

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 15th July 2024

Governors Present

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

Rebecca Taylor (RT)
Arnesh Vijay (AV)
Matt Witt (MW)

Others Present

Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	GB and AV to take ID into school to allow DBSs to progress	19.07.24	GB,AV
4.	MW to complete governor visit report from his visit during KS2 SATs	24.09.24	MW
4.	All governors to complete skills audit, if not already done so	19.07.24	All
4.	Summary from governor skills audit to be taken to LGB on 01.10.24	24.09.24	LK,SH
5.	Inclusion governor to be agreed for 2024-25	24.09.24	All
5.	MW agreed to be safeguarding governor for 2024-25	-	MW
5.	LK to forward final version of governor newsletter to school office who would issue it to parents within a separate email	19.07.24	LK
6.	AL Attendance Policy to be taken to LGB on 01.10.24	24.09.24	MA,SH
6.	MA to distribute action plan for H&S audit to governors	19.07.24	MA
10.	GB agreed to attend SLT meeting on 11.09.24 at 3.45pm to discuss the 2024-25 AIP	11.09.24	GB

	ITEM	ACTION
1.	Apologies and Quorum	
	GB welcomed governors to the meeting and apologies were received from Chris Forman Smith (CF-S), Kate Limmer (KL), Emma Marks (EM), Matt Tavener (MT), Sophie Wilkinson (SW) and Neil Trickett (NT) which were agreed by governors. The meeting was quorate.	

2.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
3.	Minutes of last meeting	
	The minutes of the last meeting held on 07th May 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	
	<p>Item 4 – It was agreed to carry over the action for GB and AV to take ID into school to allow their DBSs to progress. Action: GB and AV to take ID into school to allow DBSs to progress</p> <p>Item 4(x2) – GB advised he had read the safeguarding documents but had not updated the LGB Tracker. SH added the tracker would ‘re-set’ in September with updated documentation for 2024-25 for governors to confirm they had read.</p> <p>Item 4 – SW had attended the writing peer review on 19 June (see Item 12). A governor queried further details of the writing peer reviews? MA advised schools in the trust would be visited by senior leaders from other schools through the year for a whole day, based around an agreed focus. Reviews would also benefit visitors who could take best practice back to their own schools.</p> <p>Item 6 – MW had completed a visit during KS2 SATs w/c 13 May. Action: MW to complete governor visit report from his visit during KS2 SATs</p> <p>Item 12 – LK had distributed a ‘link’ prior to the meeting to allow governors to complete the skills audit. It was agreed all governors complete it (if not already done so) and a summary of responses be taken to the LGB on 01 October. Action: All governors to complete skills audit, if not already done so Action: Summary from governor skills audit to be taken to LGB on 01.10.24</p> <p>Item 14 – It was agreed from 2024-25, LK and RT would be co-chairs and GB vice-chair of the LGB.</p>	<p>GB,AV</p> <p>MW</p> <p>All LK,SH</p>
5.	Chairs Report	
	<p>Inclusion Meeting – RT advised she had been unable to attend the trust meeting on 19 June and neither LK nor GB had attended the AGF on 11 July.</p> <p>As RT would be co-chair next year, the LGB would need to agree an Inclusion governor for 2024-25. Action: Inclusion governor to be agreed for 2024-25</p> <p>Safeguarding Meeting – As KL would step down from the LGB at the end of 2023-24, there would also need to be a safeguarding</p>	All

	<p>governor in place for next year – MW agreed to take on the role and it was noted KL would be happy to discuss further details of the role with him.</p> <p>Action: MW agreed to be safeguarding governor for 2024-25</p> <p>MA advised MW would be welcome to attend staff basic child protection training on Tuesday 3 September (am) and a trust safeguarding peer review during the autumn term (date and time tbc).</p> <p>Governor Newsletter – A separate document titled ‘Update from the Local Governing Body at BCPS’ was distributed prior to the meeting and LK advised it was a means of updating parents on the work of the governing body and governors briefly discussed whether it should be issued as part of a school newsletter or separately?</p> <p>Action: LK to forward final version of governor newsletter to school office who would issue it to parents within a separate email</p>	<p>MW</p> <p>LK</p>
6.	Heads Report	
	<p>The Heads Report was distrusted prior to the meeting.</p> <p>General Overview – MA advised of the overall attendance for the school which was below the national target figure and would continue to be a priority in 2024-25. There had been a range of illness in the school through the year.</p> <p>A separate document titled ‘Wording to Support Schools with Communicating to Parents About New Attendance Laws’ was also distributed prior to the meeting.</p> <p>The local authority had shared a draft attendance policy with schools (see Item 14) and the trust had since prepared their own policy (separate for primary and secondary) which would be issued in due course.</p> <p>Action: AL Attendance Policy to be taken to LGB on 01.10.24</p> <p>A governor queried if the school had seen an improvement since meeting with parents of children with lower attendance? MA advised most families had been supportive towards the schools approach to attendance. Office staff had created a tracking system and would meet regularly with MA to review attendance.</p> <p>A governor queried if Emotional Based School Avoidance (EBSA) was included in the attendance data? MA advised it was and there was a small number of children whose attendance significantly affected the schools data.</p> <p>A governor queried the reasons for EBSA? MA advised it could include for anxiety, mental health, SEND and alternate provision. There would be a focus on the early identification of need and appropriate interventions within the preschool.</p> <p>Safeguarding – MA noted incidents can be logged under more than one category which would inflate data.</p>	<p>MA,SH</p>

