



# Bushmead Primary School

## Governing Board

### FULL GOVERNING BOARD MEETING

Tuesday 11<sup>th</sup> February 2025 at 6.30pm

### MINUTES

Present: Becky Richards (BR - Chair), Jodie Flowerday (JF – Vice Chair) (joined 7pm), Stephen Down (SD - Headteacher), Alison Blacow (AB), Catherine Johnson (CJ), Maureen Plowman (MP), Carl Sequeira (CS), and Bridget Turner (BT)

Also Present: Tracey Crawshaw (Camclerk)  
Mark Leonard (ML – Associate member), Moore (MM - Associate member)

	Item	Action
1.	<p><b>Welcome and apologies for absence.</b></p> <p><b>The meeting was quorate with 8/10 governors present.</b></p> <p>The Chair welcomed everyone to the meeting and the meeting started at 6.30pm.</p> <p>Apologies for absence were received from: Eleanor Smith (ES).</p> <p>No apologies received: Claire Porteous (CP).</p> <p>Apologies received from non-governors: Emma Perry (EP – Associate member).</p>	<p><b>APPROVED: Apologies accepted from ES and EP.</b></p>
2.	<p><b>Declarations of interest</b></p> <p>JF declared an interest as family member is the Evergreens Manager.</p>	

3.	<p><i>Minutes of the Previous Meeting and Matters Arising</i></p> <p>The Minutes of the meeting held on the 10<sup>th</sup> December 2024 were accepted as a true and accurate record.</p> <p>Actions from Previous Meetings</p> <p><i>Action 1: Confirm via Governor Hub – KCSIE, Standing Orders, Code of Conduct Pecuniary Interests. Completed.</i></p> <p><i>Action 2: Filtering and Monitoring of HT. Completed – agenda item for this meeting.</i></p> <p><i>Action 3: SD to contact ML regarding updating confirmations. Completed</i></p> <p><i>Action 4: Headteacher to start the parent governor election process in January 2025. Completed.</i></p> <p><i>Action 5: Update 3-year strategy plan. Completed.</i></p> <p><i>Action 6: Update/amend SIP and circulate to governors. Completed BR has added information to the governor section.</i></p> <p><i>Action 7: NGA Skills Audit to be completed by all governors. Completed – agenda item for this meeting.</i></p> <p><i>Action 8: Headteacher to feedback governors thanks and to acknowledge the hard work and effort of all staff. Completed.</i></p> <p><i>Action 9: Headteacher and MP to look at the staff survey feedback, create actions and areas of improvement (SIP). Ongoing.</i></p> <p><i>Action 10: Governors to bring headlines from training courses to meetings either emailed in advance to the clerk or via the GovernorHub noticeboard. Completed.</i></p>	<p><b>APPROVED:</b> <b>Minutes of the meeting held on 10<sup>th</sup> December 2024</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Ongoing</b></p> <p><b>Completed</b></p>
4.	<p><b>Head Teachers Update</b></p> <p><b>Head Teachers Report (on GovernorHub).</b></p> <p>The Headteacher has not been able to provide information on attendance due to the information not being on SIMS.</p> <p>Attendance is slightly better than the previous term with a 0.2% increase overall.</p> <p><i>Q – Has the data been impacted by the illness on the last day of term in December 2024.</i></p> <p><i>A – Attendance was 46% on the last day of term in December 2024 due to illness, this has not impacted the overall attendance figures.</i></p> <p>Staffing – One new member of staff has been appointed to a new multirole post. Three roles have been amalgamated, 6 hours in the kitchen garden, 10 hours leading on OPAL and afternoons working as a Learning Support Assistant (LSA) (there hours have been through additional funding in Early Years.</p> <p><i>Q – What is the kitchen garden element.</i></p> <p><i>A – It's not a groundsman role but to plant potatoes with the children for example.</i></p> <p>Safeguarding – Governors asked the Headteacher to make the</p>	

