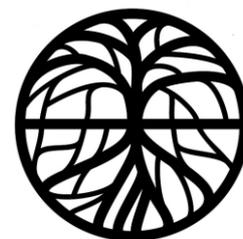


**Bottisham Village College
Local Governing Body
Meeting Minutes**



29 September 2020

Governors Present

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

Others Present

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

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	There were no apologies AB chaired the meeting. She explained that as Co-Chairs she and AS will rotate this responsibility.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest with regards agenda items. Governors were asked to complete and return a pecuniary interest form for 20/21.	
3	Agree minutes of last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record and will be signed when face to face meetings resume. There were no outstanding actions or matters arising	
4.	Update on the reopening of school including challenges ahead and Principal's report (JR)	
	<p>Re-opening There has been a positive start to the term with routines now in place. Confidence is building and we have met with and reassured anxious staff as much as possible. So far there have been no Covid-19 cases identified. Y7 have settled well. However, Y11 are less well settled with concerns about their GCSE year.</p> <p>Attendance Attendance is 93.6%, good compared with both national and Cambridgeshire schools. We are advising parents on when it is appropriate to self-isolate to avoid those with colds not attending. Attendance has been good over the last few years. By removing the data for those that are self-isolating it is possible to compare current figures and it can be seen that there is a drop in attendance which is being addressed; the daily absence figure is now decreasing. Pupil premium (PP) students have poorer attendance compared with both last year and non PP. The data is being scrutinised at an individual level to try to identify any patterns and correlations such</p>	JR to report back on PP attendance

as those that did not engage during lockdown being the same students that are not attending now.

Q *How is the 96% attendance target generated and should this be reviewed?*

A This is based on previous years, and how we expect to compare with national. It is reviewed with Heads of Learning. This figure is likely to be unrealistic for this year and may need to be reviewed. The Government has set a target of 95%.

Q *For Y11 attendance is it sporadic days for many students or long periods of absence for a few?*

A There are a number of individuals in Y11 with alternative provision which has been impacting on the data. We are looking at data across all year groups but it must be remembered that this is very early in the term and the data will become more reliable as we move forward.

Exclusions

There have been two fixed term exclusions. One was for attacking another student and alternative provision is being organised for this pupil. There is currently one student on roll who is attending TBAP.

HR

New staff have settled well. There are 7 NQTs who are being supported.

Admissions

Current roll is 1274, rising to 1500 over the next 4 years. Details of student movements were shared in the Principal's written report. Preliminary data for Y7 applications were also given. The Y6 open evening will be virtual this year with students and staff talking about the school in a commissioned film.

Q *What is the alternative for parents who can't access the live presentation?*

A This will be recorded. We will also find out if any families are unable to view the film at all and take steps to address. EC has been in touch with all Primary HTs in catchment.

Q *If places are filled with non-catchment children, would there be space for any catchment pupils to move mid-year?*

A We cannot leave places unfilled when there is demand.

Operations update

Suzy Stoodley had prepared an Operations report. Storm damage to the roof during the summer led to a significant leak and resulted in the floor being re-laid ahead of schedule. Insurance should pay for this with any short-fall being cover by the Trust.

Q *With regards H&S, how do the students feel about Covid-19, are they fearful?*

A There is a range of feeling but behaviour and compliance is very good and the majority of students exhibit a good sense of safety. Staff have been working hard to embed routines.

Sports centre

The sports centre is now open in line with guidance, with the pool opening next month. The local community are starting to return.

