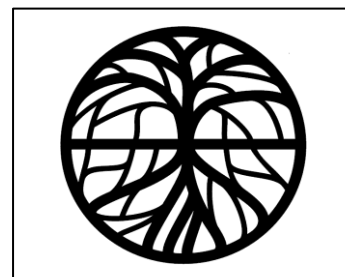


Bottisham Village College

Governing Body Meeting Minutes

21st March 2023 at 6.00pm at the college



Governors Present: Andy Barrett (AB)
 Hilda Buchanan (HB)
 Chris Childs (CC)
 Tina Lawton (TL)
 Rikki Morgan-Tamosunas (RT)
 Jerry Semple (JS)
 Jenny Rankine (JR)
 Alan Sharp (AS) Chair
 Serge Sime (SS)
 Neil Winkcup (NW)

Apologies: Alison Brolly (AB)
 Richard Morgan (RM)

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

	ITEM	ACTION
1.	Welcome Dr Sime	
	AS welcomed SS and governors introduced themselves to him.	
2.	Apologies	
	Apologies were received from AB and RM that were accepted by governors.	
3.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
4.	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 17 th January meeting was unanimously agreed by governors.	
	Item 5 – AB and NW had agreed to be part of the colleges anti-bullying initiative and NW gave a brief summary of his recent meeting with DF around this.	
	Item 10 – RT advised she still had to prepare a report from her Peer Review visit.	
	Action: RT to prepare report from her Peer Review visit	RT
	Item 10 – DF advised he had met with AB on 20 March to discuss safeguarding.	
	Action: AB to prepare report from Safeguarding visit	AB

	It was agreed all other actions had been completed.	
5.	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 if pupil numbers were below PAN in any year group, the local authority would have the option to send additional students from other parts of the county and the associated transport issues from this. She noted the number of applications from pupils living in Suffolk and parents had organised their own bus transport for children. There were discussions between Cambridgeshire and Suffolk County Councils regarding funding for those pupils. AS advised he would be able to assist with the issue of cross-county funding.</p> <p>The SENDCo was working with primaries feeding into the college to ensure all paperwork was in place for children before they started in Yr7 and there would be a meeting with primary heads tomorrow to discuss this further. JR noted the time for EHCPs to be granted and what resources could be put in place to support these pupils in the meantime.</p> <p>JR asked if there were any queries? There were none.</p> <p>Suspension Data – JR advised of a small number of pupils with challenging behaviour which takes up an increasing amount of resources and staff time to manage. Suspensions would only be used after a joint decision between the SLT and re-admittance meetings were often beneficial for both children and their families. The college was unable to suspend pupils if behaviour was connected to their needs. A governor queried what did the acronym PP stand for ? JR advised Pupil Premium.</p> <p>JR asked if there were any further queries? There were none.</p> <p>Adult Education – JR advised 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 Bottisham Village Hall which had proved successful and would extend this to Burwell.</p> <p>Complaints – JR advised of the significant number of current complaints and the challenges this presented to staff to respond to them. Due to the aggressive and offensive language used within some complaints, the trust would inform parents of a trust wide change to parental communications with schools to protect staff wellbeing. JR had asked the trust if the Complaints Policy could be revised to state initial complaints would first be responded to by other staff where possible, which had been agreed to. CC advised Long Road Sixth Form College had employed lawyers to prepare parental letters in response to complaints. JR noted the cost of the ongoing Stage 4 complaint.</p>	

