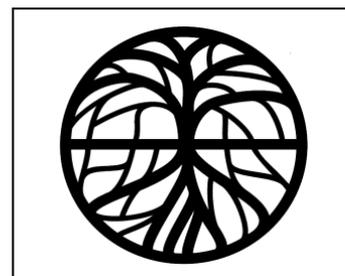


# Bottisham Village College Local Governing Body Meeting Minutes



28<sup>th</sup> September 2021 at 6pm via Teams

## Governors Present

- \* Rikki Morgan-Tamosunas
- \* Alison Brolly
- \* Jenny Rankine
- \* Steve Bennett
- \* Tina Lawton
- \* Hilda Buchanan
- \* Heather Lander
- \* Alan Sharp
- \* Neil Winkcup
- \* Richard Morgan
- \* Ed Compton
- \* Dominic Fullman

## Others Present

N/A

	ITEM	ACTION
1.	<b>Introductions</b>	
	BVC Chair of Governors introduced the names of all Governors to Megan Williams who recorded the minutes of the meeting on this occasion.	
2.	<b>Acceptance of Apologies for Absence</b>	
	No apologies were recorded.	
3.	<b>Declarations of Interest with regard to agenda items</b>	
	There were none.	
4.	<b>Agree minutes of last meeting and Matters arising not on this agenda</b>	
	N/A	
5.	<b>Link Governor/Visits Reports</b>	
	N/A	
6.	<b>Principal Report</b>	
	<p>It has been a busy start to term. Staff have been very positive and the students have enjoyed being back in School, especially without the bubbles. They are now able to mix with other year groups which gives a needed sense of normality for everybody.</p> <p><b>Attendance</b> Our attendance percentage for this term is at 94.46% and our target percentage is 96%. The percentage of disadvantaged students is at 90.92% which is considerably lower. We need to address this issue of non-attendance for pupils now they are allowed back to school and to do this we have set up an attendance team to look at some cases of non-attendance and look at where the areas of concern are. Our stages of intervention are:</p>	

\*A letter gets sent to parents indicating that attendance is becoming a cause for concern.

\* We make a supportive phone call to parents and ask what the barriers are for pupils not attending. We have found anxiety seems to be one of the main causes currently.

\* Invite parents in for a one to one meeting either in school or online to remind them of their statutory duty to have their children in school and assess their family dynamic. These can be challenging meetings for both staff and parents.

**Gov Q – Is there an attendance strategy document? A draft document will be sent to governors for the next FGB meeting.**

**Gov Q – Overall on the attendance report, unauthorised absences are tending to be on a Friday. Are parents booking long weekends away? We aren't sure exactly but we need to start looking for these sorts of trends to identify attendance problems.**

Staff absences have risen due to coughs and colds. The resilience for the usual coughs and colds that occur in winter has significantly reduced during lockdown so illness absences have been higher than normal. We feel it's important to have a contingency plan in place incase staff absences increase as we are only just entering Autumn and we aren't sure what this Winter will hold.

### **Covid**

HT informed governors that there had been approx.. 23 covid cases but the School no longer has to Track and Trace, the NHS does. Those students who tested positive have been requesting work to do from home during their self-isolation period. A large number of the positive cases have been from Year 7. One member of staff has also had a positive PCR test.

Covid Vaccinations are booked in for 1<sup>st</sup> November 2021. We have 45 vaccinators coming to the school. Parents can make the choice of consent for their children but also the children of secondary age can go against the consent of their parents and get vaccinated even if their parents have said no. This has caused a few issues for us because it has nothing to do with education and the vaccinators are using our building only. Overall, nationally, there have been threatening emails from lawyers, doctors and parents etc. Staff have been told not to get into any discussions with parents over whether they think pupils should be vaccinated or not.

### **Curriculum**

Assemblies have started again. We are basing the assemblies around our vision and values and this has had a positive impact on our pupils so far.

After school and extended learning have returned and this has been popular.

### **Operations**

Our Science lab has had a much needed refurb and this came out of the school condition allocation fund. The Air Handling Unit has

been renewed too, half through the finance and resource group fund and half came out of reserves. The Gas water heating system has been renewed to by having a new boiler fitted which also came out of reserves.

The compliance inspections have all been done.

**Staffing**

We have a new finance manager called Cheryl and she is settling in very well.

