



# Bushmead Primary School Governing Board

## APPROVED

### FULL GOVERNING BOARD MEETING

Tuesday 12<sup>th</sup> December 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), 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 – Associate member).

	Item	Action/Agreement
1.	<p><b>Welcome and apologies for absence.</b></p> <p><b>The meeting was quorate with 8/10 governors present.</b></p> <p>The Chair welcomed everyone to the meeting and the meeting started at 6.30pm.</p> <p>Apologies for absence were received from: Claire Porteous (CP) Maureen Plowman (MP).</p> <p>No apologies received: None</p> <p>Apologies received from non-governors: None</p>	<p><b>AGREED: Apologies for absence CP and MP</b></p>
2.	<p><b>Declarations of interest</b></p> <p>JF declared an interest as family member is the Evergreens Manager.</p>	
3.	<p><b>Governor Business</b></p> <p><b>Committee Terms of Reference (on GovernorHub)</b></p> <p>The Curriculum &amp; Standards Terms of Reference were discussed at the last meeting. The quorum was changed to Headteacher or Deputy Head, Chair or vice chair of the committee plus 2 other governors.</p> <p>The Finance Premises and Personnel Term of Reference have not been discussed. The quorum was changed to Headteacher or Deputy Head, Chair or vice chair of the committee plus 2 other</p>	<p><b>APPROVED: C&amp;S Terms of Reference for 2025.</b></p> <p><b>Action 10:</b></p>

	<p>governors.</p> <p><b>Governing Board Effectiveness</b> (Governing Board&gt;effectiveness)</p> <p>Six governors have completed the effectiveness tool</p> <p><b>Governing Body Vacancies</b></p> <p>There is one co-opted governor vacancy.</p> <p>ES will be step down at end of term which will leave a Parent Governor vacancy in the new year.</p> <p>The chair thanked ES for her contributions to the governing body.</p> <p>MM's term ends as an Associate Member on the 10<sup>th</sup> February 2026 and this will be discussed at the next meeting.</p> <p>Q – Do we need to elect a replacement deputy for the C&amp;S committee.</p> <p>A – Yes this will be an item on the January C&amp;S agenda. It is a priority to think about succession planning.</p>	<p><b>Governing Board Effectiveness to be completed by all governors.</b></p> <p><b>Action 11: Head and Chair to create commitment sheet for governors so prospective governors know the expectations of the role.</b></p>
<p>4.</p>	<p><i>Minutes of the Previous Meeting and Matters Arising</i></p> <p>30<sup>th</sup> September 2025</p> <p>The Minutes of the meeting held on the 30<sup>th</sup> September 2025 were accepted as a true and accurate record with minor amendments.</p> <p><i>Actions arising</i></p> <p><i>Action 1: Clerk to add cybersecurity information sent by Governor Services to GovernorHub noticeboard. Completed. Governors are recommended to take the training on the top list which is the National Cyber Security Centre course</i>  <a href="https://www.ncsc.gov.uk/section/education-skills/cyber-security-schools">https://www.ncsc.gov.uk/section/education-skills/cyber-security-schools</a></p> <p><i>Action 2: committees to review Terms of Reference. Completed.</i></p> <p><i>Action 3: Clerk to place Governing board effectiveness information on GovernorHub noticeboard. Completed.</i></p> <p><i>Action 4: Governing board effectiveness tool to be an agenda item for the next meeting. Ongoing. To be discussed at next meeting.</i></p> <p><i>Action 5: Clerk to confirm if the gender pay gap applies to schools. Completed. The school does not have enough employees.</i></p> <p>Q – Have we ever had enough employees.</p> <p>A – No.</p> <p><i>Action 6: Headteacher to resend SEND and PP SATs outcomes to governors. Completed.</i></p> <p><i>Action 7: Governor Website audit in Autumn 2 half term to ensure statutory information is on the website. The website is up to date end the audit will take place at the end of this term or start of next term by SC and CJ. In addition the polices on the school website</i></p>	<p><b>APPROVED: Minutes of the meeting held on 30<sup>th</sup> September 2025</b></p> <p><b>Action 12: Clerk to coordinate</b></p>

