

Bottisham Community Primary School

Local Governing Body

Meeting Minutes from meeting held on 18th May 2026



Governors Present

Mark Askew (MA) Headteacher

Rachel Chen (RC)

Clair Palmer (CP)

Chloe Raval (CR)

Rebecca Taylor (RT) Chair

Arnesh Vijay (AV)

Matt Witt (MW)

Others Present

Natalie Fulton (NF) Observer

Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	RT/SH to liaise with MT ref. whether he would like to continue for a further term or step down from the role	25.05.26	RT,SH
4.	Should MT decide to continue, SH to review access to allow MT to complete National College safeguarding training	07.07.26	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)	07.07.26	GS,MT
6.	2025-26 data to be taken to LGB on 14.07.26	07.07.26	MA,SH
9.	Report from governor visit on English to be distributed	07.07.26	RT,AV
9.	Report from governor visit on Celebration Assemblies to be distributed	07.07.26	CR
9.	Report from governor visit on SEND to be distributed	07.07.26	MW,RC
10.	SH distributed invite to allow governors to complete 2025-26 skills audit on 26.05.26, to allow a summary of responses to be taken to LGB on 14.07.26	07.07.26	All

	ITEM	ACTION
1.	Apologies and Quorum	
	RT welcomed governors to the meeting and apologies were received from Gary Saunders (GS) and Matt Tavener (MT) which were agreed by governors. The meeting was quorate.	
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 09th 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 4 – From the LGB on 25 November 2025, 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. Post Meeting Note: It was noted MTs term of office as a trust appointed governor would end on 12.07.26 Action: RT/SH to liaise with MT ref. whether he would like to continue for a further term or step down from the role Action: Should MT decide to continue, SH to review access to allow MT 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) Item 5 – RT advised she had since liaised with governors to confirm relevant staff and contact emails, to allow governors to agree dates and times to complete visits (see Item 9). All other actions had either been completed or would be discussed within the meeting.	RT,SH SH,MT GS,MT
5.	Chairs Report	
	Anglian Learning Governance Update Governor Monitoring Plan – <u>Verbal report from:-</u> New Governor Induction on 21 April – The training at Bottisham Village College had been moved online at short notice. Instead of asking governors to attend in person training at a later date, SH would forward a recording of a similar training session from November 2024 to allow governors to confirm they had viewed it. AGF on 30 April – The meeting had been deferred to allow the central team to continue to develop their proposals for the trusts new local governance model (it was hoped this could be shared at the AGF on 09 July). Safeguarding/ Inclusion ‘drop-in’ on 13 May – RT advised from 2025-26, meetings for link governors had been organised as ‘drop-in’ sessions, should relevant governors have specific issues/ questions. <u>For Info: Trust Meetings</u> AGF on Thursday 09 July	
6.	Heads Report Inc. safeguarding	

