



BOTTISHAM VILLAGE COLLEGE

Local Governing Body

Meeting Minutes

26 September 2019 at 6.00pm

Governors Present

Sarah Richardson (SR Chair), Jenny Rankine (JR Principal), Tina Lawton (TL), Rob Steed (RS), Hilda Buchanan (HB), Neil Winckup (NW), Mathew Shuter (MS) and Heather Lander (HL)

Others Present

Duncan Cooper (DC Deputy CEO Anglian Learning), Ed Compton (EC Deputy Principal), Dom Fullman (Deputy Principal) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Martin Thompson (MT), Rikki Morgan-Tamosunas (RMT) and Alan Sharp (AS). The Chair welcomed DC from the Trust.	
2.	Declaration of interests with regard to agenda items and annual update of pecuniary interests	
	No interests were declared. Pecuniary interest forms were returned.	
3.	Agree minutes of the last meeting and matters arising not on this agenda	
	It was stressed that all LGB meeting papers are uploaded to the governance intranet and governors should ensure they are able to access these. The minutes were agreed as an accurate record. DC clarified that capital spending is linked to the asset management plan which is agreed between the school and the Trust. If additional needs occur during the year the school can apply to the Trust.	
4.	Principal's Report and final SIP (JR)	
	The report had been circulated. <ul style="list-style-type: none"> • Admissions: some managed moves for those with challenging behaviours have broken down. The school is working with the LA to find appropriate places for them. • September 2020 will be the first year of 10 form entry. The school has planned for 300 pupils in Y7 but is aware of a dip in numbers in this intake of around 27 pupils and has made contingency plans. • Exclusions: these are significantly lower than the same time last year. Low level disruption is still a focus but in general 	Governors to be invited to future behaviour training

	<p>the school is calm and all new staff receive appropriate training to deal with any behaviour issues.</p> <ul style="list-style-type: none"> Attendance: DF explained how the school follows up on any children missing education. Q <i>How much of the absence is due to parental holiday?</i> A Most is persistent absence for a small group of pupils Personnel: Rob Sabak (Finance) has agreed to stay to the end of the school year. There will be a restructuring of the Finance Department during this time and a new Finance Manager will be recruited and trained. Q <i>Have you reassessed the budget in light of Rob staying to the end of the year?</i> A Yes, this has been taken account of Parent engagement: regular parent information evenings are being held. The Y11 evening was held the day before the start of term which proved to be very positive. The Parent Forum is looking at ways to engage hard-to-reach parents and setting up meetings in surrounding villages. It was suggested that Governors could rotate attendance at Parent Forum. Artsmark award: following work with AV the school has been awarded Gold Artsmark. AV continues to work with the school to develop the arts strategy. Q <i>What else do governors need to do?</i> A Details of the strategy will be circulated to governors and this will be discussed at a future meeting JR has meet with the catchment primary HTs together with Prue Rayner (PR) to look at curriculum transition. Ofsted: the school continues to work with DC on preparing for Ofsted. SR reported that she had completed a webinar on the new framework and suggested that Governors form a working group to look at this in more detail. Q <i>Will changes in the LGB have an impact?</i> A MT is leaving but will fulfil his PP role until a replacement is appointed Cross-Trust meetings with other Principals will focus on quality assurance. DC and PR will continue to work with schools during the year. SIP: the 3 year summary was circulated at the meeting Finance update: the budget is on track and will be looked at in more detail next meeting. Q <i>How is the teachers' pay award to be funded?</i> A 2% has already been budgeted for and the remainder will be government funded. Implementation of fairer funding is still rather uncertain 	<p>RS will forward dates to KJ to circulate</p> <p>Arts Strategy – item for future meeting. JR to send out strategy</p> <p>SR to send webinar link</p> <p>Consider working group next meeting</p> <p>KJ to email SIP summary & next meeting look at details & RAG rating</p>
5.	Trust update (DC)	
	<p>Trust Improvement Plan The 3 priorities are:</p> <ol style="list-style-type: none"> 1. Improving outcomes of disadvantaged pupils. 2. Developing leadership and governance 3. Developing the curriculum <p>DC described cross-Trust working to support these areas.</p>	

