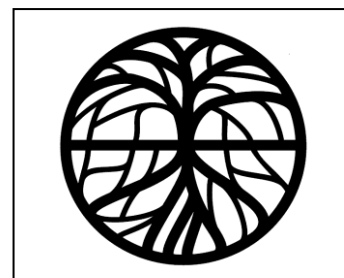


Bottisham Village College Governing Body Meeting Minutes



8th December 2022 at 6.00pm at the college

Governors Present: Alison Brolly (AB) Chair
Ed Compton (EC)
Dominic Fullman (DF)
Tina Lawton (TL)
Richard Morgan (RM)
Jenny Rankine (JR)
Alan Sharp (AS)

Apologies: Andy Barrett (AB)
Chris Childs (CC)
Rikki Morgan-Tamosunas (RT)
Amy Vaughan (AV)

In Attendance: Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	AB welcomed governors to the meeting. Hilda Buchanan (HB) and Amy Vaughan (AV) did not attend the meeting.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. SH reviewed which governors had completed their declaration of interests for 2022-23 after the meeting. Action: SH forwarded HB and AV pecuniary interest documents for 2022-23 to complete and return to him on 10.12.22	HB/AV
	Governor Bios/ Communications – SH advised he had asked governors to complete a ‘bio’ for inclusion on the colleges website prior to the meeting and would send out a reminder, which would also include a request for governors to forward a suitable mobile telephone number to allow a WhatsApp group to be set up to aid with governor communication. Action: SH asked governors to forward him a bio for the colleges website and a mobile phone number for use within a governor WhatsApp group on 10.12.22	All
3.	Minutes of last Meeting and Matters Arising	
	All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 27 th September meeting was unanimously agreed by governors. Item 3 – JR advised staff survey results had been uploaded to a trust app to provide a summary – when complete she would	

	<p>forward it to SH to share with governors. She noted data for teachers had been more positive than for support staff. Action: JR to forward summary of staff survey (when completed) to SH to then forward onto governors</p> <p>Item 6 – The action plan from the HMI self-evaluation had been forwarded to Ab and RM.</p> <p>Item 6 – JR advised two parents had self-nominated from an election held in the autumn term. The co-Chairs and herself had met with one candidate whose DBS was progressing who had expressed an interest to be linked to H&S. The other candidate had an innovative background and lived outside of the area and would consider if he was able to attend governor meetings. JR and co-Chairs planned to meet with him on 17 January to allow him to attend the LGB on 21 March.</p> <p>Safeguarding – DF had advised governors only need complete safeguarding training via Mentor or the NGA if they did not attend the LGB in September. Action: SH asked HB and AV to complete safeguarding training either via Mentor or the NGA on 10.12.22</p> <p>JR noted HB would be welcome to visit the college and use one of their laptops to complete the training if required.</p>	<p>JR/SH</p> <p>HB/AV</p>
4.	Principals Report	
	<p>The principals report was distributed at the meeting and JR proceeded to go through it in detail;-</p> <p>Applications for Sept 2023 – JR advised of the higher number of applications with the school as first preference from the first round of applications, compared to previous years and though would generate additional funding, she questioned if they would all be able to attend the college by public bus should services be withdrawn next year and some could then consider alternative settings. EC added the J24 and 25 bus services had been set up by parents.</p> <p>JR advised the second round of applications would be finalised on 27 April and if oversubscribed the college would consider prioritising those students from within catchment. She noted although all year groups were close to PAN, parents were still successfully appealing decisions.</p> <p>Exclusions – JR briefly went through the data advising AB and AS were notified of all exclusions. She then compared the data to other secondary schools within the trust and it was noted all had seen an increase in suspensions.</p> <p>A governor queried if there was available analysis as to whether exclusions were having a desired affect? JR advised the behaviour team were reviewing data and EC added truancy was categorised into three severity groups, all of which would receive additional support.</p>	

