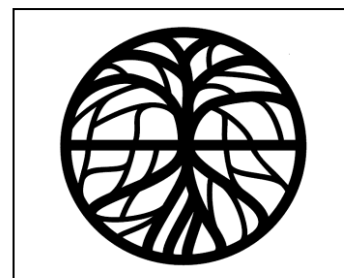


Bottisham Village College Governing Body Meeting Minutes



06th February 2024 at 6.00pm at the college

Governors Present: Andy Barrett (ABa)
 Alison Brolly (ABr) Chair
 Chris Childs (CC)
 Tina Lawton (TL)
 Richard Morgan (RM)
 Jerry Semple (JS)
 Sime Serge (SS)
 Jenny Rankine (JR)
 Neil Winkcup (NW)

Apologies: Alan Sharp (AS)
 Dominic Fullman (DF)

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

	ITEM	ACTION
1.	Apologies	
	Apologies were received from AS and DF that were accepted by governors.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
3.	Minutes of Last Meeting (11.12.23) and Matters Arising	
	<p>All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 11th December meeting were agreed by governors.</p> <p>Item 6 – SH to remind AS to forward him a completed pecuniary interest and photo consent forms for 2023-24 after the meeting.</p> <p>Action: SH to remind AS to forward him a completed pecuniary interest and photo consent forms for 2023-24</p> <p>Item 6 – SH advised he would review all governors had completed the LGB Tracker after the meeting.</p> <p>Action: AB, AS and CC to complete LGB Tracker</p> <p>Item 11 – JR advised a small number of statutory policies would continue to be taken to LGBs for approval. Non statutory policies would be reviewed internally by the college.</p> <p>It was agreed all other actions had been completed.</p>	<p>SH,AS</p> <p>AB,AS, CC</p>
4.	Chairs Report	

	<p>Feedback from meeting with CEO – AB briefly advised of the discussions that had taken place when AS and herself had met with Jon Culpin at the end of the autumn term.</p> <p>JR then advised she had met with two potential governors (Ben Kingsley and Ali White) who would be invited to the LGB in March either as trust appointed governors or as observers.</p> <p>Action: SH to invite BK and AW to LGB on 19.03.24 and forward meeting dates for the rest of 2023-24</p> <p>RM arrived at the meeting</p> <p>Governor Visit Reports;-</p> <p>Data and Assessment – A separate document was distributed prior to the meeting which CC proceeded to briefly go through.</p> <p>SEND – A separate document was distributed prior to the meeting which RM proceeded to briefly go through.</p> <p>Action: SH to distribute Data & Assessment and SEND reports to governors</p> <p>HR An Update to Safeguarding Culture – AB advised she had completed an online meeting with Stacey Turner to discuss the SCR and a new trust payroll system that was being tested before it was introduced from April.</p> <p>Action: AB to distribute report from HR visit and it be taken to LGB on 19.03.24</p> <p>Planning for governor visits in Spring 2 – AB advised governors were presently linked to the following areas:-</p> <ul style="list-style-type: none"> • Curriculum, Assessment and Student Progress Data – CC • Inclusion (inc inclusive classroom, SEND and Pupil Premium) – RM • Personal Development Including Carers – AS • Safeguarding – AB • Teaching and Learning, Hundred Minute Lessons and Innovation – SS and ABa <p>AB advised that should other governors liked to another responsibility to please inform her.</p> <p>For Info: AS had attended the AGF on 05 February and would report back to governors at the LGB on 19 March.</p> <p>Action: AS to report back on AGF at LGB on 19.03.24</p> <p>Action: AB to consider attending Safeguarding Link meeting 05.03.24 and RM Inclusion Link meeting on 12.03.24</p>	<p>SH</p> <p>SH</p> <p>AB</p> <p>AS AB, RM</p>
5.	<p>Principals Report</p>	
	<p>The principal's report was distributed prior to the meeting which JR proceeded to go through;-</p> <p>Future Leavers – JR advised the exams officer would retire at the end of the spring term. The CLT had since met to develop an alternative strategy should the college not be able to recruit.</p>	

The present exams officer had detailed procedures in place and two deputies would also have involvement within the exam period, and it was noted that there continued to be significant admin arrangements leading up to the exams.

