

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



13th May 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), Amy Vaughan (AV), Chris Childs (CC), Hilda Buchanan (HB), Richard Morgan (RM) and Tina Lawton (TL)

Others Present

Ed Compton (EC Deputy Principal), Dom Fullman (DF Deputy Principal), Andrew Gee (AG) and Tracy Coston (TC Clerk)

Meeting Chair: Alison Brolly

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Steve Bennett	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest.	
3	Agree minutes of last meeting and matters arising not on this agenda	
	None	
4.	Link Governor/visit reports	
	<p>Thank you to the Governors who have met with AB to discuss Governor reports and areas to focus on.</p> <p>AS, JR and AB and going through the list to clarify roles, links and guidance. There are only changes for some governor. AS is also meeting with some Governors.</p> <p>The Link Governance meetings have been really helpful for the school and it has really helped the staff and reflect on some of the practices.</p>	
5.	Principals Report	
	<p>Update on Covid: Since the school has reopened there have been a few false negative tests. A few children are self-insulating. From May 17th it is recommended that children and staff don't have to wear masks. This is problematic as year group bubbles have to change over in smaller spaces and there are some staff that are not vaccinated. A decision has been taken that students do not have to wear masks in the classroom but they do in the corridors and communal areas. Some parents have issues with the decision but the risks have to be assessed and support staff/family/students and mitigate the risk to the wider community. Masks have to be worn on school buses.</p> <p>What is the Trust opinion? Some schools can zone year groups so they are in a different position and a different risk assessment. The Trust are supporting decisions of the individual schools.</p>	

