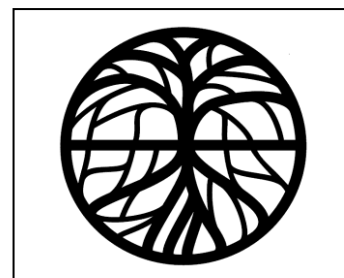


Bottisham Village College Governing Body Meeting Minutes



18th November 2024 at 6.00pm at the college

Governors Present: Alison Brolly (ABr) Chair
Chris Childs (CC)
Ben Kingsley (BK)
Jenny Rankine (JR)
Alan Sharp (AS) (joined partway through meeting)
Ali White (AW)

Apologies: Andy Barrett (ABa)
Louise Pinny (LP)
Jerry Semple (JS)
Neil Winkcup (NW)

In Attendance: Ed Compton (EC)
Dominic Fullman (DF)
Sarah Kennedy (SK) SENDCo
Esther Street (ES) Inclusion and SEND Lead
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	<p>Apologies were received from ABa, LP, JS and NW which were accepted by governors. Sime Serge (SS) did not attend the meeting, which would not be quorate until AS arrived.</p> <p>It was noted LP had been appointed as the new staff governor and there had been a misunderstanding as to whether Mrs Lawton should attend the meeting to receive a small gift, as a thank you for her time as a governor.</p>	
2.	Declarations of Interest	
	<p>There were no declarations for any item on the agenda.</p> <p>Pecuniary Interests 2024-25 – A separate document titled ‘AL Pecuniary Interest Form’ was distributed prior to the meeting and further copies handed round during the meeting for governors to complete and return to SH.</p> <p>Post Meeting Note: SH asked ABa, LP, JS, SS and NW to complete and return annual pecuniary interests form to himself on 19.11.24</p>	ABa, LP, JS, SS, NW
3.	Progress with SEND Strategy	
	<p>A separate document titled ‘SEND Action Plan’ was shared at the meeting which ES proceeded to go through in detail.</p> <p>A governor queried if the screening process used to identify students with SEND might also detect further need in the college? ES advised of the stages teachers would follow leading to students being placed on the SEND Register and the parental expectations in the difference between the screening process and formal diagnosis. JR then added SEND data was higher when compared to other trust schools and reflected on whether this was due to a better identification of need or increased from primaries feeding into the</p>	

	<p>college. There would be increased challenges due to staffing capacity, if this was to increase indefinitely.</p> <p>A governor queried if there was a link between SEND and access to exams? ES advised students would be unable to have access arrangements for exams if they were not already in place for lessons (normal way of working). Previously the college had considered access arrangements from Yr9 onwards, but ES queried if this was an appropriate point. There would be a further review of access arrangements for Yr11s.</p> <p>A governor queried if there was a nationally recognised timeframe for access arrangements as it was often not possible to review them at post-16 due to their being existing arrangements in place? ES advised the college would only consider access arrangements for KS4 students.</p> <p>A governor queried the number of students included in the colleges data? JR advised of the approx. number of students on SEND Support and those with EHCPs. The number of KS3 students accessing the Reef and Coral provisions was also noted and there would be an ongoing piece of work to remove students from the SEND support register where possible.</p> <p>A governor queried the support in place for SEND students when transitioning to post-16 settings? ES advised of examples of a range of support which the college offered students.</p> <p>A governor queried if the college could review post-16 data for SEND students to quantify the success of its work?</p> <p>Action: College to review post-16 data for SEND students to quantify the success of its work</p> <p>ES and SK then left the meeting</p>	JR
4.	<p>Minutes of Last Meeting (24.09.24) and Matters Arising</p>	
	<p>Item 4 – JR, ABr and AS would meet with a parent who had expressed an interest in becoming a governor on 18 December. She had previously been a governor in another trust school.</p> <p>Item 11 – As ABr and JS had been unable to attend the LGB on 24.09.24, they would complete safeguarding training via Secure Schools.</p> <p>Action: ABr and JS to complete safeguarding training via Secure Schools</p> <p>It was agreed all other actions had been completed.</p>	ABr,JS
5.	<p>Chairs Report</p>	
	<p><u>Report from termly trust meetings</u></p> <p>SEND (23.09.24) – BK briefly advised of the presentation from the meeting. A governor noted Ofsted had published a video on attendance and the link with SEND.</p> <p>AGF (22.10.24) – It was suggested AS had attended the meeting.</p> <p>Safeguarding (06.12.24) – ABr briefly advised of the presentation, which had been similar to the SEND meeting.</p> <p><u>For Info: Trust Meetings</u></p> <p>Pupil Premium – Tues 10 Dec – BK advised he would attend the meeting.</p>	
6.	<p>Principal Report</p>	

