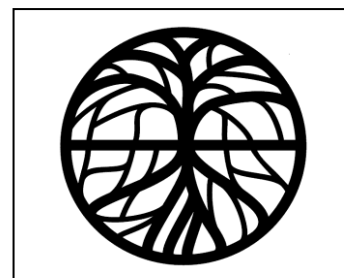


Bottisham Village College Governing Body Meeting Minutes

19th March 2024 at 6.00pm at the college



Governors Present: Tina Lawton (TL)
Jerry Semple (JS)
Sime Serge (SS)
Alan Sharp (AS) Chair
Jenny Rankine (JR)

Apologies: Andy Barrett (ABa)
Alison Brolly (ABr)
Richard Morgan (RM)
Neil Winkcup (NW)

In Attendance: Ed Compton (EC)
Dominic Fullman (DF)
Esther Street (ES)
Ben Kingsley (BK) observer
Ali White (AW) observer
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies and welcome BK and AW	
	Apologies were received from ABa, ABr, RM and NW which were accepted by governors. Chris Childs (CC) did not attend the meeting. Governors then introduced themselves to BK and AW potential new governors) who in turn did likewise. AS advised ABr and himself were co-Chairs of the LGB and to allow for succession planning, CC and SS were vice-chairs.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. It was agreed to move the item on SEND Review to further down the agenda to allow ES to attend.	
3.	Minutes of Last Meeting (06.02.24) and Matters Arising	
	All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 06 th February meeting were agreed by governors. Item 3 – ABa, AS and CC were reminded to confirm they had read safeguarding documentation by completing the LGB Tracker. Action: ABa, AS and CC to confirm they had read safeguarding documentation by completing the LGB Tracker Item 4 – ABr had provided a verbal update on her HR visit at the LGB on 06.02.24	ABa,AS, CC

	<p>Action: ABr to prepare report from her visit on HR and AS to complete one from his visit on careers</p> <p>It was agreed all other actions had been completed.</p>	ABr,AS
4.	Chairs Report	
	<p>Feedback from AGF on 05.02.24 – AS advised Chairs of LGBs in the trust would be invited to termly Anglian Governance Forums and he briefly went through the main discussion points from the last meeting.</p> <p>Action: SH to forward minutes from AGF's to governors</p> <p>AS advised governors would have the opportunity to be linked to a subject or area of the college and the following link roles were confirmed;-</p> <ul style="list-style-type: none"> • Inclusion (inc. Inclusive classrooms, SEND and PP – RM) • Curriculum, Assessment and Student Progress Data – CC • Safeguarding – ABr • Health and Safety – tbc • Teaching and learning, Hundred Minutes and Innovation – SS, ABr (and JS?) • Personal Development Including Carers – AS <p>Action: SH to distribute summary of link roles to governors</p> <p>SS briefly advised of the focus of his link role to date.</p> <p>A governor queried further details as to what Pupil Premium (PP) was? DF advised it allowed for additional funding to improve educational outcomes for disadvantaged students. Funding would be based on students eligible to free school meals or having been recorded as being eligible in the last six years (Ever 6FSM). All schools would have to account annually on how funding was used, and evidence had pointed to having high quality teaching and QA processes in place. Funding would also allow for interventions for targeted students as well as for visits and other enrichment events.</p> <p>There was a national challenge for schools to close the educational gap between PP and other students and JR compared the colleges data to the national average and noted schools would also receive further funding for Looked After Children (LAC), service children and refugees.</p> <p>A governor queried if the college would track PP attainment separately? JR advised nationally, the educational gap between PP and other students had increased since the pandemic. The college would track PP progress for attendance and behaviour as a separate KPI (Key Performance Indicator).</p> <p>Safeguarding link meeting on 05.03.24 and Inclusion link meeting on 12.03.24 – Governors were unsure if ABr and RM had attended the link meetings.</p> <p>Plan for governor visits in Summer 1 – Governors were asked to continue to arrange visits in the summer term.</p> <p>Inclusion link meeting 10.06.24, safeguarding link meeting 19.06.24 and AGF on 11.07.24 – Dates for meetings in the summer term were circulated for information.</p>	<p>SH</p> <p>SH</p>
5.	Principals Report (verbal update)	
	Positives – JR advised the college continued to develop its career strategy	