<p>A governor queried what did the numbers in brackets refer to? MA advised it was the number of incidents of behaviour that had been logged on MyConcern, as part of the schools safeguarding recording. Staff will record a significant incident of behaviour that requires some intervention or if a young person has repeated negative behaviours over a short period of time. Negative behaviours are a form of communication and can be an indicator of possible safeguarding concerns.</p> <p>A governor queried if logs were predominantly from one year group? MA advised they were spread through the school.</p> <p>A governor queried if there had been any suspensions in 2023-24? MA advised there had been one fixed term suspension.</p> <p>A separate document titled 'H&S Audit Report (July 2024)' was distributed prior to the meeting and the school had achieved a 95% compliancy, which was one of the highest in the trust.</p> <p>A governor queried if there were reasons why this was not 100%? MA advised of examples of minor actions which had been raised during the audit.</p> <p>A governor queried if the action plan referred to in the H&S Audit report can be shared to allow governors an oversight of recommendations following the audit? MA advised he would be happy to share it once the school had received it.</p> <p>Action: MA to distribute action plan for H&S audit to governors</p> <p>A governor noted the trust now had responsibility for monitoring H&S but the LA had completed the audit? MA advised the trust had requested the LA complete it (the LA would normally complete such audits every three years, but the trust has requested every two). The trust supported both the site manager and himself to ensure compliancy and MA noted one action was around H&S not being a regular item on LGB agendas (the trust had responded that this had been taken away from LGBs)</p> <p>Wider Curriculum Enrichment and Activities – MA and CP noted there had been a wide range of varied events and trips.</p> <p>A governor queried if professional photographs taken during the science day could be uploaded to the schools website and social media pages as a means of communicating such events to the wider community to celebrate and support the activities of the school? MA advised photos would be used to update the website and he would also include some within school newsletters which would be uploaded to the website.</p> <p>MA had sign-ins to the schools X and Facebook account and asked if there was a favored social media platform which parents would engage with? A governor queried if there could be a short parental survey to ask this question.</p> <p>Staffing Update – A separate document titled 'Subject Leadership 2024-25' was distributed prior to the meeting and MA advised from September Mrs Robinson a qualified teacher employed as a TA</p>	<p>MA</p>
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	<p>would be a HLTA which would allow for additional teaching capacity especially in Yr2/3.</p> <p>A governor noted one teacher returning from maternity leave would not have their own class and queried if this had this been discussed with her? MA advised of the context behind the decision (the salary of a three day/week experienced teacher was similar to that for a f/t ECT so effectively the schools teaching capacity would increase).</p> <p>Achievement Data – MA advised Mrs Heiyne would produce a data on a page document for 2023-24 for the LGB on 01 October. MA then briefly went through the 20203-24 data comparing it to national averages.</p> <p>Action: ‘Data on a Page for 2023-24’ to be taken to LGB on 01.10.24</p> <p>Next Years Priorities – MA advised the SLT and KS leads had recently attended a strategic away day. They had reviewed the 2023-24 AIP and started to agree priorities for 2024-25 which he proceeded to go through.</p> <p>A governor queried if the school had seen any immediate impact from their being a change to central government? MA and CP briefly responded to the query and how Ofsted would change the focus of inspections away from being predominately around data.</p> <p>CP advised teachers would be paired up, to allow them to observe each other’s lessons and then feedback which the trust was promoting as a way forward in all schools. An ECT2 would start in September.</p> <p>A governor noted from the proposed staffing structure for 2024-25, Yr3s would be split into four mixed age classes (two with Yr2s and two with Yr4s) and queried how parity would be ensured for these children as their class experience would be different? MA advised the school had explained the rationale behind the decision via a letter to parents, and a small number of parents had since raised useful questions. There had been an information evening to allow parents to meet with new teachers and the school would be willing to tweak the arrangements should it become evident they were not working. CP noted children in Yrs2-4 would be in the ‘middle school’ and advised of the proposed timetable for Yr3s through the school day. Mrs Robinson would teach a separate Yr2 group in the afternoons to reduce numbers in each class and there would be one spare classroom next year.</p> <p>Premises Update – A governor queried what measures had been considered to prevent a further fire in the Forest School storage box? MA briefly advised of reasons why the fire had started and measures the school had since put in place to prevent this from happening again.</p>	<p>MA,SH</p>
7.	Safeguarding Update	
	This had been discussed under 6.	
8.	2023-24 Data	
	This had been discussed under 6.	

