

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



19 January 2021

**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), Richard Morgan (RM) and Hilda Buchanan (HB)

**Others Present**

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

**Meeting Chair:** Alison Brolly

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b> There were no apologies for absence.	
2.	<b>Declarations of Interest with regard to agenda items</b> There were no declarations of interest.	
3	<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.  The following actions will be carried over: <ul style="list-style-type: none"> <li>AS/AB to organise meetings with governors to discuss Link roles in February</li> <li>The Lettings Policy will be brought to the Resources Committee at a later date. Currently no lettings are taking place.</li> </ul>	Roll over actions
4.	<b>COVID update (JR)</b> <b>General update (JR)</b> There were many positive Covid cases at the end of last term leading to the majority of students in school self-isolating. This was a traumatic, challenging and complex experience for all and as a result staff anxiety significantly increased.  A national lockdown (3 <sup>rd</sup> ) has now been imposed and there are currently around 60 key worker and vulnerable pupils attending school with all other students accessing remote learning. The lateral flow testing programme to identify asymptomatic cases has started (staff twice a week and students in school one a week).  The majority of staff are working from home with a small core group at school. The Sports centre is closed and consequent loss of income poses an increasing risk to the school. Staff have been able to be furloughed again with the exception of new staff who are	

helping in school. Adult education staff are running a virtual programme and are 50% furloughed.

There have been many positive communications from families for the work staff are currently doing.

#### **Risk assessment update (DF)**

DF explained the updates that had been made to the risk assessment following the outbreak last term and in response to the new variant. Contingency around closure has also been added. There is a new detailed risk assessment to cover lateral flow testing site and operations. Work continues with the H&S group to evaluate the risk assessments and listen to staff concerns.

*Q Are there any areas that work well with 60 students at the moment, but are 'ones to watch' when you get other students back?*

**A** With fewer students it is possible to achieve social distancing and there are more spaces to use. These things are more difficult to achieve when there are many students in school.

#### **Testing (JR)**

The aim of the testing programme is to identify asymptomatic cases and help the school to stay open. Close contact testing was not implemented (paused) following advice from Public Health England (PHE).

Routine testing has begun and DF explained the steps involved. So far 35 staff and 45 students have been tested and all are negative.

*Q Is any external body checking what is in place?*

**A** The Trust have inspected and advised some changes which have been implemented. PHE are not currently checking.

*Q What happens if parents don't consent to testing?*

**A** This is only a small number and we will work with those individual families to get as many tested as possible. Note we cannot stop them coming to school if parents do not consent to a test.

*Q What happens while students are waiting for the test result?*

**A** It is assumed negative until the result so they can go back to class.

*Q What happens after a positive case is identified?*

**A** The pupil/staff member would be isolated and then sent for a PCR test. They are treated as positive until this is confirmed. [Please note, since this meeting the guidance has changed to close contacts of a positive LFD test being sent home until negative PCR test received.]

*Q Will we be ready for the whole school returning?*

**A** We had anticipated testing the whole school before the start of term so were preparing for this. We are prepared for scaling up and we have volunteers on standby to assist.

JR praised the admin and site teams and thanked everyone involved for this huge extra undertaking.

<p><b>Monitoring remote learning (DF)</b>  BVC is committed to doing everything possible to ensure this current lockdown has minimal impact on students' education.</p> <p>Attendance is monitored routinely and engagement measured by whether they attend lessons. 75% of students across the school attended lessons last week. There are some areas for concern including Y9, in particular pupil premium students.</p> <p>A significant number of students didn't engage in lockdown 1 so this is a great improvement.</p> <p><b>Q</b> <i>Have you conducted any analysis on why students don't engage?</i></p> <p><b>A</b> There are numerous reasons and some have quite complex needs. Technology is less of a barrier and we have invested heavily in this area. In lockdown 150 devices were given out, with a further 71 devices (50 of which are PP) in lockdown 2. Nearly 100 devices were donated and 75 were received from DfE.</p> <p><b>Catch-up funding (JR)</b>  School staff have started catch-up but the national tutor programme has been paused since lockdown started. Hopefully all will start on 1<sup>st</sup> Feb as planned. A further update will be given at the Quality of Education Committee meeting. An update will also be provided at that meeting on the consultation on replacement of Year 11 exams.</p> <p><b>OFSTED inspections (JR)</b>  Ofsted inspections will take place virtually. More details to be advertised soon.</p> <p><b>Staff and student wellbeing (JR)</b>  Anxiety is high and has led to resignation with immediate effect of one member of staff.</p> <p><b>School bubbles (EC)</b>  There are 2 bubbles in Y7 and one in each other year group. Places are available for vulnerable students and those of key workers. Whilst the school is offering places to all those who are eligible, this must be balanced against the school's role in preventing transmission of the virus and parents are asked to consider this when booking places.</p> <p>Live lessons are popular with students and more are being delivered than last time. It is important that remote teaching is protected so careful consideration is given to in-school staffing. Those students in school are also engaging with online lessons. Teaching assistants are still supporting all SEND students in virtual lessons and some HLTAs are coming in to school.</p> <p>Supporting vulnerable students in school is challenging under social distancing restrictions.</p> <p><b>Q</b> <i>Would we consider inviting in Y11 who are not engaging?</i></p> <p><b>A</b> At the moment this wouldn't feel safe but we are following up with those students and families to find out the issues. We will start to invite more in if our initial strategies to engage more students doesn't work.</p>	
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	<p><b>Curriculum gaps (EC)</b></p> <p>There are three main strategies to addressing the gaps:</p> <ul style="list-style-type: none"> <li>• Responsive teaching</li> <li>• Structural changes to curriculum (middle leaders)</li> <li>• External tools (GL assessment)</li> </ul> <p>The most effective way to deal with curriculum gaps lies with the class teacher and using the Teaching and Learning Strategy that is in place. Knowledge gaps need to be assessed (see item 9) and threshold concepts established before moving on. Middle leaders are reviewing their curriculum and responding to the gaps.</p>	
<b>5.</b>	<b>Link governance- CIP success criteria linked to link governance role</b>	
	<p>It was felt it might be helpful for link roles to be aligned with the College Improvement Plan (CIP). The focus of visits may need to be narrowed during the lockdown and it was suggested that small groups could look at areas related to the current key risks.</p> <p>AS and AB will continue to work with JR on this and will look at a framework for linking roles to the CIP and the sort of questions that can be asked. Meetings will be organised with each governor to discuss.</p>	AS/AB to organise link visits
<b>6.</b>	<b>Period 3 Financial Report</b>	
	<p>Period 3 is the report to the end of November.</p> <p>The forecast was for an end of year deficit of £100k. The closing of the sports centre, loss of income from adult education and loss of catering profits all continue to have an impact. The autumn term saw a significant spend on supply staff and Covid related costs are running at £13K.</p> <p>However, savings are being made whilst the school is partially closed and the £17k received towards testing set up may be able to partially offset some of the Covid costs. A recent reforecast shows an improved position of £80K deficit.</p> <p>The Trust recognises the efforts the school is making and is providing support, in particular where finance staff have been off sick. They have advised that the school should not over-worry at this early stage in the year when there is so much change. Charity Main to attend a meeting to discuss any concerns with governors if this would be helpful.</p> <p>The Resources committee will scrutinise accounts at their next meeting.</p>	
<b>7.</b>	<b>Risk register</b>	
	<p>Governors were requested to update their sections, in particular with regards the impact of Covid and the actions taken to reduce the impact. If any governor requires support to do this they should contact JR or AB.</p> <p><b>Q</b> <i>Should we expect to get sufficient information from LGB meetings to enable completion of the risk register or would we need to contact staff (conscious of not wanting to over-burden staff)?</i></p>	

