to in turn forward to the trust for their approval	ongoing	NT,SH
9.	Mrs Heijne to be invited to LGB on 18.11.24 to present update on pupil premium	11.11.24	MA
10.	MA to ascertain if summary report from Creative Collaboratives project can be shared with governors	11.11.24	MA
11.	Governors to consider being linked to attendance	11.11.24	All

	ITEM	ACTION
1.	<b>Governor Safeguarding Training</b>	
	<p>It was agreed to alter the running order of the agenda to allow safeguarding training to be completed first.</p> <p>A separate document titled 'Basic CP Update Training 2024' was distributed prior to the meeting which MA proceeded to go through in detail, highlighting specific slides pertinent to the role of a governor.</p> <p>A governor queried the difference between child protection plans and children in need? MA advised the first involved parental consent and the second had involvement from social workers.</p>	

	<p>A governor queried the process which would be followed in response to concerns that didn't meet these thresholds? MA advised all staff would submit concerns electronically (after first informing a DSL verbally where possible, and concerns would have to be factual) which would be reviewed by DSLs, who met on a weekly basis.</p> <p>A governor queried further details of the systems in place in the school to manage this? MA advised there would be a chronological record for every child.</p> <p>A governor queried if all staff had access to MyConcern? MA advised they did, with differing levels of access based on their role, and there was also a laptop available in the staffroom to allow for reporting.</p>	
<b>2.</b>	<b>Apologies and Quorum</b>	
	<p>LK welcomed governors to the meeting and apologies were received from Emma Marks (EM), Arnesh Vijay (AV) and Sophie Wilkinson (SW) which were agreed by governors. Gregg Baldwin (GB) did not attend the meeting. The meeting was quorate.</p> <p>LK advised NT would attend as an observer with an aim of being a trust appointed governor (the LGB would then have 12 governors, the maximum allowed). LK advised if governors knew of further candidates interested in joining the LGB to please inform her as this could be as an associate.</p>	
<b>3.</b>	<b>Declarations of interest</b>	
	<p>There were no declarations of interest for any item on the agenda.</p> <p><b>Pecuniary Interests 2024-25</b> – A separate document titled 'AL Pecuniary Interest Form' was distributed prior to the meeting and further copies handed round during the meeting for governors to complete and return to SH.</p> <p><b>Action: GB, EM, AV and SW to complete and return annual pecuniary interests form to SH</b></p> <p><b>Governor Photos</b> – SH advised photos from CF-S, EM, CP, AV and SW were still to be included within the display board in the entrance of the school and he had asked the office to confirm whether they had photos for these governors. Governors would be welcome to visit on Thursday 17 October from 8.30am onwards to have their photos taken by the school photographer.</p> <p><b>Action: Governors welcome to attend school on 17.10.24 to have photo taken for inclusion on governor notice board at entrance of school if not already done so</b></p>	<p><b>GB,EM, AV,SW</b></p> <p><b>All</b></p>
<b>4.</b>	<b>Minutes of last meeting</b>	
	<p>The minutes of the last meeting held on 15th July had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.</p>	
<b>5.</b>	<b>Matters arising and actions from the previous meeting</b>	

	<p><b>Item 4</b> – The school office confirmed prior to the meeting that GB, RT and AV were still to complete their DBS (CF-S was to bring in ID for MA as DSL to review).  <b>Action: GB, RT and AV to complete DBS (CF-S to bring in ID for MA as DSL to review)</b></p> <p><b>Item 5</b> – RT had agreed to be inclusion governor for 2024-25 as well as being co-chair. LK asked if another governor was interested on taking on the role, to please ask RT or herself for further details.</p> <p><b>Item 6</b> – MA uploaded an action plan from the H&amp;S audit to the meeting folder after the LGB.</p> <p>It was agreed all other actions had been completed.</p>	<p><b>GB,RT, AV,CF-S</b></p>
<b>6.</b>	<b>Chairs Report</b>	
	<p><b>Anglian Learning Governance Update</b>  <b>For Info: Trust Meetings</b></p> <ul style="list-style-type: none"> <li>• SEND – Thurs 23 Sep – RT advised she had attended the meeting and briefly went through it.</li> <li>• AGF – Tues 22 Oct – LK advised the first Anglian Governance Forum of each year would usually be in person at a school in the trust; to allow Chairs to meet with chairs from other schools - MT advised he would be happy to attend on this date (not future meetings)</li> <li>• Safeguarding Wed 06 Nov – MW as safeguarding governor advised he planned to attend the meeting</li> <li>• Pupil Premium Tues 10 Dec – RT as inclusion governor advised she planned to attend the meeting</li> </ul> <p><b>Governor roles and responsibilities for 2024-25 including Link Governor Roles</b> LK advised RT and herself would be co-chair of the LGB for 2024-25 with GB as vice chair.</p> <p><b>Monitoring and visits to be developed in line with emerging AIP for 2024-25</b> – LK advised this had been discussed at a governors strategy meeting at the start of the term</p> <p><b>Governor training update</b> – Five separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> <li>• Training Schedule for New Appointments Sep 2024</li> <li>• National College Training Courses and Webinars 2024-25</li> <li>• Governance Training Opportunities 2024-25 Sep 2024</li> <li>• LGB Guidance Handbook v2.0 September 2024</li> <li>• AL Scheme of Delegation v4.0 September 2023</li> </ul> <p>LK advised she had asked Kerrie Jones the trust clerk to forward her a list of ‘in person’ training sessions.</p> <p><b>Governor recruitment</b> – It was hoped NT would become a trust appointed governor in due course.</p>	

