



Bushmead Primary School

Governing Board

FULL GOVERNING BOARD MEETING

Tuesday 10th December 2024 at 6.30pm

MINUTES

Present: Becky Richards (BR - Chair), Jodie Flowerday (JF – Vice Chair), Stephen Down (SD - Headteacher), Alison Blacow (AB), Catherine Johnson (CJ), Claire Porteous (CP), Maureen Plowman (MP), Eleanor Smith (ES) and Bridget Turner (BT).

Also Present: Tracey Crawshaw (Locum clerk)
Michelle Moore (MM – Associate member),

	Item	Action
1.	Welcome and apologies for absence. The meeting was quorate with /10 governors present. The Chair welcomed everyone to the meeting and the meeting started at 6.25pm Apologies for absence were received from: Carl Sequeira (CS). No apologies received: None Apologies received from non-governors: Mark Leonard (ML – Associate member) and Emma Perry (EP - Associate member).	APPROVED: Apologies accepted from ML, CS and EP
2.	Declarations of interest JF declared an interest as family member is the Evergreens Manager.	
3.	Governor Actions: <ul style="list-style-type: none"> Committee Terms of Reference The Terms of Reference were reviewed at the Curriculum & Standards (C&S) committee on the 12 th November 2024 and the Finance, Premises and Personnel (FPP) on the 26 th November 2024 with no amendments. Lorna in the school office has uploaded the document to the school website.	APPROVED: The Terms of Reference for the C&S and FPP committee.
4.	Minutes of the Previous Meeting and Matters Arising The Minutes of the meeting held on the 10 th September 2024 were accepted as a true and accurate record.	APPROVED: Minutes of the meeting held on 10th

