



# Bushmead Primary School

## Governing Board

### FULL GOVERNING BOARD MEETING

Tuesday 20<sup>th</sup> May 2025 at 6.30pm

### MINUTES

Present: Jodie Flowerday (JF – Vice Chair), Stephen Down (SD - Headteacher), Catherine Johnson (CJ), Maureen Plowman (MP) and Alison Blacow (AB)

Also Present: Tracey Crawshaw (Camclerk), Lorna Lawrence (School Finance Officer) for AOB item 1 (left at 19.28), Michelle Moore (MM - Associate member) (joined at 7.30pm).

	Item	Action
1.	<p><b>Welcome and apologies for absence.</b></p> <p><b>The meeting was quorate with 5/10 governors present.</b></p> <p><b>The order of the meeting was changed due to an additional AOB item AOB1.</b></p> <p>The Chair welcomed everyone to the meeting and the meeting started at 6.35pm.</p> <p>Apologies for absence were received from: Claire Porteous (CP), Bridget Turner (BT) and Carl Sequeira (CS),</p> <p>No apologies received: Eleanor Smith (ES)</p> <p>Apologies received from non-governors: Mark Leonard (ML – Associate member),</p>	<p><b>APPROVED:</b> <b>Apologies</b> <b>accepted</b> <b>from CP, BT</b> <b>and CS.</b></p>
2.	<p><b>Declarations of interest</b></p> <p>JF declared an interest as family member is the Evergreens Manager.</p>	
<b>AOB1</b>	<p><b>A Confidential item was recorded.</b></p>	
3.	<p><i>Minutes of the Previous Meeting and Matters Arising</i></p> <p>MM joined the meeting at 7.30pm.</p> <p>The Minutes of the meeting held on the 11<sup>th</sup> February 2025 were</p>	<p><b>APPROVED:</b> <b>Minutes of</b></p>

