



# BOTTISHAM VILLAGE COLLEGE

Local Governing Body

## Meeting Minutes

11 December 2019 at 6.00pm

### Governors Present

Sarah Richardson (SR Chair), Jenny Rankine (JR Principal), Tina Lawton (TL), Rob Steed (RS), Rikki Morgan-Tamosunas (RMT), Alan Sharp (AS), Stephen Bennett (SB), Mathew Shuter (MS), Alison Brolly (AB)

### Others Present

Ed Compton (EC Deputy Principal), Dom Fullman (DF Deputy Principal) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	<b>Welcome</b>	
	New governors Stephen Bennett and Alison Brolly were introduced.  This was MS' last meeting after many years as a governor at Bottisham VC. Governors thanked him for the contribution has made. He described a very enjoyable time as part of the governing body which has been a privilege to be part of.	
2.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Hilda Buchanan (HB), Chris Childs (CC), Heather Lander (HL), Mark King (MK) and Neil Winckup (NW)	
3.	<b>Declaration of Interests</b>	
	No interests were declared.	
4.	<b>Minutes of Last Meeting and Matters Arising</b>	
	The minutes were agreed as an accurate record with no matters arising.	
5.	<b>AL Gateway Teaching School and Professional Learning Programme</b>	
	Phil Burgess was unable to attend to give his presentation due to illness. JR therefore gave an overview of AGTSA. She explained how AGTSA is funded and what it offers which includes support for schools and CPD for staff and governors. The programme is open to everyone, with a cost to those outside the Trust. The CPD programme is already having a positive impact at Bottisham. The programme was circulated to governors together with other sources of training. Governors were asked to update KJ when they complete any training.	

	<p>Re-designation of the teaching school is currently underway which needs to be completed with a change to the Headteacher.</p> <p>RMT conducted a visit linked to AGTSA last year and was very impressed with the work and the positive impact it is having.</p>	
<b>6.</b>	<b>SEND Update (SR)</b>	
	<p>Camilla Saunders was unable to attend to give her presentation due to illness</p> <p>SR was able to report on her SEND link visit. The visit focussed on the outcomes of the Opportunities Area Audit. The audit identified areas of success and some key areas where more progress is needed. One of these was in link governor visits which will be addressed moving forward with the recruitment of new governors. Maths remains an area where SEND students do not make as much progress as in other subjects or in line with national averages.</p> <p>DF explained how Bottisham VC is moving to an intervention model which supports pupils learning inside the classroom rather than catch up sessions outside of lessons due to the outcomes of evidence based reserach. Barriers to learning are being examined.</p> <p><b>Q</b> <i>Are some students better at Maths or English or do they tend to struggle in both rather than just one?</i></p> <p><b>A</b> Some pupils struggle in just one. Sometimes this can be because of a fixed mind set about maths. We are developing strategies to make a difference. Last year's interventions saw the highest gains</p> <p><b>Q</b> <i>why are SEND numbers rising?</i></p> <p><b>A</b> More students are being identified early on. Also Bottisham has a reputation for good SEND care so is often the first choice school for those pupils. Those with EHCPs can apply from out of catchment</p> <p>MK will conduct a PP visit &amp; SR another SEND visit in the spring.</p> <p>[ 6.30pm MS left]</p>	<p>KJ to organise an acronyms list</p> <p>SR and MK to report back on visits.</p>
<b>7.</b>	<b>Pupil Premium Update</b>	
	<p>Camilla Saunders Pupil Premium summary had been circulated and DF answered any questions.</p> <p><b>Q</b> <i>Are students engaging with the knowledge organisers as a lot of work goes into these?</i></p> <p><b>A</b> They are part of the strategy to make learning stick, helping students recall key aspects of knowledge. There is not consistent use yet but we feel they are valuable and are helpful for teacher workload.</p> <p><b>Q</b> <i>What are the barriers to using them?</i></p> <p><b>A</b> It is just the change to a new system which needs time to embed. We anticipate it will be part of consistent practice by the end of the year as teachers find the best way to use them.</p>	
<b>8.</b>	<b>Risk Register Review</b>	
	<p>The risk register will be reviewed at each meeting. The new agenda format links items to the risk register.</p>	<p>Print for those not present (KJ)</p>

