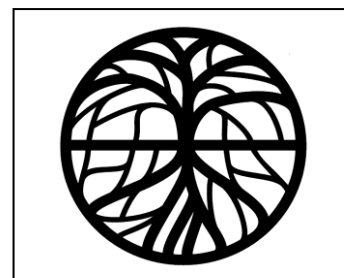


Bottisham Village College Local Governing Body Meeting Minutes



7th July 2022 at 6pm at the college

Governors Present: Andy Barrett (AB)
 Alison Brolly (AB)
 Ed Compton (EC)
 Tina Lawton (TL)
 Richard Morgan (RM)
 Jenny Rankine (JR)
 Alan Sharp (AS) 6-6.45pm
 Rikki Morgan-Tamosunas (RT) 6.20-8pm
 Amy Vaughan (AV) 6-7pm

Apologies: Hilda Buchanan (HB)
 Chris Childs (CC)
 Dominic Fullman (DF)
 Lloyd Southgate (LS)
 Neil Winkcup (NW)
 Stuart Hales (SH) Clerk

In Attendance: Ed Compton (EC)

| | ITEM | ACTION |
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| 1. | Apologies | |
| | AS welcomed governors to the meeting and apologies were received from HB, CC, DF, LS, NW and SH which were accepted by governors. | |
| 2. | Declarations of interests | |
| | There were no declarations of interest for any item on the agenda. | |
| 3. | Agree minutes of last meeting and Matters arising | |
| | <p>All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 25th May meeting was unanimously agreed by governors.</p> <p>Item 2 – It was agreed RM and AV still had to forward SH their completed pecuniary interests form for 2021-22. SH would then forward the completed document onto the college.</p> <p>Post Meeting Note: AV completed her pecuniary interests at the meeting. SH forwarded the pecuniary interests form to RM on 15.07.22 for him to complete - SH would then forward completed pecuniary interests document for 2021-22 onto the college</p> <p>Item 2 – AB had informed SH he would like to sit on the QofE Committee, LS still had to decide his preference.</p> <p>Post Meeting Note: LS has decided to stand down from LGB</p> | RM,SH |

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| | <p>Item 4 – It was discussed that a group to focus on the colleges mental health provision had not met since the LGB on 25 May. <i>Action carried forward</i></p> | JR/AB |
| 4. | Budget | |
| | <p>To allow AS to leave the meeting early, it was agreed to change the order of the agenda. JR advised the 2022-23 budget had been approved by the trust and there would either be a small deficit or surplus to the 2021-22 in year figure. She then advised the sports centre had been forced to close for three months during the pandemic and the original deficit amount for the centre was now smaller than originally forecast. She hoped by Easter 2023 there would be a business plan for the next three years.</p> <p>JR then advised of the reasoning why the trust had not given the college permission in a bid to use reserve funding to purchase Ipads for all students next year with parental contributions. The college had reduced costs elsewhere and from this would instead loan Ipads to all students in two year groups in 2022-23 with a further year group in each subsequent year thereafter.</p> <p><i>LGB queried where cost savings had been made? JR advised of examples and of how the college had spent funding from the NI Levy.</i></p> <p><i>LGB queried which year groups would receive the first Ipads? JR advised the college was considering younger ages. (year 7 and 8)</i></p> <p>AS noted the increase in energy costs and considered that central government must agree additional financial assistance to schools to manage this.</p> <p><i>LGB queried if windows and doors were still being left open as a measure to reduce the effects of Covid-19? JR advised it was no longer a requirement and the trust were reviewing strategies around energy sustainability for all schools and forming a business model as to how the college could reduce energy usage.</i></p> <p><i>LGB queried if the college had considered the additional costs from charging students Ipads and would there be an expectation for students to bring them fully charged as there would not be sufficient charging points in class to allow for this? JR advised she would review this with DF.</i></p> | |
| 5. | Creative Collaborative update | |
| | <p>A separate document titled ‘Creativity Collaboratives’ was distributed prior to the meeting which AV proceed to go through in detail.</p> <p><i>LGB queried if there was a timeline for the project? JR advised 2021-22 would be the first year of a three year programme and the college would have to submit an annual report of its effectiveness. JR noted the pandemic had changed the way teachers taught and hoped the project would help to change teaching practices. TL added within her team, there had been a focus on teaching from the back of classrooms with an aim to allow teachers to then have a greater confidence on moving around the class.</i></p> <p><i>LGB queried how many teachers were involved in the project? JR advised that significant resources are involved and Mr Burgess oversees the collaboration with other schools in the partnership.</i></p> | |

