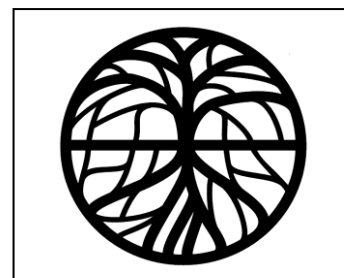


**Bottisham Village College
Governing Body Meeting Minutes**



24th September 2024 at 6.00pm at the college

Governors Present: Andy Barrett (ABa)
Chris Childs (CC)
Ben Kingsley (BK)
Tina Lawton (TL)
Richard Morgan (RM)
Jenny Rankine (JR)
Sime Serge (SS)
Alan Sharp (AS) Chair
Ali White (AW)
Neil Winkcup (NW)

Apologies: Alison Brolly (ABr)

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

	ITEM	ACTION
1.	Apologies	
	Apologies were received from ABr which were accepted by governors. Jerry Semple (JS) did not attend the meeting.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. NW continued to be a member of the colleges leisure centre.	
3.	Minutes of Last Meeting (08.05.24) and Matters Arising	
	<p>Minutes (09.07.24) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 09th July meeting were agreed by governors.</p> <p>Item 5 – SH noted at the LGB in July, RM and BK had agreed to be joint inclusion governors for 2024-25. As RM would subsequently step down from being a governor, he asked if BK was happy to continue in the role or should another governor share the responsibility? It was suggested a potential new trust governor could be asked to accept the inclusion role.</p> <p>Item 11 – As the trust was still to confirm guidance on completing the risk register for 2024-25, it was agreed it would be taken to the LGB on 18 November.</p> <p>Action: Risk Register review to be taken to LGB on 18.11.24</p> <p>It was agreed all other actions had been completed.</p>	JR,SH

	<p>Confidential Minutes (09.07.24) – All governors had read the previously circulated minutes. The acceptance of the minutes as a true record of the 09th July meeting were agreed by governors.</p> <p>It was agreed all actions had either been completed or would be discussed during the meeting.</p>	
4.	<p>Principal Report (verbal)</p>	
	<p>Start of school year/ Ofsted – JR advised there had been a positive start to the autumn term around the college. Ofsted had informed the college on Monday 09 September the report from the inspection in March would be published on Friday 13 September 2024 but were not prepared for it to then be issued the same day. The trust had requested this wait until 4.00pm to allow staff to be informed, who were positive and made several positive comments. Parents and students had since been informed and feedback had also been largely positive.</p> <p>JR then advised of the number of parents who had attended a meeting on Thursday 12 September, split into four sessions (two running concurrently). Three governors had also attended and had received several comments from parents which they shared at the meeting – governors then briefly discussed this in further detail.</p> <p>DF and SS arrived at the meeting</p> <p>The college was working with an external communication company and there would be a Yr6 parents meeting on Thursday 03 October which governors would be welcome to attend. Trained students would act as tour guides around the college during the meeting. There would be further regular parental events, and it was hoped this would spread a positive image of the college within the community.</p> <p>RM arrived at the meeting</p> <p>EC advised the college had followed an open and transparent approach with students and parents in response to the outcomes from the inspection. A short video highlighting students experiences at the college, that would be included in the colleges social media, was shared at the meeting.</p> <p>JR mentioned the forthcoming open day event. A governor queried if one or two willing parents of current pupils could be asked to attend the event to provide an informal parental perspective on the college, and to address questions that new parents might have in light of the Ofsted Report? DF advised this could be considered.</p> <p>Suspensions – JR advised of the number of suspensions since the start of the autumn term.</p> <p>Pupil Numbers – JR advised of the number of students in each year (from a PAN of 300) and details of the level of student mobility within the college. There continued to be a high level of interest from the local authorities admissions team.</p>	

