

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



22 March 2021

**Governors Present**

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

**Others Present**

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

**Meeting Chair:** Alan Sharp

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Tina Lawton (TL), Chris Childs (CC), and Richard Morgan (RM)  Hilda Buchanan (HB) was absent	
<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 electronically.  Actions: <ul style="list-style-type: none"> <li>• Link roles – these have not yet been finalised.</li> <li>• Lettings Policy – AS is meeting Suzy and Agi tomorrow.</li> </ul>	Confirm link roles at next meeting  Lettings Policy to come to next Resources meeting
<b>4.</b>	<b>Principals report to include: Staffing update/planning, admissions, Y11 update, Covid update</b>	
	The report was presented as a PowerPoint presentation. <ul style="list-style-type: none"> <li>• <b>Reopening:</b> all students returned to school 3 weeks ago and were tested for Covid. There has been one positive test which was detected by an external PCR test; Self-isolations were put in place.</li> <li>• <b>Behaviour:</b> as most students have been out of school there has been no update to the December data. Since returning most students have been compliant and well behaved and the school is maintaining its high expectations. There are some who have been testing boundaries and there have been more referrals including an increased number of girls and lower school pupils. It is a small number of students in each year group that the school is having to work hard with. Much is related to</li> </ul>	

	<p>anxiety. We are making sure staff are consistent and remain calm.</p> <ul style="list-style-type: none"> <li>• <b>Exclusions:</b> there have been two exclusions since the last meeting.</li> <li>• <b>Attendance:</b> overall this is very positive. Pupil Premium attendance has improved but still needs work.</li> <li>• <b>Y11 return strategy:</b> preparing them for assessment and ensuring they are effective learners whilst also considering their wellbeing and mental health. Doing careers work to prepare them for Post 16 and beyond.</li> <li>• <b>Awarding qualifications in the summer:</b> teachers will use a range of evidence to make judgements. Awaiting further guidance from exam boards and supporting the more anxious students at this time. EC explained the types of assessment evidence and how a judgement is made. Assessment materials to be received from exam boards and quality assurance processes to be put in place by the Trust.</li> </ul> <p><b>Q</b> <i>Do you expect Y11 attendance to drop next term as they don't have exams?</i>  <b>A</b> We will explain to them what next half term looks like, with no mock exams but in-class assessments which they will be prepared for. We will help them with revision techniques. There may be some students we need to work harder with.</p> <ul style="list-style-type: none"> <li>• <b>Quality assurance:</b> the exam boards will review our QA processes. They will sample our judgements and decide if they are reasonable. Some students will have gaps that need to be filled before going onto sixth form which we will address</li> </ul> <p><b>Q</b> <i>Will BTECs have exams?</i>  <b>A</b> No exams but awaiting guidance</p> <p><b>Q</b> <i>Will there be summer school catch ups?</i>  <b>A</b> There are no plans at present</p> <p><b>Q</b> <i>How much help are you getting from the Trust?</i>  <b>A</b> The Trust is very supportive with a common set of principles across all the schools.</p> <p><b>Q</b> <i>Is there work taking place with sixth forms?</i>  <b>A</b> Predicted grades have been used in applications in line with a normal year. We expect to see a usual distribution of grades.</p> <ul style="list-style-type: none"> <li>• <b>Staffing:</b> shielding staff should be able to return next term. There are some cases of long Covid, some of whom are working part time. Have recruited a Science teacher and a Maths/Science NQT</li> <li>• <b>Admissions:</b> 282 currently for Y7 in September.</li> <li>• <b>Curriculum:</b> matching hours to current staff. Will be slightly over staffed. Very stable year with respect to staff turnover.</li> </ul>	
<b>5.</b>	<b>Enrichment and personal development</b>	
	<p>It is important that students have enrichment opportunities which link to curriculum intent whilst ensuring their own personal development. Andrew Gee is currently developing a strategy ready for September with a three year development plan. If any governor would like to be involved they should contact JR.</p> <p>Key elements:</p>	<p>AG to present Enrichment Strategy - May LGB. JR to confirm with AG</p>

	<ul style="list-style-type: none"> <li>• Ensure any homework is relevant.</li> <li>• Clubs – add accredited courses to provide additional challenges for some.</li> <li>• Need a structure – My Bottisham Experience is being piloted.</li> </ul> <p><b>Q</b> <i>What has been the take up on online extended learning by pupils - how will that programme look next term?</i></p> <p><b>A</b> It has been reduced compared with normal. We will be launching face to face ready for summer term.</p> <p>The PSHE curriculum is currently being reviewed to ensure it is appropriate for the current situation.</p>	Presentation for May meeting.
<b>6.</b>	<b>Options update</b>	
	<p>The KS4 options process is our ‘Pathways to the Future’ programme which ensures continuation of a broad and balanced curriculum. EC showed governors a table comparing take up of subjects this year compared with last year.</p> <p>There is a good spread of choices being made including a mix of academic and vocational. There has been a high uptake of Spanish which has been added and Triple Science is also proving popular. There will be 2 study+ classes and it is hoped that catch-up can be incorporated as part of this. Some subjects, such as Design and Technology, don’t have the expected uptake.</p>	
<b>7.</b>	<b>College Improvement Plan Update term 2</b>	
	<p>JR provided an update on the 3 CIP priorities which had been RAG rated. Details of progress can be found in the presentation.</p> <p><b>1. Embedding Teaching and Learning Strategy</b> Professional learning programme has been launched for staff and is having an impact. Refinement of quality assurance processes has been largely paused whilst most students have been out of school.</p> <p><b>2. Establishing Curriculum Cohesion</b> Ensuring delivery of a sequenced, logical and cohesive curriculum with development of the Faculty review process as the next step. Extended learning strategy is being developed. The new assessment model is in place and all year groups have had a progress check under the new guidelines.</p> <p><b>3. Developing leadership and management at all levels</b> Much progress has been made on communicating our values, vision and ethos. A lot of work has been done to prioritise staff workload and wellbeing and ensuring our approach to safeguarding is effective. Collaboration with the Trust, other schools and external bodies has also progressed well. A programme for student leadership is being developed which will include more external accreditation. Governance continues to be developed.</p> <p><b>Q</b> <i>How much does the pandemic impact the CIP?</i></p> <p><b>A</b> We narrowed the CIP early in the autumn term to keep it much more focussed on the key priorities. Since December, we have found some objectives hard to deliver because of the lockdown, some easier to move forward with.</p>	

