



Bushmead Primary School

Governing Board

MINUTES

FULL GOVERNING BOARD MEETING

Tuesday 15th July 2025 at 6.30pm

MINUTES

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

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

| | Item | Action |
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| 1. | Welcome and apologies for absence. The meeting was quorate with 10/10 governors present. The Chair welcomed everyone to the meeting and the meeting started at 6.30pm. Apologies for absence were received from: None 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. | <i>Minutes of the Previous Meeting and Matters Arising</i> 20 th May 2025 The Minutes of the meeting held on the 20 th May 2025 were accepted as a true and accurate record. Confidential minutes 20 th May 2025 The Confidential Minutes of the meeting held on the 20 th May 2025 were accepted as a true and accurate record. | APPROVED: Minutes of the meeting held on 20th May 2025, confidential minutes from |

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| | <p>EFGB confidential minutes 27th May 2025</p> <p>The Minutes of the meeting held on the 25th May 2025 were accepted as a true and accurate record.</p> <p>1st April 2025</p> <p>Actions from Previous Meetings</p> <p><i>Action: July business meeting to review link governor roles and a refresher on link monitoring. Completed. Agenda item for this meeting.</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 to be completed in Autumn 1.</i></p> <p>Action: JF to complete LA Governor Paperwork. Completed</p> <p>25th May 2025</p> <p><i>Action: Headteacher to investigate alternative actions for the Key Stage 1 wall. Completed. Building a wall in front of the wall was considered, but it will not be viable to dig the foundations. The options are to knockdown the wall and rebuild or sculpt and scale. Only part of the wall is of concern and the rest of the wall is ok, so there is no need to do whole wall. We will continue to monitor and paint spots on the wall as part of the monitoring.</i></p> <p><i>Action: Chair to consider governor input to SIP. Completed. The chair is attending the School Improvement Plan meeting on Monday and will feedback on the SIP once it has been updated.</i></p> <p><i>Action: Chair and Headteacher to speak with potential new parent governor. Completed and on the agenda for approval.</i></p> <p><i>Action: Headteacher to approach the St Neots schools forum for any aspiring leaders who would like to be governors at the school. Completed with no response. The chair will be attending the Citizen Hub business leaders event in September to raise the profile of becoming a governor.</i></p> <p><i>Action: Chair to email governors regarding link governor roles prior to the next meeting. Completed.</i></p> | <p>the meeting held on 20th May 2025 and EFGB on the 27th May 2025</p> |
| 4. | <p>Head Teachers Update</p> <p>Head Teachers Report (on GovernorHub).</p> <p>The Headteacher highlighted items from the report and governors asked the following questions:</p> <ul style="list-style-type: none"> - Missing attendance figures will be sent out at the end of the school year and will be part of the first Head teachers report of the year so enable year on year comparison. - A Child Protection referral has been made for a family of concern, a professionals meeting has taken place (in school), conversation with the parent and a referral to social care has been sent in with parental permission. | |

