



Bushmead Primary School

Governing Board

MINUTES

FULL GOVERNING BOARD MEETING

Tuesday 1st April 2025 at 6.30pm

MINUTES

Present: Becky Richards (BR - Chair), Jodie Flowerday (JF – Vice Chair), Stephen Down (SD - Headteacher), Catherine Johnson (CJ), Bridget Turner (BT), Eleanor Smith (ES). Claire Porteous (CP), Maureen Plowman (MP), Carl Sequeira (CS) (joined at 7.41pm)

Also Present: Tracey Crawshaw (Camclerk), Michelle Moore (MM - Associate member) and Emma Perry (EP – Associate member).

	Item	Action
1.	<p>Welcome and apologies for absence.</p> <p>The meeting was quorate with 8/10 governors present.</p> <p>The Chair welcomed everyone to the meeting and the meeting started at 6.30pm.</p> <p>Apologies for absence were received from: Alison Blacow (AB)</p> <p>No apologies received:</p> <p>Apologies received from non-governors: Mark Leonard (ML – Associate member),</p>	<p>APPROVED: Apologies accepted from AB and ML</p>
2.	<p>Declarations of interest</p> <p>JF declared an interest as family member is the Evergreens Manager.</p>	

3.	<p><i>Minutes of the Previous Meeting and Matters Arising</i></p> <p>The Minutes of the meeting held on the 11th February 2025 were accepted as a true and accurate record.</p> <p>Actions from Previous Meetings</p> <p><i>Action: Headteacher and MP to look at the staff survey feedback, create actions and areas of improvement (SIP).</i></p> <p><i>Action: Clerk to add Sustainability and climate change strategy information on GovernorHub and governors to consider a sustainability link governor role. This has been actioned by the FPP committee.</i></p> <p><i>Action: Clerk to send Governor Election and Pre appointment check document the Headteacher and BR.</i></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</i></p> <p><i>Action: Clerk to place information on the role of chair in the meeting folder on GovernorHub. This is an agenda item and the information is on GovernorHub.</i></p>	<p>APPROVED: Minutes of the meeting held on 11th February 2025</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</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> <p><i>Q – The last report had 8 young carers and now have 5.</i></p> <p><i>A – Young carers can come off and come back on to the register. The change is due to 2 children no longer being classed as young cares in one family and one child has left the school.</i></p> <p><i>Q – The report outlines one fixed term exclusion.</i></p> <p><i>A – One child has had an external exclusion rather than internal exclusion. This is the last resort as statistics show that excluded pupils are more likely to be drawn into gangs if there is an external exclusion as they are likely to be targeted.</i></p> <p><i>Pupil numbers - Year 3 and 6 are the same, Years 2 and 4 have had pupils joining, 2 have left in Early Years and Year 4. On Friday we lose 8 children with 2 families of 2 moving, 1 sibling moving to a different school (is one of 3 children and 2 remaining). We continue to have pupils join with 2 joining in and 2 have been shown around. Another child is starting a 2 trial day tomorrow and there is a possible new child in Early Years.</i></p> <p><i>Q – Attendance is stable at 94%, but Pupil Premium (PP) and SEND is lower.</i></p> <p><i>A – There is a child with SEN with medical needs and the child is not in school at the moment which is the right thing for them. One child is on a reduced timetable and has a significant impact on attendance. Two PP pupils are not attending school and we</i></p>	

