

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 11th March 2025 (online)

Governors Present

Mark Askew (MA) Headteacher
Liz King (LK) Co-Chair
Clair Palmer (CP)
Rebecca Taylor (RT) Co-Chair

Arnesh Vijay (AV)
Neil Trickett (NT)
Matt Witt (MW)

Others Present

Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
1.	Governors to consider being Vice-Chair to replace GB	Ongoing	All
5.	AV to complete National College safeguarding training	18.03.25	AV
5.	SW to complete and return annual pecuniary interest form to SH	18.03.25	SW
5.	SH asked school on 12.03.25 whether CF-S's DBS was now in place	18.03.25	School Office
5.	MA to confirm date when final school newsletter of the spring term would be issued, to allow LK/RT to also distribute a governor newsletter at the same time	Before end of spring term	MA,LK,RT
6.	CF-S,MT,NT,SW and MW to complete Cyber Security training via Secure Schools	18.03.25	CF-S,MT,NT, SW,MW
6.	LK to distribute minutes from AGF on 10.02.25 to governors	18.03.25	LK
6.	Reports from governor reviews completed in Spring Term to be distributed if not already done so	18.03.25	All
12.	CF-S and NT to forward head&shoulders photo to school office	18.03.25	CF-S,NT

	ITEM	ACTION
1.	Apologies and Quorum	
	RT welcomed governors to the meeting and apologies were received from Chris Forman Smith (CF-S), Matt Tavener (MT) and Sophie Wilkinson (SW) which were agreed by governors. The meeting was quorate. Gregg Baldwin (GB) had resigned from being a governor since the previous LGB. Action: Governors to consider being Vice-Chair to replace GB	All
2.	Declarations of interest	

	There were no declarations of interest for any item on the agenda.	
3.	Re co-opt SW onto LGB	
	RT advised LK and herself had met with SW, who had expressed an interest in re-joining the LGB, probably from the start of 2025-26. Action: Governors agreed for SW to continue as a trust governor for a further four-year term	
4.	Minutes of last meeting	
	The minutes of the last meeting held on 28th 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	
	Item 1 – With GB resigning, the LGB had ten governors, five of which had a child at the school. Due to recommendations within the LGB Handbook that parents did not form the majority of a LGB, it would not be possible to recruit a further parent governor without first recruiting a trust appointed governor to maintain correct ratios. Item 5 – It was agreed to carry over the action for AV to complete National College safeguarding training (SW would complete annual safeguarding training at the start of 2025-26). Action: AV to complete National College safeguarding training Item 5 – It was agreed to carry-over the action for SW to complete and return her annual pecuniary interests form to SH. Action: SW to complete and return annual pecuniary interest form to SH Item 5 – It was agreed SH would review with the school office after the meeting whether CF-S had completed his DBS. Post Meeting Note: SH asked school on 12.03.25 whether CF-S's DBS was now in place Item 5 – It was agreed MA would forward LK and RT the date when the final school newsletter of the spring term would be issued, to allow LK/RT to also distribute a governor newsletter at the same time. Action: MA to confirm date when final school newsletter of the spring term would be issued, to allow LK/RT to also distribute a governor newsletter at the same time Item 7 – Two separate documents titled 'KeyDoc Governors Learning Walk Proforma' and 'KeyDoc Governors School Monitoring Visit Proforma' were distributed prior to the meeting. Post Meeting Note: A further set of questions which could be considered within a governor review were included within Section 13 of the LGB Handbook and Link Governor Policy All other actions had been completed.	AV SW School Office MA,LK,RT -
6.	Chairs Report	

