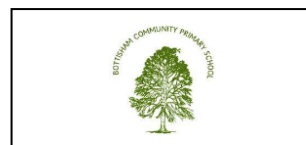


# Bottisham Community Primary School

## Local Governing Body

### Meeting Minutes from meeting held on 17<sup>th</sup> July 2025



#### Governors Present

Mark Askew (MA) Headteacher  
Liz King (LK) Co-Chair  
Matt Tavener (MT)

Rebecca Taylor (RT) Co-Chair  
Matt Witt (MW)

#### Others Present

Stuart Hales (SH) Clerk

| Action Log |                                                                                                                                                                |          |                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| ITEM       | ACTION                                                                                                                                                         | DEADLINE | RESPONSIBILITY |
| 4.         | Governors to agree the number of meetings in 2025-26 at the LGB on 30.09.25                                                                                    | 30.09.25 | All            |
| 4.         | SH to ask trusts clerk if Cyber Security training via Secure Schools was to be completed as part of a governors induction process or annually by all governors | asap     | SH             |
| 4.         | NT to forward head&shoulders photo to school office for inclusion on the governors board in the foyer                                                          | asap     | NT             |
| 4.         | SH to forward ID Lanyard to MT at LGB on 30.09.25                                                                                                              | 30.09.25 | SH             |
| 5.         | Governors to agree the number of LGBs in 2025-26 at the LGB on 30.09.25                                                                                        | 30.09.25 | All            |
| 5.         | Governor Newsletter to be issued in Autumn 1                                                                                                                   | Autumn 1 | RT,MW          |

|    | ITEM                                                                                                                                                                                                                     | ACTION |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | <b>Apologies and Quorum</b>                                                                                                                                                                                              |        |
|    | LK welcomed governors to the meeting and apologies were received from Clair Palmer (CP), Neil Trickett (NT), Arnesh Vijay (AV) and Sophie Wilkinson (SW) which were agreed by governors.<br><br>The meeting was quorate. |        |
| 2. | <b>Declarations of interest</b>                                                                                                                                                                                          |        |
|    | There were no declarations of interest for any item on the agenda.                                                                                                                                                       |        |
| 3. | <b>Minutes of last meeting</b>                                                                                                                                                                                           |        |
|    | The minutes of the last meeting held on 06th May had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.                                                                        |        |
| 4. | <b>Matters arising and actions from the previous meeting</b>                                                                                                                                                             |        |

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|           | <p><b>Item 1</b> – Governors did not agree the LGB ‘Structure’ for 2025-26 as included under Item 11 of the agenda and it was agreed this would be taken to the LGB on 30 September 2025.<br/> <b>Action: Governors to agree the LGB ‘Structure’ for 2025-26 at the LGB on 30.09.25</b><br/> <b>Post Meeting Note: RT had agreed to continue as Chair and MW had agreed to be Vice-Chair for 2025-26</b></p> <p><b>Item 4</b> – LK noted CF-S had since resigned from the LGB.</p> <p><b>Item 4</b> – It was agreed SH would ask the trusts clerk if Cyber Security training via Secure Schools was to be completed as part of a governors induction process or annually by all governors.<br/> <b>Action: SH to ask trusts clerk if Cyber Security training via Secure Schools was to be completed as part of a governors induction process or annually by all governors</b></p> <p><b>Item 4</b> – NT was still to forward a head&amp;shoulders photo to the school office for inclusion on the governors board in the foyer.<br/> <b>Action: NT to forward head&amp;shoulders photo to school office for inclusion on the governors board in the foyer</b></p> <p><b>Item 13</b> – SH would forward an ID lanyard to MT at the LGB on 30.09.25 MW advised he presently had a visitors lanyard, and there were further available governor lanyards in the school office which he could swap it for.<br/> <b>Action: SH to forward ID Lanyard to MT at LGB on 30.09.25</b></p> <p>All other actions had either been completed or would be discussed within the meeting.</p> | <p><b>All</b></p> <p><b>SH</b></p> <p><b>NT</b></p> <p><b>SH</b></p> |
| <b>5.</b> | <b>Chairs Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |
|           | <p><b>Reports from;-</b><br/> AGF 22.05.25 – LK advised she had attended the meeting and noted the main topics discussed.</p> <p>Pupil Premium 24.06.25 – RT advised she had attended the meeting which had formed a Q&amp;A session.<br/> A governor queried how children would be identified as pupil premium? MA advised it was connected to family income or children with parents in the armed forces. There continued to be families moving into the locality with SEND and vulnerabilities. A governor queried how the school tracked pupil premium children? MA advised the school would continue to encourage families to sign up to pupil premium if eligible, as it brought additional funding into the school.</p> <p>MA then advised of a national scheme to provide pupil premium families with weekly food vouchers during school holidays. Details of eligible families would be taken from schools management information systems.</p> <p>New Governor Induction 16.06.25 – NT had not been able to attend, and SH would forward details of further governor induction sessions in 2025-26 in due course.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |