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| | Governors then discussed the item in further detail. | |
| 6. | CIP (2022-25) | |
| | <p>A separate document titled '2022-2025 Draft CIP for LGB 7th July' was distributed prior to the meeting which EC proceeded to go through in detail asking for governors questions and feedback on it. JR advised there would be a fluidity as to when the college moved on from each phase in each priority and there could be an overlap between one phase and another. It was agreed EC would update the title to priority 3 so it referred to both staff and students.</p> <p><i>LGB queried if the use of assessments were clearly detailed in the document? EC advised he would consider this within further drafts of the document.</i></p> <p><i>LGB queried if an increase in assessments could contribute to higher levels of student anxiety? EC advised as assessments take place at regular intervals through the school year, students should be familiar with taking them.</i></p> <p><i>LGB queried if some subjects were already considering the priorities in the document? EC advised they were and TL added where some faculties were further ahead in their journey, they could support others which were not.</i></p> <p>Governors then discussed the plan in further detail and the importance of having clear success criteria before moving onto the next phase of each priority.</p> | |
| 7. | KS3 Assessment data | |
| | <p>As the deadline for teachers to upload data was only yesterday, it was agreed to take the item to the first LGB of the autumn term.</p> <p>Action: KS3 Assessment Data to be taken to LGB on 27.09.22</p> | SH/EC |
| 8. | Exclusions | |
| | <p>A separate document giving guidance on exclusions was shared at the meeting and EC proceeded to go through it in detail. JR noted the college can make 'reasonable adjustments' to the length of an exclusion where appropriate.</p> <p>EC advised the recent spike in exclusions was linked to truancy and after the SLT had since met with families, levels had significantly reduced.</p> <p><i>LGB queried the level of support offered to students when they returned from an exclusion and that offered to any victim? EC advised that before students return, there would be a re-admission meeting between the SLT and the student and family to discuss the reasons for the exclusion and the support that the college and outside agencies can provide. Examples of case studies were discussed.</i></p> <p><i>LGB queried the number of exclusions? JR advised numbers had reduced during Summer 2.</i></p> | |
| 9. | Safeguarding | |
| | A separate document titled 'titled 'BVC Behaviour and Attendance' was distributed prior to the meeting which JR advised came from a | |

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| | <p>trust audit and EC proceeded to go through the recommendations made within it. JR advised from next year, the behaviour, nurture and pastoral teams would work more closely together restructured under an 'Inclusion Team'.</p> <p><i>RM queried whether form tutors would still have an oversight of a student's behaviour whilst they were in alternate provision? JR advised currently the AP unit tended to work separately and she noted the importance of students in AP not feeling isolated from their peer groups and the college would ensure that form tutors had an increased understanding of these students from next year.</i></p> <p>JR then distributed a risk register at the meeting and advised the risk section for every school in the trust by an risk register consultant. The document would be updated on a regular basis. She then asked governors to review it over the summer and the document be taken to the first LGB of the autumn term. Action: Academy risk register to be taken to LGB on 27.09.22</p> <p><i>AB queried if JR could delegate ownership of the document to other members of the SLT? JR advised whilst she could, she would remain accountable for it.</i></p> <p><i>AB queried if there was an electronic version of the document available that could be forwarded to governors not present at the meeting? JR agreed to distribute a pdf of the document.</i> Action: pdf of risk register to be forwarded to governors to review over the summer and discuss at the LGB on 27.09.22</p> <p>Annual local authority safeguarding audit – JR advised the audit would be completed by the end of the summer term and be taken to the LGB in September for governor approval. Action: Local authority safeguarding audit to be taken to LGB on 27.09.22</p> | <p>SH/JR</p> <p>JR/ALL</p> <p>SH/JR</p> |
| 10. | Staff survey results and pending actions | |
| | <p>JR briefly gave an update on the survey which would take place every February for all trust schools as a measurement of staff wellbeing and workload. She noted across the trust, there was a concern around support staff pay and opportunities for support staff to further their careers. The trust would do a piece of work around the retention and opportunities for support staff. Action: Staff survey results to be distributed to governors</p> | <p>JR</p> |
| 11. | Facilities | |
| | <p>JR briefly updated governors on the proposed works that would take place over the summer holidays. The college wanted to both develop the offered curriculum as well as vocational learning opportunities and was looking how to develop spaces around the college to allow for more vocational lessons.</p> <p>She then shared a map of the college and its grounds and noted a cadet hut with two classrooms, kitchen and toilets which was currently used as a storage area. In two years it would not be possible to run adult education during the school day as the college would be at capacity - the colleges ethos was for it to be available</p> | |

