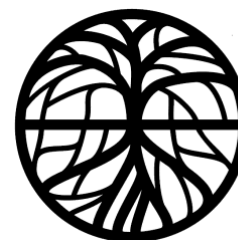


**Bottisham Village College  
Local Governing Body  
Meeting Minutes**



6 July 2021

**Governors Present**

Alan Sharp (AS), Alison Brolly (AB), Jenny Rankine (JR Principal), Tina Lawton (TL), Rob Steed (RS), Rikki Morgan-Tamosunas (RMT), Neil Winckup (NW), Steven Bennett (SB) and Richard Morgan (RM)

**Others Present**

Chris Childs (Associate member), Ed Compton (EC Deputy Principal), Dom Fullman (DF Deputy Principal), Katie Neville-Jones (KNJ) and Kerrie Jones (KJ Clerk)

**Meeting Chair:** Alan Sharp

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Heather Lander (HL), Hilda Buchanan (HB) and Amy Vaughan (AV)	
2.	<b>Declarations of Interest with regard to agenda items</b>	
	There were no do declarations of interest.	
3	<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 when face to face meetings resume.  Matter arising: <ul style="list-style-type: none"> <li>• DF is working on a sustainable model with the Trust to fund the ipad scheme.</li> </ul>	
4.	<b>Principal's report (JR)</b>	
	JR shared a PowerPoint of her report. <ul style="list-style-type: none"> <li>• <b>Admissions</b> Of the 300 Y7 places available, 284 students are confirmed for September. Not being full does impact the budget but it allows in-year entry for pupils moving into catchment. An analysis of where pupils are coming from shows that the catchment area hasn't grown and that it's out of catchment pupils leading to an increase in pupil numbers. <b>Q</b> <i>Has the bulge in numbers in Ely been resolved or will BVC be required to take some pupils?</i> <b>A</b> Schools local to Ely will be taking additional students. If there are still students without a place BVC may need to take them and the Trust has advised that BVC cannot make this decision. However, it would not be ideal for students to travel from Ely to Bottisham. <b>Q</b> <i>Would we go above 300 places if necessary?</i> <b>A</b> We don't intend to go over PAN with 300 in a year group.</li> </ul>	

The timetable supports a maximum of 300 and we like to have some flexibility for those moving into catchment during the year.

- **Attendance**

Attendance figures have been positive and persistent absence has fallen. Recent covid cases may impact the figures as some parents keep their children off school even if not required. There will be a focus on attendance next year.

- **Behaviour**

Students are behaving well on the whole. There has been no increase in referrals with 6-7 /day, which is pre-pandemic level. There is an issue in Y8 which is mostly one student.

*Q Could you provide more detail on approaches to dealing with the issues in Y8?*

**A** Some students have found returning to school routine difficult and one student is particularly challenging. We are communicating a clear message of our expectations and this term are promoting 'Get September Ready'. We have a behaviour team to deal with the most challenging who work with students to identify barriers and provide support. It should be noted that the lower years have had no experience of 'normal' school.

- **Exclusions**

There have been no exclusions this term. One Y10 student is now attending the Olive Academy (AP) but is not settling well. BVC continues to work closely with Olive Academy to ensure he is successful.

*Q Might students who have not had a normal Y7 and Y8 present a broader challenge for society?*

**A** We are doing everything we can as part of our Recovery Curriculum to try and ensure they can regain a sense of normality

*Q Is the testing that's taking place putting too much pressure on students – there are reports that some are concerned about the link with this to Post 16 choices?*

**A** We are not testing apart from the GL assessment which they don't need to prepare for. We will ensure with staff that the right message is going out

- **Staffing**

There are a number of key staff leaving, including Head of Operations and the HR Manager. Camilla Saunders (SENCO) has been promoted to the Trust Central Team. A new Head of Operations has already been appointed.

- **Summer**

Funding has been received for the Summer Steps programme for those who have experienced disengagement during lockdown, attendance issues and those with FSM Y6/7/8.

- **Covid**

2 positive cases last week required self-isolation for those in contact. Managing this is a huge amount of work and has a massive impact on schools. DfE advice received today for autumn term is that schools will have to test everyone in school twice when they return and then issue home tests to be