	<p>accepted as a true and accurate record.</p> <p>Actions from Previous Meetings</p> <p><i>Action: JF/CJ to review the skills audit outcomes to identify group training for the board either via the NGA or Cambridgeshire Governor Services. GB matters. Completed. The main outcomes were the C&amp;S committee members would benefit from increasing their understanding of finances and the finance committee overall strategy and reviewing data. JF send an email sent to all governors with suggestions for training.</i></p> <p><i>Action: BR to send attendance report to governors from Friday 28<sup>th</sup> March 2025. Completed.</i></p> <p><i>Action: JF to organise OPAL visit. Completed. The visit is scheduled for Friday 23<sup>rd</sup> May 2025.</i></p> <p><i>Action: JF circulate to circulate training suggestions on Learning Link. Completed.</i></p> <p><i>Action: Training and development governor to be agreed at the next meeting. Completed. Agenda item 10.</i></p> <p><i>Action: July business meeting to review link governor roles and a refresher on link monitoring. Monitoring is being discussed at this meeting in Item 4. Ongoing.</i></p> <p><i>Action: EP to place child friendly anti bullying policy on the wellbeing board and to organise for it to be sent out with the new parent pack. Ongoing.</i></p> <p><i>Action: Headteacher to review sun cream within the Medical policy and bring back to the next meeting. Completed. Policy agreed with that change. Information to be sent out to parents.</i></p> <p><i>Action: Please can governors send policy queries in advance of meetings including minor typos or grammatical errors. Completed</i></p> <p><i>Action: BR to undertake handover with CJ. Completed.</i></p> <p><i>Action: Clerk to contact Governor Services regarding LA paperwork. Completed.</i></p> <p><i>Action: JF to complete LA Governor Paperwork.</i></p> <p><i>Action: Governor newsletter article with school council to be revisited in the summer term. Completed.</i></p> <p><i>Action: Headteacher to update the Equality, Diversity and Inclusion statement the school on website. Completed but not yet on the school website as we are moving to a new provider. The new website goes live at the end of May and includes the updated statement.</i></p> <p><i>Action: HT to investigate outdoor space coverings at the FGB meeting on the 20<sup>th</sup> May 2025. Completed. The cost is around £2,000 and the Headteacher will try to add this to next years budget.</i></p>	<p><b>the meeting held on 1<sup>st</sup> April 2025</b></p>
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4.	<p><i>Refresher on Link Governor Monitoring</i></p> <p>AB presented a PowerPoint on the Link Governor Monitoring role which is on GovernorHub (Link Visits - Governor Guidance – AB)".</p> <p>Slides included:</p> <ul style="list-style-type: none"> <li>- Link governor role policy.</li> <li>- Purpose of the role of link governors</li> <li>- Effective practice using preparation. Understand the visit in line with the School Improvement Plan (SIP) and preparation of questions.</li> <li>- Effective practice: the visit.</li> <li>- Effective practice: the book look.</li> <li>- Effective practice: learning walk.</li> <li>- Recording impact of monitoring.</li> </ul> <p><i>Q – Is there a way of ensuring we can organise visits with staff as some governors have struggled.</i></p> <p><i>A – Staff have designated release time, which is most commonly used morning, which is where it may be harder for governors. Governor release time can be organised at other times during the school day.</i></p>	
5.	<p><b>Head Teachers Update</b></p> <p><b>Head Teachers Report (on GovernorHub).</b></p> <p>The Headteacher highlighted items from the report and governors asked the following questions:</p> <p><i>Q – Attendance is around 94% is that ok.</i></p> <p><i>A – The Headteacher noticed that 94% is not good enough. MP is receiving attendance updates and is aware of actions in place to support attendance.</i></p> <p><i>Q – Has there been any movement on the wall in the Key Stage 1 area.</i></p> <p><i>A – There has been no significant movement. The wall is being closely monitored and documented.</i></p> <p>Action: Headteacher to investigate alternative actions for the Key Stage 1 wall.</p> <p><i>Q – There have been 3 reported bullying incidents.</i></p> <p><i>A – They are all separate incidents. Two are from one class with repeated intention over one child. One Resolved and actions are in place. One in the middle of the process and one incident was reported recently and will follow the same process as the other two reports.</i></p> <p><i>Q - My concerns, Parental conduct is high are there any concerns?</i></p>	

	<p><i>A - 3 or 4 families contribute to this and there is nothing of major concern in parental conduct. If the school has a concern about a child it would fall into an abuse category. Examples of parental conduct are use of language, arguing at home and items in lunch boxes.</i></p> <p><i>Q – Is there anything in MyConcern chart that you are worried about</i></p> <p><i>A - Parental violence to a child is increasing (generally smacking of a child) which is of concern.</i></p> <p><i>Q – Is this concern with parental violence across the board or in particular children</i></p> <p><i>A – There are at least 5 children and it is an area of concern.</i></p> <p><i>Q - Exclusions have gone down compared to previous reports.</i></p> <p><i>A – We do have a difficult child in school at the moment so this may go up. Internal exclusions continue where necessary.</i></p> <p><i>Q - Are parents supportive of the exclusions?</i></p> <p><i>A – Yes, they generally are.</i></p>	
6.	<p><b>Safeguarding Update (Headteacher)</b></p> <p><b>Safeguarding Wheel – Prevent Duty (on GovernorHub)</b></p> <ul style="list-style-type: none"> <li>- Prevent now wrapped into safeguarding.</li> <li>- Is defined as significantly disruptive behaviour.</li> <li>- In school, in line with the school ethos we are looking for children that are saying things not normal and is part of professional curiosity.</li> <li>- Reports are recorded on MyConcern and flagged as Prevent.</li> </ul> <p><i>Q - Are you seeing increasing concerns around Prevent?</i></p> <p><i>A – No we have very few concerns around Prevent.</i></p>	
7.	<p><b>Wellbeing</b></p> <ul style="list-style-type: none"> <li>• <b>General Update</b> <ul style="list-style-type: none"> <li>- No real update as there have not been many changes.</li> <li>- The Headteacher has given reminders to staff of professional behaviour and friendship groups.</li> </ul> </li> </ul>	
8.	<p><b>Committee Updates / Actions Carried Over</b></p> <p><b>a) Curriculum and Standards Committee – 06/05/2025</b></p> <p>AB noted the minutes are on GovernorHub and there is no update</p> <p><b>b) Finance, Premises and Personnel Committee – 13/05/2025.</b></p>	

