

# Bottisham Community Primary School

## Local Governing Body

### Meeting Minutes from meeting held on 26<sup>th</sup> November 2024



#### Governors Present

Mark Askew (MA) Headteacher  
Gregg Baldwin (GB)  
Liz King (LK) Co-Chair  
Clair Palmer (CP)

Matt Tavener (MT)  
Rebecca Taylor (RT) Co-Chair  
Matt Witt (MW)  
Neil Trickett (NT)

#### Others Present

Debbie Heijne (DH) Deputy Headteacher  
Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	GB, EM, AV and MW to inform SH they had completed National College safeguarding training	03.12.24	GB,EM, AV,MW
3.	Governors to consider being pupil premium link governor	03.12.24	All
5.	GB, EM, AV and SW to complete and return annual pecuniary interests form to SH	03.12.24	GB,EM AV,SW
5.	GB and CF-S to complete DBS	03.12.24	GB,CF-S
5.	SH to chase central team for NTs application approval and AL email	03.12.24	SH
6.	Governors to complete initial visit with link staff before end of autumn term	By end of autumn term	All
6.	GB to forward governor newsletter to MA to distribute to parents before the end of the autumn term	By end of autumn term	GB,MA
7.	MT agreed to be link governor for mental health	ongoing	MT
7.	Mrs Cridland to be invited to LGB on 28.01.25 to discuss mental health strategy	21.01.25	MA

	ITEM	ACTION
1.	<b>Apologies and Quorum</b>	
	RT welcomed governors to the meeting and apologies were received from Chris Forman Smith (CF-S), Emma Marks (EM), Arnesh Vijay (AV) and Sophie Wilkinson (SW) which were agreed by governors.  The meeting was quorate.	

<b>2.</b>	<b>Declarations of interest</b>	
	<p>There were no declarations of interest for any item on the agenda.</p> <p>As they were not present at the LGB in October were there had been safeguarding training, GB, EM, AV and SW had been asked to complete training via the National College.</p> <p><b>Action: GB, EM, AV and MW to inform SH they had completed National College safeguarding training</b></p>	<p><b>GB,EM, AV,MW</b></p>
<b>3.</b>	<b>Pupil Premium Strategy</b>	
	<p>MA introduced DH as the pupil premium lead who advised she would talk about the schools strategy for the next three years, the funding received and its impact.</p> <p>A separate document titled 'Pupil Premium Strategy Statement 2024-2027' was distributed prior to the meeting which DH proceeded to go through.</p> <p>She had led a project in 2023-24 where every teacher had been asked to complete a case study for a PP child in their class and she went through some of the questioning used within the projects proforma. This had been used to allow her to have a fuller understanding as to the barriers to learning for PP children and had fed into the distributed document (she would welcome any feedback on it from governors).</p> <p>A governor queried if PP children had an awareness they had been identified as such? DH advised whilst parents were, children did not have an awareness whilst in school.</p> <p>A governor queried what triggered PP funding? DH advised parents whose joint income fell below a national threshold would be invited to complete an online application form. MA then added even though some families might be eligible for only a short period, their child would be eligible for Forever 6 funding for the remainder of their education. Schools would also receive separate funding for forces children and Child in Care.</p> <p>DH advised of the importance of there being a trained Emotional Literacy Support Assistant (ELSA) and funding also allowed for tuition for PP children (and other children who would also benefit). The school would look to train a further member of staff in ELSA for next year to replace someone who had left and would continue to closely monitor attendance for PP children and also recognise their strengths and skills. The importance of quality first teaching and the quality of CPD was noted.</p> <p>A governor queried the process and level of interest for PP children in attending an afterschool provision which costed? DH advised the school would continue to offer free afterschool clubs but had now included music and arts clubs (costed). PP children would be invited to express an interest in attending before the clubs were offered to others and she noted the number of PP children attending both clubs compared to the total who had been invited (the school would consider re-introducing Forest Schools Club in the spring term when it was lighter).</p>	