	done in September. Bubbles can be removed. The approach taken by BVC will be determined in conjunction with the Trust.	
<b>5.</b>	<b>College Improvement Plan 2021/22 Year 3 (JR)</b>	
	<p>The final version is currently being worked on and more details will come to governors next term. The current version was presented to the Quality of Education meeting in June. They discussed the importance of focusing on those things which will have an impact and underpinning all with quality assurance processes - how to measure what success looks like. EC reported that governors input has been very important in helping to focus on what the priorities are and developing the CIP.</p> <p>Governors were invited to view and give feedback on the executive summary which can be found <a href="#">here</a>. The 3 priorities are colour coded.</p> <p>The Recovery Curriculum must cover the gaps and there needs to be a balance of wellbeing, enrichment and aspirations and identification of the non-negotiables. Details to be added include outcomes of the SEND review, links to staff workload, wellbeing and CPD. The catchup strategy is starting to show some impact whilst the pupil premium strategy is not demonstrating sufficient impact. Then focus will be on high quality teaching in the classroom – part of everyday work and not an add-on.</p> <p><b>Q</b> <i>Was all the catchup funding used for tutoring online?</i>  <b>A</b> No, most was rolled over to next year. Relationships are key so if using outside tutors there is work to be done with linking to the subject teacher.</p> <p><b>Q</b> <i>How often do you expect to review and reflect on the CIP?</i>  <b>A</b> This will be brought to LGB once a term. We want to ensure priorities are embedded before moving on to other priorities. There will be a template for sharing updates with governors.</p>	
<b>6.</b>	<b>Articulacy Strategy (EC)</b>	
	<p>This is a new strategy that Cameron Hawes (CH) has been working on as part of the overall Teaching and Learning Strategy. It covers all the stands - reading, writing, speaking and listening, and links to curriculum intent.</p> <p>BVC's vision is for every student to develop their ability to read, write, speak and listen under the guidance and support of all members of staff. This applies to all areas not just English</p> <p>It is recognised that some staff will need support with this. The GL assessment gives a reading age score which will be put on ALIS so all staff can see. Staff will be provided with guidance to understand what that means and this will help them in their teaching.</p> <p>Next steps are a training day to introduce the strategy to all staff. This is included in the CPD programme and will provide professional development opportunities. The implementation will be quality assured and additional training provided if required. It will then be rolled out to Y10. It is anticipated that the strategy will help staff to understand the needs of students following the pandemic.</p>	

	<p><b>Q</b> <i>Where did the idea for this strategy come from?</i></p> <p><b>A</b> CH is passionate about this and has drawn on sources such as the EEF articulatory report. He is ensuring that it aligns with the T&amp;L strategy.</p> <p><b>Q</b> <i>Are writing/speaking/listening in development after reading is put in place?</i></p> <p><b>A</b> Yes, the idea is to roll out in stages. We are working on speaking next.</p>	
<b>7.</b>	<b>Outcome of SEND review</b>	
	<p>The SEND review report had been shared with governors and can be found <a href="#">here</a>. The purpose of the review was to evaluate quality of SEND provision. A quality assurance team conducted the review across the school looking at several SEND students.</p> <p>The review identified the need for all teachers to have the expertise to support students and the need for a collaborative approach focusing on the needs of the individual. Additional capacity has been built into CLT with the appointment of an associate who is a SENCO and who will work with teachers to support SEND students. SEND provision will be evaluated by tracking individual students to determine the impact of the curriculum for them and inform the support that is needed.</p> <p>RM is SEND link governor and met with Camilla Saunders (CS SENCO) today. They discussed continuity of the role as CS is moving on to a new role at the Trust. Governors can direct any questions on the SEND report to RM which he can follow up.</p>	RM to write up SEND link report.
<b>8.</b>	<b>Careers update (KNJ)</b>	
	<p>KNJ gave an overview the CEIAG process and explained how this will be incorporated into the curriculum rather than being an add-on. The CEIAG Policy has been updated to reflect this. From September 2021 a careers programme will be created that works in conjunction with the curriculum and all faculties will be identifying careers opportunities.</p> <p>KNJ shared examples of how this can be built into lessons, linking to curriculum intent. A wide range of opportunities can be provided. Students get a sense of aspiration and can see the link between their lessons and their future. Laurie Simpson continues to provide high quality advice to students.</p> <p><b>Q</b> <i>Is the careers strategy looking at jobs that might emerge in the future, particularly in tech/robotics?</i></p> <p><b>A</b> RS confirmed that this was raised at a link visit and the answer to this is yes, particularly local jobs.</p>	
<b>9.</b>	<b>Safeguarding (DF)</b>	
	<p><b>Inquest</b></p> <p>The school had been involved in an inquest into the death of a former pupil and this had been reported at the last LGB meeting. In response to the recommendations from the inquest the key lessons are:</p> <ul style="list-style-type: none"> <li>• Guidance/policies</li> <li>• Communication</li> <li>• Formalising and sharing decision making</li> </ul>	