	<p>Staff Governor – TLs term as a staff governor would end in October and there was an ongoing election. TL had indicated she would be happy to continue if there was no interest from the election.</p> <p>Co-opted Governor – RM had indicated he would step down from being a co-opted governor when his term ended in December and as he was unable to attend the LGB in November, this would be his final governor meeting. JR thanked him for his hard work whilst being a governor. From the parents meeting on 12 September, a parent had expressed an interest in joining the LGB. It was noted she had previously been a governor at another school in the trust. Action: JR, ABr and AS to meet within parent interested in joining the LGB</p> <p>Uniform Strategy – A governor queried an update on the strategy which had been introduced from the start of the autumn term? JR advised it had been positive and noted a concern from a group of parents around the colleges approach to uniform. In response the college and AW had met with a smaller number of parents last week – AW then gave a brief overview of discussions from that meeting.</p> <p>JR advised the college would consider a regular student feedback group on the strategy and noted the high percentage of students now with appropriate uniform and it was hoped it would increase student aspirations.</p>	<p>JR, ABr, AS</p>								
<p>5.</p>	<p>Update on Ofsted Communications/ Governor Working Groups/ CIP and Risks Relating to Ofsted Outcomes</p>									
	<p>Update on Ofsted Communications – This had been discussed within the previous Item.</p> <p>Governor Working Groups/ CIP – NW advised he would like to be linked to Priority 1 – ‘Improvement Attitudes to Learning’ from the College Improvement Plan. Governors would then form into the following three groups:-</p> <table border="1" data-bbox="284 1370 1294 1641"> <thead> <tr> <th>Priority from CIP 2024-26</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Priority 1 (Improve Attitudes to Learning)</td> <td>ABr, BK, AS? and NW</td> </tr> <tr> <td>Priority 2 (Raise Attainment)</td> <td>ABa and SS</td> </tr> <tr> <td>Priority 3 (Enhance Community Engagement)</td> <td>JS, AS? and AW</td> </tr> </tbody> </table> <p>A separate document titled ‘CIP 2024-2026’ was shared at the meeting and DF proceeded to briefly go through each priority and the associated success criteria.</p> <p>CC advised of the importance of governors within each group completing visits (in a way which would not be disruptive to staff) as a means of gathering further evidence to the colleges response to each priority. He then suggested governors within each priority meet remotely approx. two weeks prior to every LGB to agree governor visits. This would also allow a governor from each group to be present when Ofsted re-inspect the college.</p>	Priority from CIP 2024-26	Governor	Priority 1 (Improve Attitudes to Learning)	ABr, BK, AS? and NW	Priority 2 (Raise Attainment)	ABa and SS	Priority 3 (Enhance Community Engagement)	JS, AS? and AW	<p>CC,SH</p>
Priority from CIP 2024-26	Governor									
Priority 1 (Improve Attitudes to Learning)	ABr, BK, AS? and NW									
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	<p>Action: CC and SH to propose alternative dates and times for governor working groups Action: Governors to report back on working groups at subsequent LGBs</p> <p>A governor queried if the priorities within the CIP aligned with other schools in the trust and if so, would middle leaders benefit from visiting other schools to take away 'best practice'? JR advised priorities were common amongst schools especially around raising attainment.</p> <p>Risks Relating to Ofsted Outcomes – It was agreed this had already been discussed.</p>	All
6.	2023-24 Data and 'Go 4 Schools' Update	
	<p>2023-24 Data – A separate document titled 'LGB Results 2024' was distributed prior to the meeting which EC proceeded to go through in detail, noting the DfE would publish official progress data later in the autumn term. There were new faculty and subject heads in place for a number of subjects from 2024-25.</p> <p>Governors then discussed this in further detail including the increase in the number of, and associated cost, of exam papers being remarked and how this could affect students post-16 options.</p> <p>JR advised of a national crisis around specialist teachers and the college would subsequently have to review the number and variety of subjects it offered in KS4 as well as its curriculum intent.</p> <p>A governor queried if a gender analysis had been completed for each subject? EC advised there had been, but did not have it available to present to governors.</p> <p>A governor queried if subjects had a wide variance in the number of students choosing them? JR advised there was, and some vocational subjects had a limit number of places.</p> <p>A governor queried with regard to maths data, would the college consider a strategy as to how it responded for both higher, middle and lower attaining students?</p> <p>'Go 4 Schools' Update – Due to time constraints, it was agreed to take this to the LGB on 18 November.</p> <p>Action: 'Go 4 Schools' Update to be taken to LGB on 18.11.24</p>	EC,SH
7.	Chairs Report	
	<p>The following trust meetings were confirmed for link governors for the autumn term;-</p> <p>SEND – Thursday 23 September AGF – Tuesday 22 October Safeguarding – Wednesday 06 November Pupil Premium – Tuesday 10 December</p>	
8.	Policies	
	<p>Attendance – A separate document was distributed prior to the meeting. It was agreed it was a trust policy which did not require governor approval.</p>	

	Action: Accessibility Plan, E-Safety, Promoting Positive Mental Health & Well Being, Provider Access, Relationships & Sex Education and Supporting Pupils with Medical Needs to be taken to LGB on 18.11.24 for approval	JR,SH
9.	Governor Training	
	<p>Three separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Governance Training opportunities 2024-25 (Sept 2024) • National College Training Courses and Webinars 2024-25 • Training Schedule for New Appointments <p>JR then presented RM with a small gift to thank him for his time whilst being a governor.</p> <p>EC, JR, TL and RM then left the meeting</p>	
10.	Governor Safeguarding Training	
	<p>DF then shared a shortened PowerPoint presentation, which had been used for staff training, to suit governors and their role in the college, which he proceeded to go through.</p> <p>Action: SH to request all governors confirm they had read ‘KCSiE: Pt1 2024’ and ‘Working Together to Safeguard Children 2023’</p> <p>Action: ABr and JS to complete safeguarding training via the National College</p> <p>A governor queried if there were further measures which could be introduced and fed back to parents in response to online safety concerns? DF advised of an ongoing focus within the college to inform parents but noted the challenges schools faced around this.</p> <p>A governor noted another trust in the country had implemented a ban on students having mobile phones whilst in school? DF advised of the colleges policy around the use of students mobile phones whilst in the college.</p>	SH,All ABr,JS
11.	Any Other Business	
	<p>LGB Guidance Handbook v2.0 September 2024 – A separate document was distributed prior to the meeting for governor information.</p> <p>AL Scheme of Delegation v4.0 September 2023 – A separate document was distributed prior to the meeting for governor information.</p>	
13.	Date time and venue of next meeting	
	<p>LGB2 – Monday 18 November 2024 at 6.00pm</p> <p>Meeting closed at 8.00pm</p>	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	Risk Register review to be taken to LGB on 18.11.24	11.11.24	JR,SH

4.	JR, ABr and AS to meet within parent interested in joining the LGB	ongoing	JR,ABr,AS
5.	CC and SH to propose alternative dates and times for governor working groups	30.09.24	CC,SH
5.	Governors to report back on working groups at subsequent LGBs	11.11.24	All
6.	'Go 4 Schools' Update to be taken to LGB on 18.11.24	11.11.24	EC,SH
8.	Accessibility Plan, E-Safety, Promoting Positive Mental Health & Well Being, Provider Access, Relationships & Sex Education and Supporting Pupils with Medical Needs to be taken to LGB on 18.11.24 for approval	11.11.24	JR,SH
10.	SH to request all governors confirm they had read KCSiE: Pt1 2024 and Working Together to Safeguard Children 2023	ongoing	SH,All
11.	ABr and JS to complete safeguarding training via the National College	30.09.24	ABr,JS