



Bushmead Primary School

Governing Board

APPROVED

FULL GOVERNING BOARD MEETING

Tuesday 30th September 2025 at 6.30pm

MINUTES

Present: Catherine Johnson (CJ) (chair), Jodie Flowerday (JF – Vice Chair), Stephen Down (SD - Headteacher), Alison Blacow (AB), Sharon Case (SC), Caroline Fawcett (CF), Claire Porteous (CP), Maureen Plowman (MP), Bridget Turner (BT) and Carl Sequeira (CS)

Also Present: Tracey Crawshaw (Camclerk), Michelle Moore (MM - Associate member), Mark Leonard (ML – Associate member) (at 8.26pm), Emma Perry (EP – Associate member).

| | Item | Action/Agreement |
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| 1. | Welcome and apologies for absence. The meeting was quorate with 10/10 governors present. Introductions were given for the benefit of the new governors CF (parent governor) and SC (staff governor) The Chair welcomed everyone to the meeting and the meeting started at 6.30pm. Apologies for absence were received from: Eleanor Smith (ES). No apologies received: None Apologies received from non-governors: None | |
| 2. | Declarations of interest JF declared an interest as family member is the Evergreens Manager. | |
| 3. | Governor Business Governor Code of Conduct 2025-26 (on GovernorHub) The Code of Conduct for 2025-26 was agreed by all present. Standing Orders 2025-26 (on GovernorHub) The Standing Orders for 2025-26 were agreed. Keeping Children Safe in Education (KCSIE) 2025 (on | APPROVED: Governor Code of Conduct 2025-26 and Standing Orders 2025- 25. |

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| | <p>GovernorHub)</p> <p>Q - Working together to improve attendance is statutory in KCSIE. Are there any difference within the Local Authority and communications regarding attendance. A - The Education Welfare Officer has advised the Headteacher that as a school we are undertaking above and beyond the requirements.</p> <p>Q - Cyber security standard recommendations for schools have been updated. A – The school has an online safety lead and Governor Services have provided an update for Governors.</p> <p>Committee Terms of Reference (on GovernorHub)</p> <p>The Curriculum & Standards Terms of Reference were discussed at the last meeting. The quorum was changed to 3.</p> <p>The Finance Premises and Personnel Term of Reference have not been discussed. The quorum is 4.</p> <p>To ensure consistency the committees will discuss the terms of reference against the Governor Services Model document at the next meetings and will be agreed at the next FGB meeting.</p> <p>Pecuniary Interests (on GovernorHub)</p> <p>Q - Do staff members complete pecuniary interest forms. A – Yes, staff complete the forms and there is a catch up on Friday (3rd October 2025).</p> <p>Instrument of Government (on GovernorHub)</p> <p>Governors discussed the size and composition of the governing body.</p> <p>The clerk advised that there is currently one co-opted governor vacancy.</p> <p>Governing Board Effectiveness</p> <p>The clerk advised that GovernorHub has an effectiveness tool is now available for completion. Governing Board>effectiveness</p> <p>Board Planner (on GovernorHub)</p> <p>The Board Planner 2025 is saved in the meeting folder and pinned on GovernorHub. Statutory items are highlighted and additional non statutory items have been added in italics.</p> <p>Under FPP, new governor gender pay gap for example does not apply to maintained schools.</p> <p>Governing Body Memberships</p> <p>The governing body are members of the National Governors Association (NGA). If you require any help accessing the NGA website please speak with JF.</p> <p>Governing Body Vacances</p> <p>Co-opted governor vacancy discussed above.</p> | <p>Action 1: Clerk to add cybersecurity information sent by Governor Services to GovernorHub noticeboard.</p> <p>APPROVED: C&S Terms of Reference for 2025.</p> <p>Action 2: committees to review Terms of Reference.</p> <p>APPROVED: CF will join C&S committee.</p> <p>Action 3: Clerk to place Governing board effectiveness information on GovernorHub noticeboard.</p> <p>Action 4: Governing board effectiveness tool to be an agenda item for the next meeting.</p> <p>Action 5: Clerk to confirm if the gender pay</p> |
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| | | gap applies to schools. |
| 4. | <p><i>Minutes of the Previous Meeting and Matters Arising</i></p> <p>15th July 2025</p> <p>The Minutes of the meeting held on the 15th July 2025 were accepted as a true and accurate record.</p> <p>1st April 2025</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. Completed. Child friendly anti bullying policy was not in the pack. The policy is up and around the school building and on website.</i></p> <p>15th July 2025</p> <p><i>Action 1: Head teacher to send out Pupil Premium and SEND SATs outcomes to governors. Completed and new action for 2025-26. The Pupil Premium outcomes have been circulated.</i></p> <p><i>Action 2: Committee terms of Reference to be brought to the FGB meeting in September. Completed (see action 2).</i></p> <p><i>Action 3: CJ work with Ann in the office to upload required documents on the school website (impact reports and governance statements). Completed. The current provider has been taken over by bigger provider and the school needed to pay more money due to technology being pulled. Awaiting DNS from the LA which took 2 months to provide and to give to the new website company. By this time the website image was 3 months out of date. Anne and Lorna in the office are helping to upload the correct information to the website which is not very user friendly. Governors will undertake a website audit to support the process.</i></p> <p><i>Action 4: Governors MyConcern training information to be placed on Governor Hub for completion. Completed. Governors have all been emailed an 11 min video, took over MyConcern quick over now. Will be followed up by.</i></p> <p><i>Action 5: Governors to have logins for my concern. Completed (see actions 7 & 8 this meeting)</i></p> <p><i>Action 6: Governors to populate the monitoring schedule with number of visits before September FGB and populate number of visits. Completed. Governors with visits scheduled for the Autumn to contact the Headteacher to plan the visits as soon as possible to enable teaching cover. All visit reports should be completed within 14 days of the visit.</i></p> <p><i>Action 7: Clerk to send welcome letters to CF and SC. Completed.</i></p> <p><i>Action 8: CJ to upload Safeguarding training slides to GovernorHub. Completed.</i></p> <p><i>Action 9: The Model Internal Financial Procedures for Schools April 2025 and Financial scheme of delegation will be discussed</i></p> | <p>APPROVED: Minutes of the meeting held on 15th July 2025</p> <p>Action 6: Headteacher to resend SEND and PP SATs outcomes to governors</p> <p>Action 7: Governor Website audit in Autumn 2 half term to ensure statutory information is on the website.</p> <p>Action 8: Governors to email the Headteacher when they have watched the MyConcern video and then they will receive the log in.</p> <p>Action 9: Governors to have logins for my concern. Ongoing (see action 8).</p> <p>APPROVED: Responsibilit</p> |