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|           | <p>LK suggested the LGB consider a governor recruitment at the start of 2025-26.</p> <p>AGF 10.07.25 – No governor had attended.</p> <p><b>Trust matters</b> – SH advised the 2025-26 LGB Planner, used to develop and agree agendas, would be based on there being five LGBs through the year (two in the autumn, one in the spring and two in the summer term). LGBs would have the option of continuing with six if preferred – if so, the spring term agenda would be split into two.</p> <p><b>Action: Governors to agree the number of meetings in 2025-26 at the LGB on 30.09.25</b></p> <p><b>Governor Newsletter</b> – LK suggested governors consider a newsletter at the start of 2025-26, partly to encourage parents and wider family members to consider becoming a governor.</p> <p><b>Action: Governor Newsletter to be issued in Autumn 1</b></p> <p><b>Feedback from Governor Reviews in Summer Term</b> – LK advised due to the trusts staff restructuring during the summer term, governors had decided it had not been appropriate for them to complete any visits.</p> <p><b>Note any new relevant trust policies</b> – LK advised she was not aware of any policies to bring to the attention of governors.</p>                                                                                                                                                                                          | <p><b>All</b></p> <p><b>RT,MW</b></p> |
| <b>6.</b> | <b>Heads Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
|           | <p>MA gave a verbal update of the positives from 2024-25;-</p> <p>There had been a number of challenges for the school, including a trust staff restructuring. Emotional School Based Avoidance (EBSA) had been set up and the Assess, Plan, Do Review (APDR) process had continued to be embedded and had had a positive impact on data.</p> <p>The inclusion provision had continued to develop – Mrs Heijne would focus on PP and Mrs Crickland was now assistant SENDCo working alongside the SENDCo.</p> <p>There had been a balanced budget set for 2025-26.</p> <p>2024-25 data had been pleasing, especially Yr1 phonics and KS2 SATs.</p> <p>There was one ELSA trained TA and two trained in Elkan. TAs were supporting children to develop independent learning.</p> <p>There was a new set of core values to support the school moving forwards within the new three-year vision.</p> <p>There continued to be a range of staff CPD.</p> <p><b>Attendance</b> – A separate document titled ‘Official Sensitive Primary School Attendance Summary First Summer Term – 10062025’ was distributed prior to the meeting. MA advised all staff had shared the responsibility to increase attendance and the schools attendance officer would track data in detail. Overall data for 2024-25 had been pleasing and the school had set a target of 96% which would place it in the top 10% quintile nationally. Whilst</p> |                                       |

