

Bottisham Community Primary School
Local Governing Body



**Meeting Minutes from meeting held on
25th November 2025**

Governors Present

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

Matt Tavener (MT)
Arnesh Vijay (AV)
Matt Witt (MW)

Others Present

Emma Hardwick (EH) observer
Chloe Raval (CR) observer
Gary Saunders (GS) observer
Stuart Hales (SH) Clerk

| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| 4. | Autumn term data to be taken to LGB on 26.01.26 | 19.01.25 | MA,SH |
| 4. | SH to raise governors query regarding access to National College training with central team | 01.12.25 | SH |
| 4. | 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) | 02.12.25 | All |
| 8. | PE Pupil Plan report to be taken to LGB on 27.01.26 | 19.01.26 | MA,SH |

| | ITEM | ACTION |
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| 1. | Apologies and Quorum | |
| | RT welcomed governors to the meeting and there were no apologies. Those present then introduced themselves to each other. The meeting was quorate. Post Meeting Note: EH confirmed on 26.11.25 that she did not wish to progress an application to be a trust appointed governor | |
| 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 14th October 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 | |

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| <p>Item 8 – MA advised the SLT had reviewed autumn term data and it would be taken to the LGB on 27 January 2026.</p> <p>Action: Autumn term data to be taken to LGB on 26.01.26</p> <p>Item 9 – RT advised each year, governors would have the opportunity to be linked to a subject or area of the school, and complete termly visits/reports, which could either align with a priority within the AIP (Academy Improvement Plan) or with a specific area they have an interest in. There were two mandatory roles for LGBs (Safeguarding and Inclusion). The following roles for 2025-26 were agreed;–</p> <ul style="list-style-type: none"> • Safeguarding – MW • Inclusion – RT (RT asked should another governor like to share the role, to please inform her) • Values – MT • High quality Teaching&Learning – AV/MW <p>Item 9 – MA advised he had liaised with the primary director of education regarding Ofsted training for LGBs, which was being considered by the executive leadership team and would be confirmed in due course. The school had entered the Ofsted ‘inspection window’, and there may be delays with inspections in 2025-26 from the introduction of the new national framework.</p> <p>Item 11 – MT advised whilst accessing the National College Annual Certificate in Safeguarding Refresher module, he had been requested to make a payment and had therefore not proceeded further.</p> <p>Action: SH to raise governors query regarding access to National College training with central team</p> <p>Item 13 – It was agreed to carry-over the action for governors to confirm they had read KCSiE: 2025 (Parts 1 and 2).</p> <p>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)</p> <p>All other actions had either been completed or would be discussed within the meeting.</p> | MA,SH | SH | All |
| <p>5. Chairs Report</p> <p>Anglian Learning Governance Update Confirm dates for monitoring in spring term – Governors were asked to arrange monitoring visits for the spring term.</p> <p>Autumn Term Governor Newsletter – This item was not discussed.?</p> <p>Verbal report from: Introduction for Safeguarding on 11 November – It was noted the link meeting was aimed as those governors new to the role.</p> | | | |

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| | <p>AGF on 17 November – RT advised she had attended part of the meeting.</p> <p>For Info: Trust Meetings</p> <p>Introduction for Inclusion on Tuesday 09 December</p> <p>Safeguarding/ Inclusion ‘drop-in’ on Tuesday 10 February</p> <p>AGF on Tuesday 17 March</p> | |
| <p>6. Heads Report Inc. safeguarding</p> | <p><u>Due to a confidential item, it was agreed the Headteachers Report would be discussed at the end of the meeting and minuted separately</u></p> <p>SEND Register 2025-26 Anonymised – A separate document was distributed prior to the meeting which MA proceeded to go through, noting the numbers on the register, with an EHCP and on SEND Support (which was managed via the SENDCo who would meet with class teachers and parents).</p> <p>A governor queried what the acronyms in the report referred to? MA advised of the following:-</p> <ul style="list-style-type: none"> • C&N – Connection and Interaction • C&L – Cognition and Learning • P&S – Physical and Sensory • SEMH – Social, Emotional Mental Health <p>MA noted the percentage of children with SEND need in the school continued to increase.</p> <p>A governor queried the difference in data when compared to previous years? CP noted the percentage for 2024-25 and the schools data was below the national average. Staff would focus on identifying need at an earlier stage in the school, where possible.</p> <p>A governor queried if children would first be assessed before being included on the register? CP advised there would be internal assessments within the school and not necessarily always external judgements.</p> <p>MA advised the central team would meet with the SENDCo who was now required to complete a relevant national qualification as part of the role. Class teachers would raise possible concerns with a child with the SENDCo, who would in turn complete observations and where necessary have further discussions with teachers and parents.</p> <p>A governor queried if some parents had a preference their child was not included on the register for personal reasons? It was agreed although this was possible, the school would continue to provide additional support to the child. MA considered the schools SEND provision to be a strength and the register was a ‘working document’ and would assist with deciding relevant professional development.</p> <p>BCPS Pupil Premium Strategy Statement 2024-2027 – A separate document was distributed prior to the meeting which MA proceeded to go through, advising it was linked to a stated funding</p> | |

