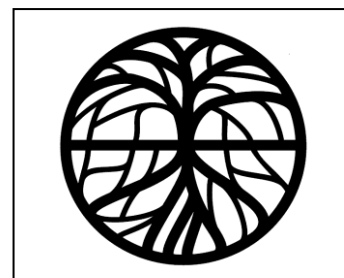


# Bottisham Village College Local Governing Body Meeting Minutes



27<sup>th</sup> September 2022 at 6pm at the college

**Governors Present:** Andy Barrett (AB)  
 Alison Brolly (AB)  
 Chris Childs (CC)  
 Tina Lawton (TL)  
 Richard Morgan (RM)  
 Jenny Rankine (JR)  
 Alan Sharp (AS) Chair  
 Rikki Morgan-Tamosunas (RT)  
 Neil Winkcup (NW)

**Apologies:** Hilda Buchanan (HB)  
 Amy Vaughan (AV)

**In Attendance:** Ed Compton (EC)  
 Dominic Fullman (DF)  
 Clare Eastwood (CE)  
 Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	<b>Apologies</b>	
	AS welcomed governors to the meeting and apologies were received from HB which were accepted by governors. Amy Vaughan (AV) sent late apologies.	
2.	<b>Declarations of interests</b>	
	<p>There were no declarations of interest for any item on the agenda.</p> <p><b>Connect</b> – SH briefly advised ‘Connect’ was the trusts new collaboration platform, details of which had been distributed to governors within one of the emails containing supporting papers for the meeting.</p> <p><b>Mentor</b> – Governors had been forwarded details to allow them to complete safeguarding training via Mentor on 7 September. Since then, trusts central team had received some negative comments on the training and would be happy for governors to instead complete NGA safeguarding training.</p> <p>RT and NW advised they had completed safeguarding training – SH updated training record on SharePoint on 28.09.22</p>	
3.	<b>Agree minutes of last meeting and Matters arising</b>	
	All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 7 <sup>th</sup> July meeting was unanimously agreed by governors.	

	<p><b>Item 9</b> – A separate document titled ‘Risk Register (18.03.22)’ was distributed prior to the meeting.</p> <p><b>Item 10</b> – JR advised the college was still reviewing how best it could share staff survey data format results with governors.  <b>Action: Staff survey results to be shared with governors</b></p> <p>It was agreed all other actions had been completed</p> <p>To allow CD to leave the meeting, it was agreed to alter the running order of the agenda.</p> <p><b>AB arrived at meeting</b></p>	<p><b>JR</b></p>
<p><b>4.</b></p>	<p><b>Year 11 outcomes</b></p>	
	<p>A separate document titled ‘LGB Results 2022’ was distributed prior to the meeting and EC proceeded to go through it in detail.  From slide 15, a governor queried what were the acronyms HPA, MPA and LPA? EC advised they referred to high, middle and low performing attainers based on KS2 SATs data.  From the slide on the changing demographics of students at the college, a governor queried if the present trends would likely continue in further years? JR advised when the college was at capacity in the next two years, it may only be able to admit students who lived in catchment, which would further change the demographics.  A governor queried if there were reasons why the data was so encouraging? EC advised the college was seeing the impact of the curriculum work and its updated teaching and learning strategy together with a focus on high quality teaching throughout the college JR advised there had also been positives from the development of middle leaders who were driving improvement.</p> <p>Two further documents titled ‘Bottisham Exam Results 2022 Headline Figures v3’ and ‘Bottisham KS4 Subject Analysis 2022 v5’ were also distributed prior to the meeting.</p>	
<p><b>5.</b></p>	<p><b>KS3 data</b></p>	
	<p>CE shared a separate document titled ‘Summary for 2021-22’ and proceeded to go through it in detail.  A governor queried if there were differences between data from GL assessments and teacher assessments? TL advised that GL data tested certain areas, sometimes in a multiple choice. Teacher assessments are more holistic and give marks/ feedback on a range of knowledge or skills.</p> <p><b>Assessment Policy</b> – A separate document was distributed prior to the meeting and CE briefly went through the changes to it.</p> <p>She advised of the reasoning why ‘Emerging’ had been included as a fourth term when teachers assessed students work, This change would be communicated to parents.</p> <p>It was agreed CE would bring examples of learning journey documents to the QofE meeting on 20 October.</p>	

	<b>Action: Governors unanimously approved Assessment Policy</b> <b>CE left the meeting</b>	
<b>6.</b>	<b>Principals Report</b>	
	<p>The report was distributed prior to the meeting and JR briefly went through it.</p> <p><b>Exclusions</b> – JR noted all schools were presently seeing an increase in extreme behaviours. A governor queried if there was an increase in the volume of exclusions? JR advised of the increase in extreme behaviour at KS4. She then added there had been cases where some students had turned around negative behaviour due to a variety of supportive interventions and early help. DF advised that governors would be able to compare data with previous years in due course.</p> <p><b>HR Update</b> – JR advised the college was currently fully staffed apart from a site team assistant with interviews being next week. A governor noted the TAs who had decided to undergo teacher training and queried if this was normal for the college to see? JR advised the college oversaw students placements and also teacher training via the SCITT programme.</p> <p><b>Verbal Update</b></p> <p><b>1. HMI</b> – JR advised the strategy team had taken part in a College self- evaluation with a consultant employed by the trust, who was an HMI and briefly advised of the feedback, both positive and areas for the college to focus on. This was very helpful in helping us articulate our vision for the college, our strengths and challenges and the evidence of impact that our QA shows. An action plan would be formed in response to the outcomes from the phone call and be shared with governors in due course. <b>Action: Action plan from MHI self-evaluation to be shared with governors</b></p> <p><b>2. Buses</b> – JR advised there had been an announcement last week from Stagecoach that they would stop a number of bus routes in the county which were not financially viable, one being the No11 that connected Bottisham with Cambridge and Newmarket and she noted the impact this could have, both on existing pupil numbers and admissions in future years. Families of existing students living out of catchment would have to consider alternative means for their children to continue to attend the college. AS noted a proposal that would be taken to a council meeting on 30 September to allow the service to continue to the end of the current financial year in March 2023.</p> <p><b>3. Energy</b> – JR advised of the significant increase in energy costs and staff pay increases noted unless central government stepped in with additional funding, many schools would be forced to use their reserves and move to a deficit position. The central Trust team had requested all schools continue to focus on education improvement plans already planned for the meantime.</p>	<b>JR</b>

	<p><b>4. Parent Election</b> – JR advised from the election, two parents had self-nominated and she had forwarded their applications to AS and AB for their consideration. <b>Action: Parent election to be completed</b></p> <p><b>5. Conference</b> – JR advised the college had been asked to host a conference on the National Creative Collaborative project in November.</p>	AB/AS/JR
<b>7.</b>	<b>Policies</b>	
	<p><b>Behaviour policy</b> – A separate document was distributed prior to the meeting.</p> <p><b>RSE</b> – A separate document was distributed prior to the meeting. <b>Action: Governors unanimously approved both policies</b></p> <p><b>EC left the meeting</b></p>	
<b>8.</b>	<b>Safeguarding training</b>	
	<p>Two separate documents titled ‘KCSiE 2022 Part One’ and ‘BVC 2022 Safeguarding and Child Protection Policy v1 Sept 2022’ were distributed prior to the meeting which governors had been asked to read prior to the meeting. <b>Action: Governors unanimously approved Safeguarding and Child Protection Policy</b></p> <p>A separate document titled ‘KCSiE Presentation for Governors (Sept 2022)’ was then shared at the meeting which DF proceeded to go through in detail. A governor queried if there were reasons why there had been an increase in safeguarding logs in September? JR and DF suggested possible reasons. A governor queried the percentage of parents who engaged in parents information evenings? JR advised of the approx. numbers. <b>Post Meeting Note: SH updated training record on SharePoint to include those governors who had received safeguarding training at meeting</b></p>	
<b>9.</b>	<b>Local Authority safeguarding audit</b>	
	A separate document titled ‘Annual Safeguarding Monitoring Report for Governors 2021-22’ was distributed prior to the meeting for governors information.	
<b>10.</b>	<b>Governor Training</b>	
	Governors were asked to inform SH of any training attended to allow him to update the training record on SharePoint.	
<b>11.</b>	<b>Any Other Business</b>	
	<b>Governor Photos</b> – Photos were taken of AB and SH to allow the governor information board at the entrance to the college to be updated.	

	<b>Link Governors</b> – AB advised she would distribute details of link roles for 2022-23 after the meeting so governors can confirm if they were happy with them. <b>Action: Link roles for 2022-23 to be distributed to governors</b>	<b>AB</b>
<b>12.</b>	<b>Date time and venue of next meeting</b>	
	<b>QofE</b> – Thur 20 Oct at 6.00pm <b>F&amp;R</b> – Tues 15 Nov at 6.00pm <b>LGB</b> – Thurs 8 Dec at 6.00pm  Meeting closed at 8.15pm	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
LGB – 08.12.22	Alternative Provision update

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
3.	Staff survey results to be shared with governors	20.10.22	JR
6.	Action plan from MHI self-evaluation to be shared with governors	20.10.22	JR
6.	Parent election to be completed	05.10.22	AB/AS/JR
11.	Link roles for 2022-23 to be distributed to governors	20.10.22	AB

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