



# BOTTISHAM VILLAGE COLLEGE

Local Governing Body

## Meeting Minutes

12 May 2020 at 1.00pm

### 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), Heather Lander (HL), Stephen Bennett (SB),

### Others Present

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

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Hilda Buchanan (HB), Alison Brolly (AB) and Amy Vaughan (AV)	
2.	<b>Declaration of Interests with regards to this agenda</b>	
	No interests were declared.	
3.	<b>Minutes of Last Meeting and Matters Arising</b>	
	The minutes of the last meeting were agreed as a true record.	
4.	<b>Risk Register</b>	
	<p>AV has not yet had time to make improvements to the format of the risk register. AB has added some comments since the last review.</p> <p>Sports centre staff are currently furloughed. JR is meeting with the CEO to discuss leadership and management.</p> <p><b>Q</b> <i>Do we need a separate COVID-related Risk Register?</i>  <b>A</b> The Operations Manager is working with the Director of Operations on a Covid-19 plan which will link with the risk register. JR will seek advice from the Trust as to whether Covid-19 risks should be incorporated into the standard risk register.</p> <p>From July it would be helpful to have a working party of governors to consider the strategy for re-opening the sports centre.</p>	<p>Governors to review during the week and provide feedback.</p> <p>Finance risks to be considered next</p> <p>Resources meeting</p>
5.	<b>Principal's Update including Planning for school re-opening</b>	
	<p><b>Current situation</b></p> <ul style="list-style-type: none"> <li>• Live lessons have started and staff are being supported with this</li> <li>• Numbers of students attending has risen but continuing to engage them is challenging</li> <li>• ICT support has been received in the form of laptop donations from parents and refurbishment of older staff laptops. Some government provided devices are expected.</li> </ul>	

However, there are still barriers for some students such as no internet access

### **Directed learning**

- Students are engaging well with remote learning. BVC is working with the Trust to ensure consistency and to provide monitoring
- A timeline has been put in place to the end of term to aid planning. Whilst pupils need to have feedback on their work a balance must be sought with teacher workload
- Data on effort and engagement is being collected internally to provide a basis for later interventions
- Ways of assessment are being considered that won't add to staff workload
- CC reported that Long Rd Sixth Form are focussing on engaging their students and maintaining quality of learning. They are integrating remote learning into the curriculum. At BVC we are using relevant aspects of our Teaching and Learning strategy to provide guidance on high quality delivery. Will need to consider how we transition from home to school learning and how this can interface

### **Y11 students**

- Centre assessed grades need to be ranked and submitted by 14 May
- Subject specific rationale in place
- Staff being trained to assess grades using previous year's data
- The Trust is utilising a checking tool from FFT

### **Y6 Transition**

- Planning with Primary HTs how Y6 transition will be achieved including how data is shared.

### **Re-opening**

- Ensuring all stakeholders have a voice
- Surveys asking parents and students if they will return to school when it reopens
- Staff concerns re returning to work being monitored
- Considering the possibility of Y10 coming back during the last 2 weeks of term but understand that parents may not wish to send children back
- BVC needs to be able to model which staff can come back but the guidelines with regards staff who are currently shielding are confusing. We will assume those who have primary children can come back but this may not be the case. Senior leaders will address any concerns before asking staff to return
- For September we would need to have the majority of staff back. The Trust is seeking clarity from the DfE
- Social distancing measures would allow 10-12 students in each class. Students will need to remain in a 'bubble'
- Protection of staff will need to be considered
- Additional cleaning will be needed
- Catering options need to be considered

