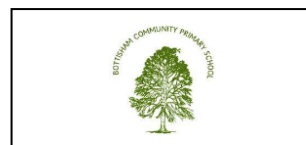


Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 06th May 2025



Governors Present

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

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

Others Present

Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
1.	Governors to meet separately during summer term to agree a leadership model for the LGB for 2025-26	Summer Term	All
4.	CF-S to bring in ID to school to allow his DBS to progress	13.05.25	CF-S
4.	CF-S,MT,NT and SW to complete Cyber Security training via Secure Schools	13.05.25	CF-S,MT,NT,SW
4.	CF-S and NT to forward head&shoulders photo to school office	13.05.25	CF-S,NT
7.	MA to forward report from Stage 2 complaint to LK and RT, but would first review with trust clerk whether this was appropriate	13.05.25	MA,LK,RT
11.	CF-S, MT and SW to complete skills audit and forward to SH	13.05.25	CF-S,MT,SW
11.	SH to prepare summary of responses to be taken to LGB on 16.07.25	09.07.25	SH
13.	SH to forward ID Lanyard to MT at LGB on 16.07.25	16.07.25	SH

	ITEM	ACTION
1.	Apologies and Quorum	
	LK 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. Chairing of LGB – LK advised both RT and herself planned to step down from the LGB at the start of 2025-26 and governors would need to consider a new Chair and Vice-Chair for next year. She then suggested governors meet separately during the summer term discuss to discuss this further. Action: Governors to meet separately during summer term to agree a leadership model for the LGB for 2025-26	All

	MA advised the school would enter the window for an Ofsted inspection from June and asked if both governors would agree to remain in post until after this? LK advised both RT and herself would consider continuing on a short-term basis to support the new Chair/ Vice-Chair. NT arrived at the meeting	
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 17th March 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	
	Item 5 – AV advised he would complete National College safeguarding training in the next week and forward SH his certificate for record keeping. Post Meeting Note: AV completed National College safeguarding training on 08.05.25 and forwarded certificate to SH Item 5 – It was agreed SW would not be asked to complete and return an annual pecuniary interest form for 2024-25. Item 5 – CF-S had indicated prior to the meeting he would bring in ID to the school in the next week to allow his DBS to progress. Action: CF-S to bring in ID to school to allow his DBS to progress Item 6 – It was agreed MW had completed Cyber Security training via Secure Schools. Action: CF-S,MT,NT and SW to complete Cyber Security training via Secure Schools Item 6 – LK asked governors to continue to complete reviews and reports during the summer term. Item 12 – CF-S and NT to forward head&shoulders photo to the school office. Action: CF-S and NT to forward head&shoulders photo to school office All other actions had been completed.	CF-S CF-S,MT, NT,SW CF-S,NT
5.	Chairs Report	
	SEND 17.03.25 – RT as SEND governor advised she was unable to attend the meeting.	

	Post Meeting Note: The slides used within inclusion and safeguarding link meetings are uploaded to the relevant folder on SharePoint after each meeting For Info: The following trust link meetings were confirmed;- AGF 22.05.25 – LK asked should a governor wish to attend; to please inform her so she could forward a link to the meeting. Pupil Premium 24.06.25 New Governor Induction 16.06.25 – The meeting would be in the library at Netherhall School in Cambridge starting at 6.00pm. AGF 10.07.25 Trust matters – The Trust Board minutes from 10 March had been distributed to governors prior to the meeting. Note any new relevant trust policies – LK advised she was not aware of any policies to bring to the attention of governors.	
6.	Agree Vice Chair of LGB	
	The decision about governors considering being Vice-Chair had already been discussed under Item 1.	
7.	Heads Report (verbal) inc 2025-26 Budget Update	
	MA proceeded to give a verbal update;- • There had been a parents meeting at the end of the spring term which had well attended. • There had been a further Assess Plan Do Review (APDR) assessment. • There had been a writing moderation, following the schools writing assessment document, with a focus on improving consistency across the school. • A whole school theatre production had taken place during the school day, which allowed teachers to have pupil progress meetings with Mrs Heijne and Mrs Walker. The event also helped Yr3/4s in a subsequent production for parents and MA thanked the Yr3/4 team for organising this. • Two separate documents titled 'BPS Core Values' and 'BPS Core Values Branch' were distributed prior to the meeting and MA advised the school would now consider how best to launch them within the school community. • There had been a Yr6 workshop led by an external organisation to discourage children from vaping. • There had been a Stage 2 parental complaint. Due to the nature of the complaint, the central team had decided it would be investigated by an external consultant, instead of governors. A governor queried the process of consultation undertaken with the LGB during the stage 2 complaint procedure? MA noted the basis for the complaint, and he would be happy to share the report from it with CofGs. Action: MA to forward report from Stage 2 complaint to LK and RT, but would first review with trust clerk whether this was appropriate	MA,LK,RT

