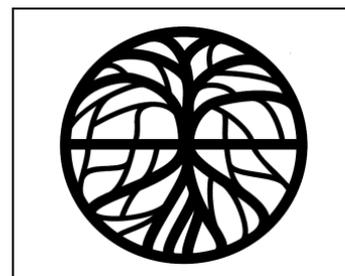


# Bottisham Village College Local Governing Body Meeting Minutes



22<sup>nd</sup> March 2022 at 6pm at the college

**Governors Present:** Steven Bennett (SB)  
 Alison Brolly (AB)  
 Hilda Buchanan (HB)  
 Chris Childs (CC)  
 Heather Lander (HL)  
 Tina Lawton (TL)  
 Jenny Rankine (JR)  
 Rob Steed (RS)  
 Amy Vaughan (AV)

**Apologies:** Richard Morgan (RM)  
 Alan Sharp (AS)  
 Neil Winkcup (NW)  
 Rikki Morgan-Tamosunas (RT)  
 Stuart Hales (SH) Clerk

**In Attendance:** Ed Compton (EC)  
 Dominic Fullman (DF)

	ITEM	ACTION
1.	<b>Apologies</b>	
	<p>AB welcomed governors to the meeting and apologies were received from RM, AS, NW and RT which were accepted by governors.</p> <p>The meeting was quorate.</p> <p>DF advised due to being more familiar with the system, governor papers and documents would now be moved from ALiS to Teams. A governor queried if it would be possible for meetings to be held in person and also allow for governors to access them remotely? JR advised she had raised this issue with the IT dept who had responded it would prove challenging but would continue to see if it was feasible.</p>	
2.	<b>Declarations of interests</b>	
	There were no declarations for any item on the agenda. It was agreed to record the meeting for SHs use.	
3.	<b>Agree minutes of last meeting and Matters arising</b>	
	<p><b><u>Minutes 28.09.21</u></b>                      All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 28<sup>th</sup> September meeting was unanimously agreed by governors.</p> <p><b>Item 1</b> – It was agreed that the attendance strategy would be issued to governors.</p> <p><b><u>Minutes 18.01.22</u></b></p>	

	<p>All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 18<sup>th</sup> January meeting was unanimously agreed by governors.</p> <p>There were no actions</p>	
<b>4.</b>	<b>Principals Reports</b>	
	<p>The principals report was distributed prior to the meeting and JR proceeded to go through it;-</p> <p><b>Admissions</b> – JR advised the college would be at capacity for Yr7s from next year with a small waiting list.</p> <p><b>Transition Yr6 to 7</b> – JR advised DF and herself had been able to meet with primary heads this year who had requested certain subjects be included within induction days as well as there being no immediate assessments at the start of Yr7. They had also informed the college there would be pupils joining the college with higher anxiety needs.</p> <p>JR then advised of the number of children the college could accept in the summer school and it would like to increase this in future years but would continue to target specific students as it was funded from catch-up funding and was dependent on staff volunteering to run it.</p> <p>A governor queried what was catch-up funding? JR advised it was provided by the DfE for schools to address gaps in children’s learning as a result of the pandemic.</p> <p><b>Exclusions</b> – A separate document titled ‘AL Exclusion Guidance (January 2021)’ was distributed prior to the meeting. JR advised the college would continue to follow the local authority guidance around exclusions.</p> <p>The college did not want to exclude any student but with higher levels of extreme behaviour and to keep the learning environment safe, there were no alternatives in certain circumstances. There would also be a plan in place when students returned to the college. The SLT spent an increasing amount of time focussing on behaviour and working with external agencies whose services were often stretched.</p> <p><b>On roll/ off roll</b> – JR briefly went through the data.</p> <p>A governor noted the small number of parents who had chosen to home educate and queried this from a safeguarding perspective? DF advised parents had been invited into the college to discuss the reasons why they had requested to home educate. The college had written to parents afterwards to state that it was in the interests of all children to be educated at school.</p> <p>The local authority was responsible for ascertaining whether parents were able to home educate and JR added the local authority would not complete any safeguarding checks on children being home educated.</p> <p>CC added there had also been an increase in parents requesting their child be home educated at Long Road Sixth Form College.</p> <p><b>HR</b> – JR briefly went through the continuing issues around the recruitment and retainment of support staff.</p>	

JR asked if there were any further queries on her report so far?  
There were none.

**Finance** – A separate document titled 'BVC Premises Report (March 2022) had been distributed prior to the meeting. JR advised that finances would be discussed in greater depth at the next finance and resources meeting but highlighted the overspend in electricity and gas costs as the college had been leaving windows open during the school day to increase ventilation around Covid-19 guidance, which had increased heating costs (staff would be reminded to turn lights of where possible).

JR noted the sports centre deficit that would now be less than originally forecast and the swimming pool hoist, boiler and chlorinator required replacing that would be funded from an unspent grant.

She then advised teachers had agreed to cover lessons during the pandemic when the college was unable to source a supply teacher and she noted teacher absence due to Covid-19 was still quite high.