	<p>Governors were given A3 risk register hard copies which they should bring to each meeting.</p> <ul style="list-style-type: none"> <li>• FIN 6: A new finance manager has not yet been appointed to replace Rob Sabak who is due to finish in April so the risk will remain unchanged.</li> <li>• FIN 8: Sports centre issues around management with support being given by Sawston. JR is meeting with the Operations Manager to discuss. Must ensure all safeguarding and procedures in place in the meantime. Cost implication for this support. Risk to be amended to medium.</li> </ul> <p>There was a discussion about the format of the risk register. It was confirmed it is a Trust document. The risks are the hypothetical risks assessed for likelihood and impact if they did happen. Comments should be added where risks are changed. It was suggested that a few risks could be focussed on each time. It was also suggested that additional columns be added.</p> <p><b>QASI update</b> This is RAG rated for all areas. Leadership and governance is rated amber with a number of changes. Quality of Education is also amber but moving forward. All other areas are green.</p>	<p>Agenda item next meeting</p> <p>LGB working group to look at &amp; report back</p> <p>KJ to add front page of RR description</p> <p>SR send google doc to KJ to put on ALIS ask all to look at and consider</p>
<b>9.</b>	<b>Finance, Estate and Operations Update</b>	
	<p>The minutes of the Resources Committee had been shared.</p> <ul style="list-style-type: none"> <li>• The group reviewed the P12 accounts and also looked at the Sports Centre and Adult Education. These both appear to have made a surplus but it was stressed that the school cannot subsidise these. Bottisham VC has very low re-charging so this will be reviewed.</li> <li>• The Asset management plan is currently being looked at by Claudine Bateman and Mark Hatley (PCH) but there are no priority areas for Bottisham VC which have been identified as yet.</li> <li>• The position on reserves has been clarified by the Trust. The Reserves Policy has been recently reviewed and is available on ALIS. Bottisham's request to use reserves for the photography course equipment will be considered if a bid is made. IN general applications will be submitted to the Trust in April and linked to planned spending.</li> </ul> <p><b>Q</b> <i>Is it correct that the reserves are not actually ours?</i> <b>A</b> It is correct that legally the reserves belong to the Trust, but they have confirmed that they do not intend to use school reserves elsewhere. JR explained the restricted and unrestricted reserves and that each school is required to put 4% of General Annual Grant into reserves.</p> <p>Currently all the Trust schools have healthy reserves. JR explained the potential impact this could have with the current issue over the</p>	

	<p>LA's proposal to take 1.8% of funding for the high needs block. Schools are opposed but Cambridgeshire schools are holding significant reserves.</p> <p><b>Q</b> <i>How much influence do we have with the Trust when applying to use reserves?</i></p> <p><b>A</b> We must ensure we submit a business plan and presentation which links to our risk register. For example, maintaining an up to date curriculum to make us attractive requires investment.</p> <p>P2 accounts had been shared. They are on track but it is very early in the year. Staffing is the biggest cost and there has been some long term sickness absence.</p> <p>The H&amp;S Policy has been approved by the Trust and is to be adopted by LGBs. Governors must know their responsibilities which are detailed in Claudine Bateman's presentation to the AGF which can be found on ALIS.</p>	
<b>10.</b>	<b>Principals Report and CIP Update</b>	
	<p>The Principal's report had been shared. A number of points were highlighted:</p> <ul style="list-style-type: none"> <li>• Admissions: 10 form entry from September 2020 will increase funding. There may be more students from out of catchment and possibly out of County which may have implications.</li> </ul> <p><b>Q</b> <i>Some of the classrooms already seem very full, how will we manage?</i></p> <p><b>A</b> The average class size is 25 although some are bigger. JR explained that the school has been built for 10FE to ESFA specifications. <ul style="list-style-type: none"> <li>• Exclusions: significantly lower than last year</li> <li>• Attendance: sickness is impacting at the moment. There is an attendance strategy in place. DF commented that students with alternative provision may have very low attendance which impacts significantly on school figures. In addition the way that these are coded has exacerbated this.</li> </ul> <p><b>Q</b> <i>How many AP students are there?</i></p> <p><b>A</b> A small number but some have extremely low attendance. If they are at home it is impossible to control whether they engage with online learning <ul style="list-style-type: none"> <li>• Premises: the possibility of a Pelican crossing outside the school has been raised with the with Parish Council. AS will raise with CCC. Sports centre – a new part is likely to be needed at considerable cost. A sinking fund should be put in place</li> <li>• Support staff Appraisal: this is new appraisal. Need to consider questions raised by support staff over what happens if they don't meet objectives or go above &amp; beyond</li> <li>• Partnership development – there is to be another event to which governors are invited.</li> <li>• Whistleblowing &amp; complaints: 1 whistleblowing report and no stage 2 complaints</li> </ul> </p></p>	<p>Add to risk register</p>

