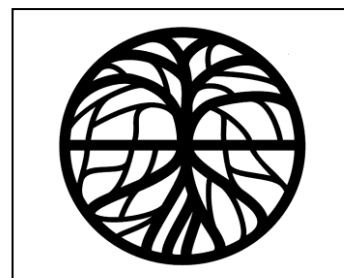


# Bottisham Village College

## Governing Body Meeting Minutes

07<sup>th</sup> December 2023 at 6.00pm at the college



**Governors Present:** Andy Barrett (ABa)  
 Alison Brolly (ABr) Chair  
 Chris Childs (CC)  
 Tina Lawton (TL)  
 Sime Serge (SS) attended remotely  
 Alan Sharp (AS)  
 Jenny Rankine (JR)

**Apologies:** Richard Morgan (RM)  
 Jerry Semple (JS)  
 Neil Winkcup (NW)

**In Attendance:** Duncan Cooper (DC) Deputy CEO  
 Ed Compton (EC)  
 Dominic Fullman (DF)  
 Stuart Hales (SH) Clerk  
 Four students from the student leadership team

	ITEM	ACTION
1.	<b>Apologies</b>	
	<p>Apologies were received from RM, JS and NW that were accepted by governors.</p> <p>JR advised Hilda Buchanan had resigned from the LGB but had indicated she would still like to be a community link with the college. There would be a farewell event organised for her in the new year that governors would be welcome to attend.</p> <p>Due to work commitments, NW would be unable to regularly attend LGBs – to allow him to still be part of the governing body, he had agreed to change to an associate, which would still allow him to attend meetings when possible, with a longer-term view that he reverts back to a trust appointed governor in due course.</p> <p><b>Action: NW agreed to change to an associate governor</b></p> <p>It was agreed to change the running order of the agenda due to a presentation from Year 11 students.-</p>	-
2.	<b>Student Leadership Group Presentation on 100- min lessons</b>	
	<p>With a PowerPoint presentation, two students from the inclusion team of the student leadership group briefly discussed the responses from a student survey on bullying. Two members of the teaching &amp; learning team then discussed responses from a student survey on T&amp;L.</p> <p><b>A governor asked the students for their views on 100 min lessons? The</b></p>	

	<p>students responded that there was a predominantly positive response to the change with more time available to conduct and finish experiments in science lessons and time for extended writing tasks.</p> <p>A governor queried how many students formed the leadership group? JR advised three within the inclusion team and six within T&amp;L.</p> <p><b>ABr thanked all four students for attending who then left the meeting</b></p>	
<b>3.</b>	<b>Declarations of Interest</b>	
	There were no declarations for any item on the agenda.	
<b>4.</b>	<b>Re co-opt ABr onto the LGB and re appoint CC</b>	
	<p>SH advised ABr's term of office as a trust appointed governor would shortly finish and she had indicated she would be happy to continue in the role.</p> <p><b>Action: Governors unanimously agreed for ABr to continue as a trust appointed governor – SH forwarded trust re-appointment form to KJ on 10.12.23</b></p> <p>CCs term of office as an associate governor would shortly finish and he had also indicated he would be happy to continue in the role.</p> <p><b>Action: Governors unanimously agreed for CC to continue as a governor</b></p> <p><b>Post Meeting Note: In response to NW changing to an associate, CC agreed to continue as a trust appointed governor – SH forwarded trust re-appointment form to KJ on 10.12.23</b></p>	-
<b>5.</b>	<b>Agree Vice-Chair(s) of LGB</b>	
	<p>ABr advised CC and SS had agreed to be vice-chairs of the LGB and had met with AS, JR and herself yesterday to explore how to further develop the role.</p> <p><b>Action: Governors unanimously agreed for CC and SS to be Vice-Chairs of LGB</b></p>	-
<b>6.</b>	<b>Minutes of Last Meeting (26.09.23) and Matters Arising</b>	
	<p>All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 26<sup>th</sup> September meeting was unanimously agreed by governors.</p> <p><b>Item 2 – Two separate documents titled 'Pecuniary Interests Form' and 'Consent Form for Using Staff Photos and Videos' had been distributed prior to the meeting and SH distributed further copies at the meeting to those governors who had not yet completed them for 2023-24.</b></p> <p><b>Action: SH to review all governors had completed pecuniary interests and photo consent forms for 2023-24</b></p> <p><b>Item 5 – SH advised the central team had requested governors not able to attend the safeguarding training as part of the first LGB of the year instead complete safeguarding training via the NGA.</b></p> <p><b>Action: SH to forward link to NGA safeguarding training to ABa and SS to complete before the end of term</b></p> <p><b>Item 6 – CC advised he would complete a review of 100 min lessons in the spring term.</b></p>	<p><b>SH</b></p> <p><b>SH,ABa, SS</b></p> <p><b>CC,EC</b></p>