9.	Pupil and Leadership Blueprint	
	<p>A separate document titled 'Pupil and Leadership Blueprint Enquiry 2024' was distributed prior to the meeting</p> <p>From Priority 7 on Governance, a governor noted 'set up meetings between chairs and HT, along with clarification of training opportunities for governors? MA advised governors were part of the school's wider leadership team and for consideration for newer governors as to their link roles and training opportunities.</p> <p>A further document titled 'Peer Review Summer 2024 – Writing Focus' was also distributed prior to the meeting.</p>	
10.	Review of 2023-24 AIP	
	<p>A separate document titled 'AIP 2023 to 2024 Evaluations' was distributed prior to the meeting.</p> <p>A governor queried what did the acronym GPS refer to? MA advised Grammer, Punctuation and Spelling.</p> <p>A governor queried what did the acronym GLD refer to? MA advised Good Level of Development used within EY where children would have to meet 17 areas of learning to achieve it.</p> <p>A governor noted there appeared to be an improvement between KS1 and KS2 with regards to Math's outcomes, whereas the other subjects indicated a decline in outcomes between KS1 and KS2 and queried what the trend could be attributed to? MA advised when reviewing data, governors consider the progress and attainment of individual cohorts as they moved through the school.</p> <p>A governor noted that governors have an understanding of where data used within the AIP originated from? MA advised data from the current year would be used to inform the school as to which priorities to be included in the AIP for the following year, so data would always lag by one year.</p> <p>A governor queried if the TA Deployment policy referred to in the AIP could be shared with governors? MA advised a sperate document noting where teachers would be based in 2024-25 had been shared at the meeting – since writing the document TAs had been informed where they would be based. A separate document titled 'TA Deployment Guidance' was shared at the meeting and MA noted the benefits of having some flexibility in the deployment of TAs instead of adhering to a fixed policy. The school would consider how TAs were used most effectively in class next year.</p> <p>A governor queried if the format of the AIP could be reviewed to make it clearer as to when the document was edited throughout the year, what were the intended outcomes and the reflections on completed activities? MA advised the AIP would be updated to reflect the priority of developing a new set of visions and values. Governors then briefly discussed having an involvement with developing the AIP and it was suggested a separate small group of governors could be tasked with this? MA advised he would consider simplifying the document and the use of colors to inform the progress of priorities through the year.</p>	

	Action: GB agreed to attend SLT meeting on 11.09.24 at 3.45pm to discuss the 2024-25 AIP	GB
	A governor asked page numbers to be included in all documents.	
11.	Key priorities for 2024-25	
	This had been discussed under 6.	
12.	Feedback from Governor Reviews in Summer Term	
	Two separate documents titled 'Vocab (SW) 24.05.24' and 'Writing Peer Review (SW) 24.06.24' were distributed prior to the meeting.	
13.	Governor Skills Audit	
	This had been discussed under 4.	
14.	Policies	
	Attendance – A separate document titled 'Example Primary Attendance (July 2024)' was distributed prior the meeting.	
15.	Any Other Business	
	<p>Governor Meeting Dates 2024-25 – Meeting dates were confirmed as (all starting at 6.30pm in school);-</p> <ul style="list-style-type: none"> • LGB1 – Tuesday 01 October 2024 • LGB2 – Tuesday 26 November • LGB3 – Tuesday 28 January 2025 • LGB4 – Tuesday 11 March • LGB5 – Tuesday 06 May • LGB6 – Thursday 17 July 	
16.	Date of Next Meeting	
	<p>The date of the next meeting is Tuesday 01st October 2024 at 6.30pm (in school).</p> <p>The meeting ended at 8.20pm</p>	

Items for Future Meetings	
Meeting	Item
	There were none.