<p><i>Action 1: Confirm via Governor Hub – KCSIE, Standing Orders, Code of Conduct, Pecuniary Interests. Ongoing with 2 governors left to complete the confirmations.</i></p> <p>Action: SD to contact ML regarding updating confirmations.</p> <p><i>Action 2: Ratify Terms of Reference in committees. Completed. Agenda item 3.</i></p> <p><i>Action 3: Complete NGA Exclusion training. Ongoing. CP, AB, JF and MP have completed the training. Governor services now offer exclusion training (Pupil Exclusions: Process and Practice 10th February 2025 and 13th May 2025).</i></p> <p>The chair noted that if an exclusion panel is required we have enough trained governors (staff members are excluded from the panel).</p> <p><i>Q - Governors asked if this is different to a complains panel.</i> <i>A - The Headteacher advised that the exclusions panel is for pupils who are looking at permanent exclusion or complaining about a fixed term exclusion.</i></p> <p><i>Action 4: Filtering and Monitoring of HT. Ongoing. A check was undertaken with the office staff monitoring 2 searches which would raise concerns by the Headteacher. The search came up quickly and was verified. Filtering and monitoring is a Spring term safeguarding monitoring agenda item.</i></p> <p><i>Action 5: Section 28 and DBS checks. Clarification was given for new governors by the chair. Governors are expected to renew their Disclosure and Barring Service (DBS) check when they are reappointed after 4 years. As part of the discussion it was noted that staff do not have their DBS checks updated in the same way. A rolling program of DBS checks for those members of staff with older DBS checks has been started with ML and SD and we will continue working through oldest members of staff.</i></p> <p><i>Action 6: Update 3-year strategy plan. Ongoing. The Chair will write the updated plan alongside visit reports and to include data.</i></p> <p><i>Action 7: Update/amend SIP and circulate to governors. Ongoing. The chair encouraged governors to look through the governor section and know where we have met or provide evidence for the outcomes. Consideration can also be given to items to add and encapsulating the School Improvement Plan (SIP) outcomes in monitoring visits.</i></p> <p><i>Action 8: Parent governor vacancy.</i></p> <p><i>Q - How do we normally recruit parent governors is it through advertisements?</i> <i>A – The Headteacher advised it can be a mixed bag, there can be no one interested then 4. We have had parent governors leave after a term so as part of the recruitment of new parent governors a couple of governors will be asked to speak to interested candidates before the deadlines. This means the role and commitment can be explained and we can be assured that they are able to seriously consider the role and are aware of the commitment. The normally process is for interested parents to speak to the Headteacher at gate, where he explains what</i></p>	<p>September 2024</p> <p>SD</p> <p>Completed.</p> <p>Completed.</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed (see action 2 this meeting)</p>
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	<p>complaint in whole or part or dismiss the complaint. The panel will look to see if policies and procedures followed.</p> <p>The chair noted the training continues onto allegations against staff and this was not shared at the meeting.</p>	
6.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> Safeguarding wheel (On GovernorHub)– Staff Code of Conduct All staff sign the code of conduct and it is deliberately a short document. The conduct highlights professionalism, how we deal with parents and each other for example. It is part of ethos and culture of the schools. The Headteacher noted we do not have many issues that are referred back to the code of conduct. <p>For new governors, the chair explained the role of the safeguarding wheel in ensuring governors at the FGB and committees level keep a focus on safeguarding and are aware of the significance of the safeguarding culture in the school. For example premises and Health & Safety are discussed at FPP committee meetings and PHSE, behaviour and online safety at the C&S committee.</p> <ul style="list-style-type: none"> Annual Safeguarding Audit (on GovernorHub). The Headteacher advised governors that the document should have been submitted to the LA in July 2024. The audit contains statutory information such as Designated Safeguarding Leads (DSL). The need for training outside of the core DSL training was noted including updating training in different areas such as domestic abuse and Prevent. The Headteacher is the Senior DSL and the Deputy DSLs are the Deputy Headteacher and the SENDCO. <p><i>Q - When was the audit actually carried out as the date on the document says the 27th June 2024.</i></p> <p><i>A. The audit was started in June 2024 and submitted in this term after the deadline of the 31st July 2024.</i></p> <p><i>Q - How do we as governors know that the audit has been carried out.</i></p> <p><i>A. The safeguarding audit will be an agenda item at the first FGB meeting of the academic year in 2025. The audit was omitted from the meeting in September 2024 and which is why it is being discussed at this meeting.</i></p> <p><i>Q – Why is question 19 Domestic Abuse training blank.</i></p> <p><i>A. – At the time we did not have a domestic abuse lead. The Headteacher has booked on a course in March. Areas of the DSL role are distributed across the DSLs for example the Headteacher handles domestic abuse, Prevent and young carers. Emma Ritche has also completed the DSL training so we have 4 DSLs in school which is high for a school of this size. Safeguarding concerns are logged through my concern which</i></p>	

	<p><i>are then triaged by the Headteacher who either actions the concern or forwards them to the relevant DSL.</i></p> <p><i>Q – Question 32 is missing the dates that governors undertook Safeguarding training.</i></p> <p><i>A – Governors undertook training at the first FGB meeting on the 24th September 2024.</i></p> <p><i>Q - Mandatory training for DSLs how often is it undertaken?</i></p> <p><i>A – The Headteacher undertakes the refresher training every 2 years as lead DSL which is mandatory.</i></p> <p><i>Q - Is there a training matrix which holds all the safeguarding training?</i></p> <p><i>A- Lorna in the office keeps a track of the training.</i></p>	
7.	<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>No questions were received in advance of the meeting.</p> <p>A copy of the Head Teacher's Report had been circulated prior to the meeting (on GovernorHub).</p> <p>Governors raised the following questions:</p> <p><i>Q - Filtering and monitoring why are there so many alerts coming through.</i></p> <p><i>A – There have been a considerable number with 40 at the beginning of the day and 20 overnight. The Headteacher has gone back to the company and explained that this is an unrealistic level for example clip art was coming up as rejected. The levels for reporting have been upped to minimise the number of alerts. To date the Headteacher has only had 3 alerts that have been clicked on and gone and looked at in the class. A number of alerts were coming from a deviant site (proxy sight), eg red blocks and goes to deviant to find information red blocks so this has been queried again as there is no suspicious activity within the search.</i></p> <p>Governors noted that the filtering and monitoring information seems much more efficient and it is important to know that tests are undertaken by office staff and the Headteacher. They noted it is positive as working well.</p> <p><i>Q - There are 2 allegations against staff how were these managed.</i></p> <p><i>A – The Headteacher managed the allegations, one teacher received an apology from the parent when an explanation was given and the parents concerned were happy with the explanation. The second allegation was investigated fully including 2 governors. There has not been no follow up to the investigation outcome by the parents.</i></p> <p><i>Q - Attendance meeting with Anne in the office in January to look at attendance we talked about how deal with lateness, how</i></p>	

