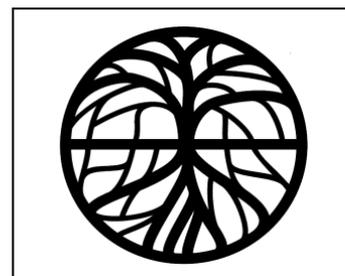


# Bottisham Village College Local Governing Body Meeting Minutes



25<sup>th</sup> May 2022 at 6pm at the college

**Governors Present:** Andy Barrett (AB)  
 Steven Bennett (SB)  
 Alison Brolly (AB)  
 Chris Childs (CC)  
 Tina Lawton (TL)  
 Jenny Rankine (JR)  
 Alan Sharp (AS)  
 Lloyd Southgate (LS)  
 Neil Winkcup (NW)

**Apologies:** Hilda Buchanan (HB)  
 Richard Morgan (RM)  
 Rikki Morgan-Tamosunas (RT)  
 Amy Vaughan (AV)

**In Attendance:** Ed Compton (EC)  
 Dominic Fullman (DF)  
 Andrew Gee (AG)  
 Helen Slipper (HS)  
 Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Apologies</b>	
	AS welcomed governors to the meeting and apologies were received from HB, RM, RT and AV which were accepted by governors. AS welcomed AB and LS as new parent governors and SH as the new clerk and governors introduced themselves around the table.	
2.	<b>Declarations of interests</b>	
	AS advised of the purpose of declarations for the benefit of new governors. There were no declarations for any item on the agenda.  SH distributed pecuniary interests forms at the meeting and would then collate responses and forward to the school for uploading to the website. <b>Post Meeting Note: SH forwarded pecuniary interests form to governors who were unable to attend the meeting on 26.05.22 to complete and return to him</b> <b>Action: SH to forward completed pecuniary interests document to college</b> <b>Action: SH to allow new parent governors access to Teams</b> <b>Action: AB and LS to inform SH as to which committee they would like to be on</b>	CC/HB/RM /RT/AV  SH  SH/AB/LS AB/LS

3.	<b>Agree minutes of last meeting and Matters arising</b>	
	<p>All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 22<sup>nd</sup> March meeting was unanimously agreed by governors.</p> <p>All actions had been completed.</p>	
4.	<b>Pupil Premium/ Catch up Update</b>	
	<p>AS advised there would be an alteration to the agenda to allow HS to present an update on pupil premium and for AG to present an update on the Kite Mark accreditation.</p> <p><b>Pupil Premium</b> – JR advised pupil premium and catch-up funding were two funding streams schools were externally accountable for, as to how they were spent and of their impact.</p> <p>A separate document titled ‘PP Now and Next’ was distributed prior to the meeting and HS proceeded to go through it in detail advising the college would focus on creating a more ‘holistic’ approach to the impact of funding. 21% of students were eligible for pupil premium funding which was expected to increase to 25% in 2022-23.</p> <p>A governor queried what was A8? HS advised it was a measure of students attainment grades at the end of Yr11.</p> <p>A governor queried if there was a risk of schools no longer receiving funding ?DF advised pupil premium had been in place for a number of years with JR adding the government would want to ensure that disadvantaged families were supported, especially with the rising cost of living.</p> <p>A governor noted the small amounts of expenditure within the document? JR advised of the total income from pupil premium and it was one of the colleges larger income streams. AS added there was a trend across the county for pupil premium to increase.</p> <p>A governor queried if certain priorities had had a greater impact than others? HS advised high quality teaching also benefitted the wider student body. DF then suggested various comparisons that could be made between pupil premium children and others in each cohort.</p> <p>CC advised one further measure could be the positive impact of students accessing post-16 qualifications, but governors agreed it was hard to access this data.</p> <p>AS asked if there were any further queries? There were none.</p> <p><b>Catch-up</b> – JR advised of the total funding made up of money received in 2021-22 and that received in 2020-21 that the college could not spend due to the pandemic and lockdowns. She then advised of the left over funding that would be taken into the autumn term and schools would lose any such funding not spent by December 2022. She then went through how catch up funding had been spent.</p>	