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| | <p><i>at the next meeting.</i> Completed. The school has a more updated document based on a model from Little Paxton School which has been personalised to Bushmead. The document is a set of procedures as a previous finance adult asked for the finance information to be in one place.</p> | <p>y for the schools financial procedures document to be delegated to FPP committee.</p> |
| 5. | <p>Head Teachers Update including targets</p> <p>Head Teachers Report (on GovernorHub).</p> <p>The Headteacher highlighted items from the report and governors asked the following questions:</p> <p>Q - Attendance for the last few years has been 94%, are we at the 96% target?</p> <p>A – The aim is to be on or around 96%. The school attendance has stayed static within the high 94's and has stayed there since covid. 2024-2025 figures were on par with national and currently attendance is above national.</p> <p>Q – Are there any new approaches to attendance?</p> <p>A – The office staff have been creative and credit should be given to them. They suggested that the office is closed between 8.40pm and 9pm. The staff are present on both gates. ML supports one member of staff and the Headteacher the other. The gates are closed and parents have to walk through the front entrance. The office staff felt parents were using the front door as they did not want to walk around the back of the school. If children are late at the back gate parent/carers still have to come out of the front gate. This is providing a visible presence on the gates and providing opportunities for conversations with parents. Specifics around attendance are discussed with some families, to provide support. The main reason was to focus on late arrivals not attendance, but it is having a knock-on effect on attendance. During the first week no one turned up late, currently the numbers are lower than last year. There are 6 or 7 average who are late and this time last year it was well into the teens.</p> <p>Q – Are there any trends in Years 5 & 6 as non-attendance is increased at secondary school.</p> <p>A - No, the data is in a grid which shows the attendance for year groups, currently it is too early to see trends. We don't notice lates with Year 5 and 6 children walking.</p> <p>Q - Have there been any complaints from parents that the office is closed during this time.</p> <p>A – No, as we are visible at the gates the parents come and find us for discussions. The complaints about late arriving pupils are from the parents/carers who are late.</p> <p>Q – The number of exclusions have increased.</p> <p>A - The Headteacher noted that they have increased massively. A recent permanent exclusion was challenged and</p> | |