	<p>A governor queried if there could be a cross-over between the three categories? JR advised there was and DF added the reasons why it had proven harder to develop a response to vaping.</p> <p>HR Update – Further to the report, JR advised a new finance assistant had been appointed and would start in January. There was now an increasing number of experienced teachers who were considering leaving the profession for a number of reasons and recruitment and retention would present a challenge around the colleges improvement.</p> <p>Upcoming Events – JR briefly advised of the wide range of events and trips that had been organised over the term and thanked staff for volunteering their time to oversee them.</p> <p>A governor noted the rise in EHCPs and queried at what point the college would get confirmation of the level of needs within Yr7 students starting in September 2023? JR advised of the current number of EHCPs that would increase in due course and noted there was a higher level of needs feeding in from primary schools.</p>	
5.	Safeguarding	
	<p>JR left the meeting</p> <p>Further to the training at the LGB in September, DF asked governors to consider what they considered to be their role around safeguarding? Several comments were then fed back to the meeting.</p> <p>JR returned to the meeting</p> <p>A separate document titled ‘Governor Monitoring of Safeguarding’ was distributed prior to the meeting and further copies handed round during the meeting and DF briefly went through it explaining the document would still have to be updated to reflect both Cambridgeshire and Anglian Learning practice and guidance.</p> <p>A further document titled ‘Safeguarding Risk Register’ was distributed prior to the meeting and DF briefly advised of its use.</p> <p>A separate document titled ‘Safeguarding Update – Autumn Term 2022’ was shared at the meeting and DF proceeded to go through it in detail. There had been a review of safeguarding around alternative provision, risk assessments and attendance. DF advised of a range of systems in place through the college around safeguarding and the SLT would consider ways of simplifying them.</p> <p>JR advised that DSLs were unable to step back from the day to day running of the college and they benefitted from the central team completing their own safeguarding audits.</p> <p>A governor queried the quality of records received from primary and other schools when students transferred to the college? DF advised there was a range of records and more schools were now using MyConcern. It could be more challenging with schools from outside of catchment that the college had not developed a close working relationship with. Guidance from KCSiE 2022 was for safeguarding</p>	

	<p>records to be transferred within five days of a student starting a school.</p> <p>A governor queried how the college reviewed trends in safeguarding data and how it had responded to a recent issue of online safety? DF advised of the measures the college had followed in response to the incident. There had been staff training on county-lines and anti-bullying and whilst the college would always consider safeguarding as being of the highest importance, it would also review what it could do better in the future.</p> <p>A governor queried if the college would review logs by year group? DF advised of the steps the college would follow should staff have a concern which would be split into low, middle and high categories.</p> <p>DF advised MyConcern can allow an oversight of locations where concerns happen for DSLs to review and consider ways to respond to those concerns. There was a perception amongst within the community that bullying was a concern in the college and gave reasons why some students were hesitant to report incidents. The college had started the 'Utd Against Bullying' programme and would aim to achieve the gold standard by the end of 2022-23.</p> <p>DF then advised that the Anti-Bullying Policy should be reviewed annually by governors and the student council had forwarded a survey to all students to complete which could be shared with governors at the LGB on 17 January 2023.</p> <p>Action: Data from student survey to be taken to LGB on 17.01.23</p> <p>DF advised of the comments received during a recent parents forum that had been generally positive and asked if there were any further queries? There were none.</p> <p>DF then left the meeting</p>	JR/SH
6.	Year 11 results	
	<p>A separate document titled 'Year 11 Mocks 2022' was distributed prior to the meeting and EC proceeded to go through it in detail advising that Yr11s would receive an Ipad before the end of term.</p> <p>TL then briefly advised of the English tutoring programme which would be led internally this year via a team of tutors and would be open to students of all abilities.</p> <p>A governor queried if FFT data included for data from during the pandemic? JR advised it only included for pre-pandemic data.</p> <p>AB asked if there were any further queries on the item? There were none.</p>	
7.	Financial budget overview	
	<p>JR advised of the forecast deficit amount from the original 2022-23 budget. National pay awards for teachers had been higher than allowed for within the budget and schools would not receive any additional funding from central government. Support staff had also</p>	

