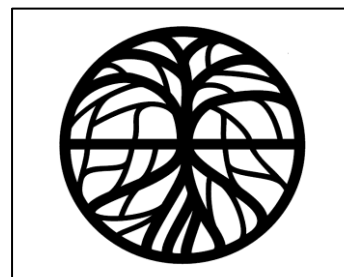


Bottisham Village College Governing Body Meeting Minutes

17th January 2023 at 6.00pm at the college



Governors Present: Andy Barrett (AB)
Alison Brolly (AB)
Tina Lawton (TL)
Richard Morgan (RM)
Rikki Morgan-Tamosunas (RT)
Jerry Semple (JS)
Jenny Rankine (JR)
Alan Sharp (AS) Chair
Amy Vaughan (AV)
Neil Winkcup (NW)

Apologies: Hilda Buchanan (HB)
Chris Childs (CC)

In Attendance: Ed Compton (EC)
Dominic Fullman (DF)
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Welcome Jerry Semple	
	AS welcomed JS and governors introduced themselves to him.	
2.	Apologies	
	Apologies were received from Chris Childs (CC) that were accepted by governors. Hilda Buchanan (HB) did not attend the meeting.	
3.	Declarations of Interest	
	There were no declarations for any item on the agenda. NW advised he was a member of the college gym.	
4.	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 8th December meeting was unanimously agreed by governors.</p> <p>Item 2 – SH advised he still had to receive completed pecuniary interest documents from HB and AV. Action: HB and AV to forward completed pecuniary interest document for 2022-23 to SH</p> <p>Item 2 – Governors were reminded to forward SH a bio for inclusion on the colleges website. Action: Governors to forward bio to SH if not already done so</p>	<p>HB,AV</p> <p>JR,AB,HB CC,EC,DF TL,AS,AV SH</p>

	<p>SH distributed a sheet requesting mobile phone numbers from all governors for use within a governor WhatsApp group. DF agreed to progress this further.</p> <p>Item 3 – JR advised there would be a new staff survey presented to governors at the LGB on 21.03.23, instead of last years. This would include updates of outcomes of all stakeholder surveys collected at the end of January. Action: Staff survey (inc. stakeholder surveys) to be taken to LGB on 21.03.23</p> <p>Item 3 – AV advised she would complete safeguarding training via her work and she would forward a certificate from it to SH. Action: AV to forward certificate from safeguarding training to SH</p> <p>JR advised HB would be welcome to complete safeguarding training using one of the colleges laptops. Action: HB to complete safeguarding training either via Mentor or the NGA</p> <p>RM arrived at meeting</p> <p>Item 9 – EC advised the college would cross reference the policy schedule to those policies on its website before sending a final version to SH. Action: EC to forward SH reviewed policy tracker</p> <p>Item10 – JR requested the catch up strategy be included within the F&R agenda for 26 January. Post Meeting Note: SH updated agenda for F&R Committee on 18.01.23, to include catch up strategy and the Connections Bus</p> <p>Item 10 – AB advised she would update the link governor roles to both include new governors and to review that existing governors were happy with their roles. Action: AB to include new governors within link governor roles document and to review that existing governors were happy with their roles</p> <p>Item 12 – It was agreed the next F&R Committee would be on Thursday 26 January at 6.00pm</p> <p>Item 12 – Kerrie Jones had confirmed governor attendance sheets should be updated termly on the colleges website.</p> <p>It was agreed that other actions had been completed.</p>	<p>JR,SH</p> <p>AV</p> <p>HB</p> <p>EC,SH</p> <p>AB</p>
5.	Safeguarding	
	<p>A separate PowerPoint presentation titled 'BVC LGB Meeting Tuesday 17 January 2023' was shared at the meeting and DF proceeded to go through slides 2-15 in detail. Question: what measures would the college follow to support perpetrators of bullying?</p>	

	<p>Response: DF advised the college would review its support to perpetrators to ensure procedures were robust and appropriate and gave some examples.</p> <p>A governor noted the scenario governors had been asked to discuss on page 15 queried if all families would correspond with the college in a similar way?</p> <p>DF advised although students were encouraged to report incidents, there were still concerns amongst some that by doing so, it would make matters worse and ways the college has tried to address this.</p> <p>JR advised there would need to be sufficient resources to manage behaviour within available funding constraints- to be discussed in more detail at the upcoming finance and resource meeting. DF then asked if a governor would be happy to be part of the development of the anti-bullying plan, by meeting with students and himself (this would also assist with the colleges accreditation with the United against Bullying programme)?</p> <p>Action: Governors to consider being part of colleges anti-bullying initiative</p> <p>AS asked if there were any further queries? There were not and he thanked DF for his presentation.</p>	All
6.	Behaviour and Suspension Guidance Update	
	<p>To add to previous item, JR briefly advised of a focus around suspensions were sometimes necessary to allow for the college to engage with students and families to allow challenges to be explored and support put in place.</p> <p>Updated guidance required schools to have a bespoke re-integration plan for students returning from suspension which presents challenges to staff monitoring it and there had been a low level of incidents in the spring term to date.</p> <p>DF then briefly went through a safeguarding audit from the autumn term and the findings from it. He mentioned the sharp rise in November of reports of bullying after a series of assemblies. This has now returned to normal levels.</p>	
7.	Organisational Change	
	<p>Organisational Change: Structure of the College Day – JR, DF and EC proceeded to go through slides 17-22 of the PowerPoint presentation in detail explaining the reasoning behind the proposed change to the school timetable.</p> <p>A governor noted the proposal to change from 55 to 100 minute lessons would suit some students but might be a barrier to others? EC advised the college would need to get the pedagogy in place as part of the proposal .</p> <p>A governor queried if there could be a hybrid model of both 55 and 100 minute lessons? DF advised although some subjects (such as MFL) would benefit from such a model, the timetable must be clear for students and we would explore and bring back to quality of education meeting.</p>	