	<p>are working with the LA to look at an Alternative Provision (AP). We have an attendance link governor (currently BR) who reviews attendance monthly. This includes a detailed review of PP pupils against national figures and as a school we are on or around average. There is no SEND data nationally. The attendance governor reports are more detailed.</p> <p>Action: BR to send attendance report to governors from Friday 28th March 2025.</p> <p>Q – What would the numbers be like without pupils who are not attending school.</p> <p>A – There are 90 PP pupils so the impact is 1%, there are 40 SEN pupils so 4%. The gap becomes smaller without those children but they don't explain everything. ES noted that sometimes we have to be flexible, it is better if a child attends school but arrives at 9.15am.</p> <p>Q – There is one bullying incident, has this been follow up.</p> <p>A – It has been followed up, a child in Year 4 displayed repeated behaviour which was also racist. One of the children has been moved classes and there have been no more reoccurrences. The incident has been recorded on MyConcern as a racist incident. The procedure is to put a plan in place to resolve the situation and then follow up with both sets of parents. This is monitored and it has stopped.</p> <p>Q – Are there any trends on MyConcerns that are being monitored?</p> <p>A – We are monitoring sexualised behaviour and language which are grouped together. We have had a bubble with this and it is more inquisitive behaviour of younger children rather than sexualised, but it is classified as inappropriate. Action has been taken and in the year groups, pupils have been shown a PowerPoint on my own body and safety and the PANTS talk.</p> <p>Q – Attendance has 14 logs on MyConcern, is this related to PP and SEND or are 14 part or separate.</p> <p>A – The attendance logs are across the whole school. If a pupil is off for a reason, that we don't believe, it is a safeguarding issue so crosses over. ES noted that we are looking at the bigger picture, each log is a piece of a jigsaw. It could be that they were out late or not being looked after for absences. If there are any niggles it is best to raise a concern as it builds a picture.</p> <p>Q – Parental conduct is high with 25 logs, what are these?</p> <p>A – This category is quite wide and is based on actions of a parent, such as not providing something, how do they act with a child, went out and left the child alone. The category includes things which don't fit into the other categories.</p> <p>Q – If different people record the same concern with multiple incidents does it add it on to the total.</p> <p>A – Yes, if 2 people report the same thing it is logged separately</p>	<p>BR</p>
--	---	------------------

	<i>and added on. ES noted we are building picture and it is important that concerns are logged.</i>	
5.	<p>Safeguarding Update</p> <p>Safeguarding Wheel – Whistleblowing</p> <p>Governor processes for reporting safeguarding concern (Headteacher).</p> <ul style="list-style-type: none"> - Every staff member is eyes and ears for the school, if see something that concerns you, you should raise it. If we don't raise it we are not doing your job. - As governors especially parent governors you have to act neutrally. If you see something in community you should raise it with the school's Designated Safeguarding Leads (DSL) (ML, ES, Emma Richie and the Headteacher) and it will be put on MyConcern. If there is a significant and imminent risk of significant harm you should go directly to the Headteacher if it's not urgent you can email him. - If you are engaged by a challenging parent it is not the role of a governor who is a parent or a co-opted governor to deal with it. - If you have a concern please contact the Headteacher and direct the parent to the complaints policy (on the school website). <p>Dealing with challenging parents/parental concerns (Chair)</p> <ul style="list-style-type: none"> - At the LA Headteacher and Chairs meeting this term the course 'How to deal with challenging parents' was highlighted and bespoke course can be held if needed. <p><i>Q – What if the complaint is about the Headteacher.</i></p> <p><i>A – Any complaint regarding the Headteacher would go to chair and the details are in the complaints policy. If it is felt that the chair and Headteacher are colluding, this comes under the whistleblowing policy (can be found on the back of toilet doors in school).</i></p>	
6.	<p>Wellbeing</p> <ul style="list-style-type: none"> • General Update - The staff wellbeing survey was discussed at the FPP meeting on the 25th March 2025 and an overview was given for non FPP governors. There was an action to complete the 'You said, We did' document from the survey. - The Headteacher attended the Cambridgeshire Primary Heads meeting and after talking to peers he feels he is doing ok. The staff are supportive staff, we do have bubbles which the Headteacher deals with these, reminding staff to be professional and he suggests changes. - Work in schools is hard and everyone recognises the pressures. We have a wellbeing lead and 2 staff are currently on wellbeing course. Two staff meetings have had less to cover so teachers have been able to take time for themselves. - The leadership team have an open-door policy if anyone needs 	