<p>The guidance says masks 'can be worn' if social distancing cannot happen. The wearing of masks in the classroom is difficult. The numbers of secondary students transmitting covid is increasing, but not significantly. It is unfortunate that the announcement wasn't made after half term and after the Year 11's have left. There are concerns about mental health but always two sides to the decision. The Governors agreed with the decision. TA's 1-1 may ask the child to put the mark on and in some cases in the classroom. Transition f2f will not take place until summer school. Summer School: Sonia Martel (Head of PE) has offered to organise summer school on the last week of the summer holidays, with 13 other members of staff. 50 out of 300 of Year 6 have been selected by the Primary Heads. Summer School will also be offered to some Year 7 who need additional help to settle and a few Year 8's to help them settle down. For the rest of the Year 6 the Trust has approved that the school can have two dates of just Year 7 and Year 11 and online work will be set for other students like last year. Activities week has been postponed and AG is looking into in house activities for key stage for key stage 3 and virtual work experience for Year 10. The school are working with unions to make sure staff are safe. Update behaviour and attendance: Dom Fullman A slide showing behaviour data collated since March was shared and shows some reassuring trends. Typically around six students are referred per day (sent out of lessons) if they are showing challenging behaviour. Seen a reduction in PP and SEND students. Year 8 are finding it difficult to transition back to school and are going to be a year group that need support. The number of referrals in upper school are much lower and Year 11's doing really well. <u>Exclusions:</u> Students are having to relearn social skills, issues with social media learnt behaviour and the students end up getting themselves into fights, not communicating, which is unusual behaviour. Total exclusions are 8. An exclusion of a pupil with a EHCP has been made this week, due to a display of physical assault on another student. 1.5 days exclusion and other consequences. All guidance was followed. Normal exclusion would have been 5 days. Some Year 11's need to have a lot more support. Punctuality to lessons has been focussed on and will continue to be monitored. Improvements have been made. <u>Attendance</u> has also been focussed on. In the Autumn term the attendance was much lower than previous years, but then there was an outbreak. From 8th March the figures were reset and there has been improvement to 95.5%. Attendance for PP students is improving. Letters have been sent to parents reminding them that that it is their statutory duty to send their children to school. Support is also offered to the students. Are there any reasons for non-attendance that are emerging? Anxiety is a trend which is emerging. The LA used to help the school a lot with attendance but that has</p>	
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<p>stopped now, until it gets to penalty fines, which is very rare and frustrating and it is difficult to make the judgement made by the parents, especially with anxiety and schools have been left to deal with it all.</p> <p>There are two parts to the strategy: celebrating good attendance, linking good attendance with attainment and penalty notices are only used when everything else has failed.</p> <p><u>Admissions</u>: Breakdown of each criteria that the Admissions Policy shows. Catchment and non-catchment for 2021 have been documented because the LA have asked Bottisham and other schools have been asked to over admit to PAN. The demographics show that next year there are approximately 100 students in the Ely area that do not have a school place. Schools have been asked to over admit approx. 20 students, which would mean significant changes in the timetable, due to classes being at the limit. In the second round of admissions there were 300 parents, but now there are 285 students due to some students receiving their first choice school elsewhere, so this year an intake of 20 more students wouldn't have been an issue, but it is difficult to make a decision about next year.</p> <p>Would the funding would be upfront? No it is lagged. Practical classes would be over full and unsafe.</p> <p>Would it cause issues with travel? Yes it would. Extracurricular activities would be difficult.</p> <p>This year there were 48 students out of catchment and it isn't clear whether the additional students would override the out of catchment students.</p> <p>All schools are in a slightly different position.</p> <p>If you do make a decision to take the additional children and students moved into the area the school wouldn't be able to take them which goes against the ethos? It would mean no more catchment students can be admitted.</p> <p>When does the decision have to be made by? After half term.</p> <p>The risk isn't massive but it will take over 300 and concern about catchment children?</p> <p>Catchment students next year are 280, which is bigger than this year, as there are 50 out of catchment.</p> <p>JF needs to clarify the catchment criteria with the LA.</p> <p>The Governors approved JR to speak to the LA and then the Trust.</p> <p>There should be a reserve list after the admissions are known for next year. The Trust could ask for a reserve list? JR will ask the Trust.</p> <p>There are concerns about new development in the area. The LA confirmed that the numbers from the new building was included.</p> <p><u>Staffing/Interviews</u>: Advertises out for English, maths, science and MFL teachers, all linked to growth for next year.</p> <p>Camilla Saunders (Inclusion and Well-being lead/Assistant Principal has been promoted into the Trust to head up Safeguarding and SEND. There are lots of internal TLR's available.</p> <p>Governors asked to volunteer for the interview panels and any input into the process. The Trust are involved in the interview for Inclusion and Well-being lead.</p> <p>Application and shortlists are being organised with the covid rules. The formal interviews will be done online and then invited in for the final process. Physical lessons with the students will be looked at</p>	
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	<p>as well. The finance team has all resigned. One member has been promoted to the Trust. The Trust and Charity Main have supported and Rob ? is back and has done the handover. Aggi ? has worked very hard to get everyone up to date at a crucial time with budgets. Interviews with agency financial manager and assistants have been organised for next week. <u>Preparing for next year (DF)</u> The financial planning, growth of the school and analysis of staff/student ratio has all been analysed. In a health position at the moment and advertising for maths, science and English are being advertised for catchup hours and to support growth for next year. Growth over time data: FTE: 100 teachers next year which equates to 74 FTE (Full time equivalent) modelling with the budget over the next few years. All provisional data as working on the budget. Are there projected pay increases included in the total teaching costs? Yes and the pay scale increases all factored into the analysis. Pension increases within the sector is it always covered? The school try to cover the contributions and added into the forecast. The Governors thanked JR and DF for the detailed report.</p>	
6.	Safeguarding:	
	<p>JR and the school have had a tough time last month at an inquest to the death of a student in 2018, who sadly took her own life taking an overdose of prescription drugs. During the inquest some points were raised to all the agencies involved to improve on in the future. The student had left Bottisham and it took place in summer holidays. The child had alternative provision and complex needs. JR had 6 hours of questioning and the Trust and JR were called back again. All the agencies called for the 2 weeks inquest and it was really hard going. The accountability to keep all young people safe and the emotional toll on education staff was highlighted. The lack of support from outside agencies was highlighted. The school did not have a contribution to the child's death. A lawyer was employed and lots of preparation of all emails/letters. All phone calls or anything about a decision having being made must have a formal record of it. Schools are dealing with some very complex needs around students. Social care should co-ordinate and chair all meetings, and this wasn't apparent when the professional meeting was called, when social care was absent. The students twin also committed suicide 6 months later, she wasn't at Bottisham. DF and JR have formalised all safeguarding evidence and record keeping and making sure all conversations are written down. The formalisation is adding hours workload but it is crucial. HL in her link governor role along with the Trust and LA want to visit and look at processes to share with other schools. Safeguarding is about managing risk and practises have been adapted and every students have been deemed vulnerable. More</p>	

