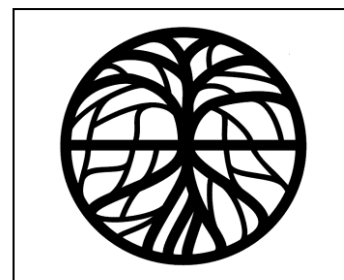


Bottisham Village College Governing Body Meeting Minutes



09th July 2024 at 6.00pm at the college

Governors Present: Andy Barrett (ABa)
 Alison Brolly (ABr) Chair
 Tina Lawton (TL)
 Richard Morgan (RM)
 Jenny Rankine (JR)
 Jerry Semple (JS)
 Sime Serge (SS)
 Alan Sharp (AS)
 Ali White (AW)

Apologies: Ben Kingsley (BK)
 Neil Winkcup (NW)

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

	ITEM	ACTION
1.	End of Year Social	
	Governors were invited to arrive at 5.45pm for an end of year social before the LGB.	
2.	Apologies	
	Apologies were received from BK and NW which were accepted by governors. Chris Childs (CC) did not attend the meeting.	
3.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
4.	Priorities for 2024-25	
	<u>Refer to separate confidential minutes dated 09 July 2024 for this item</u>	
5.	Minutes of Last Meeting (08.05.24) and Matters Arising	
	<p>Minutes (08.05.24) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 08th May meeting were agreed by governors.</p> <p>Item 3 – It was noted DF had led governor safeguarding training at the first LGB of 2023-24 and he would ask the Director of Inclusion (CS) as to the trusts expectations for governors training next year.</p> <p>Post Meeting Note: CS advised on 10.07.24 there would be update training for governors and she would provide a recorded ppt but ideally it will be delivered in person & adapted to context</p> <p>Action: Governor safeguarding training to be taken to LGB on 24.09.24</p> <p>Item 3 (x2) – It was agreed these actions had been superseded.</p>	DF,SH

	<p>Item 6 – It was agreed ABr, ABa and AW would share being safeguarding link governor, with AW focussing on HR.</p> <p>Action: ABr, ABa and AW to be safeguarding link governors for 2024-25</p> <p>RM and BK would share being inclusion link governor, with BK focusing on pupil premium.</p> <p>Action: RM and BK to be inclusion link governor for 2024-25</p> <p>It was agreed all other actions had been completed.</p> <p>Confidential Minutes (08.05.24) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 08th May meeting were agreed by governors.</p> <p>Item 5 – A discussion following the Ofsted Inspection in March had been included under Item 4.</p>	<p>ABr,ABa,AW</p> <p>RM,BK</p>
6.	Chairs Report	
	<p>Governor Visit Reports – A separate document titled ‘Careers (AS) – 18.01. and 01.02.2024’ was distributed prior to the meeting.</p> <p>Feedback from inclusion link meeting on 10.06.24 and safeguarding link meeting on 19.06.24 – RM noted the inclusion meeting had been postponed and AB briefly advised of the discussions from the safeguarding meeting (reports to follow).</p> <p>AGF on 11.07.24 – A separate document titled ‘AL AGF Meeting Minutes 5 Feb 2024’ was distributed prior to the meeting. AS advised he would attend the AGF on Thursday 11 July.</p>	
7.	Principals Report	
	<p>The principals report was distributed prior to the meeting</p> <p>Leavers – JR noted there was an increasing mobility in the upper part of the college. A number of parents had chosen to electively home educate their child which was also reflected nationally and that some families would subsequently decide for their child to return to mainstream education. The local authority would offer further support to schools around this next year.</p> <p>Recent Events – JR noted there had been a wide number of varied events in Summer 2 which had been well attended, which she briefly went through. A governor who had attended the prom at the end of June thanked staff for the organisation of the event.</p> <p>Uniform – A separate document titled ‘Uniform Feedback and Next Steps’ was distributed prior to the meeting which had been forwarded to parents yesterday and JR proceeded to go through it for governors attention and from this the college would expect an increase in parental complaints.</p> <p>Parents Evenings – JR advised parents had been surveyed as to their preference for the format of parents evenings and from this, the college would implement a variety of ways for parents to meet with teachers.</p>	
8.	Yr10 mock data and Yr11 Update	
	<p>A separate document titled ‘Year 11 Survey and Year 10 Data July 2024’ was distributed prior to the meeting which EC proceeded to go through in detail.</p>	

9.	Local authority annual safeguarding report	
	A separate document titled 'LA Annual Safeguarding Monitoring Report 2023-24' was distributed prior to the meeting. Action: Governors unanimously approved the LA Annual Safeguarding Monitoring Report 2023-24	
10.	Polices	
	Anti Bullying (2024) – A separate document was distributed prior to the meeting. Action: Governors unanimously approved the Anti-Bullying Policy Positive Behaviour (June 2024) – A separate document was distributed prior to the meeting which DF briefly went through. A governor noted the college had a zero-tolerance policy towards racism and any form of prejudicial behaviour but queried if there were reasons why this approach was not reflected in other parts of the policy? It was agreed the college would use alternative wording as each case had to be treated individually. Action: Governors conditionally approved the Positive Behaviour Policy – college to reflect on use of 'zero tolerance' term used in document	DF
11.	Update on Risk Register	
	JR advised during a trusts heads meeting, the central team had requested all heads identify three common risks which were applicable for all schools and how the trust could then respond to these. The risks were- <ul style="list-style-type: none"> • Finances • Behaviour • Recruitment and Retention A governor queried if there would be further risks specific to the college? JR advised of possible risks of reduced pupil numbers and funding as a result of the Ofsted Report. Action: Risk Register to be taken to LGB on 24.09.24	JR,SH
12.	Governor Training	
	Governors were asked to inform SH of any training attended to allow him to then update training records. Governors were asked to consider any training specifically around the priority within the CIP they had agreed to be linked to next year.	
13.	Any Other Business	
	Attendance – Three separate documents were distributed prior to the meeting and DF briefly went through them and from Slide 6 of the PowerPoint presentation, the requirements on governors in supporting attendance from next year:- <ul style="list-style-type: none"> • FFT Attendance Report • Presentation - Impact of the Upcoming DfE Statutory Duties to Attendance Strategy and Operational Resource • Attendance Updates 	

	Thankyous – JR thanked governors for their continuing support towards the college during 2023-24 and on behalf of governors, ABr thanked the SLT for their hard work preparing for LGBs.	
14.	Date time and venue of next meeting	
	<p>LGB1 – Tuesday 24 September 2024 at 6.00pm</p> <p>The remaining governor meeting dates for 2024-25 would be-</p> <ul style="list-style-type: none"> • LGB2 – Monday 18 November 2024 • LGB3 – Monday 20 January 2025 • LGB4 – Monday 17 March • LGB5 – Tuesday 20 May • LGB6 – Tuesday 8 July <p>Meeting closed at 7.50pm</p>	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5.	Governor safeguarding training to be taken to LGB on 24.09.24	24.09.24	DF,SH
5.	ABr, ABa and AW to be safeguarding link governors for 2024-25	-	ABr,ABa,AW
5.	RM and BK to be inclusion link governor for 2024-25	-	RM,BK
10.	Governors conditionally approved the Positive Behaviour Policy – college to reflect on use of 'zero tolerance' term used in document	16.07.24	DF
11.	Risk Register to be taken to LGB on 24.09.24	24.09.24	JR,SH