	<p>reports generated do the figures now look at bit low?</p> <p>A – The aim is for an attendance figure of 96%, we are hovering around 95% which is above average compared to other schools. Pupil Premium (PP) attendance is lower at 90.88%, SEND is 91.67%, SEND and PP is 85.27%.</p> <p>Q – Is the absence lateness rather than absence?</p> <p>A- There are a combination of factors to impact attendance the lateness has to be past 9am. When the figures were explored 1% of children with significant health needs who require a lot more appointments which can have an impact on overall attendance.</p> <p>Q - Are the figures skewed by exclusions?</p> <p>A - No not currently although we did have specific cases in the past. There is one child with 0% attendance and we are working with social care to support the family.</p> <p>Q – What strategies are in place to support families who are arriving late.</p> <p>A – We identify the families and we now have £2,000 to support those families. We investigate what we can do to support and help the family such as access to Evergreens which in the past has helped to get pupils in school on time.</p> <p>Q – Year 6 attendance seems the lowest; we would have expected Early Years with Autumn term illnesses to be lowest.</p> <p>A – The figures are impacted by looking the 1% attendance impact for one child.</p> <p>Q - Are there any children that we feel are at risk, from Child Protection or Child in Need point of view.</p> <p>A. There are 3 children with poor attendance where we have concerns and we are working with social care to support the families.</p> <p>Q – Have the changes to gate opening and closing times had an impact?</p> <p>A - No the 5 minutes has positively impacted the classroom as we have 15 mins for activities. We are aware of families who are late and monitor this.</p> <p>Q- Where are we with year 3 teacher</p> <p>A – It is a challenging time of year to recruit a part-time teacher before Christmas. There has been one applicant who is being interviewed on Thursday (12th December 2024). If we do not appoint we have a supply teacher 2 days a week who is a solid member of the teaching team. Miss Marriot does the planning and as with all supply staff we monitor delivery.</p> <p>Q – Did we not recruit to the teaching vacancy?</p> <p>A - We did recruit and then a job share member of staff has resigned. As noted above we do have a permanent supply teacher if we are unable to recruit. If we do not recruit we will advertise again in January 2025.</p> <p>Q - MyConcern logs for sexual abuse and sexual harassment, have a similar theme has this increased? Are there themes with domestic and parental issues?</p> <p>A - Last year 209 and they were not categorised as well; they have now been categorised so appear more spread out. There are still a number that have not been categorised. We can</p>	
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	<p><i>adapt and change categories but are avoiding adding own in as if we have bespoke categories and the child moves to another school the information may not transfer properly.</i></p> <p><i>Q – There looks to be a lot of domestic issues and parental conduct, can you clarify what the parental issues are.</i></p> <p><i>A – These can include the child not having breakfast, incidents such as hitting a partner and the children saw. Anything at home that is a concern which helps build pictures and themes. There are 2 classes with a lot of sexualised behaviour at an inappropriate level, such as looking under the toilet door. One class is having PHSE sessions, pants talk ‘our privates are private’ and also space is private. There have been additional adults in houses where inappropriate touching has taken place and it has gone to a section 47 (LA investigation into allegations that a child is, or likely to be, suffering significant harm).</i></p> <p><i>Q – Are the concerns raised by the children?</i></p> <p><i>A – It is a mixture, such as a child speaking to the Headteacher about a touched bottom (not fondling) as part of boys annoying friends (not wanting to down play, but it is not sexual activity).</i></p> <p><i>Q – Is this solely being addressed by work in classes including PHSE sessions?</i></p> <p><i>A – There are 2 levels work with social services if required and class support such as PHSE.</i></p> <p><i>Q - Staff wellbeing feedback; is parental conduct affecting staff wellbeing?</i></p> <p><i>A – parental conduct is affecting staff as we do have a group of parents who know their rights and if they feel we are not 100% perfect will challenge staff. It maybe that the school is not the appropriate setting for a child but we are doing the best can for the child. Bullying is coming up a lot and we look to see if it is unkind behaviour not bullying. We look at the situation monitor, take evidence to see if it is unkind behaviour or incidents over a period of time which could be bullying.</i></p> <p>The Headteacher advised governors that there is an increase in complaints from parents. In response to this the chair shared the complaints training at this meeting.</p> <p><i>Q – Can you confirm if there are no reports of discriminatory behaviour.</i></p> <p><i>A – That is correct there have not been any reported so far this academic year.</i></p> <ul style="list-style-type: none"> • Targets <p>Assessments are being undertaken at the moment and pupil progress meetings will be in the first week of term the Autumn term.</p> <ul style="list-style-type: none"> • Ofsted Inspection Outcome and Actions <p>The Senior Leadership Team (SLT) have fed back to staff in detail on the inspection. Notes were taken during the inspection of meetings with the lead inspector and his advice for the school.</p>	
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	<p>The main thrust of the feedback was ‘looking at meeting the needs of all children in all lessons’ which means we are ensuring that during every lesson every child’s needs are catered for. This have been narrowed down to 6 or 7 things in each lesson and this being delivered back to staff. Included in this is a change to the way we do Continued Professional Development (CPD) and we are looking at peer mentoring in small groups/triads across the school. This will be introduced in January, staff will be given a focus, undertake peer observations followed by feedback.</p> <p>The chair noted that for the report to have consistent good gradings across all judgement areas, assures us as governors that the leadership are doing the right things. The children are happy, the pupil voice feedback was positive, and staff are positive. Governors are proud of the school being a great school and thanked the Headteacher.</p> <p>Action: Headteacher to feedback governors thanks and to acknowledge the hard work and effort of the staff.</p> <ul style="list-style-type: none"> • New sexual harassment obligations <p>There is a new duty (26th October 2024) under the Equalities Act 2010 which requires employers to take ‘reasonable steps’ to prevent sexual harassment of staff.</p> <p>The Headteacher explained that we have the Staff Code of Conduct, three appraisal meetings across the year and EP is the mental health lead alongside another member of staff. MB has undertaken wellbeing check for staff in past and this will be restarting in the spring term. Staff are able to raise concerns which is part of the schools culture which we do it really well.</p> <p><i>Q - How does this relate to other employees not just teaching staff?</i> <i>A – We have been looking at the school culture and how subtleties of language such as calling a girl poppet or asking for 2 strong boys and how a child receives this.</i></p> <p>The Headteacher asked that if governors would like to see anything else in the report please let him know.</p>	SD
8.	<p>Committee Updates / Actions Carried Over</p> <p>a) Curriculum and Standards Committee – 12/11/2024</p> <p>The minutes are on GovernorHub for review and there were no actions.</p> <p>b) Finance, Premises and Personnel Committee – 26/11/2024.</p> <p>The minutes are on GovernorHub for review and there were no actions.</p> <p>c) Headteachers performance review</p> <p>AB fed back that an interim review has taken place and objectives have been set.</p>	
9.	<p>School Improvement Plan (SIP) Focus Area – Well Being Priorities & Well being Survey Results</p>	