	<p><b>Q</b> A number of schools are working on the basis of a one week timetable with year groups in school one week and remote learning the next. Is this something BVC could consider?</p> <p><b>A</b> All schools are looking at a variety of options with a focus on the safety of those coming in. The challenge is trying to ensure we can continue our high quality distant learning while supporting students in school in much smaller groups. It is best to try to maintain the same group of people coming in. We are awaiting further guidance</p> <p><b>Q</b> Could you design a timetable from September that could accommodate the possibility?</p> <p><b>A</b> This would be a massive undertaking. We must ensure that we have a back-up timetable than can be deployed in the event of continued social distancing. We will also need to consider how to address gaps in learning. There are so many unknowns at this stage and any decisions taken now will have future implications.</p>	
6.	<p><b>Safeguarding</b></p>	
	<ul style="list-style-type: none"> <li>• <b>Update</b> HL had submitted reports from meetings earlier in the year and from a recent virtual meeting with DF. <ul style="list-style-type: none"> <li>- A new addendum has been added to the safeguarding policy from the Trust. There is also an addendum to safer working practice which covers online safety.</li> <li>- Currently there is a great amount of work profiling vulnerable pupils and carrying out risk assessments. Appropriate measures are then put in place such as phone calls or visits. Close links are being developed with the primary schools and the school continues to work with social care and the LA.</li> <li>- There are concerns that disclosures are not being received from students at the rate expected and that there has been a reduction in referrals to social care. Whilst the school is trying to set up more pastoral support meetings with students away from families there are potential issues with this.</li> <li>- Alternative provision students have an online tailored curriculum which some external providers are delivering virtually.</li> <li>- As more students attend school, safeguarding systems will need to be very clear</li> <li>- Safer recruitment processes all in place during lockdown</li> </ul> </li> <li>• <b>Review of HR audit</b> Staff policies and procedures were looked at, in particular where action points impacted on safeguarding. Some points that were picked up included: <ul style="list-style-type: none"> <li>- GDPR – data should be locked away – new cupboard was ordered, new shredding boxes in place</li> <li>- Recruitment – need to be clear where information for unsuccessful candidates is filed</li> <li>- Ensure packs for candidates align with trust procedures.</li> </ul> </li> </ul> <p>HL highlighted that this HR audit would be more appropriately covered by the link governor for staff development in the future.</p>	<p>HB to check that new cupboard arrived</p>

	Governors thanked DF and HL for all their work on safeguarding.	
<b>7.</b>	<b>Curriculum changes</b>	
	<p>These were discussed at the last meeting with additional details being circulated afterwards.</p> <p>Governors approved the changes.</p> <p>AV and HB had also indicated their support for the changes although they were unable to attend this meeting.</p>	
<b>8.</b>	<b>Finance</b>	
	<ul style="list-style-type: none"> <li> <b>Reserves request</b>            The reserves request was discussed at a previous meeting. Given the financial impact of the Covid-19 pandemic, Governors were asked to consider which they think are most urgent.  <b>Q</b> <i>Is the Trust still going ahead with the server upgrade, which will affect the reserves?</i>  <b>A</b> This will need to be checked with the Trust. The website upgrade is on hold.         </li> <li> <b>Budget planning</b>            P7 accounts are showing a £9k deficit with a forecast of £25k. P8 may show a higher deficit due to the current situation            Budget planning is underway and is based on a normal September budget with a contingency budget line. There is a lot of uncertainty and a huge potential risk associated with the current crisis.            JR and the finance team will be meeting with the Director of Finance this week.  <b>Q</b> <i>Have you looked at extra staffing to support current Y10s when they are in Year 11?</i>  <b>A</b> Everything is happening very quickly which makes planning extremely difficult. Things change rapidly and putting together plans which keep changing is very time consuming. There is currently no funding to support additional staffing. Some money may be due from government but there will be many competing priorities.         </li> </ul>	<p>Request to be finalised and reviewed at Resources Committee</p> <p>AS to report to Resources</p>
<b>9.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>A draft Bereavement Policy has been received from the Trust and will be sent to governors when reviewed.</li> </ul>	
<b>10.</b>	<b>Date of Next Meeting</b>	
	16 June Resources Committee.	

Items for Future Meetings	
Meeting	Item
Resources	Finance risks Budget monitoring Approval of 20-21 budget Reserves request

<b>Action Log</b>
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ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Review risk register during and feedback.	1 week	all
6	Check that new cupboard arrived to comply with GDPR		HB

NOT YET AGREED