



Bushmead Primary School

Governing Board

FULL GOVERNING BOARD MEETING

Tuesday 24th September 2024 at 6.30pm

MINUTES

Present: Stephen Down (SD - Headteacher), Jodie Flowerday (JF), Catherine Johnson (CJ), Michelle Moore (MM), Emma Perry (EP), Claire Porteous (CP), Maureen Plowman (MP), Becky Richards (BR - Chair), Carl Sequeria (CS), Eleanor Smith (ES)

Also Present: Jo Russel (Clerk)

	Item	Action
1.	Welcome and apologies for absence. The Chair welcomed everyone to the meeting. Apologies for absence were received from Mark Leonard, Alison Blacow and Bridget Turner, which were accepted. Lisa Coyne did not attend - no apologies received.	
2.	Declarations of interest JF declared an interest as family member is the Evergreens Manager.	
3.	Governor Actions: <ul style="list-style-type: none">Code of ConductStanding OrdersKCSIE 2024Pecuniary Interests – governors are to declare any business interests which may conflict with the school. The governors all approved the above documents. All governors to confirm via Governor Hub. <ul style="list-style-type: none">Committee Terms of Reference Terms of reference are to be reviewed in the committees and then ratified at the next FGB, where they shall be formally adopted.	Approved All governors Committee Chairs
4.	Minutes of the Previous Meeting and Matters Arising The Minutes of the Meetings of 9 th July 2024 were accepted as a true and accurate record. BR indicated that it would be ideal if 4 or 5 governors could complete the NGA Exclusion Training.	All governors

	All other actions were completed.	
5.	<p>Safeguarding</p> <p>a) Annual Safeguarding Review Report – this is not complete yet so will be carried forward to the next FGB.</p> <p>b) Changes to KCSIE for 2024 – there are not as many changes this year. “Child exploitation” is mentioned a lot now. As regards to filtering and monitoring the emphasis now is on schools to ensure this is robust and governors need to ensure that the head teacher is doing this. If there is anything flagged SD will receive a report immediately, not once per week.</p> <p><i>Q - A governor asked who monitors the head teacher.</i></p> <p><i>A - SD said he has raised this as an issue with the team as no one does at present. BR will investigate this as she is the safeguarding governor.</i></p> <p>c) Safeguarding and Child Protection policy – governors confirmed that they had all read the policy, and it was approved.</p> <p>d) DBS and Section 128 Checks on Staff</p> <p>BR asked if the Section 28 and DBS checks had been done. Governors had previously agreed there should be a rolling update of staff DBS and Section 128 checks. SD advised that there was no legal requirement for the checks to be updated. It was proposed that the DBS and Section 128 Checks should be updated where they were over four years old. SD will that the five oldest checks will be renewed, and this would start the rolling programme. It was agreed this would commence after the half term break.</p>	<p>Chair</p> <p>Approved</p> <p>HT</p>
6.	<p>Head Teacher’s Report</p> <p>BR advised all governors that any questions on the head teacher’s report should be sent to SD and the clerk in advance of each meeting.</p> <p>A copy of the Head Teacher’s Report had been circulated prior to the meeting.</p> <p><u>Attendance:</u></p> <p><i>Q - A Governor asked how the time change had affected lateness.</i></p> <p><i>A - SD confirmed that it was very early to tell but it has had a positive effect so far. It was only three weeks into the new term though.</i></p> <p><i>Q - A governor questioned the high number of leavers – which totalled fifteen.</i></p> <p><i>A - SD explained that five families had left the area, which accounted for eleven of the children leaving. Only one child had left because the parents were unhappy with the school.</i></p> <p><i>Q - A governor noted that attendance was down to 93% last academic year so not a big dip but questioned why.</i></p> <p><i>A - SD said that nationally the figure is 93.7%. The school takes all</i></p>	

	<p><i>reasonable steps to improve attendance. Governors will need to look at the trends in non-attendance and whether this is a result of holidays, birthdays off school and there is quite a lot of sickness. The SIP will look at strategies to improve attendance.</i></p> <p><i>Q - A governor asked if it was worth restating the illness policy with parents.</i></p> <p><i>A - SD agreed this would be a good idea.</i></p> <p><u>My concerns:</u></p> <p><i>Q – a governor asked why there was no data on the report.</i></p> <p><i>A – SD said that there was insufficient data available for this meeting.</i></p> <p><i>Q – a governor queried how they would know if a problem in the previous academic year carried over to this new year.</i></p> <p><i>A - it was agreed to include last year's data on the head teacher's report the same as the attendance data.</i></p> <p><u>Staffing:</u></p> <p>SD reported that there is a new LSA in Beech class as one resigned at the end of last academic year. The plan is to also readvertise for the recruitment of a year one teacher. An advert has been placed and the three teachers who applied at the top of the pay scale that unfortunately the school could not afford to employ last academic year, are encouraged to apply again. The school currently employs a supply teacher. SD said he may need to sacrifice other things to pay for the year one teacher particularly if he must use a recruitment agency again as this is expensive. The school's financial system is offline which means SD cannot look at the budget and where savings could be made. This matter will move to the FPP Committee.</p> <p>SD reported that there are three apprentices in school currently. Two LSAs and one PE.</p> <p><u>Filtering and Monitoring:</u></p> <p>SD said there were no reports this academic year.</p> <p><u>Buildings and Maintenance:</u></p> <p>SD reported that he may need to repair the wall as it is being damaged by tree roots. It is very closely monitored by a professional. It had moved very slightly last time it was inspected and although nothing needs doing immediately SD does need to start to think about options to replace it. This matter will be moved to the FPP Committee.</p> <p><u>Targets:</u></p> <p>The target setting process for the school is happening at Pupil Progress meetings that happened after the deadline for this report. High level targets will be available after the FGB and SD will forward to all governors so they can be discussed at the first C & S meeting.</p> <p>The Governors thanked SD for his comprehensive report.</p>	<p>HT</p> <p>FPP (JF)</p> <p>FPP (JF)</p> <p>C&S (CS)</p>
7.	<p>Committee Updates / Actions Carried Over</p> <p>a) Curriculum and Standards Committee – no report but BR will</p>	