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| | <p>amount/child for PP, Forces and LAC (Looked After Children). He noted the current number of PP children in the school and funding fell between April and March, which did not align with the schools own financial year. Funding had been affected due to the lower numbers on roll.</p> <p>The school had a holistic approach to supporting disadvantaged children on an individual basis to overcome barriers to learning, increasing broader experiences and parental support whilst also recognising children's strengths.</p> <p>Funding would be spent on three main areas which he then briefly went through in further detail.</p> <p>A governor queried how regularly would the document be reviewed? MA advised annually at the start of each academic year.</p> <p>A governor queried if the document would be reviewed during an Ofsted inspection? MA advised within the new inspection framework, there would be a greater focus on disadvantaged children and noted the number of children in the school who were both PP and on the SEND Register and it was nationally recognised disadvantaged children's progress, attainment and attendance was lower.</p> <p>MA then briefly advised of Forever 6, where schools would continue to receive PP funding for a further six years for a child even if their parents no longer met eligibility requirements.</p> <p>Safeguarding Audit (Autumn 2025) – A separate document was distributed prior to the meeting which MA proceeded to go. Sections highlighted in blue indicated areas of exceptional practice, where consideration could be made with sharing with other trust schools.</p> <p>From page 4, a governor queried further details to the schools response to the 'use of prejudicial and unkind language'? MA briefly advised of the schools response.</p> <p>From page 7, a governor queried the usage of the 'Worry Box'? MA advised a member of staff would regularly review children's responses and pass them to classteachers to follow up with specific children.</p> <p>Bottisham Primary School PAN Consultation – A separate document was distributed prior to the meeting which MA proceeded to go advising the document was in response to the schools falling roll.</p> <p>He then advised of the numbers who were forecast to start in reception during the next five year period, which was significantly below previous years. As part of the process to reduce the Pupil Admission Number (PAN) from 45 to 30, there was an ongoing consultation with all stakeholders.</p> <p>A governor queried the accuracy of the local authorities forecasts? MA advised the LA would collect data from a range of sources but would always be considered as only an approx. figure.</p> <p>A governor queried if by reducing its PAN there was a risk of being unable to accept younger siblings of children already at the school? MA advised the local authority gave priority to children</p> | |
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| | <p>with an EHCP, then siblings followed by the distance between a home and school when allocating places.</p> <p>A governor queried if the school was at risk of staff redundancies? MA advised due to financial constraints there had been a staff re-structuring in both 2023-24 and 2024-25, but due to natural 'staff wastage', there had been no redundancies.</p> <p>A governor queried the amount of in-year mobility in 2025-26? MA advised four children had left with two joining.</p> | |
| 7. | T&L Review | |
| | <p>T&L Peer Feedback Record BPS 13.11.25 – A separate document was distributed prior to the meeting which MA proceeded to go through advising Headteachers from schools in the trust would be split into groups of three who would complete Peer Reviews in each other's schools with a pre-agreed focus. Due to the increased focus within the new Ofsted Inspection Framework, it had been agreed the visit would focus on disadvantaged children.</p> | |
| 8. | PE Pupil Plan | |
| | <p>MA apologised for not presenting the report but advised schools receive funding dependent on their numbers on roll and gave examples of the criteria as to what it could be spent on. He stated the funding amount the school receives and a breakdown of how the school proposed to spend it in 2025-26.</p> <p>A governor queried if all children would have access to the sports coach at lunchtimes? MA advised he would be based on both the KS1 and KS2 playgrounds and via also being a member of the breakfast and after school provision would already know the children at the school.</p> <p>Action: PE Pupil Plan report to be taken to LGB on 27.01.26</p> | MA,SH |
| 9. | Policies | |
| | <p>SEND Information Report 2025-26 – A separate document was distributed prior to the meeting and MA noted it was a 'parent friendly' document outlining the schools provision which would be updated annually and was mandatory to include on schools websites.</p> <p>Action: Governors unanimously approved SEND Information Report 2025-26</p> | |
| 10. | Governor Training | |
| | <p>SH reminded governors to please inform him of any training completed, to allow him to update governor training records.</p> <p>It was noted there were four mandatory training modules for new governors to complete:-</p> <ul style="list-style-type: none"> • Safeguarding • Prevent • Cyber Security • An Introduction to Anglian Learning and the Role of Local Governance | |

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| | <p>RT advised a further two candidates had expressed an interest in joining the governing body and planned to attend the LGB on 27 January 2026.</p> <p>A governor queried the expectations for governors? MA advised they should consider being a critical friend and hold the school to account in a supportive way.</p> <p>EH,CR and GS then left the meeting</p> | |
| 11. | Any Other Business | |
| | <p>Headteachers Report:-</p> <p><u>Please refer to separate document titled 'Confidential Minutes for LGB 2 Meeting 25th November 2025</u></p> | |
| | <p>Date of Next Meeting</p> <p>The date of the next meeting is Tuesday 27th January 2026 at 6.30pm (in school).</p> <p>The meeting ended at 8.25pm</p> | |