	<p>A governor queried how would tuition and intervention groups tie in wider classroom teaching? DH advised a Yr6 teacher would lead tuition in Yr6 to prepare children for SATs. The school had been part of a research project in 2023-24, which allowed it to receive a discount for training for Yr5/6 reading interventions by the English lead. Where a child was working significantly lower than their cohort; the school had invested in 1to1 maths tuition. A governor queried if these children would access tuition via a laptop? DH advised the tuition was online with a live tutor. MA advised the school would consider different options for next year if it was considered the present tuition was not impactful.</p> <p>MA advised from the document; GB was indicated as pupil premium link governor? It was agreed RT was presently link governor (as well as being co-chair of the LGB).</p> <p><b>Action: Governors to consider being pupil premium link governor</b></p> <p><b>Governors thanked DH for her presentation who left the meeting. GB arrived at the meeting</b></p>	All
4.	<b>Minutes of last meeting</b>	
	The minutes of the last meeting held on 01st October had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.	
5.	<b>Matters arising and actions from the previous meeting</b>	
	<p><b>Item 3 –</b> It was agreed GB, EM, AV and SW were still to complete and return annual pecuniary interests form to SH.  <b>Action: GB, EM, AV and SW to complete and return annual pecuniary interests form to SH</b></p> <p><b>Item 5 –</b> It was agreed RT and AV had completed their DBSs.  <b>Action: GB and CF-S to complete DBS</b></p> <p><b>Item 6 –</b> SH had forwarded NTs application to be a trust appointed governor to the central team on 25.10.24, for their approval.  <b>Action: SH to chase central team for NTs application approval and AL email</b></p> <p><b>Item 10 –</b> A separate document titled ‘School Presentation June 24 Celebration’ was distributed prior to the meeting.</p> <p><b>Item 11 –</b> It was agreed to discuss the appointment of a governor linked to attendance within Item 6.</p> <p>It was agreed all other actions had been completed.</p>	<p><b>GB,EM AV,SW</b></p> <p><b>GB,CF-S</b></p> <p><b>SH</b></p>
6.	<b>Chairs Report</b>	
	<p>SEND Link Meeting Thursday 23 September – This had been discussed at the LGB on 01 October.</p> <p>AGF Tuesday 22 October – LK advised she had distributed notes from the meeting, prior to the LGB and briefly went through them.</p>	

	<p>Safeguarding Link Meeting 06.11.24 – MW advised he had attended the meeting and planned to meet with Kate Limmer the previous safeguarding link governor next week.</p> <p>Pupil Premium Link Meeting 10.12.24 – The trust had postponed the meeting until the spring term, as it had been considered there would be a duplication in the presentation to that discussed at the SEND link meeting.</p> <p>Confirm Dates for Monitoring in Spring Term – RT advised this had been discussed separately with MA prior to the meeting. MA advised the school was keen for governors to start arranging meetings with link staff before the end of term (perhaps meeting informally?).</p> <p>It was agreed governors would be linked to the following priorities:-</p> <table border="1" data-bbox="279 728 1152 1041"> <thead> <tr> <th>Priority</th> <th>Link Staff</th> <th>Link Governor</th> </tr> </thead> <tbody> <tr> <td>Creative Collaboratives</td> <td>CP and Mrs Lawrence</td> <td>EM and NT (and LK at first meeting)</td> </tr> <tr> <td>Developing the Role of TAs</td> <td>Mrs Kelly</td> <td>RT and AV</td> </tr> <tr> <td>Improving Writing</td> <td>Mrs Walker and DH</td> <td>LK and MT</td> </tr> <tr> <td>Attendance Policy and Emotional School Based Avoidance (EBSA)</td> <td>Attendance – MA and DH EBSA – Mrs Kelly</td> <td>??</td> </tr> </tbody> </table> <p>RT asked all governors to consider SEND within all visits. <b>Action: Governors to complete initial visit with link staff before end of autumn term</b></p> <p><b>Governor Newsletter</b> – GB agreed to prepare a newsletter before the end of the autumn term. <b>Action: GB to forward governor newsletter to MA to distribute to parents before the end of the autumn term</b></p>	Priority	Link Staff	Link Governor	Creative Collaboratives	CP and Mrs Lawrence	EM and NT (and LK at first meeting)	Developing the Role of TAs	Mrs Kelly	RT and AV	Improving Writing	Mrs Walker and DH	LK and MT	Attendance Policy and Emotional School Based Avoidance (EBSA)	Attendance – MA and DH EBSA – Mrs Kelly	??	<p>All</p> <p>GB,MA</p>
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7.	<b>Heads Report</b>																
	<p>The Heads Report was distributed prior to the meeting and MA proceeded to go through it;-</p> <p>General Overview – MA advised there was fewer children on roll when compared to 2023-24 and noted the in-year mobility and 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>A governor queried the maximum number of children in a class? MA advised 30 for Reception and KS1 and although there was not a national limit in KS2, he suggested numbers would be limited to the size of classrooms and workload capacity for the teacher.</p> <p>A governor queried the process parents would follow should their child not be accepted into the school? MA advised parents would be able to go through the local authority appeal, which if successful would mean the school having to accept the child.</p>																