	<p>received pay awards and the college was on a fixed energy tariff for the next six months. As a result of pay awards and the increase in energy costs the actual deficit would significantly increase. The central team had requested schools continue to manage their budgets during the year.</p> <p>Sports Centre – JR advised the sports centre staff were working incredibly hard to addressing their deficit – the swimming pool was fully booked, there was a monthly car-boot sale and the 3g pitch was becoming more popular The centre would also consider opening the kiosk at weekends.</p> <p>Community Education – JR advised due to the cost of living crisis, some adults were unable to continue to attend learning and the college would now consider alternative courses and link them to the challenges faced by the college where possible. Community education would likely not show a profit for the next two years due to the cost of living crisis.</p> <p>JR asked if there were any further queries on the item? There were none.</p> <p>EC then left the meeting</p>	
8.	Behaviour and exclusions	
	<p>JR advised she would forward updated DfE exclusion guidance to SH to in turn share it with governors.</p> <p>Action: JR forwarded SH ‘link’ to DfE exclusion guidance and how schools can develop their behaviour policy after the meeting – SH forwarded it to governors on 10.12.22</p> <p>JR advised there would staff training on understanding behaviour on 3 January 2023.</p>	All
9.	Policies	
	<p>JR advised that no policies required governor approval presently. SH would forward the policy schedule to JR and EC for their review.</p> <p>Action: SH to forward current policy schedule to JR and EC for their review</p>	SH/JR/EC
10.	Link governance	
	<p>RM advised he would meet with Mrs Slipper to review pupil premium and would meet with Mrs Axton and Mrs Street to review SEND.</p> <p>Action: JR to forward catch up strategy to RM</p> <p>SH asked if there was a recommendation as to the frequency to which governors should be completing visits? AB advised it depended on the area – SEND and safeguarding should ideally be complete half-termly whilst others could be termly.</p> <p>A separate document titled ‘Link Governor Report – SEND 04.10.22’ was distributed prior to the meeting.</p>	JR/RM

	<p>HB had completed a H&S visit in November that would be taken to the LGB on 17 January. RT had completed a peer review and AB a safeguarding visit.</p> <p>The following areas were suggested as possible further link roles for governors;-</p> <ul style="list-style-type: none"> • Inclusive Classroom • Innovations • Collaboratives • Growth of college • Anti-Bullying <p>Action: Updated ‘Link Governor’ Roles document to be taken to LGB on 17.01.23 - JR and co-Chairs to review frequency of governor visits</p>	JR/AB/AS
11.	Governor Training	
	There was none to report.	
12.	AOB	
	<p>F&R Committee – As NW was unable to attend, it was agreed to postpone the F&R committee meeting on 13 December until January.</p> <p>Action: SH informed F&R governors on 09.12.22 that F&R meeting on 13.12.22 would be re-arranged in January and also forwarded AS and JR possible dates when he could clerk a meeting - date for F&R Committee in January 2023 to be agreed</p> <p>Governor Attendance – It was agreed SH would ask Kerrie Jones if there was a recommended frequency as to how often governor attendance records should be updated on the colleges website.</p> <p>Action: SH to ask KJ for frequency that governor attendance document should be updated on college website</p>	JR/AS
		SH
13.	Date time and venue of next meeting	
	<p>F&R – Thursday 26 January at 6.00pm</p> <p>LGB – Tuesday 17 January at 6.00pm</p> <p>QofE – Tuesday 7 February at 6.00pm</p> <p>F&R – Wednesday 1 March at 6.00pm</p> <p>Meeting closed at 8.10pm</p>	

Items for Future Meetings

Meeting	Item
LGB – 17.01.23	Finances, retention & recruitment, extreme behaviour and safety of community

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	SH forwarded HB and AV pecuniary interest documents for 2022-23 to complete and return to him on 10.12.22	15.12.22	HB/AV
2.	SH asked governors to forward him a bio for the colleges website and a mobile phone number for use within a governor WhatsApp group on 10.12.22	15.12.22	All
3.	JR to forward summary of staff survey (when completed) to SH to then forward onto governors	10.01.23	JR/SH
3.	SH asked HB and AV to complete safeguarding training either via Mentor or the NGA on 10.12.22	15.12.22	HB/AV
5.	Data from student survey to be taken to LGB on 17.01.23	10.01.23	JR/SH
8.	JR forwarded SH 'link' to DfE exclusion guidance and how schools can develop their behaviour policy after the meeting – SH forwarded it to governors on 10.12.22	15.12.22	
9.	SH to forward current policy schedule to JR and EC for their review	15.12.22	SH/JR/EC
10.	JR to forward catch up strategy to RM	15.12.22	JR/RM
10.	Updated 'Link Governor' Roles document to be taken to LGB on 17.01.23 - JR and co-Chairs to review frequency of governor visits	10.01.23	JR/AB/AS
12.	SH informed F&R governors on 09.12.22 that F&R meeting on 13.12.22 would be re-arranged in January and also forwarded AS and JR possible dates when he could clerk a meeting - date for F&R Committee in January 2023 to be agreed	15.12.22	JR/AS
12.	SH to ask KJ for frequency that governor attendance document should be updated on college website	15.12.22	SH

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			