	<p>A governor queried if complaints would always start at stage 1 and the period to escalate them to stage 4? JR advised all complaints would start at 1 and DF added it had taken over a year to escalate the stage 4 complaint.</p> <p>A brief discussion then followed and the college was often responding to issues taking place outside of its control.</p>	
6.	Safeguarding	
	<p>A separate document titled 'Safeguarding Update March 2023' was distributed prior to the meeting and DF proceeded to go through it highlighting specific slides.</p> <p>From slide 8, a governor queried if the quality of logs were the same for each category and would the colleges response differ for each one? DF advised there would be a focus on ensuring logs were of the same quality for each category.</p> <p>A further document titled 'Safeguarding Blueprint' was also distributed prior to the meeting.</p>	
7.	Peer Review (English)	
	<p>A separate document titled 'Peer Review English Feedback' was distributed prior to the meeting and EC proceeded to go through it, first advising of the purpose of such reviews for newer governors.</p> <p>A governor noted from the report teachers were found to be working incredible hard during lessons and queried if this was connected to them being observed and wanting to control behaviour and whether their approach would normally be different?</p> <p>TL advised a number of teachers had trained during the pandemic and had not had the opportunity to observe more experienced teachers. A discussion then followed on the report and of the use of 'contentious language' within books from other time periods and cultures.</p> <p>A governor queried if there was a standard English curriculum across trust schools? JR advised the trust was keen for schools to have a level of autonomy around their curriculum.</p> <p>A governor queried how the college would now respond to the review? EC advised of plans for the rest of 2022-23.</p> <p>A further document titled 'English Leadership Day January 2023' was also distributed prior to the meeting.</p>	
8.	Update on organisational change and finance	
	<p>A separate document titled 'Timetable Reform 2023' was distributed prior to the meeting and JR advised from September 2023, the college proposed to move to a 3x100min lesson timetable as well as having a whole school therapeutic behaviour model. The college would consider the length of the school day to comply with government guidance.</p> <p>Mr Burgess had attended the QofE Committee in February to discuss the pedagogy behind this and JR advised of feedback and comments from a pupil focus group and parent forum.</p>	

	<p>Now the college had gathered data and concerns, EC would prepare a strategy for the summer term including the trialling of 100 min lessons and Mr Burgess would organise information meetings for parents who would also be welcome to attend these lessons.</p> <p>A governor noted there would be less transition time from the proposal and queried if the college would expect to see a resultant drop in behaviour? JR advised it would, as well as there being less planning for teachers and improving wellbeing.</p> <p>AS asked if there were any further queries? there were none.</p>	
9.	Staff, parental and student surveys, feedback and action	
	<p>A separate document titled 'Survey Responses 2023' was distributed prior to the meeting and EC proceeded to go through it.</p> <p>A governor queried if parental responses regarding feedback on progress had been raised from previous surveys? EC advised of a number of apps in use around the college and consideration would be given as to how to centralise this data.</p> <p>A governor queried if parents had an understanding of pupils grades? EC advised the college could consider further work to develop parental understanding.</p> <p>JR advised of the reasoning why the college used a therapeutic and not a 'zero tolerance' approach to behaviour.</p> <p>A governor queried if there was a connection between behaviour and need? JR advised of a number of children who were accessing the primary curriculum.</p> <p>A governor queried if the trust were supportive towards challenges faced by the college? JR advised they were and there was a proposal for additional staff which the trust was considering.</p>	
10.	Policies	
	<p>BVC Admissions Arrangements (2023-25) – A separate document was distributed prior to the meeting and JR advised there had been a consultation process for section 6.</p> <p>BVC Draft ECT – A separate document was distributed prior to the meeting.</p> <p>A governor queried the number of ECTs at the college? JR advised there were six in their first year and seven in Yr2.</p> <p>E-Safety (Spring 21-22) – A separate document was distributed prior to the meeting.</p> <p>Action: Governors unanimously approved all three policies</p>	
11.	Link Governance	
	<p>AS advised he would review the document with AB after the meeting before distributing it to governors to confirm their preferred link role.</p> <p>A governor queried if statements should be included within the document around Ofsted criteria?</p> <p>Action: Updated link governance document to be circulated to allow governors to confirm their preferred link role</p>	AB/AS/All

12.	Governor Training	
	AS asked governors to continue to inform SH of any completed training to allow him to update the training record.	
13.	AOB	
	There was none.	
14.	Date time and venue of next meeting	
	F&R – Tuesday 18 April at 6.00pm LGB – Wednesday 10 May at 6.00pm 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 8.00pm	

Items for Future Meetings	
Meeting	Item
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Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	RT to prepare report from her Peer Review visit	04.04.23	RT
4.	AB to prepare report from Safeguarding visit	04.03.23	AB
11.	Updated link governance document to be circulated to allow governors to confirm their preferred link role	04.03.23	AB/AS/All

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			