

**Bottisham Village College  
Local Governing Body  
Meeting Minutes**



10 December 2020

**Governors Present**

Alan Sharp (AS Co-Chair), Alison Brolly (AB Co-Chair), Jenny Rankine (JR Principal), Tina Lawton (TL), Rob Steed (RS), Rikki Morgan-Tamosunas (RMT), Neil Winckup (NW), Steven Bennett (SB), Amy Vaughan (AV) and Richard Morgan (RM)

**Others Present**

Chris Childs (Associate member), Matt Merry (MM), Stuart Hodgson (SH), Ed Compton (EC Deputy Principal), Dom Fullman (DF Deputy Principal) and Kerrie Jones (KJ Clerk)

|           | <b>ITEM</b>   | <b>ACTION</b>                                |
|-----------|---|--|
| <b>1.</b> | <b>Acceptance of Apologies for Absence</b>  |  |
|           | Apologies were accepted from Heather Lander (HL). Hilda Buchanan (HB) was absent.<br>AS chaired the meeting.  |  |
| <b>2.</b> | <b>Declarations of Interest with regard to agenda items</b>   |  |
|           | There were no declarations of interest.   |  |
| <b>3</b>  | <b>Agree minutes of last meeting and matters arising not on this agenda</b>   |  |
|           | The minutes were agreed as a true record and will be signed when face to face meetings resume.<br>Actions had been completed: <ul style="list-style-type: none"> <li>• Risk register was reviewed and submitted to the Trust</li> <li>• Link roles – AS and AB will meet with governors individually to discuss and will then confirm roles</li> </ul>  | Meetings with link governors after Christmas |
| <b>4.</b> | <b>Principals report (including COVID update)</b>   |  |
|           | JR presented her report as a PowerPoint including all SLT presentations. This new format will be used for future reports.<br><b>Covid-19 Update</b><br>Covid cases have spiked at BVC with 20 cases in the last 2 weeks and there are currently 991 students at home self-isolating. JR explained the process that has to be followed when a positive case is identified. It is a huge task to trace contacts and communicate with parents. JR thanked SLT for their support and praised all BVC staff for their positive handling of a very difficult situation and the continued provision of high quality remote teaching. .<br><br>The Trust has provided us with software to assist the tracking process. Support has been received from the Trust, LA and Public Health England (PHE). They have met with senior leaders to look at each positive case in detail and have advised that BVC has all appropriate measures in place; the increased positive cases are not due to any deficiencies in the BVC risk assessment or processes followed.<br><br>There has generally been support from parents although some feel that their children should not be in school at this time. The school has | KJ to upload PowerPoint to ALIS              |

explained to parents that they cannot authorise absence for children next week who are not required to self-isolate.

The way that Covid-19 information is communicated to parents has now changed with only affected year groups being emailed. Information on numbers of cases and those self-isolating can be found on the school website <https://www.bottishamvc.org/covid-19-information/>

**Q** *Will you need to follow the same contact tracing procedures over the Christmas period?*

**A** We will be responsible for tracking up until 24 December. The Government had allowed schools to close for an inset day on the last day of term to bring that date forward by a day but Cambridgeshire schools found this unhelpful and will remain open until Friday 18 December as planned. A rota will be set up for senior staff.

There are huge operational challenges, with a large number of staff not in school and non-mixing of year groups. Y10 and 11 have been badly affected by self-isolations and the school is looking to streamline Y10 with a smaller number of staff covering lessons. Staff numbers will need to be assessed ahead of January opening.

**Q** *Do you have plans for next term?*

**A** It is very difficult to make concrete plans as things are changing on a daily basis. We are striving to manage the current situation at the moment.

**Q** *Is there a similar pattern across the area in other secondary schools at the moment?*

**A** We seem to be an anomaly at this moment in time, but it is likely that schools will vary and be affected at different times

The risk assessment is being constantly reviewed and was looked at by the H&S committee this week together with Heather Lander, staff and union representatives.

