

Bottisham Community Primary School

Local Governing Body



Meeting Minutes from meeting held on 09th March 2026

Governors Present

Mark Askew (MA) Headteacher
Clair Palmer (CP)
Chloe Raval (CR)
Gary Saunders (GS)

Rebecca Taylor (RT) Chair
Arnesh Vijay (AV)
Matt Witt (MW)

Others Present

Rachel Chen (RC) observer
Natalie Gordon (NG) Observer
Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	It was agreed to carry over the action for SH to review access with MT to allow him to complete National College safeguarding training	05.05.26	SH,MT
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)	16.03.26	CR,GS,MT, AV,MW
5.	RT to update presented documents to include relevant staff names and contact emails	16.03.26	RT
5.	Governors to then contact staff to agree a date and time to complete a visit in Spring 2 and prepare a subsequent report to be taken to the LGB on 05 May	ongoing	All
5.	Governors to consider where they thought the school to be against the inspection criteria within the 'Leadership and Governance Self Evaluation Evidence – Governors' document at the LGB on 05.05.26	28.04.26	All,SH
6.	Business Proposal for 2026-27 to be taken to LGB on 05.05.26	28.04.26	MA,SH
7.	Mobile Phone Policy to be taken to LGB on 05.05.26 for approval	28.04.26	MA,SH

	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. She then welcomed NG as an observer to the meeting and those present introduced themselves to one another	

	The meeting was quorate. RT then noted MA would leave at the end of 2025-26 and on behalf of governors thanked him for his leadership of the school during his time as headteacher. MA then added there was an experienced leadership team within the school and an advert for the heads position would go live on 10 March, with interviews on 17 and 24 March April.	
2.	Declarations of interest	
	There were no declarations of interest for any item on the agenda.	
3.	Minutes of last meeting	
	LGB Minutes – The minutes of the last meeting held on 27th January 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 4 – From the LGB on 25 November, 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. Action: It was agreed to carry over the action for SH to review access with MT to allow him to complete National College safeguarding training Item 4 – It was agreed to carry-over the action for governors to confirm they had read KCSiE: 2025 (Parts 1 and 2). 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 other actions had either been completed or would be discussed within the meeting.	SH,MT CR,GS,MT, AV,MW
5.	Chairs Report	
	Anglian Learning Governance Update Governor Monitoring Plan – Two separate documents titled ‘Governor Monitoring’ and ‘Monitoring Priorities’ were distributed prior to the meeting and RT asked governors to agree dates and times to complete visits (in person or via Teams) in Spring 2, based on the priorities within the documents. Governors would be asked to complete a subsequent report of their visit, to be taken to the LGB on 05 May 2026. The importance of governors seeing the school during the day was noted to both understand its context and for them to develop a greater understanding of their role. Regarding any visit on the schools values, MA suggested a governor could attend an assembly on a Friday starting at 10.10am – (RG and CR suggested they may be able to attend).	

	Regarding Positive Regards and zones of regulations, MW as safeguarding link governor could meet with the SENDCo/ Assistant SENDCo. It was agreed RT and AV would co-ordinate to complete a visit, perhaps on a Thursday to meet with the assessment lead to review data. RT asked that governors review the schools AIP prior to completing any visit. Action: RT to update presented documents to include relevant staff names and contact emails Action: Governors to then contact staff to agree a date and time to complete a visit in Spring 2 and prepare a subsequent report to be taken to the LGB on 05 May MA advised the SLT would consider the school being 'Ofsted ready' and the schools SEF (Self Evaluation Form) could be shared with governors. A separate document titled 'Leadership and Governance Self Evaluation Evidence – Governors' was distributed prior to the meeting, which MA asked governors to review and consider where they thought the school to be, prior to the LGB on 05 May. Action: Governors to consider where they thought the school to be against the inspection criteria within the 'Leadership and Governance Self Evaluation Evidence – Governors' document at the LGB on 05.05.26 <u>Verbal report from:-</u> Safeguarding/ Inclusion 'drop-in' on 10 February – RT noted the central team had changed the format of such meetings to a focus on drop-in Q&A sessions. <u>For Info: Trust Meetings</u> New Governor Induction at 6.00pm Tuesday 21 April at Bottisham Village College AGF on Thursday 30 April Safeguarding/ Inclusion 'drop-in' on Wednesday 15 May AGF – on Thursday 09 July	RT All All,SH
6.	Heads Report Inc. safeguarding	
	The Headteachers Report was distributed prior to the meeting which MA proceeded to highlight key points from. General Overview – MA noted there had been a reduction in the stated number of behaviour logs in the current year, when compared to 2024-25. MA advised the national target for overall attendance to be 96% and stated the schools current data, partly effected by a high amount of chicken pox in the autumn term. From the presented DfE document, there had since been an improvement in data in response to one of the three suggested areas for the school to focus on.	