	<p><b>Q</b> <i>Is the RAG rating set against original targets or is it Covid-19 adjusted?</i></p> <p><b>A</b> It is the 'new normal'. We did adjust the CIP and took out non-key priorities. We always reflect on how things change rather than simply adding things back. The RAG rating is linked to quality assurance.</p> <p>It is important that the College improvement plan links with the risk register and the vision and values. AV offered to work with the school to look at the QA process and also to help consider whether RAG rating is the best way for Governors to be able to assess the evidence</p>	
<b>8.</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>• <b>Update (DF)</b> MyConcern is used to log concerns. There have been no significant changes to the types of concerns logged in recent months. Those linked to mental health have been tracked and it can be seen that the concerns were lower at the first lockdown but this may have been because students were not in school.</li> <li>• <b>Link visit (HL)</b> The visit reports from Dec and Feb had been shared with governors. The school had been very fortunate to get donations of laptops from the community as well as from central government. Governors would like to thank the community and this can be done via social media and local publications.</li> </ul> <p><b>Q</b> <i>Are the devices on loan?</i></p> <p><b>A</b> Yes but they will keep them for a while as they very helpful</p>	<p>DF will put a message on social media</p> <p>SB will put something in Cresset</p>
<b>9.</b>	<b>Committee reports: headlines</b>	
	<p><b>Resources (AS)</b></p> <ul style="list-style-type: none"> <li>• P5 accounts were looked at. The current forecast deficit is £117k but it is anticipated that this will reduce.</li> <li>• Sports Centre – air handling unit funding still to be confirmed</li> <li>• Risk register updated</li> <li>• NW appointed as Vice Chair</li> </ul> <p><b>Quality of Education (AB)</b></p> <ul style="list-style-type: none"> <li>• Actions were to update risk register. AV confirmed that she has updated her assigned section.</li> <li>• AV confirmed she is happy to be Vice Chair.</li> </ul>	<p>Next QoE meeting include discussion of QA – AB to liaise with JR</p>
<b>10.</b>	<b>Trust update</b>	
	<ul style="list-style-type: none"> <li>• <b>Academy Governance Forum</b> The minutes of the last meeting had been shared with governors. The AGF provides an opportunity for all Chairs of Governors to meet with other Chairs</li> <li>• <b>Future of Local Governance</b> A paper had been shared with governors and the key points were highlighted.</li> </ul> <p><b>Q</b> <i>What will be the biggest change?</i></p> <p><b>A</b> There are no huge changes. The Trust want to ensure that LGBs focus on education and achieving the best outcomes for</p>	

	<p>pupils. There will be some tweaks to the scheme of delegation and sports centres will be centrally managed.</p> <p><b>Q</b> <i>Do the staff feel that this model still gives them the support and challenge they need?</i></p> <p><b>A</b> Yes, the support and challenge is still there</p>	
<b>11.</b>	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>• <b>Remote Learning (Trust policy)</b> Policy was adopted.</li> <li>• <b>Medical Needs (Unchanged)</b> Policy was approved.</li> </ul>	
<b>12.</b>	<b>Governance</b>	
	<p><b>Training</b> The Chair urged Governors to sign up for training courses, and in particular those organised by the Trust which are free and follow an 'anytime anywhere' model. There will be some new Trust courses for Governors from September.</p> <p><b>Link visits</b> HL completed Safeguarding visits which are covered under item 8. HB carried out a H&amp;S visit and submitted the report to the Resources Committee. Once the roles have been confirmed further visits can be planned. The priority for next term will be related to the CIP.</p>	<p>KJ send link again</p> <p>Governors to feedback on training at next meeting.</p> <p>Confirm with KJ when training undertaken</p>
<b>13.</b>	<b>AOB</b>	
	AB thanked all senior leaders for all their work in the current pandemic and all the additional hours they are putting in.	
<b>14.</b>	<b>Date time and venue of next meeting</b>	
	<p>13 May 6pm</p> <p>Meeting ended at 8pm</p>	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
<b>LGB (13 May)</b>	Confirm link roles Enrichment Strategy (AG) PSHE curriculum Feedback on training
<b>Resources (17 Jun)</b>	Lettings Policy
<b>Quality of Education (21 Jun)</b>	Discussion of Quality Assurance

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
5	Confirm with AG next meeting presentation re enrichment	29 April	JR
8	Laptop donations: put a message on social media put something in Cresset	End of term	DF SB
9	AB liaise with JR re QA discussion for next Q of E meeting	7 June	AB/JR
12	Send training link again	asap	KJ
12	Confirm training undertaken		all

NOT YET AGREED