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| | <p>the exclusion was overturned due to not enough evidence. The behaviours are not significantly impacting other pupils learning but the impact is on the Senior Leadership time (SLT) is significant.</p> <p>Q – Regarding suspensions what is the longest length of suspension so far this year?</p> <p>A – The Headteacher advised that there is usually a reset in September and usually a ½ day exclusion would be used to see how to support the child within the schools policies.</p> <p>Q – Is the numbers of children higher than last year. Are they new children or carried over from last year. Has it widened a net of disruptive behaviours.</p> <p>A – Currently we are talking about 6 children, 3 of which exhibited some behaviours from last year. There are times where we have to call the parents to collect the child during the school day.</p> <p>Q - Pupil numbers are 9 children down on last year.</p> <p>A – The Headteacher noted that as a school we've done well in early years as no local schools are full in Reception, including local schools who are always full (reception numbers 18 and 22). The low birth rate has a significant financial input on schools with a loss of £2,500-3,000 per child. The initial school forecast was 54 in the summer holidays but one child didn't arrive at school (due to a custody battle and they are now at another school but are still on roll) three other pupils moved out of the area.</p> <p>Q – Can a child just disappear, are there safeguarding concerns.</p> <p>A – If there are concerns a child is not attending a school they are classed as 'a child missing in education'. For this child they have been raised as a child missing in education and the LA have confirmed they know where the child is so we have done all we can.</p> <p>Q – What are the predicted numbers for children for next year.</p> <p>A – There is a healthier number of children in the pre-school. There is a PR push, but we are not completing with other schools. This includes Facebook and Instagram showing positive images to the community. We re in 2025, and 2020 was the lockdown. This year is the Early Years post Covid group, last year was a bulge group and next year numbers should go back to normal.</p> <p>Sixty children left in Year 6 last year and 54 joined Reception. The aim is to reach 400 pupils.</p> <p>Q - Building maintenance. Is there anything that needs following the Health & Safety report and the heights of fences.</p> <p>A - We are looking to update the fences around the school, which will be a huge cost. This will be undertaken over a couple of years to ensure the fencing is 6ft high across the whole school. Sections will be updated on a rolling plan.</p> | |
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| 6. | <p>Safeguarding Update (Headteacher)</p> <p>Safeguarding Wheel – KCSIE, Prevent</p> <p>The Headteacher is undertaking the Designated Safeguarding Lead (DSL) Prevent training tomorrow (24th September 2025). As prevent lead this training has to be undertaken every 2 years. There are no significant changes to KCSIE this year and if this changes the Headteacher will put on training for staff and governors.</p> <p>My Concern Training</p> <p>Not used as discussed in item 4.</p> | |
| 7. | <p>Wellbeing</p> <p>General Update</p> <p>Q - How are staff settling in after the school holidays. A – Behaviour of a small number of children is causing unrest around the school.</p> <p>Q- Are the small number of children in different year groups. A – The children are in Years 3 and above and there are challenges for both teachers and the Senior Leadership Team.</p> <p>EP informed governors that the greatest impact is on the SLT due to the time supporting these children. The reason for this is to enable teaching staff to continue without disruption.</p> <p>Q - What are you not able to do when you are spending time supporting individual children. A – The essential day to day running of the school continues and these continue regardless. The impact on the SLT time is the ripple effect for those who need support and making sure they are available for everybody who needs them</p> <p>Q – What is the support provided for class teachers. A – Everything in school is time tabled and support is provided for the children who are being challenging by other class staff and the SLT.</p> <p>Q – Other than supporting the processes followed within the behaviour policy what additional support can governors provide. A – Going forward to support staff we are spending time on one child each morning to going through their plans and supporting their implementation, which will take time. As the Headteacher consideration needs to be given to the other 372 children not just the 6 with challenging behaviour. The main focus is keeping children in school and avoiding exclusions, if fixed term exclusions reach 15 whole days, we have to consider permanent exclusion.</p> | |