Trust Meetings – Anglian Governance Forum (AGF) (Monday 10 February) – LK briefly advised of the discussion points within the meeting. There was a trust requirement all governors complete Cyber Security training – further to this, prior to the meeting the school office had requested CF-S, MT, NT, SW and MW complete Cyber Security training via Secure Schools. Action: CF-S,MT,NT,SW and MW to complete Cyber Security training via Secure Schools Action: LK to distribute minutes from AGF on 10.02.25 to governors The next AGF would be on Tuesday 22 May and Tuesday 10 July and LK advised should a governor be interested in attending either meeting, to please inform her. Such meetings through the year would be both a mixture of in person and online. A governor noted he was unable to access AL emails and governors paperwork when not in the country and would raise this with the IT helpdesk. (SH had forwarded him the relevant email prior to the meeting). Safeguarding (Tuesday 11 February) – MW advised the meeting had been postponed. New Governor Induction (Thursday 13 March) – It was suggested the meeting had also been postponed. SEND (Monday 17 March) – RT advised she had attended the meeting. Trust Matters – There were none to report. Governor Newsletter – This had already been discussed under Item 5. Feedback from Governor Reviews in Spring Term – At the LGB on 26 November, it had been agreed governors would be linked to the following priorities in 2025-26;- Developing the Role of TAs (RT and AV) – A separate governor visit report dated 23.01.25 was distributed prior to the meeting which RT briefly went through. AV apologised he had been unable to attend the meeting, and it was agreed RT and AV would liaise when agreeing a date for a subsequent meeting. Creative Collaboratives (LK and NT) – NT advised he had met with CP. A governor queried if 'Project Time' would include for all years? CP advised it would be for Yrs2-4 with a slightly different approach in Yr1 – feedback from children had been very positive (it had not been possible for this to happen in Yr5/6 due to SATs preparation). A governor queried if a Pupil Voice would be completed, based on the project? CP advised there could be one in due course. There had been a staff questionnaire as a benchmark to measure the impact from the project.	CF-S,MT,NT, SW,MW LK
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	Improving Writing (LK and MT). – EK advised she had completed a visit to focus on writing and assessment. Attendance Policy and Emotional School Based Avoidance (MW) – MW briefly advised he had met with MA to review attendance. Action: Reports from governor reviews completed in Spring Term to be distributed if not already done so MA thanked all governors for completing reviews during the term.	All
7.	Heads Report (Inc. safeguarding update)	
	The Heads Report was distributed prior to the meeting General Overview – MA advised current attendance was just below the target of 96% and was higher than the same point in 2023-24. A governor queried if there were reasons for the improvement in data this year? MA advised of several reasons behind this. Premises Update – MA briefly went through the section for governor information. Wider Curriculum Enrichment and Experiences – MA briefly went through the section for governor information. A governor noted that to support pupils mental health and wellbeing, a therapy dog would visit and queried further details of this? MA briefly advised a local resident would bring in their dog to allow targeted children to sit and read with it. There had been regular visits in the autumn term but due to personal reasons, it had not been possible to continue with this in the spring term. Staffing Update – MA briefly went through the section for governor information. A governor queried if the school considered the balance between TAs and volunteers and would volunteers have a defined role? MA advised most volunteers would listen to children read and also gain experience within a school setting, which could be considered during any future staff recruitment. MA would first meet with anyone interested in volunteering, before they completed a DBS and relevant safeguarding procedures as part of their induction, and they would 'shadow' another member of staff when starting at the school. Other News – A separate document titled 'AIV – 03.02.25' was distributed prior to the meeting. Governors then discussed the financial forecasting stated within the document in further detail. It was noted when comparing to 2020-21, there had been a significant increase in Pupil Premium and SEND data in the school. A separate document titled 'Summary of Aims and Values' was distributed prior to the meeting, which would be communicated to parents after first seeking the views and thoughts of governors. Governors then discussed the document in further detail.	

	It was suggested an external company could be asked to improve the presentation of the summary of the 'Aims and Values' on page 02 of the document before being included on the school website. A governor queried how responses from the parental survey informed the decision making around the aims and values? MA briefly advised of suggestions parents had made via the survey. A governor queried the number of parents who had completed and returned the survey? MA advised of the approx. number. A governor queried if the Aims and Values could be incorporated into priorities within next year's AIP? Achievement Data – Two separate documents titled 'Spring Primary Data Catch 2025 BPS' and 'Writing Improvement' were distributed prior to the meeting and MA briefly discussed strengths and areas to focus on. Progress Towards AIP Priorities – MA advised actions completed since the previous update had been included in purple.	
8.	Inclusion Executive Summary	
	Three separate documents were distributed prior to the meeting, which MA proceeded to go through:- • Bottisham Primary School SEND Review Spring 1 2025 • Executive Summary Primary Subject Lead SEND 2025 • Bottisham Inclusion Blueprint Jan 25 A governor queried an update on the use of Zones of Regulation within the school? CP briefly advised of how it was used in her class.	
9.	Behaviour Executive Summary	
	Behaviour Executive Summary – A separate document titled 'Executive Summary Behaviour 2024 to 2025' was distributed prior to the meeting. Two further policies titled 'Positive Behaviour Policy (2025)' and 'BCPS Anti-Bullying Policy DRAFT 2025v2' were also distributed prior to the meeting. Action: Governors unanimously approved both policies	-
10.	2025-26 Governor Meeting Dates	
	The following meeting dates were agreed (all starting at 6.30pm in school):- LGB1 – Tuesday 30 September 2025 LGB2 – Tuesday 25 November LGB3 – Tuesday 27 January 2026 LGB4 – Tuesday 17 March LGB5 – Tuesday 05 May LGB6 – Tuesday 14 July Action: Governors unanimously approved governor meeting dates for 2025-26	-

12.	Any Other Business	
	Governors Photos – The trust would like all governors to have an individual ID and lanyard. To allow this to happen, all governors would require a head & shoulders type photo (which could also be used in the governors information board in the foyer). Action: CF-S and NT to forward head&shoulders photo to school office	CF-S,NT
13.	Date of Next Meeting	
	The date of the next meeting is Tuesday 06th May 2025 at 6.30pm (in school). The meeting ended at 8.10pm	