Q *What about the early morning swim club?*

	<p>A We have informed them they we are unable to offer this at present in order to remain with the guidelines.</p> <p>Adult Education There are three courses running: Counselling, RHS, GCSE Maths. A blended learning approach is being considered in order to be prepared for future lockdowns. We are looking at working with SVC.</p> <p>Parent & community feedback JR has been working with HB and NW with regard to local issues. In particular there have been concerns around some parents not using the designated drop off zone. Q <i>Does the library still have restricted access for the community?</i> A Yes, it is opening this week but with restricted hours</p> <p>Complaints No formal complaints currently.</p> <p>Finance Whilst a deficit had been predicted for year end, there is in fact a £90k surplus with funding from a variety of sources. However, the college cannot now claim from the Covid-19 fund as it is in surplus. The Finance Manager is clarifying whether this surplus goes into reserves. Finances will be scrutinised by the Resources Committee.</p> <p>GCSE results EC recapped the process for Centre Assessed Grades (CAGs) and reminded governors that on results day students were awarded the highest of CAG or calculated grade. The process for assessing CAGs was robust and fair. Both Attainment 8 and Progress 8 have risen this year and it was felt this was a fair assessment as these were on an upward trajectory. 79% achieved 4+ , 60 % including English and Maths. This was an increase on last year but had been anticipated. The Pupil Premium gap remains the same. Q <i>What has led to the improvement?</i> A The Teaching and Learning strategy has had significant impact. Q <i>Were there any spikes in particular subjects with higher than expected grades?</i> A There haven't been many, just some in Computing and PE where calculated grades were higher.</p> <p>H&S link visit HB conducted a visit and shared her report. She expressed concerns about ongoing costs to BVC with no confirmation of any government funding. She praised the site team for all their hard work. The Principal confirmed that any additional spending will have to come from reserves if necessary.</p>	
5.	Recovery Curriculum, plans on Y11 Assessment, catch-up plans and funding (JR/EC)	
	Y11 have missed out on the preparation for Y11 that would usually take place at the end of Y10. A recovery curriculum will	

need to be put in place but first an assessment of those students current learning needs to take place.

Y11 Strategy

Before lockdown the current Y11 students were assessed to be at a similar position to previous Y11s. Data was gathered through-out the lockdown period to assess how well students engaged.

Although the majority engaged well, different approaches will be required as they are at different places in their learning and similar prior attaining students may have engaged very differently. This data will be used to target catch-up funding.

(Time line and strategy presented to LGB)

Post 16

They have had limited exposure to post 16 education. There will be an assembly this week to give them information, followed by researching courses on training day and links to virtual post 16 information by CAP/Form the Future.

Mock exams

There would usually be a 3 week programme of mock exams but this is to be scaled down. They will sit English, Maths and Science exams in a formal setting when we feel this would be most impactful for them, (straight after Oct half term) but the other subject exams will take place in class to avoid missing curriculum time. A full season of mocks will take place in February. Students will be given a mock examination booklet with all required guidance.

Q *Will this be common across the Trust?*

A Each school is planning their own programme of mock exams. We are considering a strategy for those parents who don't have technology as they are the ones that are likely to require most help to support their children.

Q *How is the CPD programme responding to blended learning?*

A The CPD programme for staff and governors is fully online. Much of it is bespoke. We recognise that this is an opportunity to do things differently and perhaps better.

Q *Could independent students work at home?*

A Students could work independently but within the school environment as we envisage the development of the use of technology (see item 8) could allow them to work independently away from the classroom.

Q *What is the usual take up of parent evening attendance?*

A Highest for Y7 and Y11- would need to check the actual figures. Parent engagement evenings have around 50-70% attendance. Online sessions may make this more accessible for some parents whilst presenting a technological challenge for others. We are hoping this will be even higher for our virtual parents evening next week.