	<p><b>CIP</b> The CIP is being RAG rated to track progress and implementation. The implementation cycle is explained in the CIP documentation.</p> <p>The new working group (item 11) will drill down into the CIP.</p> <p>One of the hardest challenges is sustaining the implementation. LGB can offer support and challenge on this by asking to see the evidence.</p>	
<b>11.</b>	<b>Quality of education Working Group</b>	
	This group is being set up to look at CIP, curriculum and assessment. SR will email governors to seek volunteers to sit on the group. A meeting will be scheduled in January before the next LGB meeting	SR to email governors and set a date
<b>12.</b>	<b>Staff appraisal and Pay Progression report</b>	
	Notes from the Pay Review meeting had been circulated for information.	
<b>13.</b>	<b>Headteacher Performance Management Report</b>	
	A summary of the appraisal process was circulated for Governors' information.	
<b>14.</b>	<b>Trust updates Including AGF feedback</b>	
	<p>All governors have received information about the new intranet, ALIS, and most have now been able to access it and find meeting papers on the linked Google Drive. Many resources are available on ALIS including all key Governance documents and Trust newsletter.</p> <p>Minutes of the Academy Governance Forum can be found on ALIS. The presentations given at the last meeting on H&amp;S, new Ofsted framework and Funding and business planning are also available and governors were asked to look at these.</p>	
<b>15.</b>	<b>Extended Learning Policy</b>	
	This policy is based on the Homework Policy with some amendments. Governors approved the policy.	
<b>16.</b>	<b>Safeguarding and Link Visits (DF)</b>	
	<p>The recent Trust safeguarding audit was very positive with much progress made since the previous visit. The audit summary had been circulated.</p> <p>One issue highlighted was the need to ensure robust measures are in place to safeguard those with alternative provision. HR processes such as the Single Central Record and induction of new staff have shown progress since the last visit.</p> <p>Governors thanked DF for his work on this and HL who has provided support and challenge on many link governor visits.</p>	

<b>17.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• IDSR: Governors were asked to read the Inspection Data Summary Report before the next meeting which highlights anything significant. It was pointed out that PA = persistent absence. JR pointed out that the finance data is incorrect and the Trust are working to get this changed.</li> <li>• SR will be leaving the LGB at the end of this academic year. Governors were asked to consider if they would be interested in taking on the role of Chair.</li> </ul>	
<b>18.</b>	<b>Date of Next Meeting</b>	
	21 Jan 2020 at 6pm	
	Meeting ended 8.10pm	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
<b>LGB 21 Jan</b>	Risk Register
<b>LGB 9 Mar</b>	SR and MK to report back on visits (PP and SEND)

<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
6	Organise an acronyms list		KJ
8	Print A3 copies of risk register for HB, MK, CC, NW, HL	Next meeting	KJ
8	Amend risk register: FIN 8 to be medium risk		Working group
8	Add description front page to RR		KJ
8	Send google doc to KJ to put on ALIS - ask all to look at and consider		SR/KJ
10	Add risk re sports centre (obsolete part needed)		Working group
11	Contact governors and set a date for Quality of Education meeting		SR