	<p>The report was distributed prior to the meeting and JR proceeded to go through it;-</p> <p>Suspensions – JR advised of the number of suspensions during the autumn term and the suspension rate/day was noted which was lower when compared to 2023-24, a result of initiatives introduced by the college, including new structure of the day and consistent positive behaviour strategy.</p> <p>Attendance – JR and DF went through overall data as well as a breakdown for PP, SEND and EHCP which was in line with other trust schools and national averages. There had been a slight change in coding as a result of the updated attendance framework introduced at the start of 2024-25. JR advised of the number of school refusers and the effect this had on data (they had also been refusers at primary) Within the new attendance framework there was a greater emphasis on schools to offer support to students and families to increase attendance and the local authority only issue parental fines when presented with sufficient evidence of support which schools had put in place.</p> <p>Admissions/ In Year Transfers – JR advised there were presently places in higher year groups and the challenges this presented to the college from students transferring from a range of schools with various levels of data.</p> <p>Staffing Starters and Leavers – JR advised of a concern with staffing of performing arts as two supply teachers were covering this during the autumn term. There were plans to address this from the spring term but could continue to affect data and the number of students choosing it in KS4.</p> <p>Parental Complaints – There were presently no complaints at either Stages 1-3 and the CLT would look to respond to parental issues before they escalated to a formal stage. There had been one anonymised complaint made via Ofsted which had now been closed.</p> <p>Enrichment and Trips – JR advised there had been a successful art exhibition in Cambridge for schools in the trust earlier in November.</p> <p>AS joined the meeting (due to this, there were now sufficient governors for the meeting to be an LGB)</p> <p>JR advised of the number of primary children who had attended the music school in the October half term break, and it was hoped this would also take place in the spring half term break before launched in the summer term.</p> <p>The college had introduced an App to allow parents to have all information regarding the college in one place. The colleges Facebook page was shared at the meeting.</p> <p>A governor queried if there were events at the college in the remainder of the autumn term which governors could also attend?</p> <p>Post Meeting Note: SH asked college on 19.11.24 for list of events in remainder of autumn term which governors would be welcome to attend</p>	<p>JT,SH</p>
7.	<p>Raising Attainment Strategy</p>	
	<p>Validated 2023-24 Yr11 Data – It was noted data was still to be published and would be taken to the LGB on 20 January 2025. Action: Validated 2023-24 Yr11 Data to be taken to LGB on 20.01.25</p>	<p>SH, JR</p>

	<p>‘Go 4 Schools’ Update A separate document titled ‘Yr11 at a Glance:2025’ was distributed prior to the meeting and EC proceeded to go through it in detail, comparing individual subject data to 2023-24 and the three subjects which would form a main focus this year.</p> <p>Due to the pandemic, current Yr10 and 11 students had not taken KS2 SATs to allow the college to track progress – it was assumed attainment would therefore be the key metric in 2024-25. Governors then briefly discussed the changes to the curriculum and the targeted approach for every student. There would be staff ambassadors to feedback staff comments to the CLT.</p>	
8.	Update on Governor Working Groups	
	<p>Two separate documents titled ‘Raising Attainment Strategy’ and ‘CIP 2024-2025’ were distributed prior to the meeting.</p> <p>It had been agreed prior to the meeting governors would be welcome to attend one or both visits on Wednesday 20 November (9.30am-12.00) and Tuesday 26 November (1.30-3.00pm) with a report from the visits being taken to the LGB on 20 January.</p> <p>Action: Reports from governor visits on 20 and 26.11.24 to be taken to LGB on 20.01.25</p> <p>CC then proposed the governor working groups also meet online in December to agree dates for further visits in the spring term. JR advised due to visits from the central team on the days of the visits, the previously agreed agendas might require revision.</p> <p>Post Meeting Note: SH asked college on 19.11.24 for revised agendas for governor visits on 20 and 26.11.24, to account for visit from central team</p> <p>Post Meeting Note: SH asked college on 19.11.24 for new governor ID badge for AW</p> <p>ABr noted she would liaise with DF to complete a safeguarding visit and AW to complete a review of the SCR.</p>	<p>CC,All</p> <p>JT,SH</p> <p>JT</p>
9.	Policies	
	<p>Accessibility Plan – A separate document was distributed prior to the meeting.</p> <p>Assessment – A separate document was distributed prior to the meeting and DF briefly advised of the revisions to it.</p> <p>Supporting Pupils with Medical Needs – A separate document as well as forms 1, 2, 3 and 4 were distributed prior to the meeting.</p> <p>Relationships & Sex Education – JR advised there had been no changes to the document apart from an update to staff details.</p> <p>Action: Governors unanimously approved the above policies</p> <p>E-Safety – JR advised there was now a trust policy which would replace the colleges policy.</p> <p>Action: Promoting Positive Mental Health & Wellbeing and Provider Access Policies to be taken to LGB on 20.01.25 for approval</p>	SH, JR
10.	Review of Risk Register	

	JR advised DF and herself would attend training on the use of the updated platform later this week. She briefly advised of the current risks to the college. Action: Update on Risk Register to be taken to LGB on 20.01.25	SH, JR
11.	Governor Training	
	Two documents regarding training opportunities had been uploaded to the 24.09.24 LGB meeting folder. Governors were reminded to inform SH of any completed training to allow him to update training records.	
12.	Any Other Business	
	There was none.	
13.	Date time and venue of next meeting	
	LGB3 – Monday 20 January 2025 at 6.00pm Meeting closed at 7.30pm	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	SH asked ABa, LP, JS, SS and NW to complete and return annual pecuniary interests form to himself on 19.11.24	ABa, LP, JS, SS, NW	25.11.24
3.	College to review post-16 data for SEND students to quantify the success of its work	JR	13.01.25
4.	ABr and JS to complete safeguarding training via Secure Schools	ABr, JS	25.11.24
6.	SH asked college on 19.11.24 for list of events in remainder of autumn term which governors would be welcome to attend	JT, SH	19.11.24
7.	Validated 2023-24 Yr11 Data to be taken to LGB on 20.01.25	SH, JR	13.01.25
8.	Reports from governor visits on 20 and 26.11.24 to be taken to LGB on 20.01.25	CC, All	13.01.25
8.	SH asked college on 19.11.24 for new governor ID badge for AW	JT, SH	asap
8.	SH asked college to issue new governor ID badge to AW on 19.11.24	JT	20.11.24
9.	Promoting Positive Mental Health & Wellbeing and Provider Access Policies to be taken to LGB on 20.01.25 for approval	SH, JR	13.01.25
10.	Update on Risk Register to be taken to LGB on 20.01.25	SH, JR	13.01.25