Catch up funding presentation

There will be approximately £200K available (£80/student). BVC is exploring where to target the money and recognises that a clear strategy involving the whole school is needed. Various possibilities are being considered, such as GL assessment and an online reading programme to improve literacy. All options are being thoroughly researched. A PowerPoint documenting the

Keep governors updated on catch-up funding
Feedback on virtual parent evening

	<p>process so far had been shared with governors and additional information will be shared by email and at LGB meetings.</p> <p>On behalf of the LGB, AB thanked JR and senior staff for all they are doing and for presenting this to governors.</p>	engagement and impact.
6.	Risk register	
	<p>AB stressed the importance of the risk register and the LGBs role in assessing and monitoring risk. Risks have been assigned to individuals to review. All were requested to review their section as soon as possible and confirm they have done this.</p> <p>The risk register is submitted to the Trust each term – next date is 13 October.</p>	All to review RR and confirm
7.	Ofsted update (QASI)	
	<p>Routine Ofsted inspections have been paused. However, interim visits of a sample of schools will be carried out. These visits will focus on the challenges of returning to full education, curriculum implementation during recovery and the use of catch up funding.</p> <p>Visits will not result in any evaluation or judgement.</p> <p>Some pilot visits have been conducted at other local schools and a summary of expectations and example questions had been shared with governors. An executive summary will be prepared to support staff to be able to discuss key points. Governors will not be required for an interim inspection.</p> <p>Normal inspections are planned to resume in January. AB has completed an online course on the role of governors in the new Ofsted framework.</p>	AB to circulate feedback from the course.
8.	Reserves request for Trust Board: proposal to purchase iPads	
	<p>The proposal had been presented by DF to the Trust Board for approval and had been shared with Governors.</p> <p>DF outlined the context for the project and how BVC had been working with Apple to use technology as an integral part of the Teaching and Learning strategy.</p> <p>This development has huge potential but will need to be carefully managed and the impact assessed.</p> <p>Finances need careful consideration, looking at how to set up a parent contribution scheme as other schools do, and how to support disadvantaged students.</p> <p>The Trust Board has approved commencement of a pilot project. The LGB agreed that a working group will be set up to consider the details. The group will be:</p> <p>RMT NW AV</p> <p>Q <i>Should there be a broader exploration of devices rather than using Apple by default?</i></p> <p>A Yes, there needs to be a full and fair procurement process and this was covered at the Board meeting. However, it should be noted that the ability to control the devices is essential and this is something that can be done with Apple. It is also possible to use Google and Microsoft with iPads.</p>	

9. Governance	<ul style="list-style-type: none"> • Link governor roles and visits Governors offered to cover the various roles. AB will email out the final list once the essential roles have been confirmed. • Policies <i>Assessment</i> – approve subject to any comments from governors by the end of the week <i>Behaviour Policy addendum</i> – approve subject to any comments from governors by the end of the week <i>Health and Safety</i> (Trust policy) - adopted Safeguarding (Trust policy) – adopted • Safeguarding training Trust central safeguarding training is being offered at two sessions on 5 and 13 October. This training is aimed specifically at Trustees and Governors and all were asked to sign up. There is also a BVC specific safeguarding video which governors were asked to watch and confirm they have seen* 	JR will confirm the essential roles which will link to this year's CIP.
10. AOB	<ul style="list-style-type: none"> • The Pay Committee will meet before 31 October to review staff appraisals and pay awards. The Pay Committee is HB and AB. • JR and AB are interviewing a prospective new governor this week • On behalf of the LGB, AV expressed appreciation for everything that the staff have done and continue to do. 	JR will pass this on to staff
11. Date time and venue of next meetings (virtual)	<ul style="list-style-type: none"> • Resources 2 Nov 6pm • Quality of Education 10 Nov 6pm • LGB 10 Dec 6pm <p>Meeting ended at 8pm</p>	

*<https://drive.google.com/file/d/168ZWagzoiZGQkozLFHo5HNfUhdZtlWQF/view?usp=sharing>

Items for Future Meetings	
Meeting	Item
LGB	Update on Pupil Premium attendance Update on catch-up funding Feedback on virtual parent evening engagement and impact.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
6	Review risk register	asap	all
7	Circulate feedback from Ofsted training course		AB
9	Confirm essential link roles Circulate link role list		JR AB
10	Pass on LGB thanks and appreciation to all staff		JR