A governor noted whilst it was important to consider overall data, it was also important to consider data for individual cohorts and vulnerable groups? MA advised of the data for pupil premium children which continued to be lower than for non-PP (which formed part of wider national picture) and data for children on SEND support was the lowest group. The school had also issued parental 'reminder' letters to a stated number of families where a child had below average attendance. Schools were now required to have a supportive approach to improving attendance whilst also adhering to their attendance policy. The school had two EBSA (Emotionally Based School Avoidance) trained TAs to support children who were reluctant to be in school and there continued to be a wide range of activities and clubs to assist with targeted children at the start of the school day. A governor queried how many children were on the EBSA register? MA advised of the numbers and the school would both monitor children who flagged up via early identification and support others where avoidance was currently an issue. Premises – MA advised since writing the report, Bottisham Parish Council would visit next week with a view of part funding the replacement of the outdoor play equipment alongside the PTA. Wider Curriculum Enrichment and Experiences – MA noted the number and variety to be a strength of the school and briefly went through some of the highlights. A governor noted Yr3s had visited the C3 Church in Bottisham and central Cambridge Mosque – MA noted the reasoning as to why a small number of parents had not given permission for their child to attend the trip and suggested a piece of work within the wider community around tolerances and breaking down barriers? Staffing Update – MA proceeded to go through the section for governors information. The school had welcomed two trainee teachers from Homerton College and also had a link with Anglian Ruskin University and would welcome to students completing a teaching degree. A governor queried the length of time they would be based in the school? MA advised it would be a block placement managed via the universities, dependent on if existing teachers would agree to mentor them. Progress Towards AIP Priorities – MA and CP proceeded to go through the progress made towards the three priorities for 2025-26 in detail (Spring term actions had been highlighted in purple). A governor queried the reasoning for the monitoring and analysis of the attendance of pupil premium children within the 'Wider Curriculum Enrichment and Experiences'? MA advised of the reasoning for this. Further to the continuing use of the Positive Regards approach to behaviour, the SLT would next review that the schools behaviour policy aligned with it.	
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	Proposed Changes to the Leadership, PAN and Class Structures for 2026-27 – MA advised he had submitted a business proposal to the central team to re-organise the schools leadership team in response to lower numbers on roll as he would like to update the school community, but he was presently unable to share any further details with governors. Action: Business Proposal for 2026-27 to be taken to LGB on 05.05.26 AIP – A separate document titled ‘BCPS AIP 2025-2026’ was distributed prior to the meeting. Attendance – A separate document titled ‘Attendance Data – Autumn Term 2025’ was distributed prior to the meeting.	MA,SH
7.	Policies	
	Mobile Phone – A separate document was distributed prior to the meeting and MA advised whilst the school had guidance around the use of mobile phones, it did not have a policy in place. Due to the late issuing of the policy, it was agreed it would be taken to the LGB on 05 May for approval. Action: Mobile Phone Policy to be taken to LGB on 05.05.26 for approval	MA,SH
8.	Governor Visit Reports	
	There were none.	
9.	Review of risks relating to agenda items	
	This had already been discussed within Item 6.	
10.	Governor Training	
	SH reminded governors to please inform him of any training completed, to allow him to update governor training records.	
11.	Any Other Business	
	Approve LGB mtg dates for 2026-27 – Draft LGB meeting dates for 2026-27 had been distributed via the agenda, which governors approved. Action: Governors unanimously approved the following LGB meeting dates for 2026-27, all starting at 6.30pm in person; LGB1 - Tuesday 29 Sept 2026 LGB2 - Tuesday 24 November LGB3 - Tuesday 19 January 2027 LGB4 - Tuesday 02 March LGB5 - Tuesday 04 May LGB6 - Tuesday 29 June Parent Evenings – MA noted there would be parent evenings on Tuesday 17 and Thursday 19 March between 3.40-6.45pm and	

	should a governor attend as a parent, it would be an opportunity to discuss the role of 'local governance' with others.	
	Date of Next Meeting	
	The date of the next meeting is Tuesday 05th May 2026 at 6.30pm (in school). The meeting ended at 7.45pm	