4.	Pupil Premium/ Catch up Update (cont)	
	<p>JR asked governors to also refer to the tutoring update within the Principals Report and the college had identified students to work either individually or in small groups. The college had 42 students with EHCPs and had to inform the local authority as to how funding was spent on each pupil.</p> <p>JR noted the amount of additional funding that had been received last week.</p> <p>A governor queried if there was a potential for the colleges facilities to be used by the community, ie for lettings? JR advised of the football pavilion and cadet hut on the colleges grounds that it would like to re-furb into a youth club and she would attend a meeting on 27 May to progress this further.</p> <p>A governor queried if funding could also be used on staff workload and wellbeing? TL briefly responded to the query.</p> <p>A governor noted the additional funding that was not spent in 2021-21 and queried how the college would manage in future years when this funding was not available? JR advised whilst some priorities would be planned in the short term, longer term priorities must be financially sustainable.</p> <p>AS asked if there were any further queries? There were none and he thanked HS for her presentation.</p> <p><b>HS then left the meeting</b></p> <p>A separate document titled 'Safeguarding and Attendance Report 4' was distributed prior to the meeting.</p> <p><b>Kite Mark</b> – AG then proceeded to go through slides 15-17 of the Safeguarding Report. There was a policy in place for students questioning their identity and there had been relevant staff training, curriculum days, a LGBT history week and also a student initiative.</p> <p>A governor queried if there was a means of students becoming champions or ambassadors for LGBT? CC advised he would forward further resources on LGBT to AG.</p> <p><b>Action: CC to forward LGBT resources to AG</b></p> <p><b>Safeguarding</b> – DF then proceeded to go through slides 1-14 of the safeguarding report advising there were no significant changes or trends since the last meeting and the college used the 'My Concerns' platform.</p> <p>The college had seen a large rise in mental health concerns but there had been a smaller number of concerns with links to the community since the previous LGB. DF advised the college had previously received an award for its mental health provision and was now focusing on the next steps, part of which was a small steering party, who would welcome a governor to join.</p> <p><b>Action: Governors to consider joining group to focus on mental health provision</b></p>	<p>CC</p> <p>ALL</p>

4.	<b>Pupil Premium/ Catch up Update (cont)</b>	
	<p>A governor queried how the college would usually find out about mental health concerns? DF advised normally via a member of staff who would then log the concern. There was annual staff training as well as for new staff and staff would also receive updates through the year.</p> <p>A governor queried if students felt comfortable at the college? DF advised of examples of provisions the college had put in place to support students and the college now had seven DSLs. As the college grew, it would have to remodel its safeguarding provision accordingly.</p> <p>A governor queried if there were interventions focusing on anxiety? DF gave examples of differing levels of pastoral support and JR added the college could only offer so much support before referring to external agencies who all had longer waiting times.</p> <p><b>Attendance</b> – DF then proceeded to go through slides 19-24 of the safeguarding report.</p> <p>A governor noted EHCP data was still in red? DF advised it was largely due to a small number of students in alternate provision.</p> <p>A governor queried if Covid-19 had affected the data? JR advised of some students who didn't want to attend and some who felt it acceptable to be absent when parents were working from home.</p> <p>DF advised of more students now feeling anxious about coming to school and the college would try and work closely to support them.</p> <p>AS asked if there were any further queries? There were none and he thanked AG for his presentation.</p> <p><b>AG then left the meeting</b></p>	
5.	<b>Principals Report</b>	
	<p>A separate document titled 'Principals Report 25 May 2022' was distributed prior to the meeting and JR proceeded to go through it</p> <p><b>Exclusions</b> – JR briefly advised of reasons why there had been an increase in data since the last meeting and the steps the college had in place to manage this. DF noted the support received from the police with regard to some exclusions and the college had also utilised MapHub, an online platform.</p> <p>A governor queried if exclusions had an effect on other students and if so, how was this managed? JR noted that it did have an effect on some other students and the trust had been supportive towards the higher numbers of exclusions. She had attended a parish council meeting on 24.03.22 to thank them for working closely with the college.</p> <p><b>Uniform</b> – JR advised the DfE had challenged all educational establishments to review their number of branded items in connection to the rise in the cost of living. They had stated there could be a maximum of four items – the college currently had five with one optional.</p>	