	2025-26 Data – A separate document titled ‘2026 Predicted Data’ was distributed prior to the meeting, which MA proceeded to go through, comparing data to the national averages for 2024-25. For the Yr4 Multiplication Timestable Check, schools would be compared via their average data, and not those who achieved 25/25. Children would take the test in Summer 2, either via a laptop/Ipad with a set time to respond to each question. The higher number of EHCPs in Yr4 was noted, which would affect data. A governor queried if there would be targeted support for Yr4s in preparation for the test ? CP advised there would be twice weekly booster groups, the 100 Club and access arrangements in place for SEND children to allow them to sit the test. For Yr6 writing, data was teacher assessed, and the local authority would complete an external moderation, for a percentage of schools in the county, each year. A governor queried when KS2 data would be published? MA advised children had sat tests last week and noted the access arrangements in place. National data would be published prior to the LGB on 14 July. Action: 2025-26 data to be taken to LGB on 14.07.26 Budget/ Business Proposal – MA advised draft budget proposals for 2026-27 were ongoing and on track, but noted ongoing challenges due to falling pupil numbers. <u>Refer to separate document titled ‘Confidential Minutes for LGB 5 Meeting 18th May 2026’ for further details</u> Trust Visit – A separate document titled ‘AIV T&L (April 2026)’ was distributed prior to the meeting, which MA proceeded to go through. A governor queried if TAs would participate in staff meetings? MA advised nationally teachers would be expected to attend weekly staff meetings. Within Anglian Learning there had been six training days in 2025-26, which whilst TAs were not contracted to attend, they would be asked to complete annual staff safeguarding training at the start of every year (which they would be paid for). In 2026-27, schools in Anglian Learning would have seven training days (two of which would be within TA contracted hours). There would also be a separate TA annual conference. The following documents were also distributed prior to the meeting;- • Analysis of Writing Outcomes Spring 2 • English Spring Headlines • Pupil Voice Summer 26 • The Writing Framework • The Writing Framework Actions	MA,SH
7.	Leadership and Governance Self Evaluation Evidence	
	A separate document titled ‘Leadership and Governance Self Evaluation Evidence’ was distributed prior to the meeting. MA advised within the new Ofsted inspection framework, there would be a move away from a single word outcome to having eight areas, each with five judgements (apart from safeguarding which would be either Met/ Not Met).	

	Within the Governance section on Pages 7-9 of the distributed document, were a number questions around 'Governance', for governors to consider. Whilst MA would complete the section, he would like governors understanding of the section to be aligned with the school. A governor noted there had previously been a suggestion of Ofsted training being taken to an LGB? MA advised a number of headteachers and the central team were part way through training to be Ofsted inspectors and the director of primary education could be invited to lead training? MA and CP welcomed governors queries and challenges at meetings and there were no inappropriate questions from governors. By having supporting papers prior to an LGB, governors had previously recorded any questions on a separate document for MA to respond to in detail at the subsequent meeting. A governor noted they considered the schools governors SharePoint difficult to navigate? Post Meeting Note: SH reviewed and simplified structure of governors SharePoint on 19.05.26	
8.	Policies	
	Mobile Phone – A separate document was distributed prior to the meeting. A governor queried if children were able to bring phones into school? MA advised whilst the school would prefer phones were not brought into school, for some older children who came to school on their own, parents may wish for them to one. He then advised of the procedure children would follow should they bring a mobile phone into the school. A governor queried the mobile phone policy for staff? MA advised whilst phones should always be turned to silent and never used in front of children, he gave examples of where it may be necessary for staff to use a phone. Relational Behaviour – A separate document was distributed prior to the meeting. Action: Governors unanimously approved both policies	
9.	Governor Visit Reports	
	RT and AV had completed a visit to meet with the English Lead and briefly went through their findings. Action: Report from governor visit on English to be distributed CR briefly went through her visit to a celebration assembly. She noted parents had been consulted as part of the initial process for the school agreeing its updated values but queried if the school would consider a further survey, to ascertain if values were being seen at home? Action: Report from governor visit on Celebration Assemblies to be distributed MW and RC planned to complete a visit on SEND in June. Action: Report from governor visit on SEND to be distributed	RT,AV CR MW,RC
10.	Governor Skills Audit	
	A separate link to allow governors to complete the audit had been included within the agenda.	

	Post Meeting Note: SH distributed invite to allow governors to complete 2025-26 skills audit on 26.05.26, to allow a summary of responses to be taken to LGB on 14.07.26	All
11.	Governor Training	
	SH reminded governors to please inform him of any training completed, to allow him to update governor training records.	
12.	Any Other Business	
	New Headteacher – A governor queried further details as to the appointment? RT advised three candidates had been shortlisted as part of a two day interview process and MA would meet with the new headteacher later in the week, as part of his handover (she would also be welcome to attend appropriate school events in Summer 2).	
	Date of Next Meeting	
	The date of the next meeting is Tuesday 14th July 2026 at 6.30pm (in school). The meeting ended at 8.05pm	