	<p>reporting data from MyConcern clearer for governors. The only way to do this was to rationalise the data to reduce the width of the report (previously 20 columns but the report only gave 15 titles). The Headteacher has excluded everything with only one record. The export function on MyConcern is not currently working so a verbal update was given. There are no so significant rises other than for Domestic Violence. There have been 4 incidents reported from external agencies since the last meeting. This could be where the police have been called to house where children are present. The legal definition of Domestic Violence has changed to include if children are in the house when the Domestic Violence happens to include if they are asleep at the time. Of the four reports 2 of them were when the children were asleep and were unaware. One case now has a family worker and the other case there is no action.</p> <p>Filtering and monitoring – Testing has shown that the Headteachers account is not being filtered in the same way as the rest of the school. The assumption is that this is because the Headteacher has admin rights. Tests were conducted by the chair alongside office staff and the issues has been raised with the provider (Securely). The chair noted that monitoring Securely in this way is a useful exercise and has highlighted an issue which has been reported to the company.</p> <p>Young cares – numbers have increased by 2.</p> <p>Governors asked the following questions from the report.</p> <p><i>Q – In the referrals and incidents section there are allegations against staff.</i></p> <p><i>A – These were minor allegations which are kept on record. No further action was required and they were not reported outside of the school. If they were significant allegations then we would need to report these to the Local Authority (LA). MyConcern has been updated and has 2 systems, one for staff and one for children which are now separate.</i></p> <p><b>Admission arrangements for 2025</b></p> <p>It was noted that the agenda has an error by stating 2024 but the admissions are for 2025.</p> <p>There are no proposed changes to the existing policy which is managed by the LA. There are 6 admissions criteria and the LA have to approve any changes.</p> <p><i>Q – Have you tried to change the admissions criteria previously.</i></p> <p><i>A – Yes, we previously wanted to have children out of catchment area and with a sibling above those without, but it was not possible.</i></p> <p>September 2025 first choices for admissions are 54 for this year. The Headteacher noted that admission numbers are significantly lower across the town for September 2025. We may meet the full number of 60 as we often gain a few pupils over summer break (such as moving into the area).</p>	
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	<p><i>Q. When is the deadline for applying for places in September 2025.</i></p> <p><i>A. Applications closed at the end of January 2025 and we are in the second round from now on.</i></p> <p><b>Critical Incident Plan</b></p> <p>The Critical Incident Plan is in place for if there is a significant incident in the school. If the school building has to be evacuated we would go to St Marys church. The children are familiar with walking to the church. All information is stored electronically, including contact information and the plan to follow.</p> <p><i>Q - Does the policy include incidents in the vicinity?</i></p> <p><i>A – Yes, if the incident impacts the school building in anyway.</i></p> <p><i>Q - Is the information housed outside of the school and is it all digital?</i></p> <p><i>A – The information is on Teams which is held remotely from the school. We do have a server in school which will removed by Easter, so there is no risk that fire or flooding would cause us to loose data.</i></p> <p><i>Q - Do you have rehearsals for critical incidents?</i></p> <p><i>A – We have fire evacuations onto playground and we have practiced an invacuation. Invacuation is basically any indoor space without window. If we had to fully evacuate the school it would be similar to walking to church for events.</i></p> <p><b>Sustainability Lead/Area</b></p> <p>The chair attended the LA Heads and Chairs briefing. All schools by September need to have a sustainability lead with an action plan. Board are also asked to consider a link governor role.</p> <p><b>Action: Clerk to add Sustainability and climate change strategy information on GovernorHub and governors to consider a sustainability link governor role.</b></p>	TC/all
5.	<p><b>Safeguarding Update</b></p> <p><b>Safeguarding Audit Update</b></p> <p>The safeguarding Audit has been completed and all actions have been signed off.</p> <p>The Single Central Record (SCR) is up to date and the Headteacher checks SCR monthly as part of the Safeguarding governor monitoring. The are situations where red ratings are on the SCR such as for a new member of staff as the induction process is a 6-month process. Cambridgeshire Therapeutic training is being held in April and governors are invited to attend.</p> <p><i>Q - How often is training undertaken for the Cambridgeshire Therapeutic thinking?</i></p> <p><i>A – There is a requirement to have refresher training. The expectation for the school is that Teachers are required to have the training. LSA staff have to be paid to attend the training and</i></p>	