	<p>will be reviewed to ensure it is the latest version of the policy.</p> <p><i>Action 8: Governors to email the Headteacher when they have watched the MyConcern video and then they will receive the log in. Governors who are still will have completed the training, for other governors please email the Headteacher. In total 4 governors have completed the training.</i></p> <p><i>Action 9: Governors to have logins for my concern. See item 8.</i></p>	<p><b>with the Headteacher to ensure all governors have completed the MyConcern training.</b></p>
<p><b>5.</b></p>	<p><b>Head Teachers Update including targets</b></p> <p><b>Head Teachers Report (on GovernorHub).</b></p> <p>The Headteacher highlighted items from the report and governors asked the following questions:</p> <p>Pupil numbers are critical for finances. Numbers are still increasing and we have made up the difference between leavers and joiners at the end of the last academic year. Eight pupils have joined since September 2025. Numbers are looking similar in Early Years next year with 40 first choices and we need it to increase this number a bit. Most local schools are seeing a decreasing roll.</p> <p>Q – What is the trend with joiners; are they families moving into the area.</p> <p>A – We children who have moved from other schools due to issues with their current school and the moves tend not to be straight forward. The rest of the joiners are new to the area.</p> <p>Q – What about the leavers are they moving out of the area?</p> <p>A – Yes, they are pupils moving out of the area.</p> <p>Q – What is the budget projection.</p> <p>A – April’s budget is based on numbers from the previous October census, which will be 385 for 2026.</p> <p>Q – Do we have good relationships with the local preschools.</p> <p>A – Yes, we do. This year we had a plan to reach the preschools and we have kept up with most of it. This includes visits to all of the preschools and we have visited the main ones, such as Eaton Socon preschool where we stood on gate and gave leaflets out.</p> <p>Attendance is a concern as there has been a lot of sickness. We are doing everything we should be doing regarding supporting attendance. Ofsted will look at our Individual School Data Report (ISDR) and we would like to see the attendance increase.</p> <p>Q – Why is the attendance for Pupil Premium (PP) lower than the rest of the school?</p> <p>A – Attendance and PP is often lower as they don’t come into school for various reasons. If look historically our percentage is low 90%, but our ISDR PP attendance is better than</p>	

