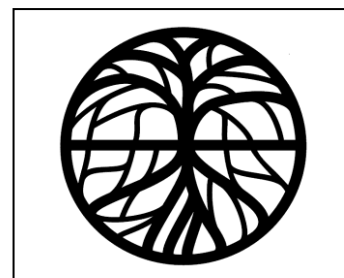


# Bottisham Village College Governing Body Meeting Minutes



17<sup>th</sup> March 2025 at 6.00pm at the college

**Governors Present:** Andy Barrett (ABa)  
 Alison Brolly (ABr) Chair  
 Chris Childs (CC)  
 Lis Close (LC)  
 Simon Deacon (SD)  
 Louise Pinny (LP)  
 Jenny Rankine (JR)  
 Alan Sharp (AS)  
 Layla Skinns (LS)  
 Neil Winkcup (NW)

**Apologies:** Ben Kingsley (BK)  
 Ali White (AW)

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

	ITEM	ACTION
<b>1.</b>	<b>Apologies</b>	
	<p>ABr welcomed all to the meeting and to LC as a new parent governor and SD as a trust appointed governor to their first meeting. Governors then introduced themselves to LC and SD.</p> <p>Apologies were received from BK and AW which were accepted by governors. Sime Serge (SS) did not attend the meeting.</p>	
<b>2.</b>	<b>Declarations of Interest</b>	
	<p>There were no declarations for any item on the agenda.</p> <p><b>Pecuniary Interests 2024-25</b> – A separate document titled ‘AL Pecuniary Interest Form’ was distributed to the meeting.</p> <p><b>Post Meeting Note: SS to complete and return annual pecuniary interests form for 2024-25</b></p>	<b>SS</b>
<b>3.</b>	<b>Minutes of Last Meeting (20.01.25) and Matters Arising</b>	
	<p>The minutes had been circulated in advance of the meeting and the paper version of the minutes were signed by the Chair.</p> <p><b>Item 3</b> – JR advised that data was not yet available to allow for a review of post-16 SEND students to quantify the success of its work.</p> <p><b>Item 5</b> – JR raised concerns at a fair access panel with the trust and other Heads (who are also experiencing similar admissions) as to the college accepting further out of catchment and EHE students.</p>	

	<p><b>Item 7 –</b> It was agreed to take an update on the Spring Term impact report of the CIP progress to the LGB on 20.05.25.  <b>Action: Update on the Spring Term impact report of the CIP progress to be taken to LGB on 20.05.25</b></p> <p>It was agreed all other actions had either been completed or would be discussed during the meeting.</p>	<p><b>JR,SH</b></p>
<p><b>4.</b></p>	<p><b>Chairs Report</b></p>	
	<p><b>Update on DC’s improvement priorities/ Feedback from governors visit on 12 Feb –</b> For new governors, JR advised CC had been leading a governor working party in response to the outcome from the Ofsted Inspection in March 2024, to allow governors to complete visits to see evidence of progress of priorities and then provide a feedback at a subsequent LGB.</p> <p>CC advised of the priorities and areas governors had focused on during their visit on 12 February.  <b>Action: Report from governor visit on 12.02.25 to be distributed</b></p> <p><b>Agree date and focus of next governors visit –</b> It was suggested there could be a focus on the Coral and Reef provisions and JR added there would also be Yr10 and 11 data for governors to review.  <b>Action: CC to propose date and time for governor working party visit in Summer 1</b></p> <p><b>Verbal report from;-</b>  AGF –10 February – AS briefly advised of the topics which had been discussed at the meeting.  <b>Action: AS to prepare report from his attendance of AGF on 10.02.25</b></p> <p>Safeguarding – 11 February – The meeting had been postponed due to Ofsted inspections taking place in trust schools at the same time.  new governor induction – 13 March – This meeting had also been postponed due to Ofsted inspections taking place in trust schools at the same time.  SEND – 17 March – BK was attending the meeting instead of the LGB.</p> <p><b><u>For Info: Trust Meetings</u></b>  Safeguarding – Wednesday 14 May  AGF – Tuesday 22 May – AS advised he would not be able to attend and should another governor be interested in doing so, to please liaise with ABr or himself.  Pupil Premium – Tuesday 24 June  New Governor Induction – Thursday 26 June  AGF – Tuesday 10 July</p>	<p><b>CC</b></p> <p><b>CC,SH</b></p> <p><b>AS</b></p>
<p><b>5.</b></p>	<p><b>Principal Report</b></p>	
	<p>The principals report was distributed prior to the meeting which JR proceeded to go through;-</p> <p>Staffing Starters and Leavers – There was currently one staff vacancy.</p> <p>Dates for Diary – A variety of events, with dates and times, planned for the summer term had been included and JR advised governors would be welcome to attend any of them,</p>	