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| | <p>Q - Is there any data available from the LA to show what exclusion rates are in schools. The number of exclusions is increasing and the Access and Inclusion team at the LA have never been so busy.</p> <p>Q – Are there particular year groups that are showing more challenging behaviour in individual children. A – They children are in the upper part of the school (Years 3, 4, 5 and 6).</p> <p>Q - Is the behaviour of the small number of children having an impact on other children. A – The reason the SLT are supporting is to minimise the impact on other children's learning. The impact is those pupils how are on the next level down for support. There are blue sheets in each class to keep a record of when children are outside of the school values and not ready respectful and safe. The information on the sheets is then use the sheets to have a chat with the child and support where necessary. The capacity for these chats is less at the moment</p> <p>Q – Are there robust policies in place to support the teachers, if they say enough is enough. A – The Headteacher doesn't feel that we are at that stage yet. We are very busy, so not getting all the things done we would like to do but we are coping. We are very aware of the mental health impact on teachers and the SLT and we are keeping an eye on this. One action has been to look at the school polices, to support running the school and supporting staff. The SLT are meeting at 7.30am and looking at it children's plans, we are ensuring we are working with the Access and Inclusion team, to ensure the best support is in place.</p> | |
| 8. | <p>Committee Updates / Actions Carried Over</p> <p>a) Curriculum and Standards Committee – Not used discussed in item 4.</p> <p>b) Finance, Premises and Personnel Committee – Not used discussed in item 4.</p> | |
| 9. | <p>3-Year Strategy Plan (on GovernorHub)</p> <p>This is the final year of the 3-year strategy and in the Spring term a new 3-year strategy will be created. The strategy plan is on GovernorHub and was projected for discussion on the updated outcomes verses where we are now.</p> <ul style="list-style-type: none"> - Year 6 SATs results were above national. - Phonics outcomes have improved from last year (2023-24) - Anything carried forward from the 3-year plan is in the School Improvement Plan (SIP). - Action Pupil voice and pupils voice and is in SIP | |

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| | <p>School Improvement Plan 2024-25</p> <p>The SIP was discussed.</p> <p>School Improvement Plan 2025-26</p> <ul style="list-style-type: none"> - Governance SIP 2025-26 has been streamlined this year and it has been updated to ensure monitoring visits are related to the SIP. - Governors noted that having behaviour and wellbeing approach on the SIP is important. <p>School Self Evaluation Form (SEF) (Summary)</p> <ul style="list-style-type: none"> - The SEF is on GovernorHub and is the school evaluation against the Ofsted framework. The SEF is split into the Ofsted areas either where we are meeting the criteria or areas for development. - Sitting underneath the summary is a full self-evaluation including where we meet good criteria and where we are reaching outstanding they are included. <p>Q - What is the definition of disadvantaged is it PP pupils. A - Yes it is.</p> | <p>APPROVED: The SIP for 2024-25 final copy, 2025-26 SIP and SEF.</p> |
| 10. | <p>Training and Development</p> <ul style="list-style-type: none"> - Governors have been asked to complete the effectiveness tool ready for the next FGB meeting (please complete by 15th November 2025). JF will then look at the outcomes to suggest training. - Training actions have been agreed in item 4 of this meeting (Cyber security & My Concern). <p>Q – Year 4 assessment on timed arithmetic, what is this? A – This is a times table check, which is online and is a randomly generated test. The outcomes are not nationally reported and it doesn't come up in comparison tables.</p> <p>Q – Do all children take the test? A – No, if they are not ready they won't take the test and we can make that decision.</p> <p>MM left the meeting at 7.52pm.</p> <p>Q - Do you use the outcomes to adapt teaching. A – No, it is part of teaching and involves lots of games and TT Rockstars.</p> <p>Q - Is it something parents are aware of? A – No, the is assessment is undertaken and just happens. We don't notify parents as it is not taken as a test. unless a child not ready, we don't put in put most in. No incentive to rig numbers and no one check. Meant for school to use</p> <p>MM joined the meeting at 7.55pm.</p> <p>The clerk is attending Camclerk training on the 7th October 2025.</p> <p>CJ is attended the termly briefing today (30th September 2025). The slides will be shared with governors. A SEND report will be</p> | |