### **Principal's Report**

The key points were highlighted:

- Attendance – changes week to week. Progress has been made during the term as confidence has grown. It is well below normal attendance for BVC but there is a national dip. Attendance is seen to be particularly low for those students who did not engage in lockdown
- Behaviour – a significant increase in referrals was seen at the start of term compared with this time last year. In response, behaviour monitoring has been introduced. Data is analysed weekly to allow early intervention and increased consistency. An improvement has been seen in the second half of the term. However, the behaviour of pupil premium students has become worse.
- Exclusions - these appear high, but it was noted that many are for one student who actually attends TBAP. When that data is removed exclusions are similar to this time last year.

**Q** *Is the increase in poor behaviour in lessons or outside the classroom?*

**A** The increase is in referrals from lessons, mainly in the lower school. Formal warnings are given before a referral and these are generally successful.

**Q** *What year group are the exclusions in?*

|           |  |  |
|-----------|--|--|
|           | <p><b>A</b> They are in Y11</p> <p><b>Q</b> <i>Is this issue with behaviour seen across the Trust?</i></p> <p><b>A</b> Yes, every school is having similar issues.</p> <p>JR reported on a tree planting project in the community which SB has been involved with, and also distribution of Christmas hampers by the college for vulnerable local people which NW is involved with.</p>  |  |
| <b>5.</b> | <b>College Improvement plan update and Quality assurance of college this term</b>  |  |
|           | <p><b>College Improvement Plan</b></p> <p>The focus of the college improvement plan has narrowed whilst the school is having to deal with the impact of Covid-19. It has been RAG rated to reflect objectives which are either on target (green), likely to be met (amber) or not started (red).</p> <p>There are three priorities:</p> <ul style="list-style-type: none"> <li>• Priority 1 - Embedding teaching and learning strategy. Middle leaders are being supported to embed this, with a comprehensive programme of CPD which all staff have signed up to and which is linked to appraisal. Quality assurance systems need to be in place.</li> <li>• Priority 2 – Establish curriculum cohesion. A sequenced, logical and cohesive curriculum is to be delivered and extended learning developed. There is a new assessment model</li> <li>• Priority 3 – develop leadership and management at all levels. Wellbeing is a current focus. Sustainable systems for supporting staff and reducing workload are required and BVC has joined a pilot study to look at different ways of working</li> </ul> <p><b>Faculty Improvement and Quality Assurance</b></p> <p>MM set the context and explained how middle leaders are driving the process. Learning at school and remotely is being aligned. Anecdotally an improvement in teaching and learning has been seen.</p> <p>Whilst it can be difficult to demonstrate improvement, there is a quality assurance process in place. There are faculty improvement plans, with progress assessed at the end of each term. MM shared an example of how this is completed. It is key that middle leaders take ownership of this which is seen to be happening.</p> <p><b>Q</b> <i>Can you tell us about how this links into appraisal and PD?</i></p> <p><b>A</b> Quality assurance data feeds into the appraisal process and a quality of teaching objective is included in appraisal. Priorities vary by faculty.</p> <p>There is a comprehensive CPD programme offering a variety of training on an ‘anytime anywhere’ basis.</p> |  |
| <b>6.</b> | <b>Year 11 data and Catch up strategy</b>  |  |
|           | <p><b>Exams 2021</b></p> <p>EC updated governors on the plans from government for next year’s exams. Measures have been introduced to try to make the system fairer for current Y11s who have had their learning significantly disrupted. It includes generous grading and advance notice of some topics.</p> <p><b>Student Progress Y11</b></p> <p>Overall progress is positive with students almost at their targets. Although girls are slightly below target currently, it should be noted that the target for girls is higher than for boys.</p>  |  |

Pupil premium and SEND students are currently below target; catch-up strategy will be employed to address this.

Analysing by prior attainment group shows that whilst low and high prior attainment students (LPA and HPA) are below target, medium prior attainment (MPA) students are exceeding their target.

Lockdown and remote learning has impacted groups differently. LPA saw higher levels of non-engagement but for HPA students the impact may be associated with teaching remotely at a higher level.

