

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 14th October 2025

Governors Present

Mark Askew (MA) Headteacher
Clair Palmer (CP)
Rebecca Taylor (RT) Chair

Arnesh Vijay (AV)
Matt Witt (MW)

Others Present

Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
1.	Parent Election to be held at start of Autumn 2	Autumn 2	SH,MA
5.	MW to be vice-chair for 2025-26 – SH to update central team	21.10.25	MA
6.	Report from trusts safeguarding audit to be distributed to governors	18.11.25	MA
6.	Peer Review reports to be distributed to governors	Ongoing	MA
8.	Updated data for 2025-26 to be taken to LGB on 27.01.26	Ongoing	MA
9.	Governors to consider being linked to each priority in the AIP and update at the LGB on 25.11.25	18.11.25	All
9.	MA to consider governor Ofsted training within an LGB	18.11.25	MA
11.	SH asked MT on 15.10.25 to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records	28.10.25	MT
13.	All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records	28.10.25	All
13.	All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records (KCSiE: 2025)	28.10.25	All

	ITEM	ACTION
1.	Apologies and Quorum	
	RT welcomed governors to the meeting and apologies were received from Matt Tavener (MT) which were agreed by governors. The meeting was quorate.	

	Since the previous LGB, two governors had stepped down. There had been no interest from a parent election held in Autumn 1 and it would be re-run at the start of Autumn 2. Action: Parent Election to be held at start of Autumn 2 MA advised a statement to forewarn parents of the election could be included within a school newsletter.	SH,MA
2.	Declarations of interest	
	There were no declarations of interest for any item on the agenda. SH advised although governors would no longer be required to complete an annual declaration of interests document, asked if any governor had a relationship with a member of staff as this would still require recording. There was none.	
3.	Minutes of last meeting	
	The minutes of the last meeting held on 17th July 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 – RT advised a letter had been distributed in Autumn 1 to ask if a member of the school community would be interested in becoming a governor. From this, there had been three responses which she would follow up with a view to candidates attending the LGB on 25 November as ‘observers’. She asked if governors knew of further candidates who may also be interested in the role to please inform her. All other actions had either been completed or would be discussed within the meeting.	
5.	Chairs Report	
	Anglian Learning Governance Update Agree LGB Vice-Chair – MW agreed to be vice chair for 2025-26. Action: MW to be vice-chair for 2025-26 – SH to update central team Governor roles and responsibilities for 2025-26 including link governor roles – The following roles were agreed;- • Safeguarding – MW • Inclusion – RT MA suggested there also be a link to each of the priorities in the AIP, which would be discussed further within Item 9. Monitoring and visits to be developed in line with emerging AIP for 2025-26 – Governors were asked to consider visits linked to their roles and responsibilities.	SH

	Governors to decide on the number of LGBs in 2025-26 – SH advised the central team would issue an annual LGB Meeting Planner to assist with the development of agendas – whereas in previous years, this had been based on there being six meetings/year, for 2025-26 it was based on only five (to assist with governor workload), and governors were asked for their preference as to whether there should be five or six LGBs in 2025-26? Action: Governors unanimously agreed for there to be six LGBs in 2025-26 Review Core Vision, Missions and Values – A separate document titled '3-Year Vision' was distributed prior to the meeting which MA briefly went through, noting there had been positive staff feedback and CP added there had also been positive comments from a Pupil Voice. A governor queried further details as to the development of volunteers in the school? MA advised current volunteers listened to children read on a 1to1 basis as well as assisting with practicing timetables. The school would also consider a volunteer to run an appropriate school club. Verbal report from AGF on 10 July – RT had been unable to attend the meeting. For Info: Trust Meetings Introduction for Safeguarding Link Govs – Tuesday 11 November AGF Monday 17 November Introduction for Inclusion Link Govs – Tuesday 09 December	
6.	Heads Report (verbal) Inc. safeguarding update	
	MA advised after the staff re-structuring in the summer term, he was pleased there had been a positive start to the current year around the school with a developed staff team in place, and he appreciated the dedication and hard work from staff who continued to support one another. There had been a variety of high quality CPD in Autumn 1, and teachers had agreed to cover morning break duties on Wednesdays to allow TAs to attend 'bitesize' training. Finances continued to be a concern and the SLT would cover teaching responsibilities in-house where possible to allow teachers to attend CPD, to minimise the need for agency supply. 2025-26 Staffing Structure – A separate document titled 'Staff Structure 2025' was distributed prior to the meeting, which MA then briefly went through. A governor queried how the new office admin support was settling in, and would it be a permanent position? MA it was a p/t post with the person starting a week ago, who was being supported by existing office staff.	