	<p>and would host a careers fair next week, with links to local businesses. The careers team were developing a summary to share with all stakeholders and Yr10s would complete their work experience in June.</p> <p>AS advised BK and himself had attended a careers fair at the college in February with local businesses, to interview Yr11s to prepare them for being interviewed for sixth form placements or career. It had been a positive experience and he thanked business leaders for their involvement. The local MP had organised a debating competition for schools in the constituency and a number of BVC students would subsequently visit the Houses of Parliament.</p> <p>A governor queried if the college had an understanding as to gaps around the types of careers that could be offered within fairs?</p> <p>Action: AW to liaise with JR ref. developing careers fair</p> <p>JR noted there continued to be a range of enrichment activities and primary schools in the trust had visited the same day to participate in a sporting festival. BVC students had also visited Bottisham Primary School and a local care home and four students would attend the final of a writing competition.</p> <p>JR advised the college was developing a proposal to hold a Saturday Music School for primary aged children from schools feeding into the college, to encourage an interest in singing or playing an instrument. She would discuss it further at a primary heads meeting in the summer term before it started from September.</p> <p>Ipads – JR advised the colleges proposal to roll out Ipads for Yr9-11 students had since been presented to the trustees curriculum group and would now be taken to the education group.</p> <p>A governor queried if the college would re-use existing Ipads and if so, would this be at a similar parental contribution? DF advised the college would ask for voluntary contributions and if a certain level of parents agreed to this, it would also cover for Ipads to be provided to all students.</p> <p>A governor queried if the college planned to approach a specific supplier? DF advised of the reasons why the college would not progress with a leasing model and would look to purchase units in bulk from the most appropriate supplier.</p> <p>A governor queried if other schools also had a similar model in place? DF advised that whilst others do, BVC was the first school within the trust and if successful the trust could consider rolling it out in other schools.</p> <p>A governor queried if all families would have an appropriate wi-fi connection at home? DF advised during the pandemic, the college had reviewed connectivity to the internet for students whilst at home and had found it to be of a smaller concern compared to the quality of devices being used.</p> <p>Yrs10 and 11 – EC advised that students continued to sit mock tests through the year.</p> <p>Action: Yr10 and 11 data update to be taken to LGB on 08.05.24</p> <p>Behaviour – JR advised of the number of suspensions between 06 February and 12 March and what they had been for, noting some students were at risk of a permanent exclusion due to the repeated nature of these.</p> <p>Staff – JR advised a head of science had been recruited as well as for PE and MFL vacancies.</p>	<p>AW, JR</p> <p>EC, SH</p>
--	--	---

	<p>From 2024-25, TL would work two days/week – college had not successfully recruited a teacher in connection with this and had since re-advertised the position.</p> <p>The college had been unable to recruit an exams offer and an admin assistant had since agreed to be responsible for this on a temporary basis – the college had since readvertised with interviews on 25 March.</p> <p>The head of pastoral care would retire and three candidates had been shortlisted for the position The college had also advertised for a music teacher.</p> <p>A governor queried the interview process, and would there be governor involvement? JR advised governors would be welcome to be part of the interview process if interested (for any post) but would be invited if a senior leadership post.</p> <p>Admissions – JR advised Yr7 would be full next year with currently 37 students on the waiting list. There were a small number of spaces in Yrs9-10 and when filled, the college would be at capacity.</p> <p>ES arrived at the meeting</p>	
6.	SEND Review	
	<p>A separate document titled ‘Blueprint Enquiry for SEND Concluding Reflection Form’ was distributed prior to the meeting.</p> <p>ES introduced her herself and her role within the college. A separate document titled ‘Blueprint Enquiry: SEND, was shared at the meeting which ES proceeded to go through in detail.</p> <p>A governor queried if students would join in Yr7 with EHCPs in place? DF advised during the pandemic it had been more difficult to address and respond to the need of primary children and JR noted the number of EHCPs and those on SEND support in the college.</p> <p>Governors then discussed the reports in further detail.</p> <p>A separate document titled ‘TA Deployment Strategy’ was shared at the meeting which ES proceed to go through. She noted the current number of EHCPs and the further number to be written before the end of the year. She then compared the number of required TA hours from EHCPs to that available in the college.</p> <p>A governor queried if the shortfall in hours was due to funding or recruitment issues? JR advised available funding would not allow for a TA for every EHCP as well as there being a national recruitment and retention crisis. A governor queried how TAs would be recruited? ES advised she had previously organised a ‘jobs event’ to explain the responsibilities of a TA, which had generated interest in future applications.</p> <p>JR advised all schools were required to pay the first £6k of every EHCP and even with maximum funding, this did not cover the cost of employing a 1to1 TA. The local authority had a significant shortfall in its high needs block and there were huge challenges to provide specialist placements to all who needed these in Cambridgeshire.</p> <p>A separate draft document titled ‘Half Termly Report for Governors’ was shared at the meeting and ES briefly went through it.</p> <p>ES then left the meeting</p>	