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| | <p>Q - Do you have to say to parents/carers that you are making a referral to social care.</p> <p>A – Yes we have to ask, when the referral is submitted they will want confirmation that permission has been given from the parents as it proves that there is a partnership.</p> <p>- Fixed term exclusions have spiked this half term, due to behaviour issues and the Head teacher is exercising right to exclude pupils from school.</p> <p>Q – There are 4 children who have had exclusions; are there any correlations or are they linked, are they friends.</p> <p>A – There is a bubble effect, they are not the same age or in the same year group (Years 2, 3 & 5). There are still underlying lower-level behaviour concerns which are taking up a lot of Senior Leadership Team (SLT) time.</p> <p>Q - Do the pupils know each other out of school.</p> <p>A – No not that the Head teacher is aware of.</p> <p>Q – Have we been provided with staff attendance information?</p> <p>A – The staff attendance was discussed at the Curriculum and Standards meeting.</p> <p>- SATS results were all green and above targets, but not above national. There were some absences which impacted the data. The Maths data is good.</p> <p>Q – What would you aspire the results to be</p> <p>A – We would aspire for the data to be in the area 80%. This would be a challenge for Reading Writing and Maths combined.</p> <p>Q - What is greater depth nationally</p> <p>A – There is no mark for greater depth as the pass mark changes, Reading gone up 1 mark to achieve working at and Maths has gone up 4 points.</p> <p>Q - What are the comparatives to last year</p> <p>A – The outcomes are along the same lines,</p> <p>Q – A quarter of children not making the pass marks, what are we doing about this. What questions are being asked.</p> <p>A – There are comparisons and looking at different cohorts and what went well and not sent so well. Conversations are taking place.</p> <p>Q – The data meets the targets set do we need to look at this.</p> <p>A – If governors say that the targets of 80% are unrealistic, we need to look at the targets. ML noted we need to look at the data diagnostics and grouping of children, in the moment marking and reviewing of targets.</p> <p>Q – What is the difference between the Year 5 and 6 cohorts.</p> | |
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| | <p>Have you got anything in place to increase the percentages and get more children at level we see now.</p> <p>A – We are aware of the children who need intervention and will be reviewing the data.</p> <p>Q – Are we engaging with parents, to support those pupils needing support.</p> <p>A – We are happy send Maths and Reading support home as this can be given at home. Writing is easier to support in class with quality first teaching. The Head teacher noted that if are looking for 80% pass for SATs in the school improvement plan we need more work further down the school such are teacher expectations high enough.</p> <p>Q - When will the Pupil Premium & SEND data be available.</p> <p>A – The Head teacher will send the information to governors.</p> | <p>Action 1: Head teacher to send out Pupil Premium and SEND SATs outcomes to governors</p> |
| 5. | <p>Safeguarding Update (Headteacher)</p> <p>Safeguarding Wheel – Behaviour Management (on GovernorHub)</p> <ul style="list-style-type: none"> - Cambridgeshire Therapeutic Thinking (CTT) underpins the behaviour policy. - The school has the nurture tree house, will be re branded after the summer holidays. - The shift and changes to rebrand nurture, include the tree house having a class name, Aspen Class which will be run by class teacher. An internal referral form has been developed which teachers have filled out for 45 children during the inset day. The SLT are expecting all staff to be consistent with how they apply the behaviour policy and ensuring sure learning is tailored to children's needs (not too hard and not too easy). - The chair attended the behaviour expectations presentation to Teaching Assistants (TAs) and impressed with knowledge ang approach. New information for TA's and interested in impact. <p>Q – How is consistency in the application of the policy managed.</p> <p>A – There is a blue clip board in each class with children's names, it is a way of reporting and keeping track on behaviour with tick boxes. If a child needs a conversation such as not being ready and respectfully there is a tick for either the morning or afternoon session. This goes to the phase leader and then if it continues there is a conversation with a member of the SLT. The blue sheets are looked at every week, in theory the Head teacher can come in and look at them in class to ensure consistency. The data is logged on SIMs.</p> | |

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| | <p>Q - Is there information for staff where incidents escalate quickly or jump. A - Generally everything goes through that process, but if a child swears or punches for example a child brings the teachers lanyard to a member of the SLT for them to go to the classroom to support.</p> <p>Q – How are you working with children who are not being challenged enough in the classroom. A – This will be provided by adaptive teaching and teachers adapting their teaching to all learners</p> <p>Annual Safeguarding monitoring report (on GovernorHub)</p> <p>This is a standard form which is submitted to the LA.</p> <p>Q – Twelve children have been referred for early help, Early Help Assessment (EHA) and targeted support. What is this. A – This is some support, additional to school and looks at the family as a whole. An example would be struggling with attendance; support would be given with boundaries routines to get the child into school one time. A Family Worker can help families at home.</p> <p>Q – Do the majority of parents use the early help support. A – It can take time for those families that need it to accept help, we are trying to get ahead of a crisis. Most families do accept the support, but there is an eight week wait for a family worker, if the family meets the criteria. If a family Struggling with child, impact on whole family next meeting is a TAF meeting, if siblings in other schools.</p> <p>Q - Do you see a correlation with attendance. A – Sometimes at the beginning of journey for a child and family. Staff may see behaviour at school, but not at home such as masking. Support at home with routines and structures and strategies which is targeted support before a crisis occurs.</p> <p>The clerk has put a document on the changes to Keeping Children Safe in Education on GovernorHub.</p> <p>The annual safeguarding update including KCSIE for staff will be on the INSET day on 1st September 2025.</p> | |
| 6. | <p>Wellbeing</p> <ul style="list-style-type: none"> • General Update There is the general tiredness with the end of term and there are no major wellbeing issues | |
| 7. | <p>Committee Updates / Actions Carried Over</p> <p>a) Curriculum and Standards Committee – 17/06/2025</p> | Action 2: Committee |