	<p><b>Action: NT to complete and forward completed trust application form and two references to SH to in turn forward to the trust for their approval</b></p> <p><b>Governor skills audit</b> – A separate document titled ‘LGB Skills Audit 2023-24’ was distributed prior to the meeting which LK proceeded to briefly go through, and whether it would identify areas of weakness within the LGB and training requirements as a response.</p> <p>She considered governors to have a good range of skills and noted the importance of monitoring visits to allow governors to have a greater understanding of the school - governors would also be welcome to informal visits such as an assembly or staff meeting.</p> <p>MA advised staff would welcome the opportunity to meet with governors.</p>	<p><b>NT,SH</b></p>
<p><b>7.</b></p>	<p><b>Heads Report (verbal)</b></p>	
	<p>MA proceeded to give a detailed verbal update;-</p> <p><b>Start of School Year</b> – MA advised there had been a positive start to the year. There had been two INSET days at the start of the term – within this, there had been basic child protection training for all staff who had also been requested to complete Cyber Security training in Autumn 1.</p> <p><b>Recruitment</b> – MA advised Mr Goddard had started as an ECT2, part of a two-year programme for all new teachers with a mentor and tutor in the school as well as having additional time for support and training. The school had also appointed two f/t TAs.</p> <p>One member of staff was on sickness leave and the school had employed a supply TA for this period. A further member of staff had required a hospital admission but had since returned to work. Her responsibilities had been covered by other staff during her absence.</p> <p>Mrs Keech had resigned and would leave at the end of the subsequent week and would be replaced by Mrs Clowes on an interim basis. Mrs Goodall had also agreed to take on additional admin hours. This would be reviewed towards the end of the autumn term to decide whether the school needed to advertise for a replacement.</p> <p><b>Staff Meetings</b> – MA advised within meetings there had been training on attendance, focussing on everyone’s responsibility to create a welcoming climate from interactions and class environment, as well as coding, peer culture and Language Angels (to support the teaching of French). There would be training on zones of regulation next week, in support of the schools mental health strategy.</p> <p><b>Data</b> – MA advised there had already been pupil progress meetings between teachers, Mrs Heijne and the SENDCo.</p>	