We also have four new ECT's (Early Career Teachers). Two are in Science, one is in English and one is in Maths. They are all settling in well.

**Leavers**

Kate from the HR department has left and Stacey has moved up into Kate's position. We have employed a new HR assistant to work along sider Stacey.

Emma has resigned from her position in ICT but Nathan is helping out with ICT until we find a replacement.

We have lost all management from the sports department. Charlie has a new job in Suffolk after relocating and both duty managers (Josh and Jack) have handed their notices in. We have had to hold a few emergency meetings because of this situation we are in with the Sport Centre as we do not have anyone to open and close the centre and we have no life guards etc.

Due to Health and Safety, we cannot find a way to keep the sports centre open with no staff. We will need to recruit a whole new team of staff to run the sports centre which will involve lots of training which we know will have an impact on the budget. The closing of the sports centre has had lots of effect on the community and PR within the community.

Governors agreed to come together and see what they can do to support the college in the closing and hopeful re-opening of the Sports Centre. The trust central team are putting together PR with a strategy of what's happening in the coming weeks.

During the 1<sup>st</sup> week of November, all of the trust sports centres are going to be relaunched. This includes new logo's, new uniforms, redecorating the receptions. This could be a good opportunity to have a bigger re-opening of the Sports centre. Heather, Alan and Neil have agreed to be the working group on the Sports Centre situation.

Communications from the trust are to be sent out on 29<sup>th</sup> September 2021.

**Admissions**

Admissions requests are up a lot from last few years. We have found there are more international families on the waiting list.

	<p><b>Summer School</b> The summer school was very successful. Out of 130 students, 80 responded and 65 attended. We had 13 staff volunteer to support the summer school. We would like to do something similar next year but we just need to look more at the budget and the funding for it.</p> <p><b>Open evening update – Ed Compton</b> Due to the pandemic and restrictions, we didn't have any opening evenings this year. However, we have been able to invite some families into school to partake in tours of the college after a presentation from the HT. This has allowed the families and pupils to get a sense of the building and what the college feels like. The tours ran from 12-6pm.</p> <p>On the 31<sup>st</sup> October, there will be webinars taking place where parents can join in and ask questions if they couldn't make the tours.</p> <p>We are also using our social media presence by uploading videos of the college.</p> <p>We are hoping to hold a normal opening evening next year.</p> <p><b>Behaviour and expectations</b> There have been no school exclusions since the last FGB meeting.</p> <p>Covid risk assessments have been done and some expectations of the pupils were hard to get under control. Detentions have also been difficult to run due to the bubbles. We have found our new 'Getting September Ready' strategy has helped with behaviour and this includes assemblies, online presentations for students, letters to parents and having a social media presence. It has made clear our expectations as pupils have rapidly forgotten about basics such as school uniform and behaviour round the college.</p> <p>The reflection room is another layer of behaviour management we use in the college and this has had mainly Year 9's in it. We need to address why this year group is struggling the most to use basic behaviour skills in school.</p> <p><b>Gov Q – Do you have any ideas as to why the numbers are so different from one year to the next? We will be looking at the students who are regularly misbehaving and trying to find out do they feel a part of the college? And use the data to ask questions as we cannot ignore these figures.</b></p> <p>Governors have asked for a behaviour update to be added to the next FGB meeting agenda.</p>	
7.	<b>Reconfirm core vision, mission and values; revisit the 3 year strategy</b>	
	1.Embed our Teaching and Learning Strategy 2.Establish Curriculum Cohesion	