	<p><i>we are hoping to get the vast majority of them trained. The training will take place on the 22<sup>nd</sup> April 2025 with mixed up on tables to enable discussions on how works Therapeutic thinking works and on the processes. CP and MP are able to attend the training.</i></p> <p><b>Safeguarding Wheel – Online Filtering and Monitoring</b></p> <p>Governors discussed the processes of online filtering and monitoring and how it sits within safeguarding.</p> <p>The online filtering and monitoring is for devices and internet connections within the school. Notifications are received from staff and children. If a device such as a laptop is taken home it would still be blocked and notifications sent to the administrators as if the device was in school. The Headteacher as administrator does receive notifications at weekends. The Securely system has significant advantage over LA version previously used by the school</p> <p>The chair noted it is good to know that Securely is a robust system. Governors need to be holding the school to account and the chair is checking the system as part of safeguarding monitoring. Governors can also check the system as part of their monitoring visits.</p> <p><i>Q – Is it only for devices on the school Wi-Fi.</i>  <i>A - Yes.</i></p>	
6.	<p><b>Wellbeing</b></p> <p><b>General Update</b></p> <p>The Employee Assistance Programme (EAP) has been used by staff.</p> <p>JF joined the meeting.</p> <p>The EAP includes counselling, legal advice and parenting advice. We can point people towards the service but we don't get a notification of if it has been used. The EAP would only contact the LA if there was a safeguarding concern.</p> <p>Wellbeing among staff is good, MP undertook a wellbeing drop in on Thursday (6<sup>th</sup> February 2025) and noted there was a lovely atmosphere in school.</p> <p>ML attended a leading deputies course on (5<sup>th</sup> February 2025) and staff from other school commented that Bushmead is a good place to work and that they want to look at parts of schools. ML has shared this feedback with staff.</p> <p>The staff survey was discussed by the Senior Leadership Team (SLT) and the feedback shows that the school is a good place to work. There is an open-door policy and staff do speak to SLT when they need support.</p> <p>MP noted that as part of her wellbeing visit she had a child asking if she was having a good day.</p>	

7.	<p><b>Committee Updates / Actions Carried Over</b></p> <p><b>a) Curriculum and Standards Committee – 04/02/2025 (postponed from 14/01/2025).</b></p> <p>The minutes are on GovernorHub for review and there were no actions.</p> <p><b>b) Finance, Premises and Personnel Committee – 28/01/2025.</b></p> <p>The minutes are on GovernorHub for review and there was one action:</p> <ul style="list-style-type: none"> <li>- The Schools Financial Value Standards (SFVS) is on GovernorHub, the Headteacher, MM and chair have reviewed the document.</li> </ul>	<p><b>AGREED: SFVS for 2025</b></p>
8.	<p><b>School Improvement Plan (SIP) Focus Area (on GovernorHub)</b></p> <p><b>a) Areas 1-5 – General Updates</b></p> <p>The SIP was reviewed in December and the Headteacher created a PowerPoint presentation (shared with governors at the meeting), which included:</p> <ul style="list-style-type: none"> <li>- Expectations.</li> <li>- Adaptive planning and teaching to meet the needs of all children in class based on Ofsted feedback.</li> <li>- Cambridge Therapeutic behaviours to be seen at all times.</li> <li>- Teachers responsible for all children in their class – those in tree house or at interventions</li> </ul> <p>The Headteacher met with all teachers individually, to look at individual areas of the SIP and to hold staff to account. Phase leaders undertook the same exercise with all the LSAs so that expectations are known to everyone. The PowerPoint was shared with staff, then LSAs and for all other staff including office staff, before and after all staff. The discussions were personalised to the roles and included explanations of how adaptations can be made for each role.</p> <p><i>Q – Will there be any further follow ups for any member of staff who need it.</i></p> <p><i>A- Once we have met and discussed the expectations through with all staff the Headteacher will have individual conversations with teachers. There will be expectation drop ins to class so that there is a bank of evidence for staff on adaptive teaching.</i></p> <p>All of the information is in the SIP, the exercise pulled out specific areas we want to focus on.</p> <p><i>Q - How often will this be reviewed?</i></p> <p><i>A - Individual staff will have the meetings once, during the next half term we will review the process. This sits outside performance management.</i></p> <p><i>Q - Is there any value in parents understanding Therapeutic Thinking.</i></p> <p><i>A – The Headteacher is attending training and will ask if there is</i></p>	