	• Mr Green had raised significant funding from completing a virtual London Marathon, and the school had organised a sponsored run in the week preceding the Marathon. • MA had started to work with subject leaders to create executive summaries for their subjects. Subject leaders would complete monitoring and be asked to provide a summary of their findings at a staff meeting. • MA had completed Positive Regard training. • A separate document titled 'People & Leadership AIV Note of Visit 29.04.25' was distributed prior to the meeting which MA proceeded to briefly go through. A governor queried who from the senior staff team would lead on the KS1 priority, and MA confirmed that this would be Mrs Swift. • A separate document titled 'BPS Professional Learning 2024 to 2025' was also distributed prior to the meeting. A governor queried if there would be specific training for TAs? MA advised training would be provided on a half termly basis and considered a 'little and often' to be the best approach to both support children and for them to then be independent learners. A governor queried if TAs were required to have specific qualifications? MA advised whilst some dis, others would grow into the position with time and experience. Two TAs were attending training via the John Kane Coaching Programme with TAs from other schools in the trust. CP added TAs can also complete training for ELKAN and ELSA and the SENDCo would regularly invite them to attend other training. • There would be KS2 SATs w/c 12 May and LK and AV had agreed to visit during the week. Mrs Sands had forwarded a training video to both governors and there would be a staff briefing at the start of each day during the week. 2025-26 Budget Update – MA first advised he had met with the schools financial advisor and central team in February. There were forecast to be 25 children start in Reception in September, which was significantly lower than in previous years and 43 children would leave at the end of Yr6, and the effect this would have on the budget for next year. The number on role (excluding the preschool) would be approx. 235 from September and the school would run with eight classes in 2025-26. MA had shown a family round the school last week who were transferring from the private sector. MA advised of the reasoning as to why the budget for every school in the trust would be reduced by a stated percentage for next year when compared to 2024-25. To set a reduced budget, the school was in the process of redundancies (which also effected a number of other schools in the trust). There had been a pay award for teachers in 2024-25 which had not been funded via central government and there would be an increase in the top-slice percentage the central team would take next year.	
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	A governor queried the reasoning as to why the top-slice would increase? MA advised the central team would grow as the trust accepted a number of schools from two trusts based in Suffolk and Soham. There would be a re-structuring within the central team with some redundancies. One teacher had requested to reduce to a three-day week from June which would make a positive difference to the budget. The central team had benchmarked schools in the trust to identify the number of support staff which should be employed in each setting (exc. 1to1s), and it would not be possible to continue to use the trusts reserves. MA advised there would be a staff consultation in May, and he noted the different groups of staff who were at risk of redundancy. In June there would be a business model developed, and specific staff would be informed should they be made redundant. A governor queried the process the school would follow when deciding which staff would be made redundant? MA advised there was a trust policy including a matrix to allow the consideration of each position in detail. MA advised as well as the process being difficult for individual staff, there was a concern that data could be affected by the school having less staff next year. He noted the Pupil Admission Number (PAN) was currently 45 and the school would reflect on whether there was a need to reduce this to 30, ready for September 2026. There would also be a consideration as to how mixed classes would run in 2025-26 as well as future years. MA advised there was a deadline of the end of May for teachers to resign from their post to allow them to be in a new position for September and noted teachers would not be informed of any redundancy until June. A governor queried the support in place for staff during the redundancy process? MA advised staff had access to the trusts Employee Assistant Programme. The central team had been due to issue a letter to parents and governors regarding finances and redundancies but there had been a slight delay to its issuing.	
8.	Safeguarding Update	
	MA advised he had completed Domestic Abuse training last week. A governor queried further details of the training in context to a primary school? MA advised of the percentage of children who had witnessed verbal or physical abuse at home and the importance of schools having an awareness of the signs of abuse, having resources in place and being able to signpost families to external help.	
9.	Verbal report from People and Leadership visit on 29 April	
	This had already been discussed under Item 7.	
10.	Discussion around Ofsted Inspection	

	LK advised the school would enter the Ofsted 'window' from June 2025 and noted the inspection framework had been updated and it would be beneficial for governors to have a focussed training session as to their role during an inspection. MA advised visit reports would assist with governors having an understanding and being able to discuss where the school was. CP noted there was a draft version of the updated framework document on the DfE website.	
11.	Governor Skills Audit	
	A link to the audit was distributed with the agenda for governors to complete, and further copies handed round at the meeting. MA noted he had completed the audit online. Action: CF-S, MT and SW to complete skills audit and forward to SH Action: SH to prepare summary of responses to be taken to LGB on 16.07.25	CF-S,MT,SW SH
12.	Review of risks relating to agenda items	
	Three separate documents were distributed prior to the meeting which MA proceeded to go through, advising risks had been identified in October 2023 and the measures which had subsequently been put in place to mitigate each one:- • Risk 1 – Numbers in Early Years • Risk 2 – School Building • Risk 3 – SEND Numbers in Early Years – A governor queried if there was a 'selling point' to parents with the school feeding into Bottisham Village College which was also part of Anglian Learning? MA noted due to redundancies there would be a risk of staff retention, a reduction in TA support to teachers and a possible effect on outcomes. The majority of in year admissions were from families of children with SEND who were unhappy with the provision at their child's existing school. Whilst the school had a moral obligation to provide support to all children, there would be a lag in funding. MA advised of the funding that schools would receive for a full EHCP, and would they have to fund the first £6k, and compared this to the total on-costs of employing a 1to1. School Building – With the assistance of funding from the PTA, the playground had been re-surfaced and some drainage around the school site had been installed (there was still some ongoing issues with drainage). MA noted the improvements which had been made over the last two years noting that part of the central teams 'top slice' would be directed back to schools to improve their buildings and learning environment. There would also be devolved capital funding from the local authority to assist with building works. SEND – There had since been an increase in the schools SENDCo team with the appointment of an assistant SENDCo and	

	an improvement as to how TAs were deployed and the use of Cedar Class. MA briefly advised of the reasoning for their being a focus on Ordinarily Available Provision (OAP).	
13.	Any Other Business	
	Governors ID Lanyards – RT and AV were handed ID lanyards during the meeting. Action: SH to forward ID Lanyard to MT at LGB on 16.07.25	SH
	Date of Next Meeting	
	The date of the next meeting is Thursday 17th July 2025 at 6.30pm (in school). The meeting ended at 8.05pm	