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| | coming out - solving the send crisis. Best start in life data is 68% for Cambridgeshire and they are looking to reach 75% by 2028. | |
| 11. | Governor Link Visits and LA Visits Not used discussed in item 4. | |
| 12. | Policies to Review: Statutory Polices <ul style="list-style-type: none"> Behaviour Policy (on GovernorHub and projected at the meeting) The Behaviour Policy has been reviewed and governors discussed the updated policy including grounds for suspension (in line with national exclusion and suspensions guidance). The national guidance refers to significant beaches of the schools behaviour policy the policy has been updated to reflect examples of reasons for an exclusion. It was noted that schools must ensure that their policies and practices do not discriminate against pupils by unfair discrimination. Meaning schools cannot create a policy for a specific child to be excluded. Q – Does the policy define racist abuse. A – There is a specific policy for racist abuse. JF left the meeting 8.13-8.14pm. Written Statement of Behaviour Principles The Written Statement of Behaviour Principles is a statutory document written by governors focussing on behaviour. Complaints Policy There are no changes to the complaints policy which is a LA model policy. Non-Statutory Policies <ul style="list-style-type: none"> Governor Induction Policy There are no changes to the policy. Menopause Policy There are no changes to the policy. Attendance Policy There are no changes to the policy. Q – Do parents/carers have the option to leave a message regarding absence? A – Yes, an answerphone message can be left. Q - Do we state in the attendance policy that the gates will be locked and can this be challenged. A – The gates are open until 9, this is a robust policy and previously parents have challenged fines through the courts | APPROVED: Behaviour Policy, Written Statement of Behaviour Principles, Complaints Policy, Attendance Policy. |

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| | <p>and we have not had a fine rejected.</p> <ul style="list-style-type: none"> • Absconding Policy <p>This is a new policy.</p> <p>Q - Under item 4.1 the governors roles, do we need to confirm the policy will be online and when reviewed.</p> <p>A – If the policy it is on the policy review schedule, then it will be reviewed every 3 years in line with schedule. It is not a statutory requirement to put the policy online but we are choosing to.</p> <p>Q – Under item 5. Internal absconding and external what about lunch and breaktimes.</p> <p>A – It is not possible to internally abscond as children have access to everywhere in school during lunch and break. An example of internal absconding would be if it was snowing outside and a child goes outside when not allowed to for safety reasons.</p> <p>MM left the meeting at 8.26pm.</p> <p>Q – Under item 6 Supervision at break and lunchtimes is specifically planned with key staff to ensure that areas of risk are supervised, what does that include.</p> <p>A – This will include lunch time areas in zones of Outdoor Play and Learning Program (OPAL) which are not allowed. If an adult is not in an area the children cannot go there.</p> <p>Q – Under item 9. Predict, plan or risk management. Who are these shared with?</p> <p>A – A predict and prevent plan or risk management plan is only shared with appropriate people.</p> <p>Q – Under item 11.2 why were the roads chosen.</p> <p>A – They were chosen to ensure clarity, so that a member of staff go to these places as a minimum. This is where we would start and then the leadership team member in charge would adapt depending on the knowledge of the child and situation.</p> <p>Q – Do we need to reference other policies to this policy.</p> <p>A – Relevant policy links will be added.</p> <ul style="list-style-type: none"> • Model Internal Financial Procedures for Schools April 2025 <p>Not used discussed in item 4.</p> | |
| 13. | <p>Any other business:</p> <ul style="list-style-type: none"> - None | |
| 14. | <p>Consider impact of meeting</p> | |

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| | <ul style="list-style-type: none"> - Times table test and information to parents. - Review of changes to behaviour policy. - Skills matrix to be completed, governors take cyber security and my concern training. - Introduction of absconding policy. - Approval of SIP. - Behaviour statement principles. - Governors schedule of Autumn visits, by half term - Approval and signing of Governor Code of Conduct. - Welcoming of new governors. | |
| 15. | Date of next FGB meetings Tuesday 9 th December 2025 6.30pm at school | |
| | The meeting closed at 8.30pm | |

Agreed as an accurate record.

Signed: Catherine Johnson

Date: 09/12/2025

ACTION GRID

| Item | Action | Deadline | Responsibility |
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| 3 | Action 1: Clerk to add cybersecurity information sent by Governor Services to GovernorHub noticeboard. | | |
| 3 | Action 2: committees to review Terms of Reference. | | |
| 3 | Action 3: Clerk to place Governing board effectiveness information on GovernorHub noticeboard. | | |
| 3 | Action 4: Governing board effectiveness tool to be an agenda item for the next meeting. | | |
| 3 | Action 5: Clerk to confirm if the gender pay gap applies to schools. | | |
| 4 | Action 6: Headteacher to resend SEND and PP SATs outcomes to governors. | | |
| 4 | Action 7: Governor Website audit in Autumn 2 half term to ensure statutory information is on the website. | | |
| 4 | Action 8: Governors to email the Headteacher when they have watched the MyConcern video | | |

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| | and then they will receive the log in. | | |
| 4 | Action 9: Governors to have logins for my concern. Ongoing (see action 8). | | |
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