	<p><b>Action: CC agreed to complete a visit ref. 100min lessons in the spring term</b></p> <p><b>Item 13</b> – A separate document titled ‘BVC LGB 202324 Tracker’ was distributed prior to the meeting and SH asked that governors complete it before the end of the term.</p> <p><b>Action: Governors to complete LGB Tracker before the end of the autumn term</b></p> <p>It was agreed all other actions had been completed.</p>	All
<b>7.</b>	<b>Update from Trust</b>	
	<p><b>Use of Blueprints and Peer Reviews</b> – Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• Curriculum Blueprint</li> <li>• Inclusion Blueprint People</li> <li>• Leadership Blueprint</li> <li>• Safeguarding Blueprint</li> </ul> <p>With a PowerPoint presentation, DC updated governors on the development and use of blueprints and peer reviews which would now be referred to as ‘blueprint enquiries’. JR then briefly noted the positives taken from her involvement in such reviews in the autumn term.</p> <p>There was an ongoing trust parental survey with a pupil survey to follow in the spring term and a staff survey in 2024-25. Headteachers, Senior Leaders and Chairs would have access to the Blueprint Dashboard to help show differences between schools in the trust.</p> <p>DF advised he had participated in a safeguarding review at another secondary school and the college had had its own review last week. EC then commented on his own involvement with reviews.</p> <p>A governor noted from the dashboard, gradings had been included for every school and queried if these were discussed within reviews? DC advised the document included current Ofsted data which would not form part of reviews. Further to a governor query, DC advised the central team would look to use and further develop reviews over the next two years and there would be further frameworks in place that sat alongside the blueprints.</p> <p>A governor queried if the use of the dashboard placed a further burden on schools? DC advised student data was collected at four points through the year with all other data on the dashboard collected automatically. JR noted the positive resultant conversations from senior leaders reviewing blueprints.</p> <p><b>Action: Summary from trust parental survey to be taken to LGB on 06.02.24</b></p> <p><b>Action: JR to forward slides from DC presentation to SH to circulate to governors</b></p> <p><b>Academy Improvement Framework and quality assurance</b> – CC briefly advised of the topics discussed at the AGF he attended in October.</p>	<p>JR,SH</p> <p>JR,SH</p>
<b>8.</b>	<b>Principals Report</b>	
	The Principal’s Report was distributed prior to the meeting and JR noted that it would link to further papers as documented on page 2.	

**Enrichment** – A separate document titled ‘Enrichment Report’ was distributed prior to the meeting and JR advised students continued to attend a range of events and activities led by Mr Darling.

**Finances** – A separate document titled ‘Autumn Termly Finances Update Dec 2023’ was distributed prior to the meeting and JR noted the 2022-23 budget ended with a small surplus. There would be an increased pressure on the BAIP budget in 2023-24 and the college would consider alternative means of supporting AP students.

The 2023-24 budget was on track and it had been requested that schools start to consider initial budgets for 2024-25.

A governor queried if the college would allow for staff pay awards when preparing next year’s budget? JR advised this would be considered by the central finance team.

**Recruitment** – JR noted the staff who had resigned from their positions as well as those that would go on maternity leave. Staff recruitment and the cost of supply cover continued to be an issue for the college and the central team was developing a recruitment and retention strategy.

The college had been successful in recruiting a Head of Geography to start in January but had been unable to do so for a Head of Science and would consider developing existing staff for that position. There was a current advert for two support staff.

**Risk Management** – JR advised schools had fed back comments to the central team that risk management procedures introduced in 2022-23 had been difficult for schools to manage and there had been agreement that schools would now consider a small number of key risks annually (that would be reviewed termly by governors). For the college this would be finance, behaviour and staff recruitment and retention for 2023-24, which governors agreed with.

**Admissions** – JR advised of the number of students who had indicated the college as first choice to start in Yr7 in 2024-25 and data from Suffolk would be available in January. There would be a second round of applications in March 2024. A governor noted there were currently 231 students as first choice with an estimated 60 from Suffolk from a PAN of 300.

A governor queried the current number of students from Suffolk in the college? DF advised of the number and noted Yr11 to be a slightly smaller cohort.

**Complaints** – JR advised there had been a recent stage 3 complaint and from it, there had been a small number of points for the college to consider, which JR briefly went through. There had been one stage 1 complaint made today.

**Yr11 Strategy Update** – Following slide 21 from the principals’ report, EC provided an update to governors.

A governor queried the number of students that had attended period 4 (after school support for English and Maths)? EC advised of the numbers from those that had been invited.