	<p>Other key strategies Recruitment and Retention Strategy Leadership development – Trust-wide responsibilities Well-being & workload</p> <p>Other areas of focus Trust capacity fund – currently bidding H&S – developments in progress Primary schools – work on Ofsted preparation. Wing Primary – dealing with planning issues Developing frameworks for excellence – leadership /curriculum/behaviour (being presented to AGF on 1 October)</p> <p>There is a summary of strategic documentation for LGBs to use. This has been circulated to HTs and Chairs.</p> <p>Trust Growth Joyce Frankland Academy Newport (JFAN) is joining Anglian Learning in January 2020. The Chilford Hundred Educational Trust (CHET) has voted to join AL and the due diligence process is underway, with a March transfer planned if that is successful. The Trust is ensuring capacity in its teams to continue to support AL schools.</p> <p>Q <i>Are there plans for further growth?</i> A There are no immediate plans and there will be a period of consolidation following the current growth. However, the education landscape continues to change and in addition the Trust is still keen to develop links with feeder primary schools</p> <p>Q <i>Can you reassure us Bottisham VC will not lose its identity?</i> A The identity of our individual schools is the cornerstone of our values. We have strong schools with their own identity and this sets us apart from other MATs.</p>	
6. Results, Key Priorities 2019/20 and interpretation of data		
	<p>Whilst outcomes for 2018-19 compare favourably with national figures and were higher than anticipated, the college recognises results for 2018-19 can be improved upon and will continue their robust and rigorous quality assurance processes to raise achievement further in 2019-20.</p> <p>EC explained the context of these results – Y11 had a very boy-heavy cohort which is significant because of the gender gap. The work done on behaviour management was, however, very effective. Just 8% of pupils had low prior attainment with the rest fairly evenly split between medium and high prior attainment. 12% were PP and 3% SEND.</p> <p>A detailed breakdown was provided for discussion and questioning:</p> <ul style="list-style-type: none"> • Results this year look above average with Progress 8 improved from 0.05 to 0.19. Attainment 8 has remained at 5.1 over the last 3 years and this is above national average. <p>Q <i>Is the P8 increase meaningful? What figure would you like to see?</i></p>	