	<p>meet with CS to discuss agendas.</p> <p>b) Finance, Premises and Personnel Committee – no report.</p>	
8.	<p>All governors confirmed they had read the following documents:</p> <p>a) 3-year strategy plan – Governors added the target of 85% children to be ARE by 2028 in line with government requirements as the government set a target of 85% of children to be secondary ready when they leave primary. Governors approved the update to the plan showing outcomes for 2023/2024. SD reported that Bushmead has stated on the SIP that they will be moving toward this figure by 2028.</p> <p>This document needs updating for 24/25. BR will amend and circulate on Governor Hub.</p> <p>a) SIP – the focus is on driving up attainment in writing to over 70% across the school. <i>Q – a governor asked if there was a target for the SEN register. A – the county advisor had mentioned that the school needed to recognise that children may come on and off the register. The SEN register has 70 children some of which have no identified difficulties or an actual diagnosis. With significant input these children can improve significantly.</i></p> <p>The document needed renumbering-which SD will do and then it will be recirculated.</p> <p>Governors approved the 2024-2025 SIP.</p> <p>b) SEF – this document mirrors the Ofsted framework. The school is expecting an Ofsted visit soon. A Section 8 inspection is for good rated schools. Section 5 inspection is a full inspection where schools are graded on 5 areas and is more in-depth. Ofsted have indicated that they are keen not to put the HT and staff under stress due to their inspections.</p>	<p>Chair</p> <p>Head</p>
9.	<p>Governing Body Matters</p> <ul style="list-style-type: none"> • Training – All governors should complete the NGA Skills Audit will which help identify weaknesses on knowledge and competencies. Appropriate training can then be decided. There is an expectation that governors should complete this skills audit. BR mentioned that there was a Developing Curriculum course that week if anyone could make it. The Key also has a very useful article on how to monitor your school. • Review link roles – all governors confirmed that they were happy with their link roles and agreed to start booking in meetings now. • Possible parent governor vacancy – LC has a change in personal circumstances and can no longer take up the role. A formal resignation is still required though. SD has offered LC a 	<p>Head</p>

	<p>meeting and if she does not respond then he will take this as her formal resignation.</p> <ul style="list-style-type: none"> • NGA Skills Audit – BR will circulate this to all governors. 	Chair
10.	<p>Governor Link Visits and LA Visits</p> <p>There has been a LA visit by the new SIA, but the report has not been received as of yet. The LA advisors visit ten times per year.</p> <p>Governor link/monitoring visits - If there are any questions about the link visits guidance schedule on Governor Hub can the governors speak to AB. Visits need to be spread over the year.</p> <p>BR will circulate a visit template and then publish on Governor Hub so it can be updated with the governor visits.</p>	Chair
11.	<p>Policies to Review:</p> <ul style="list-style-type: none"> a) Attendance Policy - approved and adopted. b) Behaviour Policy – approved and adopted. c) Complaints Policy - approved and adopted. d) Shared Parental leave – SD will check the figures are correct. It is a model policy so they should be. <p>Approved and adopted subject to that check.</p> <ul style="list-style-type: none"> e) Pay Policy – this is still being finalised. Another version will be released soon by EPM so it cannot be approved at this meeting. This will be moved to the next FPP meeting. 	<p>All approved</p> <p>SD</p>
12.	Date of next FGB meeting – 10 December 2024	
13.	<p>Consider impact of meeting</p> <ul style="list-style-type: none"> • This was largely a business meeting. All governors have agreed to abide by the Code of Conduct and Standing Orders. • It was agreed that the data from MyConcern would be analysed in conjunction with the previous academic year's data. • The strategic documents have been reviewed – SEF and SIP • Approved policies to ensure compliance. • Agreed to undertake training to become more knowledgeable as a Board. • Filtering and monitoring - to look at additional notifications in respect of SD. 	
14.	<p>Any other business:</p> <p>MP gave her apologies for the next C & S and FPP meetings.</p> <p>The meeting closed at 8.20pm</p>	

Agreed as an accurate record.

Signed: *Becky Richards*

Date: 10th December 2024

ACTION GRID

Item	Action	Deadline	Responsibility
1	Confirm via Governor Hub – KCSIE, Standing Orders, Code of Conduct Pecuniary Interests	ASAP	All governors
2	Ratify Terms of Reference in committees	By next FGB - 10 December	Committee Chairs
3	Complete NGA Exclusion training	ASAP	As many governors as possible
4	Filtering and Monitoring of HT	ASAP	Chair
5	Section 28 and DBS checks	After half term break	HT
6	Update 3-year strategy plan	ASAP	Chair
7	Update/amend SIP and circulate to governors	ASAP	Chair
8	Possible parent governor vacancy	ASAP	HT
9	Circulate NGA Skills Audit to governors	ASAP	Chair
10	Circulate visit template to governors	ASAP	Chair
11	Check shared parental leave policy figures are correct	ASAP	HT
12	Pay Policy to be approved at the next FPP meeting once it has been finalised	ASAP	FPP committee