	<p>MP met with EP and went through the wellbeing survey questions which are similar to last year to enable comparison.</p> <p>Overall the school has a happy work force, who work especially well in teams. There were a consistent 2 answers that were in the not happy category.</p> <p><i>Q - How many staff responded 20?</i> <i>A – 20 responded out of 56 staff. A lot more happy staff than not..</i></p> <p><i>Q – How are the 2 people being addressed and is it things with which you are dealing with?</i> <i>A – The survey was anonymous so we can't identify individuals and it could be that it wasn't the same people each time. The answers could also be due to timing, such as a couple of incidences where parents have made things difficult or that the survey was just after Ofsted. Normally we would expect 50 or 60% response rate. The Ofsted Inspectors noted that they had never seen such good response from staff feedback.</i></p> <p>Action: Headteacher and MP to look at the feedback, create actions and areas of improvement.</p> <p>The free text answers were discussed.</p> <p><i>Q - Is there a pattern with parents and complaints.</i> <i>A – There is one parent who often chats on the playground and then a year 1 parent that has taken lot of time this year and we are working on managing expectations.</i></p> <p><i>Q - Staff toilets are noted as needing updating and cleaning.</i> <i>A – The walls have been painted and the colour was chosen by staff and the information was on a board for 2 weeks so staff were consulted.</i></p>	MP
10.	<p>Governing Body Matters</p> <ul style="list-style-type: none"> • Training CJ has undertaken Safer Recruitment (NSPCC), SFVS, New to Governance Introduction, Headteacher Management Review, SFVS, Handling complaints (NGA), Panel Work (NGA). <p>BR has undertaken Cyber Security for Schools (NCSC), Equality and Diversity Awareness, Handling complaints, Termly Chairs Networking sessions, Safeguarding and Prevent course.</p> <p>JF has undertaken SEND: What Governors Need to Know and Managing Complaints and Allegations for Governors and Clerks.</p> <p>AB has undertaken School Safeguarding Training, Suspensions and Exclusions (GovernorHub Knowledge), What Governing Boards and HT should expect from each other (NGA), How to run an effective Complaints Review Panel (NGA) and Pupil Exclusions: Process and Practice.</p> <p>CP has undertaken New to Governor Induction, Finance: the</p>	