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| | <p>Not used see impact report.</p> <p>b) Finance, Premises and Personnel Committee – 08/07/2025.</p> <p>Not used see impact report.</p> | <p>terms of Reference to be brought to the FGB meeting in September.</p> |
| 8. | <p>Annual Reports and Documents</p> <p>a) Annual Governance Statement (on GovernorHub)</p> <p>Inclusion for all statement to be added by the Head teacher.</p> <p>b) C&S Challenge and Impact Report 2024-25 (on GovernorHub)</p> <p>Governors discussed the impact report.</p> <p>c) FPP Challenge and Impact Report 2024-25 (on GovernorHub)</p> <p>Governors discussed the impact report.</p> <p>d) Governor Annual Safeguarding Impact Report (on GovernorHub).</p> <p>The report was discussed.</p> <p>e) Sports Premium Expenditure 2024-25</p> <p>The Report will be ready by the end of July 2025 and will be on the school website.</p> <p>f) Pupil Premium Expenditure 2024-25</p> <p>The Report will be ready by the end of July 2025 and will be on the school website.</p> <p>g) Governor Health Check</p> <p>Governors undertook a thorough review in September 2024. One question from the audit will be discussed at each C&S and FPP meeting during the next academic year.</p> | <p>Action 3: CJ work with Ann in the office to upload required documents on the school website (impact reports and governance statements)</p> <p>APPROVED: C&S impact statement and FPP impact statement.</p> <p>Action 4: Governors MyConcern training information to be placed on Governor Hub for completion.</p> <p>Action 5: Governors to have logins for my concern.</p> |
| 9. | <p>Governing Body Matters</p> <ul style="list-style-type: none"> Meeting dates 2024-25(on GovernorHub) <p>All meetings are on Tuesdays at 6.30pm at the school.</p> <ul style="list-style-type: none"> Appointment of Chair (Clerk) <p>The Clerk invited nominations for the position of chair.</p> <p>Nominated: Catherine Johnson</p> | <p>APPROVED: Meeting dates for 2025-26</p> <p>APPROVED: CJ was appointed as chair and JF</p> |

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| | <p>The clerk handed the meeting over to the chair.</p> <ul style="list-style-type: none"> • Appointment of vice chair <p>The Chair invited nominations for the position of chair.</p> <p>Nominated: Jodie Flowerday</p> <ul style="list-style-type: none"> • Appointment of committee chairs and vice chairs <p>Nominated: FPP chair – JF Nominated: PFF vice chair – MP Nominated: C&S chair CS Nominated: C&S vice chair ES</p> <ul style="list-style-type: none"> • HTPM Panel chairs and members AB (chair), MP, CP and CJ as observer. • Link roles assigned for 2025-26 (on GovernorHub) The roles have been agreed and are on GovernorHub. Behaviour and adaptive teaching have been added. The Head teacher will add the staff leads. <p>The statutory link governor roles are allocated as follows: Safeguarding – MP/CJ Special Educational Needs and Disabilities - JF and new parent governor.</p> <p>Q – Is there a minimum and maximum number of visits. A - Statutory roles are safeguarding and SEND, SEND is monitored once a term and the Single Central Record (SCR) 3 times a year. AB presented to the FGB on monitoring at the last meeting and the information contains guidance on numbers of visits.</p> <p>Q – As the Head teacher do you feel all the areas are covered. A - Staff have become more comfortable with governor visits and all areas are covered. It is important to organise visits in advance with staff so cover can be provided and staff made available.</p> <p>The chair asked that all monitoring visits are uploaded to GovernorHub within 2 weeks, to ensure relevancy.</p> <ul style="list-style-type: none"> • School vision and mission <p>Not used as there are no changes.</p> | <p>as vice chair for the term of 1 year.</p> <p>APPROVED: JF appointed FPP chair, MP appointed FPP vice chair, CS appointed C&S chair and ES appointed</p> <p>APPROVED: HTPM Panel AB, MP, CP and CJ (observer).</p> <p>Action 6: Governors to populate the monitoring schedule with number of visits before September FGB and populate number of visits.</p> |
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| | <ul style="list-style-type: none"> • GovernorHub Skills Audit The audit tool is available on GovernorHub if governors wish to complete it. • Governing Body Vacancies Staff Governor Bridget Turner resigned as the staff governor on 19th May 2025. Sharon Case (CSa) was appointed by staff on 20th June 2025. Parent Governor The chair and Head teacher met with Caroline Fawcett (CF) who has been nominated as the new parent governor. As none was nominated during the last parent governor election and it was a short period of time the chair recommends she is appointed. Appointment of LA governor The chair confirmed that she had submitted JF's name to the local authority as requested by the Governing Body. 1 vacancy co-opted governor vacancy finance bias • Governor attendance 2024-25 (on GovernorHub) Attendance of Governors was good throughout the year. • Governor training 2024-25 There was a good spread of training throughout the year and during FGB meetings. | <p>APPROVED: CF appointed as parent governor for the term of 4 years, JF appointed as a Local Authority Governor for 4 years.</p> <p>Action 7: Clerk to send welcome letters to CF and JF.</p> |
| 10. | <p>a) Plan for FGB training 25-26 At the first FGB meeting of the year abbreviated INSET day training for staff will be given to governors including Safeguarding, KCSIE and Prevent. Governors should aim to complete MyConcern training before first FGB.</p> <p>Compliant/Exclusion training will be considered as part of the FGB training planned during meetings.</p> <p>b) Latest training taken by governors with key points discussed.</p> <p>CJ – Attended the LA Being an Effective Safeguarding Governor training (10th July 2025). As part of the training there is a list of 30 questions for governors to consider, MP is considering how integrate the questions into safeguarding visits and link monitoring visits.</p> <p>Heads and chairs meeting (9th July 2025) included information on tree management on school sites, the LA will pay for half of any required tree work and there will be guidance coming out.</p> | <p>Action 8: CJ to upload Safeguarding training slides to GovernorHub.</p> |