	<p>time has been given to the safeguarding team to evaluate the risk of every vulnerable student. It is frustrating that some agencies will not get involved. MyConcern has been used since 2018, which is a fantastic system to record all information and evidence. Weekly meetings and if any outcomes from TAF meetings (Team around the Family) and Social Care. Risk assessments of vulnerable students are all regularly updated, reviewed and all reviews are formalised. All decisions and judgements are emailed.</p> <p>Challenges to agencies/social care recognising risk the same as the school. Section 47: Is a child at immediate risk of harm. There was a situation at the school yesterday, and the school had to battle with agencies to take the case on, even though the decision was taken to keep the children in school, which is a legal responsibility of the school. The school are taking up issues with Social Care for giving incorrect advice.</p> <p>A student has been excluded for bringing a knife into school. The website Everyone is Invited has brought sexual harassment into the spotlight and a big focus on peer on peer abuse and a key message and we should be treating abuse as abuse. Since 2018 a lot has happened and a refresh has been organised. A refresh has happened. Andrew Gee has run an assembly and educating what harassment is and has to be taken seriously. All the sexual harassment cases have been evaluated and DF is very confident on all the cases, but are open to scrutiny.</p> <p>The school is dealing with a case with the police involved. Lots of safeguarding work going on and it has been a challenging few weeks.</p> <p>What is the back up for DF? The Team supports each other and the team has been extended to non-teachers. Safeguarding leads and more staff will be DSL trained to support with the decisions and rational.</p> <p>SAMS and other organisations were discussed and has been advertised amongst the teaching staff.</p> <p>The governors are very thankful for the support for staff and children.</p>	
7.	Supporting through PHSE	
	<p>AG: Campaign on sexual harassment and developing the PHSE curriculum. The demographic is changing and keeping young people safe is a challenge. AG explains the PHSE curriculum which is taught once a week. The structure of the curriculum was explained.</p> <p>PSHE makes students safe, secure and flourishing. The current school framework was discussed.</p> <p>How often do you adapt the focus/curriculum? PHSE has been moved back into the weekly curriculum.</p> <p>Do you feel that Year 11's have completed the subject?</p> <p>The subjects have had to be prioritised this year for Year 11's more than any other year.</p> <p>Training is being organised for Sex and Relationship teaching in June as it a statutory part of the curriculum from September 2021. The slides will be added to the Governor portal.</p> <p>The Governors thanked AG.</p>	

8.	Year 11 updates	
	<p>Teacher assessed grades are being worked on and very proud of Year 11 students who have been through two lockdowns and the staff are becoming examiners.</p> <p>A central policy has been developed from guidance received. Three windows of assessment have been developed. Everyone has been trained and lots of information has been sent out to all the staff.</p> <p>Assessments and evidence is very important.</p> <p>Basket of evidence are being built and thanks to Chris ? and AF for assessing all the policies. The Trust element has been added into the policies. A meeting was held with the Trust and there has been a lot of collaboration and sharing of information.</p> <p>Internal moderation is the next stage and teacher assessment grades are moderated.</p> <p>Data checking is required and the process has started. The evidence, narrative and tracking data is very important. The submission date is 18th June and then it is expected that moderation will take place by the Examination Board. The whole process has added a huge workload onto staff.</p> <p>The TAG's are very clear.</p> <p>Results day is on 12th August. If there is an appeal it has to be evidenced very clearly. The submission on 18th June to be discussed at the next meeting.</p> <p>How are staff get involved in appeals process?</p> <p>The Trust is trying to find a way not to impinge on staff time in the school holidays. It is very important to have a robust process so the number of appeals are kept to a minimum. People will be available remotely for different subjects.</p> <p>Prom: There won't be a prom this year, on 28th May, the day after the final assessment there will be a leavers day organised to celebrate.</p>	
9.	IT Strategy	
	<p>The broader strategy of the ipad project has been shared and excited to moving it to the next stage. The biggest barrier is finance of about as providing ipads to every student is £ 400,000. Modelling has taken place and asked for anyone with expertise to help and then will go to Trust.</p> <p>A sustainable way needs to be found to fund a scheme.</p> <p>AS and RS to help.</p> <p>Is there any history of asking parents to contribute? Other schools are running a scheme including contributions to make it work.</p>	AS/RS
10.	Finance update	
	<p>There is a forecast of £ 85,000 deficient at the end of the year but it doesn't include a £ 20,000 contingency, which hasn't been spent, so can be used against deficit.</p> <p>The Sports Centre is going well and swimming is starting at half term. Work with International Schools by virtual webinars and revenue and might get the deficit down to £ 45/50,000.</p> <p><u>Sports Centre income:</u> G3 bookings/fitness suite and online booking system to get as many bookings as possible. Summer school will use the sports centre and will fund from the school</p>	

	<p>funding. £ 7,000 behind forecast, but it isn't including any swimming revenue. Direct debits have all been frozen and now restarted but some people don't want to continue. More advertising and lots of work to encourage membership. The Sports Centre has been remodelled and deep cleaned a number of times.</p> <p>The Trust are trying to centralise the sports centre to take away the risk from schools.</p> <p>There is a new duty manager and student uptake membership has increased.</p> <p><u>Reserve bids:</u> The l pads have already been approved by the school and Trust. The air handling unit will cost £ 100,000 to replace. A sinking fund has been started and the Trust will pay for 50% and 50% out of reserves. Approved by Governors. The pool to be closed for 2 weeks in summer holidays. £ 25,000 to update and install more CCTV around the site will come out of reserves..</p> <p>Budget planning for next year to be signed off mid-June for approval to the Trust Board.</p> <p>The Governors thanks JR.</p>	
11.	AOB	
	<p>Kerrie Jones is recovering well after her operation and should return after half term.</p> <p>Thank you to everyone for attending and to DF, EC and AG for presentations.</p> <p>Topics for next agenda to be emailed to the Chairs.</p>	
12.	Date time and venue of next meeting	
	<p>6th July 6pm FGM</p> <p>Meeting ended at 8pm</p>	

Items for Future Meetings	
Meeting	Item