	<p>national.</p> <p>Q – Is it always that case that Early Years attendance higher than the rest of the school as it standing out.</p> <p>A – PP is less in younger age groups and is higher in the higher years of the school. Which can impact attendance.</p> <p>Q – What is impact of reduced timetables on attendance figures.</p> <p>A – Pupils on a reduced timetable are always in for one attendance mark, so are always missing one make (50%). This is 1.7% of attendance which is a reasonable amount but it does impact the overall attendance figure.</p> <p>Q – How often do you explaining absence on attendance and impact on learning?</p> <p>A – as whole school not that often as this previously has not much impact. ML, the Headteacher and Lorraine in the office are visible on the school gates in the mornings. The time frame has been brought forward for pupils being marked as late or unauthorised. A late mark is up until 8.45am, at 9am the absence is marked as unauthorised. Other schools have a late mark up until 9.30am, so they get a mark even if they are late so data is not comparable. As a school we are trying to get as many as we can before they are consistently late. Evidence is being built, as 7 occurrences, in a 6-week period means they reach the threshold for a fine.</p> <p>Q – How many families have been fined this year?</p> <p>A – 1.</p> <p>Q – Are we not fairly comparing ourselves to other schools for Ofsted?</p> <p>A – Attendance is a focus for this year, but as Ofsted is not due this year we can review and impact the Ofsted year.</p> <p>Governors noted that 94% attendance is below the national average of 95.4% last year. The IDSR shows a three-year trend and we are just below all the way, so this is an area in need of improvement.</p> <p>Information was provided on procedures for improving attendance for new governors present. These include visibility on the school gates, if there are children with concerns of getting up for school we ask them to come in for a free breakfast club session to get to school 15 minutes early. This is for a brief period only.</p> <p>Q – How many parents are being supported this way?</p> <p>A – Four children, but this is a short-term intervention and not forever. EP spends time with parents to support attendance.</p> <p>Finances – the budget is set to balance. The budget was set with a deficit, based one making one big payment that the Local Authority may or may not support with funding. The Headteacher has contacted the LA after speaking to other heads, who have</p>	<p><b>Action 13: Head to deliver training on new OFSTED framework to governors within this academic year</b></p>
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	<p>been in a similar situation and have received funding. He has met with the finance manager today and if support is received then the budget will balance. There could be no funding or partial funding which will impact the budget outcomes. The FPP committee have looked at this in detail.</p> <p>Buildings and maintenance – FPP enquired regarding electric swipes for in and out of the school. We currently have a solution in place at the moment, but there are potential vulnerabilities. Costings are being sought for front door (need) and back door (want).</p> <p>Governor questions:</p> <p>Q – Are the boilers a concern?</p> <p>A – The Headteacher is not concerned as we have 2 sets of boilers one at the top end of the school and one for the rest of the school. The bottom set of boilers are ok. The top end has three and one boiler can heat the whole of the top of the school. One boiler is not working (waiting for a part, which will be replaced in the next financial year), one with a part that is due for replacement. All rooms in the top of school can be heated by the air conditioning. The hall could be heated with boiler so we have workarounds to heat the school.</p> <p>Q – What are domestic issues (there are 4 recorded on the report).</p> <p>A – The category is used for something in the domestic home that doesn't fit into another category. Something in the home that is of concern but not in one of the main categories.</p> <p>Q – Parental conduct is this reported to teachers.</p> <p>A – No it is against a child, e.g. child without lights on their bike, which would be lack of supervision and parental conduct. It is not considered abuse but it is a lower level.</p> <p>Q – Have you had to take actions or referrals.</p> <p>A – No. There is one concern that is bubbling along. We have to have enough evidence to meet targets for a referral.</p> <p>Q – When a child moves to a new school do you get information on the family.</p> <p>A – Yes, we can get information, if there is a concern. For example we can use attendance from a previous school to put in a fine if we have enough evidence.</p> <p>Q – What is considered dangerous behaviour.</p> <p>A – Behaviour, which is a danger to themselves, such as a child climbing on roofs which is reported to the school (not behaviour at school but reported by a member of the public).</p> <p>Q – Are the concerns a single child repeating or is it an area</p>	
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	<p>of concern.</p> <p>A – The concerns are not all in one category.</p> <p><b>Any proposed changes to admissions arrangements and criteria</b></p> <p>The school can't make any changes as a LA school they are the admissions authority.</p> <p><b>SEND report to Governors ahead of publication</b></p> <p>EP is included in SEND policy needs to be ratified today.</p>	
<p><b>6.</b></p>	<p><b>Safeguarding Update (Headteacher)</b></p> <p><b>Safeguarding Wheel – Behaviour</b></p> <p>There have been significant behaviour challenges this term but we are, making good progress using Cambridgeshire Therapeutic Thinking (CTT) model. There are 5 children who are on reduced timetables with the aim to reintegrate the back into class. The 5 children's part time timetables have been agreed with Local Authority (LA) and all paper work has been submitted. The LA are required to observe the 5 children and the specialist teaching team have visited and have provided actions for staff.</p> <p>Reducing the time the pupils are in school has enabled them to be in school and engage for shorter time periods. The has been flexibility, one child is in for 1 hour a day between 11-12, one has a very bespoke period in school for Maths and English lessons, but they are not in school at lunch time as that is the main trigger. Parental support is essential and parents are exercising their rights which they are able to do. Behaviour is improving and the Senior Leadership Team (SLT) have returned to having more time to deal with other elements of the school. There has been a shuffle of Learning Support Assistants (LSAs) for children who bubble along and to support them before behaviour becomes a challenge. Initially at the beginning of the year we moved LSAs to the needs of classes, we have now reverted back to more class based LSA with the children at risk of behaviour concerns.</p> <p>Governors noted that these are big steps forward with managing behaviour and supporting children to be in school. They noted that during visits to the school the school is calmer and more the like normal school environment.</p> <p>Q – Has there been any feedback regarding the LSAs in the classrooms and the changes.</p> <p>A – The LSAs team prefer a base and the key classes with behaviours concerns the teachers are happy to have an LSA.</p> <p>Q – Will some of the pairings be maintained for the next academic year.</p> <p>A – We will look at this at the end of the academic school year. We have had one LSA follow a child and that will probably continue. As a school we don't like to encourage children to be over reliant on one member of staff. In general</p>	