<b>5.</b>	<b>Principals Report (cont)</b>	
	<p>The college was consulting with parents and students and she went briefly went through the suggestions from her report. The deadline for the consultation was 10<sup>th</sup> June.</p> <p>A governor queried if this change had been communicated to parents of new Yr7s? JR advised that parents had been requested not to purchase uniform in the admissions booklet until after the end of the consultation.</p> <p>JR advised if changes do come into effect in September, the uniform provider was holding a significant amount of stock the college was contractually obliged to purchase.</p> <p><b>Sports Centre</b> – JR noted funds from the college couldn't be used for the centre and it needed to be self-financing</p> <p>AS asked if there were any further queries? There were none.</p>	
<b>6.</b>	<b>Year 10 Progress Data</b>	
	<p>A separate document titled 'Yr11 Final Expectations and Yr10 Data Snapshot' was shared at the meeting and EC proceeded to go through it, noting the caveat to the data was the uncertainty around grade boundaries. The college had been informed by the DfE of the use of a 'safety net' and that boundaries would likely be somewhere between those from 2019 and 2021.</p> <p>Governors then discussed the data in further detail.</p> <p>A governor queried what did Seneca replace? EC advised of Maths Watch and Seneca was an online platform to address gaps in students learning.</p> <p>A governor queried the number of parents who had attended parents meetings? EC briefly advised of the uptake for Yrs7-9. It was noted from a recent parental questionnaire the number of parents who had responded Don't Know to questions.</p>	
<b>7.</b>	<b>Timetable Update Proposal</b>	
	<p>DF updated governors on the planned changes to the timetable and feedback from middle leaders around they required more time to implement changes to the curriculum and it had since been agreed to delay the changes.</p>	
<b>8.</b>	<b>Uniform Update statutory Guidance Change</b>	
	<p>This had already been discussed under the principals report.</p>	
<b>9.</b>	<b>Parent Questionnaire: Response</b>	
	<p>It was agreed that response would be uploaded to the meeting folder.</p>	
<b>10.</b>	<b>Link Governance Feedback</b>	
	<p><b>Premises Visit (20.05.22)</b> – A separate document was distributed prior to the meeting together with a further document titled 'Bottisham Village College Premises Report May 2022</p>	

<b>10.</b>	<b>Link Governance Feedback (cont)</b>	
	<p>Governors were reminded to prepare a report from all visits.</p> <p>It was noted due to Heather Lander resigning there was not a safeguarding governor in place.</p> <p>AS advised due to the meeting running late, the item would be taken to a subsequent LGB.</p> <p><b>Action: Link Governance to be taken to LGB on 07.07.22</b></p>	<b>SH/AB/AS</b>
<b>11.</b>	<b>Agree Governor meeting Dates for 2022-23</b>	
	<p>A separate document titled 'Draft Governor Meetings BVC 2022-2-23' was distributed prior to the meetings and there were no comments received on it</p> <p><b>Action: Governors unanimously approved meeting dates for 2022-23</b></p>	
<b>12.</b>	<b>AOB</b>	
	<p><b>LGB on 07.07.22</b> – JR noted DF and herself would attend a conference on that date so would be unable to attend the meeting.</p> <p><b>Thankyou</b> – As it was SBs last meeting governors thanked him for his contribution in his time as a governor.</p>	
<b>13.</b>	<b>Date time and venue of next meeting</b>	
	<p><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</p> <p>Meeting closed at 8.00pm</p>	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
LGB – 07.07.22	Approval of SIP for next three years KS3 Assessment data Facilities Link Governance

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
2.	SH forwarded pecuniary interests form to governors who were unable to attend the meeting on 26.05.22 to complete and return to him	01.06.22	CC/HB/RM /RT/AV
2.	SH to forward completed pecuniary interests document to college	08.06.22	SH
2.	SH to allow new parent governors access to Teams	01.06.22	SH/AB/LS

2.	AB and LS to inform SH as to which committee they would like to be on	01.06.22	AB/LS
4.	CC to forward LGBT resources to AG	01.06.22	CC
4.	Governors to consider joining group to focus on mental health provision	01.06.22	ALL
10.	Link Governance to be taken to LGB on 07.07.22	07.07.22	SH/AB/AS

<b>Rolling Action Log</b>			
<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>	<b>UPDATE</b>
There were none.			

NOT YET AGREED