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| 11. | <p>Governor Link Visits and LA Visits</p> <p>Health and Safety (H&S) was discussed at FPP and a perimeter walk has taken place with a focus on Health and Safety; a comparison was made to the previous perimeter H&S walk.</p> <p>Maths monitoring was discussed at C&S.</p> <p>CJ monitored the SATs including when the papers arrived and the day the SATs tests were taken. The chair advised governors that the school are following the correct SATs processes. She was impressed how thorough the process was, everywhere was calm and consideration had been given to the placement of children to catered for their needs.</p> | |
| 12. i | <p>Policies to Review:</p> <ul style="list-style-type: none"> <p>Admissions Policy May 2025</p> <p>This is a LA policy personalised to the school.</p> <p>Q - The policy states that the level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. Can we understand this more in relation to the fact that we have recently said we can't take a child as we're unable to safely meet their needs.</p> <p>A – If a child has an EHCP we have to be able to meet the child's needs so we can say no to a child.</p> <p>Q – If we take a child who doesn't have EHCP and needs support how do we fund this.</p> <p>A – We have to use the resources we already have to support the child, as the funding is not back dated. EHCPs are taking 18 months to 2 years to come back at this time. The Head teacher is part of Cambridgeshire Primary Heads to support the school in raising concerns with the EHCP process.</p> <p>Children with health needs who cannot attend school policy May 2025</p> <p>This is an existing school policy which has been updated.</p> <p>Supporting Pupils with medical needs policy May 2025</p> <p>This is an existing school policy which has been updated.</p> <p>Model Internal Financial Procedures for Schools April 2025</p> <p>The Model Internal Financial Procedures for Schools April 2025 and Financial scheme of delegation will be discussed at the next meeting.</p> | <p>APPROVED: Admissions Policy May 2025, Children with health needs who cannot attend school policy May 2025, Supporting Pupils with medical needs policy May 2025</p> <p>Action 9: The Model Internal Financial Procedures for Schools April 2025 and Financial scheme of delegation will be discussed at the next meeting.</p> |

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| | The chair noted that all of the statutory policies are on the school website if required or are available in school. The only statutory information which is not available is the Careers Guidance which is not a policy and is integrated within the curriculum policy | |
| 13. | Any other business: - None | |
| 14. | Consider impact of meeting - Appointed roles for the next academic year 2025-26. - Appointment of 2 new governors. - Annual statements of impact. - Discussed behaviour policy, processes to enable consistency across staff for the next academic year. - Pupil Premium and SEND attainment figures - Review statutory website policies | |
| 15. | Date of next FGB meetings Tuesday 30 th September 2025 6.30pm at school | |
| | The meeting closed at 8.17pm | |

Agreed as an accurate record.

Signed: Cat Johnson

Date: 30th September 2025

ACTION GRID

| Item | Action | Deadline | Responsibility |
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| 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. | September 2025 | EP |
| 4 | Action 1: Head teacher to send out Pupil Premium and SEND SATs outcomes to governors | September 2025 | Head |
| 7 | Action 2: Committee terms of Reference to be brought to the FGB meeting in September. | September 2025 | Clerk |
| 8 | Action 3: CJ work with Ann in the office to upload required documents on the school website (impact reports and governance statements) | September 2025 | CJ |
| 8 | Action 4: Governors MyConcern training information to be placed on Governor Hub and to | September 2025 | Head |

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| | be completed. | | |
| 8 | Action 5: Governors to have logins for my concern. | September 2025 | Head |
| 9 | Action 6: Governors to populate the monitoring schedule with number of visits before September FGB and populate number of visits. | September 2025 | Governors |
| 9 | Action 7: Clerk to send welcome letters to CF and JF. | July 2025 | Clerk |
| 10 | Action 8: CJ to upload Safeguarding training slides to GovernorHub. | September 2025 | CJ |
| 11 | Action 9: The Model Internal Financial Procedures for Schools April 2025 and Financial scheme of delegation will be discussed at the next meeting. | September 2025 | |