**Careers** – JR briefly went through the section.

**Activities** – JR briefly advised of the pupil numbers who would be attending the summer camps and the college would offer to pay for trips via catch-up funding or via a parent plan.

A governor queried who led the activities week? JR advised Mrs Martell.

**Attendance** – A separate PowerPoint presentation was distributed prior to the meeting and DF proceeded to go through it. From slide 28 he advised of the colleges overall attendance and also by cohort and group. The SLT would look to improve attendance as it had been one of the colleges strengths.

He noted attendance for students with SEND support and EHCPs was an area of concern and the college would review persistent absence weekly. There were a number of students accessing alternative provision, some on a part-time timetable that affected data. The college had established the Step Back provision this year and he briefly went through it.

Governors then asked questions around attendance and the work of the attendance officer.

A governor queried the timeframe for a student to access further support? DF advised the majority of families were supportive to the college but there were difficulties in working with a small number of families.

DF advised there continued to be a focus on mental health and the counsellor hours had been increased to address this, via catch up funding.

There were concerns around the use of drugs, alcohol grooming and exploitation amongst students and the college had been working with the police more closely.

**Safeguarding** – EC briefly went through the logs from MyConcern.

	<p>A governor queried if the DSLs only worked during term time? JR advised they normally would but would deal with emergencies at other times.</p> <p>EC advised of challenges from the lack of support from social care who were underfunded and the colleges guidance in dealing with behaviour during lessons.</p>	
<b>5.</b>	<b>Achievement and progress</b>	
	<p>From slide 81 of the PowerPoint presentation onwards, EC proceeded to go through predicted end of data for all years in detail.</p> <p>A governor queried if there were contingencies in place should students miss exams due to Covid-19? EC advised that teacher assessments could be submitted where appropriate.</p>	
<b>6.</b>	<b>Parent and SEND questionnaire</b>	
	<p><b>Parent Questionnaire</b> – From slide 61 of the PowerPoint presentation onwards, EC proceeded to briefly advise of the responses from the questionnaire compared to the last one in March 2022. He noted that a number of parents had responded ‘Don’t know’ to a number of questions that might inform of a disconnect between students and parents. As a result of the questionnaire, parents would be invited to an information evening in due course.</p> <p>A governor queried if the responses were anonymised? EC advised they were.</p> <p><b>SEND Questionnaire</b> – JR advised there had been no responses to the first questionnaire and it had subsequently been re-issued.</p>	
<b>7.</b>	<b>Draft CIP</b>	
	It was agreed to omit this item from the agenda to allow for Item 8 to be discussed in greater detail.	
<b>8.</b>	<b>Growth of college</b>	
	<p>From the PowerPoint presentation, JR advised she had met with the Heads of faculties and middle leaders to discuss a change to the structure of the college day from next year and that it would next to go governors for their approval.</p> <p>DF then went through the proposal for a two week timetable and three periods in the mornings with two in the afternoons, all being 100 minutes.</p> <p>Governors then discussed the proposal in greater detail.</p> <p>A governor queried whether students would receive the same length of lunch and breaktimes? JR advised they would but they would be at a different time of day.</p> <p>JR then advised of three questions for governors to consider;-</p> <ul style="list-style-type: none"> <li>• Does the college progress with this model?</li> <li>• Should it be implement for September 2022?</li> <li>• Should it be trailed for one year?</li> </ul> <p>JR advised that whilst governors did not have to make a decision at the meeting, she would welcome governors opinions on the proposal after the meeting.</p> <p>A governor queried if the college would request the opinions of parents? JR advised the proposal would be discussed within a</p>	

	parent forum group and it would also be taken to students for their views. <b>Action: Governors to forward comments on proposal to JR by 01.04.22</b>	ALL/JR
<b>9.</b>	<b>Governance link reports</b>	
	Two separate documents titled 'Safeguarding Visit 22.10.21' and 'Health & Safety 21.03.22' were distributed prior to the meeting – AV and AB had also completed a separate visit.	
<b>10.</b>	<b>Policies</b>	
	<b>Education Visits</b> – A separate document was distributed prior to the meeting and JR advised of the updates made to it.  <b>Health and Safety</b> – A separate document was distributed prior to the meeting <b>Action: Governors unanimously approved both policies</b>	
<b>11.</b>	<b>AOB</b>	
	<b>Thankyous</b> – AB thanked HL and RS for their time as parent governors. <b>Action: Parent election to be held in summer term</b>	SH/JR
<b>11.</b>	<b>Date time and venue of next meeting</b>	
	<b>LGB 5</b> – Tuesday 10 May at 6.00pm <b>Resources</b> – Tuesday 14 June at 6.00pm <b>QofE</b> – Monday 20 June at 6.00pm <b>LGB 6</b> – Thursday 7 July at 6.00pm  The Chair will let governors know nearer the time whether meetings will be face to face or online. Meeting closed at 8.00pm	

Items for Future Meetings	
Meeting	Item
	There were none.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
8.	Governors to forward comments on proposal to JR by 01.04.22	01.04.22	ALL/JR
11.	Parent election to be held in summer term	31.04.22	SH/JR

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			