



BOTTISHAM VILLAGE COLLEGE

Local Governing Body

Meeting Minutes

21 January 2020 at 6.00pm

Governors Present

Sarah Richardson (SR Chair), Jenny Rankine (JR Principal), Tina Lawton (TL), Rob Steed (RS), Rikki Morgan-Tamosunas (RMT), Neil Winckup (NW), Alan Sharp (AS), Steve Bennett (SB), Alison Brolly (AB), Amy Vaughan (AV) and Hilda Buchanan (HB)

Others Present

Chris Childs (Associate member), Ed Compton (EC Deputy Principal), Dom Fullman (DF Deputy Principal), Clare Eastwood (CE) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Student Voice	
	<p>3 Students from Y9 and Y11 talked about teaching and learning from a pupil perspective. They reflected on lessons, homework, revision techniques and well-being. Governors were able to gain further insight by asking questions about the students' experiences.</p> <p>On the topic of homework they stated that structure and routine are important. They feel sufficiently challenged by the homework and the purpose of homework is generally clear and used to consolidate current work. They explained why both mark and feedback was important to them.</p> <p>All the students were confident to ask for help when needed but acknowledged that some students may prefer to seek help from their peers. They agreed that the school supports students to find their own ways of revising.</p> <p>With regards the stresses of preparing for GCSEs, they felt that being prepared was important and that whilst this is a stressful time they are not overwhelmed. They also knew where to seek help if necessary. For other worries they were confident that pupils could always find someone to talk to whether that be pastoral support or a trusted teacher.</p> <p>When asked if there was any one thing that would make life at school better, they felt that would be improvement in the way Google Classrooms is used to make it more of a whole class resource that students could contribute to.</p> <p>Governors thanked the students for taking the time to come and talk to them.</p>	
2.	Acceptance of Apologies for Absence	
	<p>Apologies were accepted from Heather Lander (HL)</p> <p>Mark King (MK) was absent.</p>	

3.	Declaration of Interests	
	No interests were declared.	
4.	Agree minutes of last meeting	
	The minutes of the LGB meeting on 11 December 2019 were agreed as an accurate record.	
5.	Matters Arising	
	There were no matters arising not covered elsewhere on the agenda All actions from the last meeting had been completed except for the list of acronyms which will be completed this week.	KJ to complete acronyms list and upload to ALIS
6.	Risk Register	
	Governors discussed and updated the risk register in small groups. Revisions were updated on the master copy on the shared drive. AV explained that she has added an extra column for 'active identified risks'. JR informed governors that a new Finance Manager has been appointed. There will be a handover period with Rob Sabak.	Amy Vaughan to revise format of Risk Register
7.	Safeguarding: review of HR audit	
	Defer to next meeting.	Agenda item 9 March
8.	Curriculum (ED/CE)	
	<ul style="list-style-type: none"> • KS3 curriculum One of the priorities for 2019-20 is establishing curriculum cohesion. When reformed GCSEs were introduced there was rapid curriculum restructuring in response which led to a narrowing of the curriculum in many cases and a focus on performance rather than learning. EC explained the new approach to the Bottisham curriculum, providing students with knowledge and skills at KS3 to ensure they are equipped for the wider world. A working group has been set up to develop the new curriculum. Knowledge organisers were introduced last year in each faculty and this year curriculum maps are being developed. A whole school curriculum intent is at the core of the new Teaching & Learning strategy: <ul style="list-style-type: none"> - Curriculum statement - Subject specific curriculum intent - Curriculum map - Medium term planning - Learning goals & success criteria • Assessment The strategy closely links to assessment. It is important to be clear on the start points of Y7 students and what students should know by the end of KS3. A new assessment model is being developed which links to the curriculum and will support both students and teachers and have a positive impact on progress. CE shared the assessment grid that faculties are currently working on. Primary schools all have different approaches so Y7 pupils will have different start points. Bottisham VC is working with them to try to get a more common approach and fill any gaps. 	