	<p>children move up the school and have a different team.</p> <p><b>My Concern Training</b></p> <p>Not used discussed in item 4.</p> <p><b>Friends of Bushmead (FOBs) DBS Checks</b></p> <p>The team running FOBs are new and have already held a disco and Christmas fete. As members of FOB have left there are less of them DBS checked. This meant that staff supported the disco to ensure adults who have not had a DBS were not left alone with children. All adults had lanyards to identify their DBS status.</p> <p>Two members of FOBs are on the DBS update service as they are staff members, and 2 more are having DBS checks done.</p> <p>Q – Do the school pay for the DBS checks for FOBs</p> <p>A – We pay for staff DBS checks but volunteers are free.</p> <p>Q – When do you think DBS checks will be completed by</p> <p>A – If we have the paperwork by Christmas we should receive them by January 2026. Once these first DBS checks have been received we will ask for a few more for the FOBs team.</p>	
7.	<p><b>Wellbeing</b></p> <p><b>General Update</b></p> <p>Wellbeing has been improving in line with the improved behaviour of pupils. Key changes to staffing in classes has supported behaviour and supported individual staff. Support is in place for any staff member with concerns</p> <p>Christmas has its own stresses which the SLT are aware of.</p> <p>Q – When is the next wellbeing survey scheduled for?</p> <p>A – Summer 1 term and it is already scheduled in the calendar.</p>	
8.	<p><b>Committee Updates / Actions Carried Over</b></p> <p><b>a) Curriculum and Standards Committee (CS) (minutes on GovernorHub) –</b></p> <p>Key points of meeting 11<sup>th</sup> November 2025</p> <ul style="list-style-type: none"> <li>- Actions for SLT on data monitoring inclusivity, EHCPs and alternative ways of presenting.</li> <li>- Terms of reference reviewed and updated.</li> <li>- Effective staff succession planning for January 2026.</li> </ul> <p>Q – Do you feel now that it is so close to Christmas that the succession planning is in place.</p> <p>A – Yes, it has been effective. AB attend a meeting on the 5<sup>th</sup> December 2025 as part of monitoring visits focussing on the handover and development of the SLT.</p> <p><b>b) Finance, Premises and Personnel Committee (JF)</b></p>	

	<p><b>(minutes not yet available) –</b></p> <p>Key points of meeting 27<sup>th</sup> November 2025</p> <ul style="list-style-type: none"> <li>- Staff induction policy reviewed</li> <li>- Finance documents reviewed</li> <li>- Budget discussion and deficit budget</li> <li>- Staffing update including staffing changes and appointments.</li> <li>- Reviewed sections on PP report</li> <li>- Agreed Schools Financial Value Standards (SFVS) including planning and information on if MM was absent from school.</li> <li>- The SFVS is similar to 2024-25 with minor changes such as if MM is absent and what happens if we ended the year with a surplus of money.</li> <li>- Processes are in line with other school finance documents.</li> </ul> <p>c) Headteacher Performance Review</p> <ul style="list-style-type: none"> <li>- JF note that the process has taken place and recommendations made to the pay committee (27<sup>th</sup> November 2025). CP is joining the panel.</li> </ul>	
9.	<p><b>School Improvement Plan (SIP) 2025-26 (standing item)</b></p> <ul style="list-style-type: none"> <li>- Being updated for the end of this half term, governors will see the review once it has been completed and we have made good progress.</li> </ul> <p><b>School Self Evaluation Form (SEF) (Summary)</b></p> <ul style="list-style-type: none"> <li>- The governor section is to be finalised and JF will look at weaker actions and any relevant training.</li> </ul>	<p><b>Action 14: SIP 2025-26 updated to be circulated before Christmas</b></p> <p><b>Action 15: JF to look at weaker actions on governor section of SEF and any relevant training.</b></p>
10.	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>a) Plan for FGB training 2025-26 discussed in items 4 &amp; 9.</li> <li>b) Latest training taken by governors with key points discussed.</li> </ul>	
11.	<p><b>Governor Link Visits and LA Visits</b></p> <ul style="list-style-type: none"> <li>- Three visits are outstanding; attendance is scheduled for next week (CJ is meeting with Anne in the office next week), JF will undertake a Health &amp; Safety walk and the English visit has been pushed to spring term.</li> <li>- JF &amp; CF undertook SEND visits took place on 25<sup>th</sup> November 2025.</li> <li>- CS undertook an Early Years visit on 14<sup>th</sup> November 2025.</li> </ul>	