	<p>basics – learning pathway assessment (GovernorHub Knowledge) and Pupil Exclusions: Process and Practice.</p> <p><i>Q - Can governors use external information and course such as relevant work courses?</i> <i>A – Yes if it is relevant to school governance.</i></p> <p>Action: Governors to bring headlines from training courses to meetings either emailed in advance to the clerk or via the GovernorHub noticeboard.</p> <ul style="list-style-type: none"> • Governor vacancies including parent governor vacancy. Parent Governor Elections will take place in January 2025 and new governors will join the C&S committee. • NGA Skills Audit BR will collate the outcomes when all governors have completed the audit. • New process for approval of minutes Minutes will be signed electronically and stored on GovernorHub. The clerk explained the ‘marked as signed’ feature on GovernorHub. • Board Planner (on GovernorHub) BR shared the board planner with governors (model Governor Services document) which ensure items no items are missed and is Red/Amber/Green rated. The most current document is on the main page of GovernorHub. <p><i>Q – Are statutory requirements highlighted?</i> <i>A - Yes, statutory requirements are in bold.</i></p>	All
11.	<p>Governor Link Visits and LA Visits</p> <ul style="list-style-type: none"> • Safeguarding Visits (7th October 2024 & 14th November 2024 On GovernorHub) BR met with Lorna in the office to monitor the Single Central Record (SCR) and the Headteacher to look at first aid process to ensure processes are followed using randomly anonymised examples. The electronic system has helped which is an efficient system. Staff first aid is still on paper and there are very few incidents to report. With the electronic system if edits are made to the parent can see the edits. The visits are undertaken half termly and the next one will be in the spring term. <p><i>Q- Do the edits to the logs have to be there?</i> <i>A – The Headteacher noted that if more information is added more information or additional first aid given it is good to have this recorded.</i></p> <p><i>Q - What do you do when child injured on a school trip.</i> <i>A – Currently we take manual slips on school trips, which are then put on the first aid system. This will be changing as we have new tablets and one with SIM card which can be used on school trips.</i></p>	Chair