Currently Advertised Vacancies – JR advised three candidates had applied for the Science Head of Faculty. TL had decided to step down from English Head of Faculty as part of her retirement, but had agreed to continue to work two days/week without a leadership role.

A governor queried if the college would consider interviewing a 'strong' candidate before the advert deadline, partly to avoid them accepting an alternative job? JR advised the college had done so in the past but ensured that any further applications were still given due consideration and no decisions were taken until deadline for applications reached.

Admissions – JR advised that forecast whole school pupil numbers for 2024-25 would be 1486 (max of 1500). There would be a second round of applications for next year Year 7 students in March and JR advised of the increasing applications from Suffolk families, increasing challenges of liaising with both Cambridgeshire and Suffolk County Councils when families may need support.

Exclusions – A governor queried if data had been affected by the introduction of 100min lessons? JR advised there was now a more graduated response to behaviour and there had been an improvement in classroom behaviour. Suspension data has improved due to tier 3, 4 and 5 provision being further developed.

Finance – A separate document titled 'Termly Finance Report Spring 2024' was distributed prior to the meeting and JR advised that due to continued national financial challenges for school funding, Trust schools have been given further support in ways we can further reduce spending to ensure a balanced budget for 2024-25 at an earlier stage of the school year. The draft budget currently had a small deficit, and she would attend a further meeting tomorrow to further reduce this before submitting a final budget to the central team for approval.

The budget would allow for the college to be fully resourced and include further funding to allow for staff taking on additional responsibilities as the college had grown.

A governor queried how the college would plan for high needs students starting in Yr7? JR advised high needs funding would be separate and how it would cover SENDCos, EHCPs and the SEND provision.

A governor asked if there were challenges from liaising with Suffolk regarding SEND funding? JR advised that this was straight forward but payment comes into school separately so has to be tracked accurately.

A governor queried the impact from the appointment of a home-school liaison worker? JR advised the position would continue into 2024-25 as she has a full workload liaising with families with children currently not attending school and had started to impact positively on their education provision and whole school attendance data.

A governor queried if the college could challenge the funding it receives for EHCPs? JR advised of the significant deficit in the local authorities' high

	<p>needs funding. If necessary, the college could apply for top-up funding via the Start team.</p> <p>iPad Strategy – The LGB had previously agreed to support the colleges roll-out of iPads for students. Due to financial constraints the college was no longer able to fund this and after reviewing parental charges for ipads in other schools, the college would request a parental contribution for a 9th generation iPad. JR and DF to present the curriculum modelling around this to trustees curriculum group.</p> <p>JR then advised parental contributions would be via wise pay or direct debit to reduce admin costs and there would be a reduction for siblings. iPads would be returned to the college when a student leaves and parental contributions would then stop. Students on the SEND Register or with an EHCP would receive one at no cost as this would be taken out of their funding.</p> <p>A governor queried if the proposal allowed for families who were unable to make contributions? JR advised of the minimum percentage uptake the college had taken as a worse case figure when modelling the financial outlay to take this into consideration.</p> <p>Yr11 Timeline – EC advised in 2022-23 Yr11s had been granted study leave and also the use of a study room and from reviewing the provision, noted the arrangements for 2023-24, which students had been mostly positive towards.</p> <p>A separate document titled ‘Workload Priority Actions’ was also distributed prior to the meeting.</p>	
6.	<p>Inspection Data Summary Report (IDSR)</p>	
	<p>A separate document titled ‘BVC IDSR 15.11.2023’ was distributed prior to the meeting which EC proceeded to go through, advising the document included the colleges ‘metrics’ that would be reviewed by Ofsted prior to an inspection.</p> <p>A separate document titled ‘Pupil Premium Strategy in Action 2023-24’ was distributed prior to and further copies distributed at the meeting which EC proceeded to go through in detail.</p> <p>A governor queried if the introduction of 100min lessons had presented challenges for less able students? EC advised longer lessons had allowed teachers more opportunities to respond to questions and misconceptions and understand where students are in their learning.</p> <p>A governor queried as pupil numbers increased towards 1500, would the college expect to see a reduction in pupil premium data? EC advised of the number of pupil premium students on roll, which was just below national averages, but would likely increase due to the ongoing national financial crisis.</p>	
7.	<p>Attendance Executive Summary</p>	
	<p>A separate document titled ‘FFT Attendance 360 Report’ was distributed prior to the meeting which EC proceeded to go through and DF would provide a more detailed review at the LGB in March.</p> <p>Prior to the meeting, DF had noted whilst there had been an improvement with SEND attendance, there had not been for pupil premium.</p> <p>Action: Update on attendance to be taken to LGB on 19.03.24</p>	DF