	<p>Good News – The college had been successful in achieving the Platinum Artsmark Award and JR thanked LP for her hard work around this.</p> <p>JR advised of the number of children who had attended the music school in both the autumn and spring terms and there was an application with trustees for the music school to run every Saturday am from September 2025.</p> <p>JR advised the college and a number of other schools in Anglian Learning were part of the Creative Collaboratives project which was now in its fourth year. From this there had been a book published of case studies of work, completed by students from each of the participating schools.</p> <p><b><u>Finance Report – Refer to separate document titled ‘BVC – LGB Confidential Meeting Minutes – 17.03.25’</u></b></p> <p><b>Risk Register</b> – Current risks to the college had been discussed within the financial document.</p>	
<b>6.</b>	<b>Inclusion: Attendance and suspension data, Anti-Bullying Update and blueprint updates</b>	
	<p>The following separate documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• Bullying Executive Summary Jan 25 BVC</li> <li>• CAT Executive Summary Jan 2025 BVC</li> <li>• Inclusion Executive Summary Jan 2025 BVC</li> <li>• Reading Executive Summary Jan 2025 BVC</li> </ul> <ul style="list-style-type: none"> <li>• Bullying Executive Summary Data (01.09.24 to 16.03.25)</li> <li>• Safeguarding Executive Summary (09/24 to 16.03.25)</li> </ul> <ul style="list-style-type: none"> <li>• FFT Attendance Report – March 2025</li> </ul> <p>DF advised of the measures which had been introduced to improve attendance data in further detail. There had been a remote ‘deep dive’ visit by the local authority which focused on attendance and DF noted the national changes to attendance and guidance around term time holidays introduced at the start of 2024-25.</p> <p>DF then went through the Bullying Executive Summary document in further detail. There was now a more consistent approach around reporting and recording of behaviours and the college would look to seek students perceptions of this within ongoing pupil surveys.</p> <p>A governor if the college had made use of available research as to what measures worked best in schools? DF advised the college had developed an anti-bullying strategy based on an approach from the Anti-Bullying Alliance two years ago.</p>	
<b>7.</b>	<b>Comms Strategy Moving Forwards</b>	
	<b><u>Refer to separate document titled ‘BVC – LGB Confidential Meeting Minutes – 17.03.25’</u></b>	
<b>8.</b>	<b>Policies</b>	
	<b>Provider Access</b> – A separate document titled ‘Accessibility Plan 2024-26’ was distributed prior to the meeting.	

	<b>Action: Governors unanimously approved the Accessibility Plan</b>	
<b>9.</b>	<b>Governor Training</b>	
	<p>Three separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> <li>• Governance Training Opportunities 2024-25 Feb 2025</li> <li>• National College Training Courses and Webinars 2024-25</li> <li>• Training Schedule for new Appointments Sept 2024</li> </ul> <p>From the Training Schedule for new Appointments, there were four mandatory training modules for governors to complete:-</p> <ul style="list-style-type: none"> <li>• Safeguarding (LC and SD had completed it and LS was part way through the module)</li> <li>• Prevent (<a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>)</li> <li>• Cyber Security (via Secure Schools accessed on Connect)</li> <li>• An Introduction to Anglian Learning and the Role of Local Governance (there was a link in the document to a previous new governor induction event from November 2024)</li> </ul> <p><b>Action: LC, SD, LP and LS to confirm they had completed four mandatory training modules and forward relevant certificates to SH for his records (governors would be welcome to forward certificates from similar training completed within another educational setting)</b></p> <p>There would be new governor induction on 26 June (venue and time tbc).</p>	<b>LC,SD, LP,LS</b>
<b>10.</b>	<b>Any Other Business</b>	
	<p><b>Trustees</b> – JR advised two trustees would attend the LGB on 20 May as observers.</p> <p><b>Net Zero</b> – LP advised charging points for electric cars had been installed in the college as part of the trusts net zero target.</p> <p><b>Enrichment</b> – LP advised there would be a trip for year 10s taking Computer Science.</p> <p><b>LGB Meeting Dates 2025-26</b> – ABr noted meeting dates for 2024-25 had been on a mixture of Mondays and Tuesdays and asked governors to please inform SH of any preference they had for which days of the week LGBs should on for next year?</p> <p><b>Post Meeting Note: SH forwarded draft LGB meeting dates to JR after the meeting – dates to be taken to LGB on 20.05.25 for governor approval</b></p> <p><b>Articles</b> – A governor advised of a recent article titled ‘The Real School Guide’ and then briefly went through it, noting it was accessible via the link below;-</p> <p><a href="https://www.cambridge-news.co.uk/news/local-news/real-schools-guide-your-school-31095764?du_school=bottisham-village-college-cb25-9dl">https://www.cambridge-news.co.uk/news/local-news/real-schools-guide-your-school-31095764?du_school=bottisham-village-college-cb25-9dl</a></p> <p>He also advised of a further article around the pay for senior positions within MATs.</p>	<b>JR,All</b>

	<b>Governor Bios</b> – LC,SD and LS to forward SH a bio for inclusion in the governance page of the colleges website. <b>Action: LC,SD and LS to forward bio to SH for inclusion in the governance page of the colleges website</b>	<b>LC,SD, LS</b>
<b>11.</b>	<b>Date time and venue of next meeting</b>	
	<b>LGB5</b> – Tuesday 20 May 2025 at 6.00pm (ABr asked if governors would like items included on the agenda to liaise with JR, AS or herself)  Meeting closed at 7.35pm	

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
2.	SS to complete and return annual pecuniary interests form for 2024-25	24.03.25	SS
3.	Update on the Spring Term impact report of the CIP progress to be taken to LGB on 20.05.25	13.05.25	JR,SH
4.	Report from governor visit on 12.02.25 to be distributed	24.03.25	CC
4.	CC to propose date and time for governor working party visit in Summer 1	24.03.25	CC,SH
4.	AS to prepare report from his attendance of AGF on 10.02.25	24.03.25	AS
9.	LC, SD, LP and LS to confirm they had completed four mandatory training modules and forward relevant certificates to SH for his records (governors would be welcome to forward certificates from similar training completed within another educational setting)	24.03.25	LC,SD, LP,LS
10.	SH forwarded draft LGB meeting dates to JR after the meeting– dates to be taken to LGB on 20.05.25 for governor approval	13.05.25	JR,All
10.	LC,SD and LS to forward bio to SH for inclusion in the governance page of the colleges website	24.03.25	LC,SD,LS