	<p><i>any information for the school community. This could provide the child with a more consistent message. ML is aware of 8 or 9 new modules and there is the possibility the one might be for the community.</i></p> <p>b) Area 6 – Governors evidence and impact update. The chair has updated the governor section and it will continue to be updated. BR will make the document open source so all governors can update the document.</p>	
9.	<p><b>Governing Body Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Training.</b></li> </ul> <p>Finance, Premises and Personnel training was discussed at the FPP meeting on the 28<sup>th</sup> January 2025.</p> <p>Managing Complaints and Allegations for Governors training on the 8<sup>th</sup> January 2025 was attended by AB &amp; CJ.</p> <p>Camclerk termly training was attended by the clerk on the 29<sup>th</sup> January 2025.</p> <ul style="list-style-type: none"> <li>• <b>Governor vacancies including parent governor vacancy.</b></li> </ul> <p>The information regarding the parent governor vacancy has been sent out to parents and the closing date is the 28<sup>th</sup> February 2025. Any parents interested in the role are encouraged to speak with the chair or Headteacher to ensure they understand the role and commitment required.</p> <p><b>Action: Clerk to send Governor Election and Pre appointment check document the Headteacher and BR.</b></p> <p>MM's term as an Associate member is up for renewal. Reappoint Michelle, FPP associate, 1 year. Voting rights.</p> <ul style="list-style-type: none"> <li>• <b>Skills Audit (on GovernorHub)</b></li> </ul> <p>Many thanks to JF for collating the outcomes of the skills audit.</p> <p>Good skills set with rankings of 3 and 4's which is encouraging to see as we have undertaken lots of training thus have a good skills set.</p> <p><b>Action: JF/CJ to review the skills audit outcomes to identify group training for the board either via the NGA or Cambridgeshire Governor Services.</b></p> <ul style="list-style-type: none"> <li>• <b>New Governor Induction.</b></li> </ul> <p>The induction process is up to date and has been reviewed as part of the induction CJ and CP.</p> <p>CJ noted that the induction felt very thorough, covering lots of different areas. It was broad enough as an overview and deep enough in areas</p>	<p>Clerk</p> <p><b>AGREEMENT : MM appointed as an Associate member for the term of 1 year with voting rights on the FPP committee</b></p> <p>JF/CJ</p>

	it need to be.	
<b>10.</b>	<p><b>Governor Link Visits and LA Visits</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance Link Visit (on GovernorHub)</b> BR undertook an attendance link met with the Headteacher and Ann Coffey on 13<sup>th</sup> January 2025. The key elements were: <ul style="list-style-type: none"> <li>- Attendance including trends</li> <li>- Reports provided to the Headteacher</li> <li>- How the school chases persistent absentees and reviews anomalies in attendance.</li> <li>- How absence monitored and managed with a termly update.</li> <li>- How meeting attendance obligation on School Improvement Plan.</li> </ul> </li> <li>• <b>Health &amp; Safety (H&amp;S) on 31<sup>st</sup> January 2025 which is in the FPP meeting folder)</b> JF undertook a H&amp;S monitoring visit the key element were: <ul style="list-style-type: none"> <li>- H&amp;S policy checked clause by clause and referenced.</li> <li>- Time with children in OPAL (windy day, things in place to protect children; back end of field was not used due to trees and wind).</li> <li>- Not all classes were visited, those that were JF chatted with teachers and pupils. The children were asked for any recommendations for school environments. The children would like a pool and cinema room. There were no serious H&amp;S concerns and the children are happy with the classrooms.</li> </ul> </li> <li>• <b>Wellbeing drop on 6<sup>th</sup> February 2025</b> MP undertook a wellbeing drop in.</li> <li>• AB is due undertake Maths and Science monitoring visit (dates to be set).</li> <li>• BR &amp; CJ are undertaking a History monitoring visit on Friday 14<sup>th</sup> February 2025.</li> </ul>	
<b>11.</b>	<p><b>Policies to Review:</b></p> <p><b>a) First Aid Policy 2025</b> <i>Q – The top of policy references a Children’s Services First Aid Needs Assessment Form what is this.</i> <i>A- This is used if a referral is made to social care based on medical grounds if concerned are raised.</i></p> <p><b>b) Exclusions</b>  This is a LA model policy which has been personalised to the school.</p> <p><b>c) CCTV</b></p>	<p><b>AGREED: First Aid Policy 2025, Exclusions Policy 2025 and CCTV Policy 2024</b></p>