	<p>Q <i>Some schools in other Trusts start their GCSEs in KS3, how does Ofsted view this?</i></p> <p>A Ofsted feels this narrows the curriculum so are not in favour of a 2 year KS3. Schools that put this in place need to be able to justify their decision. We don't feel that this structure fits our curriculum intent for the context of our students.</p> <p>Q <i>How are choices at KS4 impacting on KS5 choices?</i></p> <p>A An appropriate curriculum with broad options will allow pupils to make the right choices for KS5.</p> <p>• Options</p> <p>CE explained the current Pathways to the Future programme:</p> <p><u>Standard Pathway</u></p> <p>Core subjects</p> <p>Option A: 3 sciences, or combined science + geography or history</p> <p>Option B: 3 open choices</p> <p>Non examined subjects</p> <p><u>Alternative pathway</u> (For a small number of pupils)</p> <p>Core subjects</p> <p>3 option choices</p> <p>Non examined subjects including Study Plus</p> <p>All students will have guidance interviews to which parents are invited.</p> <p>Q <i>Can you explain the change in time allocation for science?</i></p> <p>A More time is now allocated to the separate science subjects whereas previously triple science was taught in the same time as combined science (2 subjects) which stifled the curriculum and outcomes of these students.</p> <p>Q <i>There is a very free choice in Option B – will all students be able to do their choices?</i></p> <p>A The blocks are created afterwards, some students (24 last year) may find they can't get all their choices depending upon timetable constraints</p> <p>Q <i>Do you give advice on equivalency of vocational courses?</i></p> <p>A We inform students that vocational courses are equivalent to 1 GCSE</p> <p>Q <i>Do we have funds to guarantee delivery of the Photography course?</i></p> <p>A The Resources Committee will be discussing a bid to use reserves to ensure this</p> <p>Q <i>Are any the options new choices?</i></p> <p>A The subjects are not new but some are different exam boards with a more appropriate course.</p> <p>Q <i>Will Spanish not be offered?</i></p> <p>A This will be offered next year to fit with the current Y8 who are taking Spanish this year.</p> <p>Q <i>Are all subjects accredited/approved?</i></p> <p>A yes</p> <p>An Enrichment programme is also being offered and will include qualifications and projects such as Duke of Edinburgh Award, Arts Award and ASDAN. All students will be encouraged to do something outside their timetabled lessons.</p>	
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	<p>Governors thanked all staff involved in developing a comprehensible KS4 curriculum which they are happy to approve.</p> <p>Details of the PSHE curriculum had been circulated to demonstrate the personal development curriculum.</p>	
9.	Report from Quality of Education working group	
	<p>This newly created working group met for the first time last week to look at the College Improvement Plan and how the new curriculum fits into this. Agenda items included:</p> <ul style="list-style-type: none"> • Teaching and Learning Strategy • Quality Assurance • Data – with a particular focus on students starting at the college in Y7 <p>Future meetings will include the Arts Strategy</p>	<p>KJ to add documents to ALIS DF to send link to T&L strategy</p>
10.	Principal's update	
	<ul style="list-style-type: none"> • Admissions 300 students anticipated for September 2020 entry. Most are from feeder primary schools. Numbers will be confirmed in March but the school is confident of 10 form entry. The number of EHCPs, which will potentially impact the school, will be confirmed later in the year. JR updated governors on the numbers of pupils who have joined and left the school. • Exclusions There have been 7 exclusions in the last week, 6 Y11 and 1 Y10 boys. Reasons for exclusion were: <ul style="list-style-type: none"> - theft - physical assault of a student (2 students now undergoing managed moves) - threatening behaviour to Principal - repeated refusal to follow instructions. <p>Q <i>Has there been a change in the year groups of students being excluded?</i> A This is something which can vary from year to year.</p> • Behaviour The Principal stressed that the majority of students behave well. The changes to the Behaviour Policy are helping the school deal with any behaviour issues. There is a lot of work obtaining EHCPs for some eligible pupils arriving from primary school without an assessment. Q <i>Are there issues in particular areas - how is data shared?</i> A This is discussed at Headteacher meetings. The hot spots are known to schools and the LA but the data is not always shared in a helpful way. JR confirmed that County Lines is beginning to have an effect at Bottisham VC putting some vulnerable students at risk. Bottisham are working with other Cambridgeshire heads to develop relationships with the police and multi agencies to support intervention and education strategies. • Staffing The school is currently advertising for positions in Maths and English. 	

	<ul style="list-style-type: none"> • Progress On track, Maths doing well. • Sports centre The Sawston sports centre manager is still assisting. An action plan is in place to address issues. There was a recent chemical spill which was dealt with appropriately according to procedure. 	
11.	AOB	
	<ul style="list-style-type: none"> • Training Please inform KJ of any training undertaken. Courses can be found on ALIS. • Link governor Visits All link governors to plan a visit this term to report back to next LGB. • Sports Centre swimming group The early morning swimming group is unhappy about the increased cost. SR has met with them to discuss. They have a short extension at the old rate during which time they will need to consider whether to reduce use and/or recruit new members. • Celebration Evening 24 March 2020 – Governors invited 	All to organise link visits. Report 9 March
12.	Date of Next Meeting	
	LGB meeting Monday 9 March at 6pm Resources Committee meeting Thursday 30 January at 5.30pm. Quality of Education Working Group meeting tbc (but will be before next LGB). Meeting ended at 8.05pm.	

Items for Future Meetings	
Meeting	Item
LGB	Link visit reports Safeguarding HR audit Feedback from PTA/Friends

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5	Finish and upload acronyms list to ALIS	asap	KJ
6	Revise format of Risk Register		AV
9	Add documents to ALIS send link to T&L strategy	asap	KJ/ DF
11	All to organise link visits	Report 9 March	all