	<ul style="list-style-type: none"> <li>- CJ &amp; MP have undertaken Single Central Record review on 17<sup>th</sup> October 2025 (on GovernorHub).</li> <li>- AB undertook a Science Visit on 24<sup>th</sup> November 2026 (on GovernorHub).</li> <li>- AB undertook a Maths visit on 22<sup>nd</sup> October 2025 (on GovernorHub).</li> </ul>	
12.	<p><b>Policies to Review:</b></p> <p><b>Statutory Polices</b></p> <ul style="list-style-type: none"> <li>• <b>SEND Policy</b> The Policy has been discussed at the C&amp;S committee.</li> </ul> <p><b>Non-Statutory Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Protocol for Children not collected</b> This is a model LA policy. Q – The introduction states it the parents responsibility for child to be collected, how can parents contact the school if they are delayed. A – By phone or email. Q – What qualifies as a parent not collecting a child does it mean 3.15pm. A – If depends on if the child is at club or Evergreens. The end of the school day is when child is due to leave the school. If it is an external organisation parents will have an agreement with the company e.g. football. We are always available to support if there are any issues. In practice we would not ring at 3.15pm but would bring the child to Evergreens after 10 minutes we would give the parents a ring. Parents running late occurs 1-2 times a week, parents not turning up has not happened.</li> <li>• <b>Governors Allowances Policy</b> No changes.</li> <li>• <b>Governor Induction Policy</b> Minor changes to give clarification for who was responsible for elements of the induction.</li> </ul>	<p><b>APPROVED:</b> <b>SEND Policy, Protocol for Children not collected, Governors Allowances Policy and Governor Induction Policy.</b></p> <p><b>Action16: CJ to see 2 x anonymised records of incidents for children not collected.</b></p>
13.	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>- Working together to improve school attendance August 2024 is in the meeting folder for governor reference.</li> <li>- Reference folder on GovernorHub has been created for ease of reference.</li> </ul>	<p><b>Action 17: Clerk to consider items for governor reference folder on GovernorHub</b></p>
14.	<p><b>Consider impact of meeting</b></p> <ul style="list-style-type: none"> <li>- SFVS agreed for 2025-26.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Consideration of behaviour and management of behaviour and the impact on staff wellbeing.</li> <li>- Terms of Reference for committees updated and agreed.</li> <li>- SEND report approved.</li> <li>- Safeguarding of FOB members.</li> <li>- My concern training and log in for governors.</li> <li>- Whole school community safeguarding</li> <li>- Budget update, pupil numbers and reception numbers.</li> <li>- Governor recruitment and leavers.</li> </ul> <p>Q – Do you have open evenings to promote the school?</p> <p>A – We have open days not evening and this can be considered for next year.</p>	
<b>15.</b>	<b>Date of next FGB meetings</b> Tuesday 10 <sup>th</sup> February 2026 6.30pm at the school	
	The meeting closed at 8.10pm	

Agreed as an accurate record.

Signed: Catherine Johnson

Date: 24/02/2026

### ACTION GRID

Item	Action	Deadline	Responsibility
4	<i>Action 4: Governing board effectiveness tool to be an agenda item for the next meeting.</i> Ongoing. To be discussed at next meeting.	February 2026	Clerk
3	Action 10: Governing Board Effectiveness to be completed by all governors.	February 2026	All
3	Action 11: Head and Chair to create commitment sheet for governors so prospective governors know the expectations of the role.	January 2026	Head/Chair
4	Action 12: Clerk to coordinate with the Headteacher to ensure all governors have completed the MyConcern training.	ASAP	Head/Clerk
5	Action 13: Head to deliver training on new OFSTED framework to governors within this academic year.	July 2025	Head
9	Action 14: SIP 2025-26 updated to be circulated before Christmas	December 2025	Head

9	Action 15: JF to look at weaker actions on governor section of SEF and any relevant training.	January 2025	JF
12	Action 16: CJ to see 2 x anonymised records of incidents for children not collected.	ASAP	Chair
13	Action 17: Clerk to consider items for governor reference folder on GovernorHub.	ASAP	Clerk