<ul style="list-style-type: none"> <li>• Secure and robust safeguarding processes</li> </ul> <p>There are now 2 hour weekly meetings and we ensure all decision making is recorded and that the Trust and external agencies are involved. Risks with the most vulnerable students are evaluated routinely.</p> <p><b>Other Safeguarding developments</b></p> <p>DF explained that a number of developments are being put in place including a reporting dashboard, a variety of training, development of PSHE and a sexual harassment survey for students. Further details can be found in the presentation PowerPoint <a href="#">here</a>.</p> <p>We will be able to look at emerging trends and this data can be shared with governors, and in particular the Safeguarding link governor (HL).</p> <p>DF shared data from MyConcern and gave governors the opportunity to ask questions.</p> <p><b>Q</b> <i>September 2020 showed a high number of concerns in Y11, what was the reason for this?</i></p> <p><b>A</b> This was one student starting to emerge with many concerns logged by multiple staff</p> <p><b>Q</b> <i>The self-harm category is very large - is this repeated cases of a small number of students?</i></p> <p><b>A</b> This is the category of most concern. There are a small but significant number of students. The Pastoral team have received specialist training on how to support those students.</p> <p><b>Q</b> <i>Do you think self-harm is increasing?</i></p> <p><b>A</b> Mental health concerns have shown a small increase but there is no significant upward trend. Some students are more affected than others</p> <p><b>Q</b> <i>Are there more concerns logged for deprived students?</i></p> <p><b>A</b> They do make up a significant proportion of concerns and also have much higher level of concerns. We know who they are and are logging the concerns and supporting them</p> <p><b>Q</b> <i>Do you see any patterns that may suggest certain triggers such as exams?</i></p> <p><b>A</b> It is difficult to draw that conclusion with the data we have. We will try to identify any links and consider what mitigations to put in place if this is the case.</p> <p>Sometimes a peak can be due to reporting – eg after a training session.</p> <p><b>Annual safeguarding monitoring report</b></p> <p>The report had been shared. It has been submitted to the LA. Governors approved the report.</p> <p><b>Link visits</b></p> <p>HL has had meetings with DF and will write these up. She is in for a further visit before the end of term.</p> <p>DF, EC, JR, AS and AB all met with Duncan Cooper from the Trust who are incredibly impressed with the safeguarding work that BVC is doing and sharing with other schools in the group. The Chair praised all those involved.</p>	
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<b>10.</b>	<b>Budget 2021/22 – Already approved but questions welcome</b>	
	<p>The 2021-22 budget was presented to the Resources Committee on 16 June who agreed to recommend it to the Trust Board for approval.</p> <p>It is a balanced budget based on the sports centre being operational and also receiving catering profits. There is a Covid contingency built in.</p> <p>A £40k bid for East Cambridgeshire funding has been awarded to offset Sports centre losses.</p> <p>Interviews are taking place this week for a new finance manager.</p>	
<b>11.</b>	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>• <b>SEND</b></li> <li>• <b>Accessibility</b></li> <li>• <b>Admissions</b></li> </ul> <p>Change to over subscription criteria as part of updated Admissions code; this is a statutory change</p> <ul style="list-style-type: none"> <li>• <b>Careers</b></li> </ul> <p>Small updates had been made to these policies All policies were approved.</p> <ul style="list-style-type: none"> <li>• <b>Relationships and Sex Education</b></li> </ul> <p>This policy was brought as part of a consultation process as there has been a significant change. Feedback from parents and staff will be sought.</p>	
<b>12.</b>	<b>Trust update: Feedback from Academy Governance Forum</b>	
	<p>AS and AB attended the AGF meeting in May and also met with Duncan Cooper (DC).</p> <p>Items covered included:</p> <ul style="list-style-type: none"> <li>• Teacher Assessed Grades - DC reported that BVC has done well in this area and has been working with groups across the schools</li> <li>• Focus of Trust – improvement planning.</li> <li>• Recovery curriculum</li> <li>• PR gave presentation about Ofsted approach. Expect inspections to start in Sept with outstanding schools.</li> <li>• Risk register – new risk management strategy.</li> <li>• Approach to governor meetings</li> </ul> <p>DC may join an LGB meeting next term.</p>	KJ to share AGF slides
<b>13.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• It was noted by governors that a number of key support staff are leaving this term and the process for learning from out-going staff was discussed. JR confirmed that exit interviews are conducted. She has discussed with the Anglian Learning CEO ways in which staff could be developed but there is a balance to be struck between increased central team roles and retaining school autonomy and this makes it difficult for staff to progress.</li> <li>• Governors were keen to be kept informed of Ofsted requirements. JR will report to governors when more is known about the format of visits and will circulate notes.</li> </ul>	

	<p>She could confirm that governors would be involved and that Duncan Cooper will provide support.</p> <ul style="list-style-type: none"> <li>• JR thanked all the governors on behalf of the staff for their time, support, challenge and enthusiasm, all of which which have helped to improve practice and outcomes for students. In particular she thanked the Co-chairs, AS and AB, and her deputies, DF and EC.</li> <li>• AS thanked all the staff for all their hard work and their meeting presentations. Governors to feedback to AS/AB any thoughts on how items/data are presented and shared</li> </ul>	
<b>14.</b>	<b>Date time and venue of next meeting</b>	
	<p>Dates to be sent out Trust Local Governance Planner to be sent out. Meeting ended 8pm</p>	KJ to send dates and planner

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
7	SEND link report	End of term	RM
12	Share AGF PowerPoint on Ofsted	With minutes	KJ
14	Send LGB planner and meeting dates	End of term	KJ