	<p>them.</p> <ul style="list-style-type: none"> - The school has a therapeutic approach and we pick up pupils who are wobbling and we have the tree house provision. Mental health is a safeguarding issue and is recorded on MyConcern. - ES has been looking at transition from Year 6/7 and preschool to early years. Wellbeing information is being asked for and this hasn't specifically been requested before so we are mindful of it. The process is to have an understanding at transition to see if we can support the pupils from the beginning. - Governors can approach the Headteacher or chair if they feel their wellbeing is being affected. <p>Governors feedback on training – Wellbeing (ES).</p> <p>ES attended workplace wellbeing training and highlighted the following to governors.</p> <ul style="list-style-type: none"> - Hierarchy of needs explained in an education setting. - In education staff can have a lack of social interactions as they can be working alone (if they do have another adult in the class they don't have time to talk). - This falls within wellbeing, as staff might not realise how lonely the work can be and have their social needs met. - The Headteacher noted: <ul style="list-style-type: none"> - Staff who are Learning Support Assistants (SLA) and lunch staff have lunch at same time and teachers are not expected to have duties at lunchtime. - The Headteacher role is the loneliest of the jobs. The Headteacher has support from the St Neots forum, conferences and meetings. - Staff workload is managed such as the 3 phase leaders (2 at the moment as one on maternity leave) have an hour together on a Friday. - Opportunities for social interaction include twice a year teachers have 'cuppa and cake,' national teacher and national LSA days. - EP noted that new starters are complimentary of the school, as SENCO, she attends SENCO network meetings. SENCO's can take on a lot of stresses and worries as part of the role. - JF has spoken with 2 of the new teachers and they noted that the school is friendly and warm an open environment. The staffroom is chatty and supportive. 	
7.	<p>Committee Updates / Actions Carried Over</p> <p>a) Curriculum and Standards Committee – 04/03/2025</p> <p>The minutes are on GovernorHub for review and there were no actions.</p> <p>Action: JF to organise OPAL visit.</p> <p>b) Finance, Premises and Personnel Committee – 25/03/2025.</p> <p>The minutes are on GovernorHub for review and the budget will</p>	JF

	be discussed in item 8.	
8.	<p>Finance</p> <p>a) To approve budget for 2025/26</p> <p>The budget was discussed at the FPP meeting held on the 25th March 2025 and the minutes are on GovernorHub. The following were noted:</p> <ul style="list-style-type: none"> - The 2024/25 budget closed with a deficit of £6,519 and the reasons for the deficit were discussed. There is an action for the Headteacher to feedback to governors what will be done differently in 2025/25 budget (regarding payments for residential visits. - Forty six percent of schools are significantly in deficit, so we are in a healthier position compared to other schools. - 2025/26 we are looking at a carry forward of £5,159.61. - Governors noted that the building is well managed and looked after to a high standard. The rolling scheduled of painting, carpeting (£6,000), ICT £4,000, teacher laptops £3,000 and outdoor playground markings £2,000. - The air conditioning cost £15,000 which took us into deficit for 2024/25 which is disappointing but we need to long at the term befits. The air conditioning can be used as heating everywhere except the hall and it is cheaper to use than the heating system. - The bank balance is very healthy it was an accounting issue that took us into deficit in 2024/25. <p>b) Pupil Premium Spend Not discussed as discussed at the FPP meeting on the 25th March 2025 and the information is on GovernorHub.</p> <p>c) Schools Financial Value Standards The SVFS was approved at the last meeting and has been submitted.</p>	<p>APPROVED: 2025/26 budget with a carry forward of -£5,159.61.</p>
9.	<p>School Improvement Plan (SIP) Focus Area (on GovernorHub)</p> <p>a) General Update on priorities</p> <ul style="list-style-type: none"> - The Headteacher informed governors that most of objectives have been met. Some are still in play as there has been a shift in the focus to expectations of adaptive teaching. Asking the question has learning been adapted to all needs, SEND, lower or higher ability. - Mock SATs this week, going well. <p><i>Q. Why are there mock SATs now as it is so close to the SATs. A. This is the second set of mock SATs which are used to identify trends so we can put in booster sessions in a short period of time. This is important for children who are on the cusp, it is an analytical time. The mocks also desensitise test conditions and to practice logistics. This set have been a full</i></p>	