<p>MA advised of the overall attendance for the autumn term and noted the positives when comparing it to 2023-24 data (partly due to less illness).</p> <p>A governor queried if there had been any parental feedback from a school communication outlining a new national attendance framework for 2024-25? MA advised whilst it had generally been welcomed, some families continued to go on unauthorised term time holidays which had triggered local authority fines. There were more families going on three-day holidays to avoid paying fines as this was below the five-day threshold and fines would also be issued should a child have more than ten unauthorised days of in a ten-week period and penalties would double for a repeat offence). A governor queried the cost of each fine? MA advised of the amount/child/parent, and it would be less should parents pay within 28 days (there would not be a reduction for a further offence).</p> <p>A governor queried if there were recognised attendance targets for schools, and would there be any measures introduced should they not be achieved? MA advised national guidance was 95% and the school had set a target of 96%. Whilst there were no direct measures should a school fall significantly below this, there could be a subsequent greater focus on attendance from the trust and local authority.</p> <p>A governor noted the number of children with EHCPs and queried if there were further plans in the application stage? MA advised the school continued to go through the Assess, Plan, Do Review (APDR) cycle to build evidence as well as having involvement from the Ed. Phys.</p> <p>Premises Update – MA briefly went through the section highlighting specific points for governor information.</p> <p>Wider Curriculum Enrichment and Experiences – MA briefly went through the section highlighting specific points for governor information. There had been positive parental feedback from the Yr6 buddy system in the hall at lunchtimes, but he noted the reasoning as to why this would not continue.</p> <p>Staffing Update – MA briefly went through the section highlighting specific points for governor information. The school was currently funding an additional agency TA to work 1to1 with a high needs child and he had asked the central team to include for such unforeseen costs whilst developing budgets for future years.</p> <p>Other News – A separate document titled ‘Safeguarding Concluding Review and Reflections’ was distributed prior to the meeting which MA proceeded to go through, highlighting the schools approach to responding to behaviours.</p> <p>A governor queried if there was reasoning for the increase in behaviour logs during the autumn term when compared to 2023-24 data? MA advised the difference was linked to logs not being recorded on MyConcern from the start of the autumn term 2023. There was an increase in challenging behaviours from some Yr5/6 boys and the trust has introduced a new initiative ‘Positive</p>	
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	<p>Regard'. He was still to complete training and could share a summary of it at a future LGB.</p> <p>MA advised Mrs Walker; the mental health lead had developed an appropriate strategy last year would like a governor to be linked to it.</p> <p><b>Action: MT agreed to be link governor for mental health</b></p> <p><b>Action: Mrs Cridland to be invited to LGB on 28.01.25 to discuss mental health strategy</b></p> <p>There was also a need for a governor to be linked to Child in Care? MA suggested MW have involvement with this as part of the safeguarding governor role.</p> <p>A governor noted a statement regarding behaviour within a recent school newsletter? Governors then discussed this in further detail.</p> <p><b>NT left the meeting</b></p> <p><b>SEND Register</b> – A separate document titled ‘Anonymised SEND Register 2024v2’ was distributed prior to the meeting for governor information.</p> <p>A governor queried what did the acronyms within the document refer to? MA advised Communication&amp;Interaction, Cognition&amp;Learning and Social, Emotional and Mental Health.</p> <p>MA advised resulting from T&amp;L reviews, there would be a focus on Oracy in Reception.</p> <p>A separate document titled ‘New Healthy and Safe Procedures 221024’ was distributed prior to the meeting for governor information.</p>	<p>MT</p> <p>MA</p>
<b>8.</b>	<b>Safeguarding Executive Summary</b> inc. safeguarding update	
	This had been discussed within item 7.	
<b>9.</b>	<b>PE Pupil Plan</b>	
	This had been discussed within item 7.	
<b>10.</b>	<b>Policies</b>	
	<p><b>BCPS SEND Information Report 2024 to 2025</b> – A separate document was distributed prior to the meeting.</p> <p><b>Action: Governors unanimously approved SEND Information Report</b></p>	
<b>11.</b>	<b>Any Other Business</b>	
	A governor asked that all supporting papers be distributed a minimum of seven days in advance of an LGB.	
<b>12.</b>	<b>Date of Next Meeting</b>	
	<p>The date of the next meeting is Tuesday 28th January 2025 at 6.30pm (in school).</p> <p>The meeting ended at 8.05pm</p>	