	<p>A governor noted should a student be sent to referral within a 100 minute lesson, they could lose a significant part of their learning time.</p> <p>A governor suggested the college could expect a number of requests for flexible working from staff as a result of the proposal and would need to have clear guidance in place for this.</p> <p>A governor queried if staff were generally positive towards the proposal?</p> <p>EC advised the majority of middle and senior leaders agreed that changes were required within the college to manage the increase in students numbers and their own work/life balance.</p> <p>It was agreed staff would need support as to how to manage lower attaining students during a 100 minute lesson.</p> <p>A governor queried she would like to review the pedagogical rationale behind the proposal? JR advised Mr Burgess could be invited to a governors meeting to discuss this further.</p> <p>Action: Mr Burgess to be invited to QofE Committee on 07.02.23 to discuss pedagogy</p> <p>A governor queried when a final decision would be required to allow the proposal to be implemented from September 2023?</p> <p>DF advised the college had completed a feasibility study on the curriculum and would next review financial considerations around the proposal and this would have to be completed before Easter.</p> <p>A governor queried if it would be easier for some subjects to change to longer lessons?</p> <p>Yes – with some examples given and reasons why.</p> <p>A governor queried if the college would consider phasing the proposal in over a number of years? JR advised the college would require a clearly defined structure to be in place first, to allow other priorities to follow.</p> <p>A governor noted the proposed model was in use in other schools in the trust. JR responded that Bassingbourn and Chesterton was with some success.</p> <p>JR advised there would be a parental forum next week to discuss this further and then a student focus group.</p> <p>Action: Organisational change to be taken to QofE Committee on 07.02.23</p> <p>JR then advised there were currently adverts for four positions but the college had not received any applicants to date.</p> <p>Action: Will update in Principals report in March</p> <p>Organisational Change: Therapeutic Behaviour Model – JR and DF proceeded to go through slides 23-22 of the PowerPoint presentation in detail asking if governors had any queries, to please contact her.</p>	<p>JR,SH</p> <p>JR,SH</p>
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	Action: Governors unanimously approved the college, moving forward to explore this approach to managing whole school behaviour.	
8.	Finance Update	
	It was agreed this would be discussed at the F&R Committee on 26 January.	
9.	Policies	
	SEND (2022-23) – A separate document was distributed prior to the meeting and JR advised there were only minor changes made to it. Action: Governors unanimously approved SEND Policy	
10.	Link Governance	
	Health&Safety (Nov 2022) – A separate document was distributed prior to the meeting. Peer Review – RT gave a brief update on her visit. Action: RT to prepare report from her Peer Review visit Safeguarding – AB advised she had meet with DF both during the autumn and spring terms. Action: AB to prepare report from safeguarding visits SEND (13.12.22 and 10.01.23) – Two separate documents were distributed prior to the meeting and RM briefly went through them.	RT AB
11.	Governor Training	
	AS asked governors to continue to inform SH of any completed training to allow him to update the training record.	
12.	AOB	
	A separate group of governors agreed a date and time for a separate meeting to prepare for an Ofsted Inspection.	
13.	Date time and venue of next meeting	
	F&R – Thursday 26 January at 6.00pm QofE – Tuesday 7 February at 6.00pm F&R – Wednesday 1 March at 6.00pm LGB – Tuesday 21 March at 6.00pm Meeting closed at 8.10pm	

Items for Future Meetings	
Meeting	Item
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Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	HB and AV to forward completed pecuniary interest document for 2022-23 to SH	24.01.23	HB,AV
4.	Governors to forward bio to SH if not already done so	24.01.23	JR,AB,HB,CC EC,DF,TL AS,AV,SH
4.	Staff survey (inc. stakeholder surveys) to be taken to LGB on 21.03.23	14.02.23	JR,SH
4.	AV to forward certificate from safeguarding training to SH	01.02.23	AV
4.	HB to complete safeguarding training either via Mentor or the NGA	24.01.23	HB
4.	EC to forward SH reviewed policy tracker	24.01.23	EC,SH
4.	AB to include new governors within link governor roles document and to review that existing governors were happy with their roles	24.01.23	AB
5.	Governors to consider being part of colleges anti-bullying initiative	24.01.23	All
7.	Mr Burgess to be invited to QofE Committee on 07.02.23 to discuss pedagogy	01.02.23	JR,SH
7.	Organisational change to be taken to QofE Committee on 07.02.23	01.02.23	JR,SH
10.	RT to prepare report from her Peer Review visit	24.01.23	RT
10.	AB to prepare report from safeguarding visits	24.01.23	AB

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			