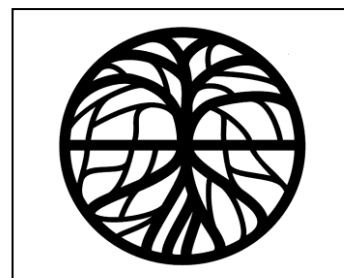


Bottisham Village College

Governing Body Meeting Minutes

26th September 2023 at 6.00pm at the college



Governors Present: Alison Brolly (AB)
Chris Childs (CC)
Tina Lawton (TL)
Jerry Semple (JS)
Alan Sharp (AS) Chair
Jenny Rankine (JR)

Apologies: Andy Barrett (AB)
Hilda Buchanan (HB)
Richard Morgan (RM)
Sime Serge (SS)
Neil Winkcup (NW)

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

	ITEM	ACTION
1.	Apologies	
	Apologies were received from AB, HB, RM, SS and NW that were accepted by governors. SS had requested that he attend LGBs during the autumn term remotely – this was allowed for within the meeting but unfortunately SS was not present for the meeting.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. Two separate documents titled 'Pecuniary Interests Form' and 'Consent Form for Using Staff Photos and Videos' were distributed prior to the meeting. Action: All governors to complete and return pecuniary interests and photo consent forms to SH, if not already done so	ALL
3.	Agree Chair Model of LGB	
	SH advised AB and AS three-year term as co-chairs had ended and suggested different models' governors could consider from 2023-24. AS and AB advised whist they would be happy to continue as co-chairs for a further three years, they noted the importance of governors considering succession planning for the roles. Governors then briefly discussed this in further detail. Action: Governors unanimously agreed to recommend AB and AS to continue as co-chairs for a further three years – SH to inform the trust Action: SH to ask governors to consider being vice-chairs - if a governor was interested, they could liaise with AB, AS or JR to ask for further details of the role	SH SH/All
4.	Update from Trust	

	<p>Due to the low number of governors able to attend the meeting, it was agreed Duncan Cooper the Deputy CEO would be invited to the LGB on 7 December.</p> <p>Action: Duncan Cooper to be invited to LGB on 07.12.23</p>	JR
	<p>Two separate documents titled 'Academies Governance Forum July 2023' and 'AL GF Meeting Minutes 13 July 2023' were distributed prior to the meeting and AB gave a brief update on the AGF from July. The trust had requested LGBs meet six times/year and meetings last no longer than 90mins, both to assist with staff workload and wellbeing.</p> <p>Action: Governors to forward any suggestions as to what they would like included within meeting agendas to JR/SH</p>	All
5.	Governor Safeguarding Training	
	<p>A separate document titled 'AL Annual Update Governors Safeguarding Training September 2023' was shared at the meeting which DF proceeded to go through.</p> <p>Post Meeting Note: SH distributed safeguarding presentation and quiz to governors on 27.09.23 to complete</p> <p>A separate document titled 'Safeguarding and Child Protection Policy' was distributed prior to the meeting.</p> <p>Action: Governors unanimously approved Safeguarding and Child Protection Policy</p>	All
6.	Minutes of Last Meeting (21.05.23) and Matters Arising	
	<p>F&R Minutes (13.06.23) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 13th June meeting was unanimously agreed by governors.</p> <p>Item 5 – AS advised that SS and himself had prepared a draft letter regarding additional funding for the college and would forward it to SH to circulate to governors for their approval before it being issued to parents.</p> <p>Action: AS to forward draft parental letter to SH to then circulate to governors for approval</p> <p>It was agreed the other action had been completed.</p> <p>QofE Minutes (27.06.23) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 27th June meeting was unanimously agreed by governors.</p> <p>Items 3 and 4 – CC advised he would liaise with the college regarding leading a training session with key staff around the curriculum and would also complete a visit around the introduction of 100-min lessons.</p> <p>Action: CC to organise date and time with college to lead staff training session on the curriculum and complete a review of the 100-min lessons</p> <p>It was agreed all other actions had been completed.</p> <p>LGB Minutes (06.07.23) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 27th June meeting was unanimously agreed by governors.</p> <p>It was agreed all actions had been completed.</p>	<p>AS,SH All</p> <p>CC</p>