A governor queried the focus of period 4? EC advised it would aim to develop good learning habits and exam techniques.

	<p>A governor queried if period 4 would continue in the spring term? EC advised it would with a separate group of higher attaining students to involve master classes and mentoring.</p> <p>A governor queried if the period 4 sessions would continue in school holidays? EC advised the college would consider running an Easter school.</p> <p><b>Attendance</b> – Following slides within the principal's report, DF provided an update to governors.</p> <p>A governor queried if attendance concerns were related to a small number of students? DF advised those students with persistent absence below 90% had a significant effect on the college's overall data.</p> <p><b>Panoptic Summary</b> – Following slides within the principal's report, DF provided an update to governors. There had been an increasing number of parents who had chosen to Electively Home Educate their child and using a separate presentation briefly went through an anonymised summary of such students and of the procedures the college would follow in each case.</p> <p>Governors then briefly discussed this in further detail and ABr advised she would consider EHE data within her next safeguarding visit and DF suggested whether two anonymised case studies be discussed during that link visit.</p> <p>Several further separate documents were also distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• BVC IDSR 15.11.2023</li> <li>• Safeguarding Executive Summary</li> <li>• FFT Attendance Report</li> <li>• FFT Data</li> <li>• Inclusion Strategy</li> </ul>	
<b>9.</b>	<b>College Improvement Plan priorities</b>	
	<p>From slides within the principals' report, JR advised of the reasoning why there would now only be two priorities in the CIP instead of three.</p> <p><b>Action: CIP update to be taken to LGB on 06.02.24</b></p> <p>JR asked if there were any queries? There were none.</p>	<b>JR</b>
<b>10.</b>	<b>Update on behaviour, suspensions, the Coral provision and BAIP costs</b>	
	<p><b>Behaviour</b> – Following slides within the principal's report, DF noted suspension data had reduced from the start of the autumn term and suggested a link between this and 100min lessons and closer liaison with the local authority around progressing EHCPs.</p> <p>ABr suggested that governors be able to further comment on presented documentation after each LGB?</p> <p><b>Decision: Governors invited to ask further questions around presented documentation after every LGB via Microsoft Teams</b></p>	<b>All</b>
<b>11.</b>	<b>Policies</b>	
	JR advised the member of staff who would review this half term's policies had been signed off for the rest of the term and they would be taken to the LGB in February for approval.	

	<b>Action: Curriculum Statement, Extended Learning and Teaching &amp; Learning Policies to be taken to LGB on 06.02.24 for approval</b>	<b>JR,SH</b>
<b>12.</b>	<b>Link governor clarification for 2023-24 and training</b>	
	<p><b>Link Roles 2023-24</b> – A separate document titled 'Draft Link Governor Roles 18.10.23' was distributed prior to the meeting. AB asked governors to please review it and continue to arrange visits with link staff.</p> <p>The following governor visits, over the next couple of months, were confirmed; -</p> <ul style="list-style-type: none"> <li>• AS - careers</li> <li>• RM - SEND</li> <li>• CC - review of 100-min lessons</li> <li>• AB - safeguarding</li> </ul> <p>CC noted there would be national funding changes for level 2 and 3 qualifications that would affect post-16 choices for some students.CC to discuss further with EC when meeting for link governance.</p> <p><b>Training Opportunities</b> – Two separate documents titled 'Governor Training Opportunities 2023-24 July 2023' and 'NGA Learning Link Module List June 2023' were distributed prior to the meeting.</p>	
<b>13.</b>	<b>AOB</b>	
	There was none.	
<b>14.</b>	<b>Date time and venue of next meeting</b>	
	<p><b>LGB3</b> – Tuesday 6 February 2024</p> <p>Meeting closed at 7.30pm</p>	

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
6.	SH to review all governors had completed pecuniary interests and photo consent forms for 2023-24	14.12.23	SH
6.	SH to forward link to NGA safeguarding training to ABa and SS to complete	14.12.23	SH,ABa,SS
6.	CC to visit to complete a review of the 100 min lessons in the spring term	05.02.24	CC,EC
6.	Governors to complete LGB Tacker before the end of the autumn term	22.12.23	All
7.	Summary from trust parental survey to be taken to LGB on 06.02.24	31.01.24	JR,SH
7.	JR to forward slides from DC presentation to SH to circulate to governors	14.12.23	JR,SH
9.	CIP update to be taken to LGB on 06.02.24	31.01.24	JR
10.	Governors to be able to ask further questions around presented documentation after every LGB via Microsoft Teams	Statement	All

11.	Curriculum Statement, Extended Learning and Teaching & Learning Policies to be taken to LGB on 06.02.24 for approval	31.01.24	JR,SH
-----	--	----------	-------