	<p>JF noted the minutes are on GovernorHub for review. An additional item was due to be discussed in AOB but will be discussed now.</p> <p>The budgeted for 2025/25 was agreed and submitted to LA with a deficit of -£5,159.61.</p> <p>The LA contacted the school yesterday to say that £6,000 needed to be found to balance the budget.</p> <p>The following areas were reviewed:</p> <ul style="list-style-type: none"> <li>- Staff training and development has been reduced by £3,000 as one-off training for 6 Learning Assistants taking level 3 last year would not take place this year.</li> <li>- Non-structural maintenance has been reduced to £1,000, non-essential but keeps school looking nice.</li> <li>- Gas and electricity has been reduced by £1,000 to £17,000. We should made additional savings using the air conditioning for heating.</li> <li>- Outdoor education has been reduced to £1,000.</li> </ul> <p><i>Q – At the budget discussion we budgeted £3,000 for carpeting why are we not reducing that budget line?</i></p> <p><i>A – The intention is to keep the school updated so it looks in good condition, in some areas the replacement carpets are essential to such as the Reception class carpet. The allocations can always be revaluated later in the year.</i></p> <p><i>Q - Are we happy money taken is being away from the staff training pot.</i></p> <p><i>A – The Headteacher noted that we have never said no to training. In 2024/25 we budgeted £8,000 and spent £5,000.</i></p> <p>MM noted that the school income may increase with extra money coming in, such as grants but as they are not guaranteed we have not included them in the budget.</p>	<p><b>APPROVED: 2025/26 budget with a carry forward of £525.49.</b></p>
9.	<p><b>School Improvement Plan (SIP)</b></p> <p>The process for setting SIP was discussed:</p> <ul style="list-style-type: none"> <li>- The SIP is evaluated with where we are this year and where we want to be.</li> <li>- At the end of this academic year the Headteacher evaluates the SIP alongside the Senior Leadership Team and look at the 5-year strategic plan.</li> <li>- A day is spent looking at data, the 5-year plan, where we feel the school is. Ideas are brain stormed and then considered by what fits together logically and then prioritised into the plan.</li> <li>- Chair being part of the process this year.</li> <li>- The Headteacher then takes away the ideas in July at end of term, creates the SIP and then goes back to</li> </ul>	

	<p>SLT and chair over summer holidays for input.</p> <ul style="list-style-type: none"> <li>- At the beginning of the new academic year as part of the Inset day the school priorities for year are shared and what it means to individual staff and how they will be measured.</li> <li>- The process includes Criag Duncan (Schools Improvement Advisor (SIA)) to have a Local Authority view on the plans</li> <li>- Governor part of SIP is put together by chair, for discussion by governors.</li> </ul> <p>Action: Chair to consider governor input to SIP.</p>	
10.	<p><b>Governing Body Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Training – latest taken by governors with key points discussed</b></li> </ul> <p>CP attended Schools Funding, Budgeting and Financial Monitoring on 20<sup>th</sup> May 2025.</p> <p>AB is booked at attend Analysing and Using Data 4<sup>th</sup> June 2025.</p> <p>CJ is booked to attend Being an Effective Safeguarding Governor on the 10<sup>th</sup> July 2025 and the LA Annual Governor Conference 19<sup>th</sup> June 2025.</p> <ul style="list-style-type: none"> <li>• <b>Governor vacancies including parent governor vacancy.</b></li> </ul> <p>A parent is interested in the Parent Governor vacancy.</p> <p>Any new governor would join the C&amp;S committee.</p> <p>Action: Chair and Headteacher to speak with potential new parent governor.</p> <p>Action: Headteacher to approach the St Neots schools forum for any aspiring leaders who would like to be governors at the school.</p> <p>The Clerk advised governors that the terms of office for ML and EP as Associate Members end on the 8<sup>th</sup> July 2025.</p> <ul style="list-style-type: none"> <li>• <b>Governor Link roles</b> Appointment were discussed: <ul style="list-style-type: none"> <li>- <b>Sustainability Governors</b></li> <li>- <b>Training and Development</b></li> </ul> </li> <li>• <b>Skills Audit (on GovernorHub) – suggestions for training</b></li> </ul> <p>Not used, discussed in item 3.</p>	<p><b>APPROVED:</b> <b>ML &amp; EP</b> <b>reappointed</b> <b>as Associate</b> <b>Members for</b> <b>the term of</b> <b>one year from</b> <b>09/07/2025</b></p> <p><b>APPROVED:</b> <b>CP as</b> <b>Sustainability</b> <b>Governor and</b> <b>JF as</b> <b>Training and</b></p>