	QASI Overview 2025-26 – A separate document titled ‘Primary QASI 2025-2026-v3 Updated 18.06.25’ was distributed prior to the meeting, which MA then briefly went through, advising the document would align with the trusts nine core standards, which would replace the blueprints. The director of primary education had reviewed data for the current year, and the central team had completed a safeguarding audit which had been positive, with a couple of minor actions for the school to consider. Action: Report from trusts safeguarding audit to be distributed to governors MA noted for Peer Reviews, Heads and Deputy Heads would visit other schools with Anglian Learning, with an agreed focus and then provide feedback to the Head of the school being visited. Action: Peer Review reports to be distributed to governors	MA MA
7.	Curriculum Executive Summary	
	Curriculum Executive Summary – A separate document titled ‘Curriculum Policy’ was distributed prior to the meeting and MA advised CP as curriculum lead had developed the document, which CP then went through in detail. The school would review how the two-yearly educational cycle with mixed age classes would look in future years, with lower pupil numbers and different sized cohorts progressing through the school. A governor queried if the events listed within the ‘Enrichment Experiences’ and ‘Engagement with the Local Community’ sections were already in place in the school? CP advised they were indicative of the schools offer and were not an exhaustive list. A governor queried further details as to the ‘Citizenship’ section? CP and MA provided a more detailed explanation which aligned with the ‘Inclusion – Sense of Belonging Strategic’ priority with the schools visions and values. MA added there would be a greater focus on Inclusion and disadvantaged children within the new Ofsted Inspection Framework A governor queried if the policy was on the schools website? CP advised it would be included after being approved within Item 10. MA thanked CP for developing the document.	
8.	Finalised 2024-25 Data	
	2024-25 Data – A separate document titled ‘2024 to 2025 Data Report – Gov Version’ was distributed prior to the meeting, which MA then proceeded to go through, advising it had been prepared by the assessment lead, who would meet with teachers and the SENDCo during the autumn term to agree support and interventions for those children who had not achieved the expected national level from the previous year. The document would also be used in pupil progress meetings. A governor queried how data in the document was collected? MA advised by assessments at the end of the school year and the schools Management Information System (MIS) identified the context for every child.	

	MA then went through the data comparing it to national averages for 2024-25, and writing would continue to be a focus in the current year (schools would usually expect writing and reading data to be similar). The school had purchased a new spelling scheme in 2024-25. A governor queried if the school had identified key themes as to why writing data was lower? CP advised spelling continued to be a concern and perhaps teachers could be harsh with their assessments of writing and may benefit from further writing moderation and reviewing examples of the development of children's writing through the school year Action: Updated data for 2025-26 to be taken to LGB on 27.01.26 A further separate document titled 'BPS Summary Assessment 2025' was also distributed prior to the meeting.	MA
9.	2025-26 AIP	
	2025-26 AIP – A separate document titled 'BCPS AIP 2025-2026' was distributed prior to the meeting which MA then proceeded to go through advising why parts of the document were highlighted in yellow and he suggested a governor be linked to each of the three priorities in the document. Action: Governors to consider being linked to each priority in the AIP and update at the LGB on 25.11.25 A governor queried if the LGB could also be linked to other areas? MA suggested governors could also consider writing and the use of volunteers in the school. A governor queried if there could be training linked to Target 1 on page 8? MA advised he would liaise with the central team and consider this in further detail. Action: MA to consider governor Ofsted training within an LGB The central team had suggested within the new Ofsted framework inspections would be every four years, the last for the school being in June 2022. MA advised he could share the updated Ofsted Handbook within the folder for the next LGB for governors referral.	All MA
10.	Policies	
	Curriculum – A separate document was distributed prior to the meeting. Learning, Teaching and Assessment (June 2025) – A separate document was distributed prior to the meeting. Safeguarding & Child Protection – A separate document was distributed prior to the meeting. Action: Governors unanimously approved above policies CP then left the meeting	

11.	Governor Safeguarding Training	
	A separate document titled 'Safeguarding and Child Protection – Governor Update Training Sept 2025' was distributed prior to the meeting which MA proceeded to go through. As MT had sent apologies, SH had asked him to complete The National College Annual Certificate in Safeguarding Refresher module (accessed via a link on Connect) and forward him a certificate to allow him to update governor training records. Post Meeting Note: SH asked MT on 15.10.25 to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records MA noted a separate document titled 'AL Safeguarding Framework', located on the trusts Connect platform as a useful reference document.	MT
12.	Review of risks relating to agenda items	
	MA noted the following risks to the school;- • Writing Data • Finances • Falling numbers on roll A governor queried the in-year mobility during Autumn 1? MA advised of the reasoning as to why two children had left the school.	
13.	Governor Training	
	Five separate documents were distributed prior to the meeting;- • Training Schedule for new appointments Sept 2025 • Governance Training Opportunities 2025-26 Sep 25 • National College Training Courses and Webinars 2024-25 • AL Scheme of Delegation v5.0 Sept 2025 • LGB Guidance Handbook v3.0 Sept 2025 SH reminded governors to please inform him of any training completed, to allow him to update governor training records. Post Meeting Note: All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records A separate document titled 'KCSiE: 2025' was distributed prior to the meeting. Action: All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records (KCSiE: 2025)	All All

14.	Any Other Business	
	There was none.	
	Date of Next Meeting	
	The date of the next meeting is Tuesday 25th November 2025 at 6.30pm (in school). The meeting ended at 8.30pm	