7.	Inclusion	
	<p>Attendance – A separate document titled ‘FFT Attendance Analysis (up to week 27)’ was distributed prior to the meeting which DF proceeded to go through.</p> <p>A governor noted Persistent Absence (PA) was highest in Yrs9-11 and queried the measures in place to address this? DF advised whilst the college monitored data for all students, with a focus on these year groups. The college continued to issue attendance letters and staff would ensure there was a chronological reporting of evidence.</p> <p>DF advised the college had issued an anonymised survey to parents of all students with PA outlining what their barriers to school were and shared a draft of their responses to it.</p> <p>Action: Summary from survey of parents with PA students to be taken to LGB on 08.05.24</p>	DF,SH
8.	Actions from parental and staff workload surveys	
	<p>It was agreed to carry-this over to the LGB on 08 May.</p> <p>Action: Actions from parental and staff workload surveys to be taken to LGB on 08.05.24</p> <p>Post Meeting Note: JR to upload document to 08.05.24 LGB folder to allow governors to raise any questions</p>	JR
9.	Update on Risk Register	
	<p>A separate document titled ‘Risk Register (March 2024)’ was distributed prior to the meeting and JR advised of the three risks to the college.</p>	
10.	AOB	
	<p>LGBs – Governors were asked to inform SH if they would like any matters to be included in agendas for future LGBs and JR briefly advised of the items that would be on the agenda for the LGB on 8 May.</p> <p>Safeguarding – SH to ask BK and AW if they would be able to arrive at the college at 5.30pm on Wednesday 08 May before the LGB to allow DF to complete safeguarding training.</p> <p>Action: SH to ask BK and AW if they would be able to arrive at the college at 5.30pm on Wednesday 08 May to allow DF to complete safeguarding training</p>	SH,BK, AW
11.	Date time and venue of next meeting	
	<p>LGB5 – Wednesday 08 May 2024</p> <p>Meeting closed at 7.50pm</p>	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	ABa, AS and CC to confirm they had read safeguarding documentation by completing the LGB Tracker	26.03.24	ABa,AS,CC
3.	ABr to prepare report from her visit on HR and AS to complete one from his visit on careers	26.03.24	ABr,AS

4.	SH to forward minutes from AGF's to governors	26.03.24	SH
4.	SH to distribute summary of link roles to governors	26.03.24	SH
5.	AW to with JR ref. developing careers fair	26.03.24	AW, JR
5.	Yr10 and 11 data update to be taken to LGB on 08.05.24	01.05.24	EC, SH
7.	Summary from survey of parents with PA students to be taken to LGB on 08.05.24	01.05.24	DF, SH
8.	Actions from parental and staff workload surveys to be taken to LGB on 08.05.24 Post Meeting Note: JR to upload document to 08.05.24 LGB folder to allow governors to raise any questions	01.05.24	JR
10.	SH to ask BK and AW if they would be able to arrive at the college at 5.30pm on Wednesday 08 May to allow DF to complete safeguarding training	26.03.24	SH, BK, AW