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| <p>there had been an improvement with Pupil premium attendance, there remained a gap with the rest of the school.</p> <p>A governor queried further details to the EBSA strategy? MA advised it had been in place since 2023-24, and as the school identified need, there would be meetings with parents and children to understand any barriers and implement appropriate measures. A framework would help to identify interventions at an early stage.</p> <p><b>Staffing Update</b> – MA advised as part of the trust staff restructuring in the summer term, three TAs had agreed to take voluntary redundancies. With Mr Green also resigning (he covered both PPA and a TA role), it had not been necessary to make any other staff redundant.</p> <p>The school had since needed to advertise for further TA hours, which closed the same day and there had been 12 applicants.</p> <p>A governor queried further details to the staff restructure? MA briefly advised of the process which the school had followed for governors information.</p> <p>A governor queried if the new TA would be attached to a specific class? MA suggested the person would be based in the 'middle part' of the school.</p> <p>With Mr Green leaving, a governor queried the plan for teaching PE next year? MA advised he would be subject lead, but it would be delivered by teachers. The school had paid into a SLA to be part of the Coleridge College Sports Partnership and MA advised of the reasoning as to why the school would be part of a trial of five schools in the trust who would form the Anglian Learning Sports Partnership. Mr Parker the PE lead in the trust would organise sporting competitions, festivals and CPD.</p> <p>A governor queried further details on the deployment of Mr Legge who was noted twice in the staffing structure for next year? MA advised he was a 4day/week teacher who would also cover some Planning, Preparation and Assessment (PPA) in KS2.</p> <p>A governor queried further details as to PPA? MA advised every class teacher was entitled to 10% PPA (none contact time) which equated to 0.5day/week.</p> <p><b>Wraparound Provision</b> – MA advised the wraparound provision continued to be a success and noted the existing school clubs which would continue next year. Premier Education ran separate after school sports clubs for KS1 and KS2. The cost of clubs run by both the school and Premier Education was noted. From this MA advised the cost of clubs would be part funded from parents and part from sports premium funding.</p> <p>A governor queried if the school would consider a parental survey to ask for their views on the existing provision? MA advised there had been a children's survey by Premier Education.</p> <p>A governor noted staffing levels were now lower and queried the staffing capacity in the school next year? MA advised there would be careful use of the supply budget and consideration of staff wellbeing – office staff and himself had assisted with covering lunchtime duties. Next year lunchtimes would be split into two separate sittings over one hour.</p> |  |
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|           | <p>A governor queried further details as to staff wellbeing? MA advised he had been part of a trust strategy group this year to develop a one page 'Charter' to consider wellbeing and gave examples of what would be included.</p> <p><b>SEND</b> – A separate document titled 'SEND Report 2025 for Governors' was distributed prior to the meeting.</p> <p>A governor queried if there was a difference between the SEND and support registers? MA advised of the tiers of SEND, from first identifying need through to EHCPs being awarded. Schools would fund the first £6k of every EHCP and would receive £10k if there was full funding (EHCPs could also be awarded with less). The funding was significantly less when compared to the 'on-costs' of employing a TA.</p> <p>MA then advised of a trust and national approach to develop an Ordinary Available Provision (OAP) in all classrooms, partly achieved via CPD. When children were identified as requiring additional support, schools would have to fund this, whilst waiting for EHCPs to be awarded (until EHCPs had been awarded, children were unable to transfer to a specialist setting).</p> <p>A governor queried if there was additional funding for children on the SEND support register? MA advised should a child be on the register at the time of the October census; schools would receive some further funding.</p> <p><b>Data</b> – MA proceed to go through the 'Achievement Data' from the Headteachers Report in detail. Writing and science were teacher assessed, against a set criterion and the local authority would chose schools each year to moderate writing.</p> <p>A separate document titled 'BPS Assessment 2025' was distributed prior to the meeting which MA proceeded to go through in detail. He noted the reasoning as to why there was a difference in KS2 reading data between the two distributed reports.</p> <p>Governors then discussed data in further detail.</p> <p>A governor queried if the second document would allow comparisons to be made with other primaries in the trust? MA advised it would, as well as allowing for a more detailed analysis.</p> |  |
| <b>7.</b> | <b>Safeguarding Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|           | <p>MA had completed a refresher Designated Safety Lead training in June (which was required every three years).</p> <p>A governor queried if all governors were now included within the schools electronic sign in system?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>8.</b> | <b>2024-25 Data</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|           | This had been discussed within Item 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>9.</b> | <b>Review of 2024-25 AIP inc link to governor reviews connected to AIP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|           | A separate document titled 'BCPS AIP 2024-2025 11.09.24' was distributed prior to the meeting and MA briefly went through it advising which priorities had been completed and which would continue into next year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

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|            | <p>A separate document titled 'Vision 2028' was distributed prior to the meeting which MA proceeded to go through.</p> <p>A governor queried further details as to what Oracy was? MA advised nationally, it was evident that for some children, there were now less opportunities to speak, and Oracy would help to respond to this.</p> |  |
| <b>10.</b> | <b>Key priorities for 2025-26 and 3 year long term plan</b>                                                                                                                                                                                                                                                                               |  |
|            | MA advised the 2025-26 AIP would sit alongside the schools new visions document.                                                                                                                                                                                                                                                          |  |
| <b>11.</b> | <b>Agree LGB 'Structure' for 2025-26</b>                                                                                                                                                                                                                                                                                                  |  |
|            | <p><b>Skills Audit</b> – A separate document titled 'Summary from Skills Audit' was distributed prior to the meeting and governors agreed collectively there were no areas of concern.</p> <p>The CofG and Vice Chair of the LGB for 2025-26 had been agreed within Item 4.</p>                                                           |  |
| <b>12.</b> | <b>Any Other Business</b>                                                                                                                                                                                                                                                                                                                 |  |
|            | <p><b>Thankyous</b> – On behalf of the governors, RT thanked LK for her hard work and contributions during her time as a governor and LK was presented with a card and small gift.</p> <p>MA thanked all governors for their support and challenge to the school through 2024-25.</p>                                                     |  |
|            | <b>Date of Next Meeting</b>                                                                                                                                                                                                                                                                                                               |  |
|            | <p>The date of the next meeting is Tuesday 30th September 2025 at 6.30pm (in school).</p> <p>The meeting ended at 8.20pm</p>                                                                                                                                                                                                              |  |