	<ul style="list-style-type: none"> • SEND visit (date)– JF - JF undertook the monitoring report with Emma looking at support in place, the time it takes and investment in this area of the school. JF noted the school is doing positive stuff. - The role is 4 days a week and the SEND register is fluid register as needs arise or change <p><i>Q - Will there be a requirement for a full-time SENCO?</i> <i>A – The Headteacher advised that we are lucky to have a 4 day a week SENCO. Some schools do have admin support or the SENCO and this may be something we need to look at</i></p> <p>The chair recommended that governors not on C&S to attend the SEND update or Finance governors to attend C&S to experience all areas of governance.</p> <ul style="list-style-type: none"> • Monitoring visit schedule (on GovernorHub0 <p>Monitoring scheduled summarises which part of the SIP action plan or area in the visit including the intended impact of the visit. This helps governors focus on areas to talk to staff about.</p> <p>In line with Ofsted outcomes governors are asked to see if the needs of all children are met in the classroom.</p> <p>Pupil Premium monitoring visit (on GovernorHub) on 22nd October 22 and AB looked at strategy statement, funding and actions from last year and she noted she is pleased with the outcomes and progress.</p> <p>The Geography visit was postponed as a presentation was given at the C&S meeting on the 12th November 2024. The visit will be held in the summer term.</p> <p>Curriculum Reading visit by ES has been postponed to the next half term.</p> <p>Early Years and computing visit by CS 4th December 2024 report will be ready for the C&S meeting.</p> <p>Alternative Provision monitoring visit booked in for tomorrow (11th December 2024) with EP & JF.</p> <p>Health and Safety monitoring visit scheduled for JF on Friday (13th December 2024).</p> <p>The chair noted governors are welcome to come into school such as to have lunch or assemblies because the more we see the school running on a day-to-day basis we will do a better job. We will also be more visible to the school community. Please let the Headteacher know if you are going to visit</p>	
12.	Policies to Review:	AGREED:

	<p>a) Protocol for children not collected 2024. This is a model policy from the LA.</p> <p>b) Responding to Prejudice related incidents The policy has been reviewed as it was an existing policy.</p>	Protocol for Children not collected 2024 and Responding to Prejudice incidents.
13.	Date of next FGB meeting – 11th February 2025 6.30 pm	
14.	Consider impact of meeting <ul style="list-style-type: none"> • Good governance including summary of training, electronic signatures and electronic audit log. • Monitoring visit outcomes ensuring quality of provision. • Staff wellbeing followed up • Scrutinised attendance • Whole board training on complaints • Staff survey • Proceed with Parent governor vacancy 	
15.	Any other business: The meeting closed at 8.40pm	

Agreed as an accurate record.

Signed: Beccy Richards

Date:

ACTION GRID

Item	Action	Deadline	Responsibility
1	Confirm via Governor Hub – KCSIE, Standing Orders, Code of Conduct Pecuniary Interests	ASAP	All governors
4	Filtering and Monitoring of HT	ASAP	Chair
4	SD to contact ML regarding updating confirmations.	ASAP	Head/clerk
4	Headteacher to start the parent governor election process in January 2025.	January 2025	Head
4	Update 3-year strategy plan	ASAP	Chair
4	Update/amend SIP and circulate to governors	ASAP	Chair
4	NGA Skills Audit to be completed by all governors	ASAP	Chair

7	Headteacher to feedback governors thanks and to acknowledge the hard work and effort of the staff.	ASAP	Head
9	Headteacher and MP to look at the staff survey feedback, create actions and areas of improvement.	ASAP	Head/AB
10	Governors to bring headlines from training courses to meetings either emailed in advance to the clerk or via the GovernorHub noticeboard.	ASAP	All