	<p>A further document titled 'Attendance Executive Summary' was also distributed prior to the meeting.</p> <p>CC left the meeting</p>	
8.	Trust Parental and Staff Workload Surveys	
	<p>Parental Survey – Two separate documents titled 'Parent Questionnaire Comments' and 'Parental Survey' were distributed prior to the meeting and JR suggested governors focus on the second document, which governors then discussed (it was noted that more Yr7 parents had responded which would skew the responses).</p> <p>CC returned to the meeting</p> <p>A governor queried the numbers of responses to the parental survey? JR advised it was 240 families and 26 had responded to the staff survey. A governor highlighted the responses to engagement with the trust and parents being informed of their child's social development to be key areas that scored lower.</p> <p>Action: Key points and actions from parental and staff workload surveys to be taken to LGB on 19.03.24</p> <p>JR advised of the increase in parental correspondence with the college and the associated workload on staff to respond, and suggested the college consider an open doors event and tours for parents.</p> <p>NW advised Bottisham Parish Council had distributed a survey to residents in October as part of its neighbourhood plan, with positive responses as to the educational provision in the village.</p> <p>The Greater Cambridgeshire Partnership and Greenways had started a county wide consultation to look at improving cycle routes into Cambridge. The parish council had presented three options to residents and feedback had requested a 20mph zone in the village. JR asked for an update on proposals to introduce a cycleway in the middle of the road outside of the college? NW advised the proposal had now been withdrawn, partly due concerns with the amount of traffic at the start and end of the school day. NW advised he would request a meeting with the partnership and invite the college to be in attendance.</p>	JR
9.	AOB	
	<p>Hilda Buchanan – JR advised governors would be welcomed to attend a social event on Thursday 7 March between 3.430-4.30pm at the college to thank HB for her time as a governor.</p> <p>HB had previously proposed that students design a flag for the pole at the front of the college. Further to this JR suggested that at the social event, HB assist with judging a competition for a new flag and to be invited back in the summer term to see the winning design on the flagpole, which governors agreed to.</p>	
10.	Date time and venue of next meeting	
	LGB3 – Tuesday 19 March 2024	

	Meeting closed at 7.40pm	
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Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	SH to ask AS to forward him a completed pecuniary interests and photo consent form for 2023-24	15.02.24	SH,AS
3.	AB, AS and CC to complete LGB Tracker	15.02.24	AB,AS,CC
4.	SH to invite BK and AW to LGB on 19.03.24 and forward meeting dates for the rest of 2023-24	15.02.24	SH
4.	SH to distribute Data&Assessment and SEND reports to governors	15.02.24	SH
4.	AB to distribute report from HR visit and it be taken to LGB on 19.03.24	15.02.24	AB
4.	AS to report back on AGF at LGB on 19.03.24	19.03.24	AS
4.	AB to consider attending Safeguarding Link meeting 05.03.24 and RM Inclusion Link meeting on 12.03.24	05.03.24/ 12.03.24	AB,RM
7.	Update on attendance to be taken to LGB on 19.03.24	19.03.24	DF
8.	Key points and actions from parental and staff workload surveys to be taken to LGB on 19.03.24	19.03.24	JR