**Q** *Did all Y11 students take mocks or were those isolating not able to?*

**A** Fortunately they were all able to take them.

**Q** *Do you see any link with current attendance and under achieving in mocks?*

**A** We have not identified anything currently. There is more of a link with attendance during lockdown

**Q** *Were mocks standardised with respect to previous years?*

**A** The core subjects are standardised but others were adapted. The next mock season will be a full formal assessment.

**Q** *Can you comment on HPA students progress and where the issues lay?*

**A** The higher order questions in the mocks will cover topics not yet covered in great detail and this is reflected in the mock results. We will be focussing on preparing those students for the next mocks.

**Q** *Before Covid-19 Y11s attended Saturday revision workshops which were incredibly helpful, can these be run?*

**A** Whilst we would love to be able to run these again, at present we don't want to increase contact time. We have set up helpdesks for students which they appreciate and this might present a good way forward with HPA students.

### **Catch up strategy**

SH explained that catch-up funding is for all students and in particular is to support those disadvantaged by loss of learning. Initial proposed funding will be £96k. It is split into two strands:

- **Universal offer**  
For all students  
eg extended schools, GL assessment
- **Targeted offer**  
For Y11 disadvantaged pupils. (It should be noted that BVC has broadened the definition for this to be those disproportionately affected by lockdown.)  
eg assessment to ensure gaps identified, catch up tuition

SH explained the initial proposal for how the funding is to be spent, including tutoring, pastoral and Accelerated Reader programme.

Students will be identified for interventions: Academic interventions a Y11 priority and pastoral interventions for KS3.

**Q** *Will tutoring be remote or face to face?*

**A** We have the option and will need to look at the best way to deliver, dependent upon individual need

Governors were shown the timeline of what is being put in place.

Where the college may need to make an investment, such as in specific programmes, the investment and impact must be sustainable beyond the catch-up funding.

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|------------|--|--------------------------|
|            | It was noted that about 50 devices had been donated to BVC for students who needed them and this was very much appreciated.  |                          |
| <b>7.</b>  | <b>Staff wellbeing and workload</b>  |                          |
|            | See item 5.  |                          |
| <b>8.</b>  | <b>Committees:</b>   |                          |
|            | <ul style="list-style-type: none"> <li>• <b>Committee Meeting headlines</b><br/>The Minutes from the Resources Committee and Quality of Education Committee had been shared with Governors. JR updated governors with the following Resources items: <ul style="list-style-type: none"> <li>- Covid-19 expenses will not be paid to any school in surplus last year (ie BVC)</li> <li>- Lettings Policy is still being worked on but no lettings currently</li> </ul> </li> <li>• <b>Terms of Reference</b><br/>The Terms of Reference for the Committees were approved.</li> <li>• <b>Pay committee</b><br/>Recommendations for pay progression had been approved by the Pay Committee</li> </ul>                         | Finalise Lettings Policy |
| <b>9.</b>  | <b>Safeguarding</b>  |                          |
|            | <ul style="list-style-type: none"> <li>• <b>Link visit reports</b><br/>HL had completed 2 safeguarding visits and her reports had been shared with governors.</li> </ul> <p>DF explained the monitoring in place for those students who are out of school self-isolating. The system is now well established with regular wellbeing calls and questionnaires. Social care and young carers team are informed of self-isolations where appropriate.</p> <p><b>Q</b> A question was asked about Post 16 guidance meeting provision for vulnerable students<br/> <b>A</b> Denise Cook will liaise with all Post 16s to ensure vulnerable students are identified and prioritised to certain times and in-school meetings.</p> |                          |
| <b>10.</b> | <b>AOB</b>   |                          |
|            | Governors thanked JR, SLT and all staff for the enormous amount of work they have put in this term, with long days and going above and beyond.   |                          |
| <b>11.</b> | <b>Date time and venue of next meeting</b>   |                          |
|            | 19 Jan 2021<br>The meeting ended at 8pm  |                          |

| <b>Action Log</b> |  |                        |                       |
|-------------------|--|------------------------|-----------------------|
| <b>ITEM</b>       | <b>ACTION</b>                                | <b>DEADLINE</b>        | <b>RESPONSIBILITY</b> |
| 3                 | Meetings with link governors after Christmas | Next meeting           | AS/AB                 |
| 4                 | Upload PowerPoint to ALIS                    | Straight after meeting | KJ                    |
| 8                 | Lettings Policy to be finalised              |                        | SS/JR                 |