<p>Teaching&amp;learning reviews were in the process of being completed as well as teacher appraisals having started.</p> <p>A governor queried when these meetings would take place ? MA advised they would be timetabled into the school day and the school would make use of casual teaching and supply staff to cover.</p> <p>There had been a parents meeting which also allowed the school to update personal data.</p> <p>Teachers continued to share class newsletters and termly updates with parents and MA noted the reasons why afterschool clubs would now run on a termly basis. A 'Forest Schools' club was being trialled in Autumn 1 (which could continue in the spring and summer terms when better weather and daylight allowed). There would be a focus on increasing pupil premium children's attendance at clubs.</p> <p><b>Assessments</b> – MA advised of the reasons as to why the school would now use NFER assessments and not GL assessments.</p> <p><b>Admissions</b> – There continued to be a high level of interest from the local authority as well as an increase in children's anxiety and SEND.</p> <p>A governor queried if the interest was partly due to the pastoral support offered by the school? MA suggested possible reasons for this. Due to the re-structuring of classes in 2023-24, the school had limited vacancies – he had asked the office staff to record the ongoing level of interest as evidence, which would allow him to approach the trust for funding for an additional teacher.</p> <p><b>Attendance</b> – MA advised of the current overall attendance for 2024-25 and the target data for the year. There were ongoing cases of scarlet fever in the school.</p> <p><b>Premier Education</b> – MA advised Premier Education were now responsible for the wrap around care provision and numbers attending continued to increase.</p> <p>The school had celebrated Jeans for Genes Day last week and was developing a link with Anglian Ruskin University to accept under-graduates as part of their course as well as those from the PGCE course from Homerton College.</p> <p><b>Residential</b> – There had been a Yr6 residential at the start of the term and of the reasoning as to why it would continue to take place at the start of each school year.</p> <p><b>Assessment</b> – There had been reception baseline assessments which were required to be completed within the first six weeks of the year.</p> <p><b>Pay Awards</b> – Teaching unions had agreed to a 5.5% pay award back paid from September 2024. Support staff unions were still balloting their members for a stated increase.</p>	
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	<p>A governor queried if the awards had been included in the 2024-25 budget? MA advised he understood that they had been.</p> <p>A governor queried the Emotionally Based School Avoidance (EBSA) lead in the school? MA advised it was Mrs Kelly and the school followed a graduated approach. The strategy had started in 2023-24 and would continue to be embedded this year.</p>	
<b>8.</b>	<b>Curriculum Executive Summary</b>	
	<p>A separate document titled 'SL Review Days Summary 2024' was distributed prior to the meeting which CP proceeded to go through in detail.</p> <p>A governor noted the document referred to a 'new writing assessment system'? CP advised the subject leads had developed an updated writing assessment proforma, including specific criteria for every year group broken down into terms.</p> <p>A governor queried if there were reasons as to why there was a higher number of new subject leads for 2024-25? MA and CP advised of possible reasons for this.</p> <p>From feedback from schools, the trust had agreed blueprints would now be reviewed on a two-year cycle (apart from safeguarding which would remain annually).</p> <p>A governor queried how the school would choose which programs for each subject? MA advised either by recommendation or liaising with subjects leads from other schools (programs often came with a free trial period)</p> <p>A governor noted another local school had introduced AI? MA suggested AI was likely to rapidly change the ways that schools operated and had been discussed at a trust's heads conference.</p> <p>A separate document titled 'EBSA Graduated Approach' was distributed prior to the meeting.</p>	
<b>9.</b>	<b>Finalised 2023-24 data</b>	
	<p>A separate document titled 'End of Year Data Headlines 2023-24' was distributed prior to the meeting which MA proceeded to go through in detail noting subjects and areas of the school which were a positive and others where there would be a focus.</p> <p><b>Action: Mrs Heijne to be invited to LGB on 18.11.24 to present update on pupil premium</b></p>	<b>MA</b>
<b>10.</b>	<b>AIP 2024-25</b>	
	<p>A separate document titled 'BCPS AIP 2024-2025 110924' was distributed prior to the meeting and MA briefly went through it. He would encourage governors to meet with relevant staff to discuss their action plans.</p> <p>A governor queried if there had been a summary report from the Creative Collaboratives project? MA advised there had been a celebration event in the summer term and he would review whether there was a presentation from this which could be shared with governors</p> <p><b>Action: MA to ascertain if summary report from Creative Collaboratives project can be shared with governors</b></p>	<b>MA</b>

<b>11. Policies</b>	
<p><b>AL Attendance 2024-2025</b> – A separate document was distributed prior to the meeting.  MA advised the trust had adapted the draft local authorities attendance policy which had been taken to the LGB on 15.07.24, which in turn was based on the DfE ‘Working Together to Improve Attendance 2024’ publication.  MA noted section 7.8 had been taken to a staff meeting for review and would be amended in response to feedback.</p> <p>A governor noted from the document, there should be a governor linked to attendance?</p> <p><b>Action: Governors to consider being linked to attendance</b></p> <p><b>Safeguarding and Child Protection</b> – A separate document was distributed prior to the meeting.</p> <p>MA advised both documents were trust policies which had been personalised to the schools context.</p>	<b>All</b>
<b>12. Review of risks relating to agenda items</b>	
<p>MA advised he was presently unable to access the 4Risk document, but the following were identified as present risks;-</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• Finances</li> <li>• Increase in vulnerable and SEND needs</li> <li>• Managing of multiple changes for subject leads</li> <li>• Pupil numbers being below PAN</li> </ul>	
<b>13. Any Other Business</b>	
There was none.	
<b>16. Date of Next Meeting</b>	
<p>The date of the next meeting is Tuesday 26th November 2024 at 6.30pm (in school).</p> <p>The meeting ended at 8.30pm</p> <p>Governors agreed they were happy for LGBs to continue to be held in person.</p>	

Items for Future Meetings	
Meeting	Item
	There were none.