	<p>Q – Is there criteria for longer term storage of recordings if required.</p> <p>A - No, there are no criteria. The recordings delete after 30 days. We would keep recordings for longer if there was an ongoing investigation such as when had people on the school roof.</p>	
12.	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>- <b>New letter interview with school council</b> BR has spoken to the school council lead and CJ is to be interviewed by the school council. This will also tie in with the advertising for a parent governor. Questions will include why a governor, what do you do and what do you enjoy about the role.</li> <li>- <b>School website review of Governors</b> The website is revied every year through primary site is covered from an operational point of view. CJ has volunteers to review the website from a governance perspective. <b>Action: Clerk to send website audit tool to CJ.</b></li> <li>- <b>Equality Diversity and Inclusion statement on website.</b> Are we happy up to date. Check with Emma up to date. <b>Cybersecurity</b> Training information for Governors on Cybersecurity <a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/cyber-security-for-governance/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/cyber-security-for-governance/</a></li> <li>- The chair advised the governing body that she will be resigning from 4<sup>th</sup> April 2025. This has been a difficult decision. The school received a good Ofsted report and it is the right time to move on as the board is in a strong place. After 7 years BR will move to support other schools in Cambridgeshire. Governors were asked to consider if they would like to take on the role of chair. BR noted it has been an honour to be the chair of governors and to work closely with the Headteacher and the SLT. If anyone is interested in the role please have a conversation with the Headteacher or BR.</li> </ul> <p>Governors noted their gratitude to BR and the journey the school has been on over the last 7 years but particularly last 2 ½ years.</p> <p><b>Action: Clerk to place information on the role of chair in the meeting folder on GovernorHub.</b></p>	<p>Clerk</p> <p>Clerk</p>
13.	<p><b>Consider impact of meeting</b></p> <ul style="list-style-type: none"> <li>- Governors reviewed training gaps from skills matrix</li> <li>- Sustainability lead planning</li> <li>- Online filtering and monitoring found a gap in monitoring which is being addressed</li> <li>- Succession planning</li> <li>- Parental engagement Cambridge Therapeutic Thinking.</li> </ul>	

<b>14.</b>	<b>Date of next FGB meetings</b> <b>Tuesday 1<sup>st</sup> April 2025 6.30 pm - Sign off budget.</b> Governors are welcome to attend the FPP being held on the 25 <sup>th</sup> March 2025 to understand the budget setting. If any governors have any items for the FGB agenda please send them to BR and TC. <b>Tuesday 20<sup>th</sup> May 2025 6.30pm</b> <b>Tuesday 15<sup>th</sup> July 2025 6.30pm</b>	
	The meeting closed at 8.05pm	

Agreed as an accurate record.

Signed: *Becky Richards*

Date: 01/04/2025

### ACTION GRID

Item	Action	Deadline	Responsibility
3	Headteacher and MP to look at the staff survey feedback, create actions and areas of improvement.	ASAP	Head/AB
4	Clerk to add Sustainability and climate change strategy information on GovernorHub and governors to consider a sustainability link governor role.	ASAP	Clerk
9	Clerk to send Governor Election and Pre appointment check document the Headteacher and BR.	ASAP	Clerk
9	JF/CJ to review the skills audit outcomes to identify group training for the board either via the NGA or Cambridgeshire Governor Services.	ASAP	JF/CJ
12	Clerk to send website audit tool to CJ.	ASAP	TC
12	Clerk to place information on the role of chair in the meeting folder on GovernorHub.	ASAP	Clerk