	<p>3. Develop Leadership and Management at all levels</p> <p>Ofsted are due a visit and we are making sure we have the evidence of the impact our core visions, mission and values have had over the last 5 years.</p>	
<b>8.</b>	<p><b>Update on safeguarding matters. Launch Peer-on-Peer strategy.</b></p> <p>There have been a few developments on safeguarding matters within school. The comparative data we produce year on year makes it easier for us to identify trends. The impact of the pandemic has been huge especially the children's mental health. They have had a substantial period out of school and we need to support the pupils now they are back in School.</p> <p>In regards to peer on peer abuse, there is a website called 'Everyone's Invited' and it is a popular site for sharing testimonies although some of these being described are disturbing experiences. We surveyed our own year 10 students with questions such as 'Do you feel safe in School?' and the majority did say yes.</p> <p>We feel it is a change in culture and what's happening in society these days. We try to address the culture changes through PSHE programmes, assemblies and awareness posters around the school. Our strategy going forward is:</p> <p>Recognising – how do we recognise the groups of student we need to focus on? Reporting – how do we report issues we are concerned about? Responding – how do we as a School respond? Reviewing – how do we review the data and then follow up in assemblies?</p> <p>We also need to understand how to help parents to talk to their students about these sorts of culture based situations? It doesn't just happen in School. It happens on social media and outside of school. We need parents to understand what we mean by phrases such as sexual harassment so they are aware of the behaviour they need to look out for.</p> <p><b>Gov Q – Is there anything that comes out of the data that gives an insight into whether students think it happens in supervised or unsupervised settings? The biggest surprise was that most students in the survey said sexual harassment and abuse was happening in the classroom which is a supervised setting. We need our Staff to be vigilant and report any abuse when it happens. We need to take action straight away and make sure all staff have the common understand we do about what is and isn't 'abusive behaviour'.</b></p>	
<b>9.</b>	<p><b>Recovery Strategy</b></p> <p>We have a wider recovery strategy and this will help every student on their way to recovery and help them carry on being successful in school. There is a recovery funding grant from the government and we need to ensure the funding is impacted on every student not just certain groups. See recovery strategy below:</p>	

	<ol style="list-style-type: none"> <li>1. Know where every student is in their learning e.g. shape the curriculum and create lower sets to accelerate their learning.</li> <li>2. Continue our relentless drive to ensure high quality teaching and learning e.g. high quality teaching and learning and ensure the support is there to give our ECT's.</li> <li>3. Ensure every student has excellent attendance e.g. getting students back to school and back into routine knowing the high expectations we have of them to attend every day.</li> <li>4. Develop more effective study habits to encourage better learners.</li> <li>5. Promotes social skills and resilience. Our students have missed out a lot on this so we need to work out how to intervene?</li> <li>6. Engage in extended learning and take up extra-curricular opportunities.</li> </ol> <p>The biggest challenge for us and the recovery strategy is the funding. We may not get the funding this year so we need to work out how can we support the recovery strategy as much as we can with the funding we have available to us.</p>	
<b>10.</b>	<b>SEND Review</b>	
	The SEND expertise and the Provision we are offering at Bottisham has been recognised within the trust as a high quality provision.	
<b>11.</b>	<b>2021 Year 11 Results and Appeals</b>	
	We correlated the data of results with cohorts going back over the past few years and we found a consistent attainment score. The Centre Policy was a fair and robust process for students. We were prepared for a lot of appeals. We had 11 students appeal and 17 subject reviews but there were no changes to grades and all were correct from the centre stage review. There has been no students come through for a stage 2 appeal.	
<b>12.</b>	<b>Finance Update</b>	
	From last year's budget we have a small surplus instead of deficit. We have had extra bits of funding for staff development across the school and for the recovery strategy and we are currently on track for this year's budget.	
<b>13.</b>	<b>Trust central team – governance planning</b>	
	<p>The clerk informed governors there was a presentation from John Culpin and Kerrie Jones from AL which went through some slides and talked about the LGB and what we should be focusing on and what our responsibilities are. Chair advised governors to look through this presentation especially slide 6 as this is a general slide about what the LGB should monitor.</p> <p>In terms of the risk register, this is no longer linked to the governors, it is the responsibility of the HT. The governors still need to be aware of them and pick up on the risks but governors no longer have the responsibility to update these.</p>	
<b>14.</b>	<b>AOB</b>	
	The community library will be opening again on Tuesday, Wednesday, Thursday, Friday and Saturday every week which is	

	<p>good. The Library was working on reduced numbers but now we have as many people as we had before and one extra who is an E BVC which was nice to see.</p> <p>Governors would like to formally thank Kerry by sending flowers and a card. HT to organise this.</p>	
<b>15.</b>	<b>Date time and venue of next meeting</b>	
	Thursday 9 <sup>th</sup> November 2021 – face to face (TBC).	

Items for Future Meetings	
Meeting	Item
9 <sup>th</sup> Nov 2021	Behaviour Update

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
	Attendance Strategy to be sent to Govs	9 <sup>th</sup> Nov 2021	Dominic

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE