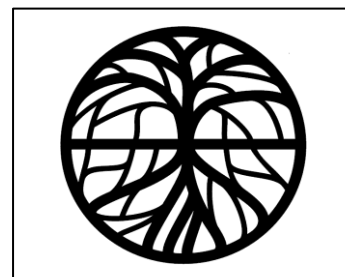


Bottisham Village College Governing Body Meeting Minutes

10th May 2023 at 6.00pm at the college



Governors Present: Andy Barrett (AB)
Alison Brolly (AB) Chair
Hilda Buchanan (HB)
Tina Lawton (TL)
Richard Morgan (RM)
Rikki Morgan-Tamosunas (RT)
Jerry Semple (JS)
Jenny Rankine (JR)
Neil Winkcup (NW)

Apologies: Chris Childs (CC)
Alan Sharp (AS)
Serge Sime (SS)

In Attendance: Ed Compton (EC)
Dominic Fullman (DF)
Matt Merry (MM)
Imogen Axton (IA)
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	Apologies were received from CC, AS and SS that were accepted by governors.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
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 21 st March meeting was unanimously agreed by governors.	
	Item 4 – RT advised she had started the report from her Peer Review visit and it would be taken to a governors meeting once complete. Action: RT to prepare report from Peer Review visit	RT
	Item 4 – AB advised she had started the report from her safeguarding visit and it would be taken to a governors meeting once complete. Action: AB to prepare report from safeguarding visit	AB
	Item 11 – The updated link governance document had been distributed prior to the meeting. Some link governor reports would be reviewed within committee meetings. It was agreed to alter the running order of the agenda to allow staff to then be able to leave after presenting their item.	

4.	Quality Assurance Update	
	<p>A separate PowerPoint was shared at the meeting and MM proceeded to go through it noting the three priorities within the college improvement plan. Once the college considered they were complete, it would move onto stage 2. He then shared the faculty improvement plan and briefly went through it.</p> <p>RM arrived at meeting</p> <p>MM allowed governors the opportunity to read each of the three priorities and briefly advised of the intent and progress of each one over the year.</p> <p>A governor queried if the college expected any challenges around teaching 100min lessons from September? MM advised this would form part of a focus within the SLT and the college would look to be.</p> <p>A governor queried students have been involved around the change to the school day? MM advised there had been feedback from the student council which the college would consider within its plans.</p> <p>IA arrived at meeting</p> <p>A governor queried how the college would look to measure the impact of the change to 100min lessons? MM advised through a greater engagement with students, punctuality, attendance and learning behaviours and JR added there would be a three week trial of the 100 min lessons within the summer term. DF noted comments received via a parents working group around a risk of lessons not being 'little and often' and all KS4 students had received iPads to open up further learning opportunities.</p> <p>Governors then thanked MM who left the meeting</p>	
5.	Mental Health Presentation	
	<p>A separate document titled Mental Health Strategy Update: Where We Are Now' was shared at the meeting and IA proceeded to go through it and asked if a governor would agree to be mental health lead? RM advised he was a mental health first aider and agreed to take on the role</p> <p>Action: RM agreed to be link governor for mental health (as well as for SEND and pupil premium)</p> <p>A governor queried what signage was available around the college to signpost students to the most appropriate support? IA advised the college had an email address to allow students to raise concerns that was monitored by the pastoral team and DF noted there was a poster in every form room identifying the available support and this would also be discussed with students within an assembly at the start of every year.</p> <p>He then noted the challenges faced by the pastoral team with promoting mental health and the college also had strategies in place to encourage student resilience.</p> <p>A governor noted by having the label of mental health, it could have a detrimental effect on students and queried if there could be an alternative approach such as having a buddy system? IA advised this was already in place as well as a welling ambassador within the student council.</p> <p>Governors then thanked IA who left the meeting</p>	RM

6.	<p>Policies</p> <p>Accessibility Plan – A separate document was distributed prior to the meeting.</p> <p>Anti-Bullying – A separate document was distributed prior to the meeting and NW and DF had met separately to review it. A governor queried if the level of support towards parents of perpetrators was appropriate? DF advised he had considered the most suitable approach around this and how the college would best communicate this to parents adding there would be a new member of the SLT who would focus on behaviour. A governor queried the level of bullying logs? DF advised the college had seen an increase over the year, partly due to a focus on encouraging students to report such incidents.</p> <p>Attendance – A separate document was distributed prior to the meeting and DF advised the document was based on the local authorities model policy and there had not been any significant changes made to it.</p> <p>Emergency Evacuation 2022/23 (Exams) – A separate document was distributed prior to the meeting.</p> <p>Escalation Process (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Exam Contingency Plan (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Internal Appeals Procedure (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Promoting Positive Mental Health and Wellbeing – A separate document was distributed prior to the meeting and JR advised that signposting was now on the college website.</p> <p>Malpractice (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Non-Examination Assessment (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Safeguarding Adults at Risk Policy and Guidance – A separate document was distributed prior to the meeting and JR advised staff details had been updated.</p> <p>Whistleblowing – Exams (2022/23) – A separate document was distributed prior to the meeting.</p> <p>Word Processor – A separate document was distributed prior to the meeting.</p> <p>Action: Governors unanimously approved all above policies</p> <p>JR asked if a governor would have access to an Artificial Intelligence policy the college could adapt and use? Action: RM to forward AI Policy onto college</p>	<p>RM</p>
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	NW then left the meeting	
7.	Yr10 Mock Results	
	<p>A separate PowerPoint titled 'Year 10 Update' was shared at the meeting and EC proceeded to go through it.</p> <p>A governor queried if there had been feedback around the change in the way that students and parents would be informed of current and expected grades? EC noted there would be a parents evening tomorrow which would provide an opportunity for parents to comment on the change.</p> <p>Governors then thanked EC for his presentation who left the meeting</p>	
8.	Safeguarding Update	
	<p>A separate document was shared at the meeting which DF proceeded to go through in detail noting there was a national issue around attendance for some students post pandemic.</p> <p>A governor queried the affect that persistent absence has on attendance data? DF shared further data indicating attendance dependent on where they lived and noted attendance was lower for students living in Cambridge, linked to having to use a public bus service every day. It was noted families of students living in Newmarket had agreed to fund their own bus service.</p> <p>DF then went through the actions from a local authority audit.</p> <p>A governor queried if there were reasons as to the college accepting a number of students with EHCPs? JR advised from admissions criteria, if schools had available space, the local authority could request that these students be accepted and DF added the college had a more developed relationship with the SEND service within Cambridgeshire than it does for Suffolk which the school is working hard on developing.</p>	
9.	Principals Report	
	<p>The Principals Report was distributed prior to the meeting and JR proceeded to go through it in detail.</p> <p>Admissions – JR advised the college would now be full in every year group.</p> <p>Exclusions – JR advised there continued to be an increase in data but considered there to be a greater engagement with some parents and with support being offered as a result.</p> <p>On roll/ off roll – JR advised when students leave they complete and exit interview which allowed the college and trust to review any trends in data.</p> <p>HR Update – JR advised that teachers had until the May half term break to resign and be in a new post from September and although the college had received a smaller number of applicants from recent advertisements, there had been strong candidates and it had also promoted internally.</p> <p>Mrs Street had been promoted to the SLT to lead on the inclusion strategy and there was an advert out for a SENCo and a specialist SEND teacher and the college now had inclusion leads for five areas.</p> <p>JR asked if there were any queries? There were none.</p>	

	<p>Finances – A separate document titled 'titled 'Summer Term Meeting May 23' was distributed prior to the meeting and JR briefly went through it advising of the significant cost of AP around staffing and ensuring compliance and the college would consider bringing it under its direct control</p> <p>Community Education and Sports Centre – A separate document titled 'Summer Termly Meetings Notes May 23 CED and SPC' was distributed prior to the meeting and JR briefly went through it advising due to the cost of living crisis, there had been less interest in many courses and adult education was running at a deficit. In response, the college had started adult education sessions at local establishments which was proving successful.</p> <p>JR advised the sports centre had made real progress in addressing its deficit and it was forecast to be in surplus by the model of 2023-24.</p> <p>Enrichment – JR advised the college would start Saturday music school which will include instrumental lessons and ensembles in conjunction with Cambridge Music and all primaries within the trust would also be able to attend.</p> <p>Governor events Anti-Bullying – DF would lead a webinar on Tuesday 23 May starting at 5.00pm which governors would be welcome to attend using the link below;</p> <p>Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p>100min Lessons – EC advised there had been a webinar on Tuesday 9 May focussing on moving to 100min lessons available on the colleges website using the link below;</p> <p>BVC Parent Webinar The College Day 2023-20230509 164601 Meeting</p> <p>Community Library – TL advised there would be an event on Saturday 8 July between 10.30-1.30pm to celebrate 20 years of the community library.</p> <p>OFSTED – JR advised two other colleges within the trust had had a recent Ofsted and there had been a focus around the college in being prepared for an inspection.</p>	
10.	Governor Meeting Dates for 2023-24	
	<p>A separate document titled 'Draft Governor Meetings BVC 2023-2024' was distributed prior to the meeting.</p> <p>Action: Governors unanimously approved the meeting dates for 2023-24</p>	
11.	Governor Visits	
	A separate document titled 'Link Governor Report H&S – 03.05.23' was distributed prior to the meeting and HB briefly went through it.	
12.	Governor Training	
	AB asked governors to continue to inform SH of any completed training to allow him to update the training record.	

13.	AOB	
	Flagpole – A separate document titled ‘AOB 10.05.23’ was distributed prior to the meeting and HB advised that during a visit, she had noticed there was no flag on the college flagpole and asked if there could be a competition within the college to design one which she would be happy to finance? Action: College/HB to liaise further design of college flag	HB/JR
14.	Date time and venue of next meeting	
	F&R – Tuesday 13 June at 6.00pm QofE – Tuesday 27 June at 6.00pm LGB – Thursday 6 July at 6.00pm Meeting closed at 8.10pm	

Items for Future Meetings	
Meeting	Item
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Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	RT to prepare report from Peer Review visit	24.05.23	RT
3.	AB to prepare report from safeguarding visit	24.05.23	RT
5.	RM agreed to be link governor for mental health (as well as for SEND and pupil premium)	ongoing	RM
6.	RM to forward AI Policy onto college	24.05.23	RM
13.	College/HB to liaise further design of college flag	Ongoing	HB/JR

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			