		<b>Development Governor.</b>
<b>11.</b>	<p><b>Governor Link Visits and LA Visits</b></p> <ul style="list-style-type: none"> <li>• <b>OPAL Visit</b> JF noted the OPAL visit is booked for Friday 23<sup>rd</sup> May 2025. She has also booked a visit for Alternative Provision on the 4<sup>th</sup> June 2025 and a Forest School visit is being organised.</li> <li>• <b>Monitoring Visits</b>  JF &amp; EP are organising a SEND visit.  MP is due to undertake a Sports Premium visit.  AB undertook a Science monitoring visit today; Pupil Premium monitoring visit is scheduled for the 4<sup>th</sup> June 2025 and Maths is to be confirmed.  CJ undertook a SATs monitoring visit with one minor recommendation.  Action: Chair to email governors regarding link governor roles prior to the next meeting.</li> </ul>	
<b>12.</b>	<p><b>Policies to Review:</b></p> <ul style="list-style-type: none"> <li>a) <b>Medical Policy</b> The policy has now been updated with roll on suncream. The policy was approved at the last meeting.</li> <li>b) <b>Appraisal and Capability Policy</b>– Agreed. This is an EPM model policy which is personalised to the school.</li> <li>c) <b>Equality and Diversity Policy</b> The policy reference an Equality Link Governor. This will be part of one of the roles to be discussed at the next meeting.</li> </ul>	<b>APPROVED: Appraisal and Capability Policy and Equality and Diversity Policy</b>
<b>13.</b>	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>	
<b>14.</b>	<p><b>Consider impact of meeting</b></p> <ul style="list-style-type: none"> <li>- Review of governor monitoring and best practice</li> <li>- Governors aware of Prevent in school</li> <li>- Governors updated on the SIP review process.</li> </ul>	
<b>15.</b>	<p><b>Date of next FGB meetings</b> <b>Tuesday 15<sup>th</sup> July 2025 6.30pm at school</b></p>	

	The meeting closed at 8.35pm	
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Agreed as an accurate record.

Signed: Catherine Johnson

Date: 15/07/2025

### ACTION GRID

Item	Action	Deadline	Responsibility
3	July business meeting to review link governor roles and a refresher on link monitoring.	July FGB	Board
3	EP to place child friendly anti bullying policy on the wellbeing board and to organise for it to be sent out with the new parent pack.		
3	JF to complete LA governor forms	ASAP	Clerk
5	Headteacher to investigate alternative actions for the KS1 wall.	ASAP	Head
9	Chair to consider governor input to SIP.	September 2025	Chair
10	Chair and Headteacher to speak with potential new parent governor.	ASAP	Chair
10	Headteacher to approach the St Neots schools forum for any aspiring leaders who would like to be governors at the school.	July FGB	Head
11	Chair to email governors regarding link governor roles prior to the next meeting.	Chair	June 2025