7.	Yr11 Results and Analysis	
	<p>A separate document titled 'Results 2023' was distributed prior to the meeting which EC proceeded to go through.</p> <p>A governor queried if the number of Yr11 AP students was comparable to pre-pandemic figures? EC noted the data with and without AP students included and there fewer AP students within the current Yr11 cohort.</p> <p>A governor queried if the college had appealed any results? EC advised teachers had reviewed results during the summer holidays with a focus around which they would request to be re-marked.</p> <p>A governor queried if there was a link between teachers experience and test results and what had been the staff mobility within the college since 2019, the last year of comparable pre-pandemic data? EC advised teachers would utilise the data to improve their teaching.</p> <p>A governor queried if the college would be able to compare data with other trust schools? EC advised the college had access to such data and peer reviews would take place through the year.</p> <p>A separate document titled 'and 'BVC KS4 Analysis – Summary Data' was also distributed prior to the meeting.</p> <p>Action: Progress data to be taken to LGB on 07.12.23</p>	EC
8.	Improvement Plan Priorities (2023-24)	
	<p>It was agreed to discuss the Improvement Plan priorities at the LGB on 7 December.</p> <p>Action: Improvement Plan priorities to be taken to LGB on 07.12.23</p>	JR
9.	Success criteria of 100min lessons	
	<p>A separate document of responses from staff and student surveys was shared at the meeting which EC briefly went through and JR added there was now a calmer and more positive feel around the college.</p> <p>From the survey, staff had noted an increase to their workload and a governor queried if this was connected to the change to 100-min lessons and would the college expect this to reduce over time? JR advised the SLT would further look into this with staff and also how it supported SEND students with the change to the timetable.</p> <p>Action: Responses from staff and student surveys to be distributed to governors</p>	JR
10.	Behaviour	
	<p>JR advised there continued to be challenging behaviour within the unit.</p> <p>Action: Update on The Coral to be taken to LGB on 07.12.23</p>	DF
11.	Policies	
	<p>Behaviour – A separate document had been distributed prior to the meeting and DF briefly advised of the changes to it. There would now be clearer guidance around students having mobile phones within the college and governors then briefly discussed this in further detail.</p> <p>Action: Governors unanimously approved Behaviour Policy</p>	
12.	Update on use of blueprints and risk register in future meetings	
	<p>It was agreed this would be taken to the LGB on 07 December.</p> <p>Action: Update on use of blueprints and risk register to be taken to LGB on 07.12.23</p>	JR,SH

13.	Review Governor link roles and training	
	<p>Link Governors – It was agreed this would be taken to the LGB on 07 December. Action: Link governor roles for 2023-24 to be taken to LGB on 07.12.23</p> <p>Governor Visits – Four separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Link Governor Report – Safeguarding 20.03.23 • Link Governor Report – Peer Review English 17.11.22, 03.07.23 and 06.07.23 • LW Questions for LGB • Primary QASI 2023-24 <p>LGB Tracker – SH advised LGBs within two other trust schools request that governors read a number of safeguarding documents annually and then confirm they have done so by completing dates under their names within the document. Action: SH to distribute link to LGB Tracker to allow governors to confirm they have read safeguarding documents</p> <p>Training – 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>	<p>All</p> <p>SH,All</p>
14.	Any Other Business	
	<p>Finances – A governor queried if there were any financial issues for governors to be aware of? JR advised the central team had expressed concerns with budgets due to the increase in energy costs and schools having to fund teacher and support staff wage increases, and that finances would continue to be stretched. Working together to find solutions, shared costs and detailed financial planning with staffing ongoing.</p> <p>The sports centre had ended 2022-23 with a smaller deficit than forecast and the college had forecast a deficit but had ended 2022-23 with a 21k surplus. Adult learning was in deficit and the college would consider how to address this going forward. JR to meet with finance lead in central team.</p>	
15.	Date time and venue of next meeting	
	<p>Governor meeting dates for the rest of 2023-24 were confirmed as (all starting at 6.00pm);-</p> <p>LGB2 – Thursday 7 Dec</p> <p>LGB3 – Tuesday 6 Feb</p> <p>LGB4 – Tuesday 19 Mar</p> <p>LGB5 – Wed 8 May</p> <p>LGB6 – Thurs 4 July</p> <p>Meeting closed at 7.55pm</p>	

Items for Future Meetings	
Meeting	Item
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Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	All governors to complete and return pecuniary interests and photo consent forms to SH, if not already done so	Within seven days	All
3.	Governors unanimously agreed for AB and AS to continue as co-chairs for a further three years – SH to inform the trust	06.10.23	SH
3.	SH to ask governors to consider being vice-chairs - if a governor was interested, they could liaise with AB, AS or JR to ask for further details of the role	06.10.23	SH/All
4.	Duncan Cooper to be invited to LGB on 07.12.23	30.11.23	JR
4.	Governors to forward any suggestions as to what they would like included within meeting agendas to JR/SH	ongoing	All
5.	SH distributed safeguarding presentation and quiz to governors on 27.09.23 to complete	04.10.23	All
6.	AS to forward draft parental letter to SH to then circulate to governors for approval	06.10.23	AS,SH,All
6.	CC to organise date and time with college to lead staff training session on the curriculum and complete a review of the 100-min lessons	06.10.23	CC
7.	Progress data and comparisons to national data to be taken to LGB on 07.12.23	30.11.23	EC
8.	Improvement Plan priorities to be taken to LGB on 07.12.23	30.11.23	JR
9.	Responses from staff and student surveys to be distributed to governors	06.10.23	JR
10.	Update on The Coral to be taken to LGB on 07.12.23	30.11.23	DF
12.	Update on use of blueprints and risk register to be taken to LGB on 07.12.23	30.11.23	JR
13.	Link governor roles for 2023-24 to be taken to LGB on 07.12.23	30.11.23	All
13.	SH to distribute link to LGB Tracker to allow governors to confirm they have read safeguarding documents	06.10.23	SH,All

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
There were none.			