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| | <p>to the community and it was investigating funding to allow the cadet hut to be developed to allow for this to continue.</p> <p>JR advised of a further building used for sports storage that would be demolished for safety reasons and plans for the sports pavilion to be developed into a youth club. She then advised that with increased student numbers there were insufficient changing facilities and some students were currently changing in toilets – the college had plans to increase such facilities.</p> <p>JR then advised of an area of the sports field which was not utilised. Anglesey Abbey had notified the college that from September 2023, it was no longer able to lease its land to allow for adult education programmes. She then proposed the field be turned into a woodland, pond and allotment/storage/shelter area to allow for adult education programmes to continue.</p> <p>Food nutrition lessons and programmes were becoming more popular and although the college had three cooking rooms, it could presently only use two due to the cost of upgrading the electrical system to allow for additional facilities.</p> <p>It had previously been agreed to fund a chlorinator but as minimal students used the existing showers, it had been suggested to instead install two electric showers and re-purpose other areas of the showering facilities. JR would meet with Mark Hateley who had prepared a budget for the above proposals and had also reviewed possible funding streams.</p> <p>Planning approval would not be required as all structures would be temporary but the college would undergo a consultation with nearby residents.</p> | |
| 12. | Link governance | |
| | <p>A separate document titled ‘BVC Link Governor Roles May 22’ was distributed prior to the meeting and AB advised she would like to develop such roles further linked to priorities in the CIP.</p> <p>Action: AB to consider appropriate governor roles linked to CIP (and existing safeguarding, SEND and Pupil Premium) to allow governors to then agree to at LGB on 27.09.22. Governors to then consider how they would best monitor their priority during 2022-23</p> <p>A separate document titled “Link Governor Report – RM (13.06.22)’ was also distributed prior to the meeting.</p> | AB/ALL |
| 13. | Governor Training | |
| | <p>AB advised all governors had received an invite to the National Governors Association (NGA) website and to please inform SH of any training attended to allow him to maintain a governor training log.</p> <p>The college would like all governors to complete safeguarding training at the start of each year to allow the SCR to be updated.</p> | |

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| 14. | AOB | |
| | <p>Summer projects – JR briefly advised of the works that will happen around the college during the summer holidays and the college was fully staffed for 2022-23.</p> <p>Yr6 Transition – JR noted how positively the Yr6 transition event went at the start of the week.</p> <p>JR thanked governors for their hard work and support through the year and governors in turn thanked SLT for their contribution.</p> | |
| 15. | Date time and venue of next meeting | |
| | <p>LGB – Tuesday 27 Sep at 6.00pm QofE – Thursday 20 Oct at 6.00pm F&R – Tuesday 15 Nov at 6.00pm</p> <p>Meeting closed at 8.10pm</p> | |

| Items for Future Meetings | |
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| Meeting | Item |
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| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| 3. | AV completed her pecuniary interests at the meeting. SH forwarded the pecuniary interests form to RM on 15.07.22 for him to complete - SH would then forward completed pecuniary interests document for 2021-22 onto the college | 21.07.22 | RM,SH |
| 7. | KS3 Assessment Data to be taken to LGB on 27.09.22 | 20.09.22 | SH/EC |
| 9. | Academy risk register to be taken to LGB on 27.09.22 | 20.09.22 | SH/JR |
| 9. | pdf of risk register to be forwarded to governors to review over the summer and discuss at the LGB on 27.09.22 | 21.07.22 | JR/ALL |
| 9. | Local authority safeguarding audit to be taken to LGB on 27.09.22 | 20.09.22 | SH/JR |
| 10. | Staff survey results to be distributed to governors | 21.07.22 | JR |
| 12. | AB to consider appropriate governor roles linked to CIP to allow governors to then agree to at LGB on 27.09.22. Governors to then consider how they would best monitor their priority during 2022-23 | 20.09.22 | AB/ALL |

Rolling Action Log

| ACTION | DEADLINE | RESPONSIBILITY | UPDATE |
|------------------|-----------------|-----------------------|---------------|
| There were none. | | | |