	<i>dummy run, with children in smaller rooms or having a 1-2-1 if necessary.</i>	
10.	<p>Governing Body Matters</p> <ul style="list-style-type: none"> Training. ES - Education leadership training through the workplace. CJ - Cybersecurity for governors training (18th March 2025) MP – Termly Governance Briefing (26th February 2025) BR recommended taking the chair training which is 3 modules and breaks the role down alongside other new chairs. Governor vacancies including parent governor vacancy. Parent governor. There were no nominations and the vacancy will be highlighted at the new Reception 2025 parents evening. LA governor appointed To be discussed in item 13. Skills Audit (on GovernorHub) – suggestions for training Action: JF circulate to circulate training suggestions on Learning Link Action Training and development governor to be agreed at the next meeting. CS joined the meeting at 7.41pm. Sustainability Lead Governor The chair advised that from September 2025 the school will need sustainability and climate plan. Action: July business meeting to review link governor roles and a refresher on link monitoring. Meeting dates for 2025/26 The dates will be prepared for the July business meeting. 	<p>JF</p> <p>Chair</p> <p>Clerk/chair</p>
11.	<p>Governor Link Visits and LA Visits</p> <ul style="list-style-type: none"> Attendance Link Visit (on GovernorHub) BR – visit report from 13th January 2025 is on GovernorHub. Action discussed in item 4. OPAL visit - Discussed in item 7a. School Improvement Advisor (SIA) Report 25.02.2025 	

	<p>The visit with Craig Duncan (SIA) has been rearranged.</p> <p><i>Q. How is are SIA visits working?</i> <i>A. The SIA is providing good challenge and the relationship is working well. The Cambridgeshire Primary Offer has arrived today and the price is similar to last year so we will be taking up the offer for 2025-26.</i></p>	
12.	<p>Policies to Review:</p> <p>a) Adverse Weather – Agreed.</p> <p><i>Q. Were parents are involved in the details?</i> <i>A. The paragraph has been removed as parents are not involved. The document was a standard policy template.</i></p> <p>b) Anti bullying and child friendly version – Agreed.</p> <p><i>Q. Has the policy been reviewed by the children and do they understand the policy.</i> <i>A. The policy was reviewed by Year 3 and 5 focus groups.</i></p> <p><i>Q. Where is policy available.</i> <i>A. Online is not the best place for children to see the policy. A paper version can be available alongside safeguarding posters.</i></p> <p>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.</p> <p>The Headteacher informed governors that a lot of work takes place around what bullying is from Early Years to Year 6.</p> <p>c) Medical Policy</p> <p><i>Q. Section 6 says medicines can be given if 3 times a day.</i> <i>A. If the doctor has specific times such as one hour before lunch we have to follow this. All medicines have to be advised on a form via the school office and seen by a senior leader.</i></p> <p>Suncream was discussed including timescales, once a day-applications, practicalities, allergies to sunscreen and national curriculum guidance. If a child has a specific need regarding sun creams this comes under medical policy. The school is an accredited as sun safe school.</p> <p>The Policy was agreed with the proviso that the sun cream element was reviewed.</p> <p>Action: Headteacher to review sun cream within the Medical policy and bring back to the next meeting.</p> <p>d) Acceptable use and e-safety – Agreed.</p> <p>e) GDPR – Data protection – Agreed.</p>	<p>EP</p> <p>APPROVED: Adverse Weather Policy, Anti Bullying Policy and Child Friendly Anti Bullying Policy, Medical Policy, Acceptable use and e-safety, GDPR – Data protection, GDPR – Publication scheme & GDPR – Freedom of Information</p>

	<p>f) GDPR – Publication scheme - Agreed.</p> <p>g) GDPR – Freedom of information - Agreed</p> <p>Action: Please can governors send policy queries in advance of meetings including minor typos or grammatical errors.</p>	All
13.	<p>Election of Chair</p> <ul style="list-style-type: none"> - One nomination was received for the role of chair. - Governors elected CJ as Chair of Governors until 15th July 2025 (Elections are held at the Summer 2 meeting each year) from the 22nd April 2025. <p>Action: BR to undertake handover with CJ.</p> <ul style="list-style-type: none"> - Governor nominated JF as LA governor. <p>Action: Clerk to contact Governor Services regarding LA paperwork.</p> <ul style="list-style-type: none"> - Governors appointed MP as Safeguarding and Attendance Governor. - Governors appointed CJ as History and Geography link governor. 	<p>AGREED</p> <p>AGREED</p> <p>Clerk</p> <p>AGREED</p> <p>AGREED</p>
14.	<p>Any other business:</p> <ul style="list-style-type: none"> - Newsletter interview with school council. <p>Action: Governor newsletter article with school council to be revisited in the summer term.</p> <ul style="list-style-type: none"> - School website review by governors <p>CJ has completed the audit and has sent suggestions to the Headteacher. The website needs some minor updates including average scale scores in Reading, Writing and Maths, consideration if the School Uniform policy is clear enough and updates to the governor page.</p> <ul style="list-style-type: none"> - Equality, Diversity and Inclusion statement the school on website <p>Action: Headteacher to update the Equality, Diversity and Inclusion statement the school on website.</p> <ul style="list-style-type: none"> - Cybersecurity Discussed in item 10. - Approve term dates 2026-27 (on GovernorHub). <p><i>Q. Are we meeting our required days?</i> <i>A. Yes.</i></p>	<p>Chair/Head</p> <p>Headteacher</p> <p>APPROVED: Term dates for 2026-27</p>