	<p>A Whilst the direction of travel is good we would need to see a sustained upward trend with a P8 nearer to 1.0. The highest P8 score is around 1.5 though other outstanding schools such as Sawston VC have around 0.6.</p> <ul style="list-style-type: none"> • Progress predictions have been an issue over the last few years and this year P8 was much better than predicted. This was largely due to much better outcomes in Maths following a lot of work by the Maths Department. • Analysis of subject attainment figures highlights areas for focus. However, it was stressed that a few students can make a huge difference to results in those subjects with small classes. • Progress has not been as good as expected in Business, Dance, Product Design and ICT. Sawston VC performs well in ICT and is working with Bottisham to put an ICT action plan in place. • Examining Attainment 8 silos suggests that Maths has done well. However, there is an inconsistency which adds a note of caution (see below). • The gender gap has been seen to close in terms of progress and it is felt that understanding behaviour issues is key. However, there was a dip in girls' progress. Governors discussed the possible effect on girl of removing assessment by course work. • Disadvantaged students show a slight improvement in progress compared with national figures. Strategies last year were successful but need to be started earlier. • Benchmarking Prior attainment progress against Sawston VC as the highest performer in Trust demonstrates similar students there make more progress. • Consistency is vital yet comparison of similar sets in the same faculty has demonstrated a variation in outcomes. <p>Q <i>Was this a surprise, as anecdotal evidence suggests this might be expected?</i></p> <p>A It was a surprise; variation may be expected but in some cases the difference was much greater than it should be. Middle leaders are now monitoring the situation and quality assurance is taking place to ensure consistency, offering both challenge and support for staff. This is a key part of the SIP this year and Deputy Principals will have oversight of implementation.</p> <p>Q <i>Are re-marks factored in?</i></p> <p>A Yes</p> <ul style="list-style-type: none"> • Developing a T&L strategy to focus on ways to ensure learning becomes embedded. The use of Knowledge Organisers is part of this strategy and these can be seen on the website. The quality assurance process is bringing everything together <p>Q <i>Does this add stress for staff?</i></p> <p>A Most staff find it helpful.</p> <p>Q <i>How similar is our curriculum to other Trust schools say Sawston VC? Do they have a wider curriculum eg they may not have to choose science and language?</i></p> <p>A SVC has a similar curriculum offer to Bottisham.</p>	
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7.	Safeguarding	
	<ul style="list-style-type: none"> • Annual child protection monitoring report Governors approved the report that had been submitted to the LA. It will be looked at in more detail when the safeguarding audit is carried out but is essentially very similar to last year. • Link reports HL has completed 2 visits and had circulated the reports. All but one member of staff have so far received their safeguarding update. The school is also ensuring that all casual staff at the sports centre have completed the training. Q <i>What is the procedure for staff that are off long term such as for maternity leave and have missed the initial training?</i> A They receive training as soon as they return <p>The Trust safeguarding audit will take place in October. Following last year's update on peer-on-peer abuse there was an initial increase in reporting of such incidents which has since settled. Q <i>Does this imply there is no longer an issue?</i> A We don't believe this is the case but this is something the safeguarding group will be looking at. The intention is to draw up a set of procedures for staff.</p>	Safeguarding update from DF Jan meeting
8.	Risk Register (small group session)	
	Each group spent time finalising their section of the risk register. SR will ensure the final amendments are uploaded to Google Docs. The risk register will be submitted to the Trust. It is a live document and will be reviewed by governors at each meeting.	
9.	Approval of Policy revisions:	
	<ul style="list-style-type: none"> • Extended Learning Deferred to next meeting as the policy is being finalised • Behaviour A change has been made to terminology: the isolation room is now the reflection room. The policy was approved. • Safeguarding The policy was approved. 	Send out before next LGB meeting
10.	Governance items:	
	<ul style="list-style-type: none"> • Finance Committee It was agreed that the remit of the committee will cover Premises but not compliance. The next meeting will be on 28 October. The following governors will be members: AS/SR/RMT/NW/HB The committee will report back to the LGB. • Governor recruitment The Chair informed governors that MT is standing down due to a change in personal circumstances. He has found a colleague who may be interested in joining the LGB. We are also following up on other potential candidates. A letter is due to go out to staff inviting nominations for the staff governor vacancy. 	KJ to draw up ToR.

	<ul style="list-style-type: none"> • Link Governor programme Governors were reminded to make appointments for visits and to follow up on last year's visits • Training KJ updated on what is available. The Trust is now offering some training. 	<p>All to plan visits</p> <p>KJ to send training list</p>
11.	AOB	
	<ul style="list-style-type: none"> • There was a request for an adult education report • There was an enquiry regarding the buses and whether they are all complying with switching their engines off whilst waiting. 	<p>CB will add to next Premises</p> <p>JR will follow up on this</p>
12.	Date of Next Meeting	
	<p>Finance Committee 28 October LGB meeting provisionally 3 December tbc</p> <p>The meeting ended at 8.10pm</p>	

Agenda items for future meetings		
28 Oct	Finance Committee	<p>Academy Pay Awards P2 Finance Report/Finance Premises Report (to include Adult Education) Review Asset management Plan</p>
3 Dec	LGB	<p>Teaching School/CPD – Phil Burgess Principal's Report/update (to include Behaviour and attendance) Academy improvement/Achievement: QASI update - Self-evaluation, Academy Performance Summary: Progress Report Pupil Premium Plan SEND Plan – Camilla Saunders SIP update Risk Register Review Finance Committee report HR meeting minutes Trust Updates including AGF feedback Extended Learning Policy Ofsted working group</p>
21 Jan	LGB	<p>Future First Presentation – Laurie Simpson? Arts Strategy – Amy Vaughan? Trust Update including AGF feedback Risk Register Review Safeguarding: review of audit</p>

NOT YET AGREED