	<b>A</b> We will need to consider this further and may start to look at risks at the committee meetings where there will be more opportunity for discussion.	
<b>8.</b>	<b>Curriculum- How are gaps being identified and what is being done to fill these?</b>	
	This is covered in item 4	
<b>9.</b>	<b>Assessment- Presentation:update on reporting progress to parents (CE)</b>	
	<p>Governors were reminded of the change from numerical grades to age related expectations (ARE). The assessment model is linked to the intent of the curriculum. CE explained the 3 tiers which cover the short, medium and longer term aspects of assessment and the new recording system which has been developed.</p> <p>Progress checks will have been completed for all year groups by the end of January. Governors were shown the progress check which is shared with parents. Feedback so far from parents has been positive</p> <p>GL assessments are currently on hold due to Covid. Some have been completed and data can be used to identify areas of weakness for classes or individuals and compared with national data.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• develop analysis part of new assessment system</li> <li>• Compare GL data to ARE judgements</li> <li>• Live data for parents</li> </ul> <p><b>Q</b> Will staff workload increase?  <b>A</b> Staff like the new system and report it lessens workload. Assessment is uploaded as soon as its done</p> <p><b>Q</b> Might the current <i>gaps in the data cause issues when sending out to parents?</i>  <b>A</b> All our ARE assessments have been done and it's only the GL data that is incomplete</p>	
<b>10.</b>	<b>Safeguarding update (DF)</b>	
	<p>DF shared a summary of data from MyConcern showing the range of issues being dealt with. During the lockdown period fewer issues are being logged which raises concerns; the school is looking at how to address this.</p> <p>During Lockdown 3 the following safeguarding arrangements are in place:</p> <ul style="list-style-type: none"> <li>• New Safeguarding Policy addendum</li> <li>• Vulnerable students identified and allocated key workers who monitor attendance and engagement.</li> <li>• EHCPs and those open to social care - have regular contact with if not in school</li> <li>• Working collaboratively with primary schools and other agencies</li> </ul> <p>HL had a safeguarding link meeting before Christmas (report to follow) and another is scheduled for 2 Feb  A Trust safeguarding audit will take place at the end of January.</p>	
<b>11.</b>	<b>Policies</b>	

	<ul style="list-style-type: none"> <li>• <b>Safeguarding Covid-19 addendum</b> There have been no significant changes since the previous addendum. The policy was approved.</li> <li>• <b>E safety (Trust policy)</b> This is a Trust policy and was agreed to be adopted.</li> </ul>	
<b>12.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• The co-chairs meet fortnightly with JR to discuss any issues and to plan agendas. If any governor has suggestions for items they feel ought to be included they should contact AS/AB</li> </ul> <p><b>Q</b> <i>HB asked how staff are supported and whether the LGB could look at ways to help?</i></p> <p><b>A</b> TL reported on the support networks that are in place. JR suggested that staff governors could ask staff if they feel that the LGB could offer any particular support.</p> <p><b>Q</b> <i>Have you allowed some staff to work on site every day during lockdown, even if they are not part of the rota?</i></p> <p><b>A</b> Yes, for those who have particular difficulties working from home or for mental health reasons</p>	
<b>13.</b>	<b>Date time and venue of next meeting</b>	
	Resources 22 Feb Quality of Education 8 Feb LGB 22 March Meeting ended 8pm	

#### Items for Future Meetings

Meeting	Item
LGB	Report on Trust Safeguarding Audit

#### Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
3/5	Link governor role meetings		AS/AB
3	Lettings policy to be finalised and taken to Resources committee		JR/SS