BOTTISHAM VILLAGE COLLEGE

Local Governing Body

Meeting Minutes

6 July 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), Heather Lander (HL), Stephen Bennett (SB) and Alison Brolly (AB)

Others Present

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

	ITEM	ACTION
1.	**Acceptance of Apologies for Absence**	
	Apologies were accepted from Hilda Buchanan (HB) Amy Vaughan (AV) was absent.	
	This was SR's last LGB meeting. JR thanked her for her support and challenge during her time as Chair of Governors, particularly during this very difficult year. Governors wished her well in her new role.	
	AS and AB will be taking on a co-Chair role.	
2.	**Declaration of Interests**	
	No interests were declared.	
3.	**Minutes of Last Meeting and Matters Arising**	
	The minutes were agreed as a true record.	
4.	**Principal's update to include plans for September opening**	
	School update • Fully staffed for next year. A number of NQTs are joining as well as 2 experienced staff. It was noted that few experienced staff applied for the vacancies. • Admissions: 294 students joining Y7. Over PAN in some of the other years • Staff wellbeing – some anxious about returning to work. The school is making regular calls to them and meeting with them ahead of coming back. Risk assessment for at-risk staff being carried out • Student, parents and staff questionnaires to be sent out. Staff being involved as much as possible eg with H&S group • Y6 transition – calls to families are being carried out and any concerns identified • Activities week being conducted virtually • GCSE results day – the best way to do this is still being still considered	

	• Ofqual consultation is underway and BVC will feed back on this. The focus is on Maths, English & Science. It is possible there may be a delay to next year's exams. • Sports centre – expect to open during the next few weeks. • Adult Education – 3 courses will continue to run: Counselling, Maths GCSE & Horticulture. These are funded courses and the learners need to complete them. There will be no other courses in the autumn term • Community links – will build more links with the local community eg helping food banks, interacting with care homes. • Reserves – there is a meeting next Thursday to finalise the proposal	Update governors in the autumn
	September Re-opening All pupils will return to school in September. Each year group will be treated as a 'bubble'. Transport is an issue and there are concerns around school buses. The school is working with the LA on this. Plans for parents to be able to drop children by car are being considered. The timetable can be maintained although there are challenges with practical equipment and dining areas needing to be cleaned between use. Staff will need to maintain the 2m distance. With regards SEND support the school will need to consider how TAs offering practical support stay safe. The school is working closely with Anglian Learning and the Cambridgeshire Secondary Heads group. Opening details will be send to stakeholders next week and again before re-opening. Bank staff and retired contacts have been contacted to have reserve cover in case of self- isolation needs. A plan B will be drawn up in case of another lockdown. **Q** *Could the school get test kits?* **A** The Trust will quickly send a mobile testing unit for track and trace where necessary **Q** *One of the issues in the press was if year groups are kept separate how does that affect lunchtime logistics?* *Can we just ask students to bring packed lunch?* **A** We already filter students through the canteen in year groups – but it will take longer. Even with packed lunch we still need somewhere for them to sit that has to be cleaned afterwards. Need to test out how long it will take for this.	
5.	**College Improvement Plan (CE/EC)**	
	The Quality of Education working group met recently and reviewed the College Improvement Plan which has since been circulated for all governors. Areas for focus are: • **Assessment** • **Literacy Policy** • **Intervention Strategy** **Assessment** The draft Assessment Policy had been shared and was explained. Remote learning has provided an opportunity to develop more diagnostic assessment. From September the assessment model will include:	

- Finer focus on knowledge and skills. Grades and flight paths at KS3 will no longer be used but will be replaced with developing/ secure/exceeding measures
- Use GL assessment progress tests and identify any gaps in learning (GL Education are an external provider for national benchmarking)
- Can also use GL CAT4 assessment to set target grades with assessments being carried out when pupils join the school
- Responsive teaching is key - focus on formative assessment
- Deep dive assessments at the end of each term
- EBHO (Effort, Behaviour, Homework, Organisation) measures will be removed on reports and replaced with an engagement/learner score. Use alongside PASS (Pupil Attitudes to Self and School) assessment from GL

It is important that parents can understand the assessment system to better help their child and it is believed these changes will provide a great improvement. Senior leaders will be meeting with the parent forum to explain the system to representatives from each year group.

GL Education tests will help governors to scrutinise progress of KS3 in comparison with national. Those governors involved in education have been consulted whilst drawing up this new policy.

Governors were pleased with the progress in this area and had a number of questions:
Q *Are the GL assessment tests written or online?*
A There are a variety of options
Q *Will it be appropriate to do tests for Y7 this year?*
A We are considering this at the moment. We certainly want them settled into school before carrying out assessments but it is important to get this information within the first term.
Q *Are tests in Y7 going to identify literacy issues?*
A Yes, there are reading and spelling tests.
Primary schools have sent us data on pupils with estimates of what they would have achieved in SATs. Those needing additional support have been identified.
Q *Will all years be involved in this?*
A No, just KS3
Q *Y10 and Y11 still have target grades, what will this be based on?*
A They will be set from Y7 but these will sit in the background rather than being the main focus
Q *Will staff see this data?*
A We need to consider how much prominence is given to the numbers but sometimes it will be important to have this data

Governors approved the draft and further development of the policy. CLT will report back to future LGB meetings.

[6.40pm CE left]

Literacy Policy
Will build on the current Teaching and Learning Strategy which has language and communication at its heart. Literacy will be an integral part of the strategy and not an 'add on'.

	Intervention Strategy All current interventions will be audited and the whole approach to interventions reviewed. It is recognised that the most important factor is high quality teaching. The whole way that disadvantaged students are categorised will need to be reviewed in the light of the current pandemic. Governors approved the College Improvement Plan. *[7.20pm EC and DF left]*		
6.	**Risk Register**		
	The risk register was mostly complete. Some additional comments were made at the meeting and will be added. Governors were asked to regularly review their assigned sections.	KJ to add comments and finalise.	
7.	**Safeguarding - link governor report (HL)**		
	The safeguarding link visit took place recently. The report will be shared with governors in due course. KL is to update HL on the actions of the HR audit.	HL to follow up on audit actions and report to LGB	
8.	**Operations Report**		
	The report from Suzy Stoodley was shared with governors. It details all premises and H&S related matters. The Every system activities report had also been circulated.		
9.	**Policies**		
	• **Fire Safety** • **Promoting Positive Mental Health** • **SEND** • **Accessibility Plan** JR noted that 2 blind students will be attending BVC next year. Work will be done to look at how these students will be supported and this will be added to the plan. Governors highlighted two items for amendment on the mental health policy: 1. Reference to KCSIE 2019 needs updating to 2020 2. On pages 5 and 6 staff wellbeing policy is referred to twice All policies were approved.	KJ to amend and finalise	
10.	**Governance**		
	• **Committee minutes** Minutes from the last Resources Committee and Quality of Education working group meetings had been circulated. From September the working group will become a formal committee. • **PP/SEND link report** SR has met recently with Camilla Saunders. • **Governor training** KJ highlighted that training opportunities can be found on ALIS		
11.	**AOB**		
	There was no other business.		
12.	**Date time and venue of next meeting**		
	Meeting dates will be circulated		

	JR thanked all governors for their time and commitment over the last year. Meeting ended at 7.40pm	

Items for Future Meetings

Meeting	Item
LGB	Update on OFQUAL consultation and next year's GCSE exams

Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
6	Add comments and finalise risk register		KJ
7	Follow up on audit (HR) actions and report to LGB		HL
9	Amend Mental Health policy		KJ