	<p><i>Q. Are there points at end of terms where see absences.</i> <i>A. We are guided by LA when setting dates. 4 are set by the LA and we can shift one, we try to stay in step with St Neots schools.</i></p> <p>- Arrangements for funeral attendance. The leadership will all be out of school (25th April 2025) for a funeral. The Headteacher from Eynesbury Primary School (Alana Brown) will be at the school to cover the absence, she is familiar with the school and is an experienced Headteacher. Every class in the school will be covered by 2 staff members. One senior will be present in school.</p> <p><i>Q. The funeral is not for a member staff, why are the leadership team attending.</i> <i>A. The attendance is to support the member of staff. There will be a qualified teacher in most classes and the pupils will have a normal school day.</i></p> <p><i>Q. Who will be responsible while leadership team are not in school.</i> <i>A. Key staff will be in school for the classes, the Headteacher at Eynesbury Primary School and an additional Senior leadership team member who will be out of class. The planning is for the whole day but practically we will only be out for 2 hours.</i></p> <p><i>Q. How would we manage if there was a complaint.</i> <i>A. Any complaint would follow the schools complaints procedure.</i></p> <p>- Outdoor covered space <i>Q. Can we think about an outdoor covered space.</i> <i>A. This can be reviewed, it can be really expensive as we have tried the cheap option with gazebos which didn't last. Something more like band stand which is more robust may be better.</i></p> <p>Action: HT to investigate outdoor space coverings at the FGB meeting on the 20th May 2025.</p> <p>Governors took the time to thanks the BR for her handwork, dedication and passion as governor especially as the chair.</p>	Headteacher
15.	<p>Consider impact of meeting</p> <ul style="list-style-type: none"> - Agreement of the budget 2025-26. - Election of new chair. 	
16.	<p>Date of next FGB meetings</p> <p>Tuesday 20th May 2025 6.30pm</p> <p>Tuesday 15th July 2025 6.30pm</p>	
	The meeting closed at 8.35pm	

Agreed as an accurate record.

Signed: Catherine Johnson

Date: 20th May 2025

ACTION GRID

Item	Action	Deadline	Responsibility
3	JF/CJ to review the skills audit outcomes to identify group training for the board either via the NGA or Cambridgeshire Governor Services.	ASAP	JF/CJ
4	BR to send attendance report to governors from Friday 28 th March 2025.	By Easter Hols	BR
7	JF to organise OPAL visit.	Summer Term	JF
10	JF circulate to circulate training suggestions on Learning Link.	ASAP	JF
10	Training and development governor to be agreed at the next meeting.	May FGB	Board
10	July business meeting to review link governor roles and a refresher on link monitoring.	July FGB	Board
12	Headteacher to review sun cream within the Medical policy and bring back to the next meeting.	May FGB	Headteacher
12	Please can governors send policy queries in advance of meetings including minor typos or grammatical errors.	From now	Board
13	BR to undertake handover with CJ.	By Easter Hols	CJ/BR
13	Clerk to contact Governor Services regarding LA paperwork.	ASAP	Clerk
14	Governor newsletter article with school council to be revisited in the summer term.	Summer term	CJ
14	Headteacher to update the Equality, Diversity and Inclusion statement the school on website.	ASAP	Headteacher