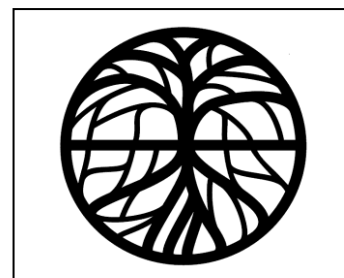


Bottisham Village College Governing Body Meeting Minutes



20th January 2025 at 6.00pm at the college

Governors Present: Alison Brolly (ABr)
Chris Childs (CC)
Ben Kingsley (BK)
Louise Pinny (LP)
Jenny Rankine (JR)
Alan Sharp (AS) Chair
Ali White (AW)
Neil Winkcup (NW)

Apologies: Andy Barrett (ABa)
Sime Serge (SS)

In Attendance: Ed Compton (EC)
Dominic Fullman (DF)
Layla Skinns (LS) Observer
Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	AS welcomed all to the meeting and advised Jerry Semple had resigned as a governor and there was an ongoing election for a new parent governor. Apologies were received from Andy Barrett (ABa) and Sime Serge (SS) which were accepted by governors. Governors then introduced themselves to LP and LS.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. Pecuniary Interests 2024-25 – A separate document titled ‘AL Pecuniary Interest Form’ was distributed to LS and NW to complete and return to SH at the meeting. Post Meeting Note: SH asked ABa and SS to complete and return their annual pecuniary interests form on 22.01.25	ABa,SS
3.	Minutes of Last Meeting (18.11.24) and Matters Arising	
	The minutes had been circulated in advance of the meeting and the paper version of the minutes would be signed by the Chair. Item 3 – It was agreed to carry-over the action for the college to review post-16 data for SEND students to quantify the success of its work, to the LGB on 17 March. Action: Review of post-16 data for SEND students to quantify the success of its work, to be taken to LGB on 17.03.25 Item 4 – ABr completed safeguarding training with DF on 21.01.25	JR

	<p>Item 9 – It was noted the Provider Access Policy was already on the college website (but was out of date). Action: Provider Access Policy to be taken to LGB on 17.03.25 for approval</p> <p>Item 10 – JR advised she would update governors on the risk register within Item 6.</p> <p>It was agreed all other actions had either been completed or would be discussed during the meeting.</p>	JR,SH
4.	Chairs Report	
	<p>Report from Pupil Premium meeting on 10 December – BK advised the meeting had been postponed as the areas of discussion were similar to that taken to a SEND meeting earlier in the autumn term.</p> <p><u>For Info: Trust Meetings</u></p> <p>AGF – Monday 10 February (AS indicated he would attend) Safeguarding – Tuesday 11 February (ABr indicated she would be unable to attend, but AW would do so instead) SEND – Monday 17 March</p>	
5.	Principal Report	
	<p>The principals report was distributed prior to the meeting.</p> <p>General Information – JR first advised there had been both a strong end to the autumn term and start of the spring term with regard to student behaviours and suspensions.</p> <p>Suspensions – JR advised data was now at a lower level and there continued to be a focus on restorative work and progressing EHCPs - she then briefly gave a summary of the Coral and Reef units (there continued to be QA of both settings).</p> <p>Admissions – The college was starting to see an increase in mobility, partly due to secondary schools in Cambridge being full and BVC having spaces. The local authority would pay for transport from the city when necessary to allow students to join the college. Cambridge Academy of Science and Technology (CAST) had informed the college of the number of Yr8s who had applied for places from September 2025, and when CAST notified the college of further details, the college would complete exit interviews for those students.</p> <p>JR noted the number of students awaiting places from out of catchment and those who had been Electively Home Educated (EHE) and could be missing gaps in their education and the associated interventions and costs to address this at a time of restrictive budgets. Governors then briefly discussed this in further detail.</p> <p>Action: JR to raise concerns around the college accepting further out of catchment and EHE students with the central team and local authority</p> <p>Yr7 Intake – JR advised of the number of students (Cambridgeshire and Suffolk) who had indicated the college at first, second and third choice for</p>	JR

	<p>September 2025 and there would be a second round later in the spring term. Whilst it was expected the college would be at Pupil Admissions Number (PAN), numbers would be lower than 2024-25 when there was a waiting list for places.</p> <p>A governor queried if there was flexibility for schools to admit over PAN? JR advised it would be possible should a child live in catchment, have an EHCP, was LAC or was a sibling of a student already at the college.</p> <p>Staffing Starters and Leavers – JR advised the college was now fully staffed, apart from maternity cover for English and History.</p> <p>Staff Successes – LP briefly advised of student successes she had been notified of from two members of staff. There would be Yr11 mock interviews for post-16 placements on 21 January JR noted Hilda Buchanan (HB) had stepped down from the LGB in 2023-24 after being a governor at the college for a number of years and as a parting gift, proposed a student competition to design a new flag for the college. When weather allowed, HB and governors would be invited to the college to officially raise the flag (the existing flagpole was broken and had since been replaced).</p> <p>Arts Mark – A separate document titled ‘BVC Statement of Impact Jan 2025 Final’ was distributed prior to the meeting. JR advised she would submit the application tomorrow and asked governors to read the document and forward any questions on it to her.</p> <p>2025-26 Budget – JR advised she would provide a budget update at the LGB on 17 March. Action: Update on 2025-26 budget to be taken to LGB on 17.03.25</p> <p>Risk Register – JR advised there had been updated guidance from the trust at the start of the spring term and an update would be taken to the LGB on 17 March. Action: Risk Register to be taken to LGB on 17.03.25</p> <p>JR asked governors to inform her of any items they would like to be included in her report for future LGBs.</p> <p>A separate document titled ‘Safeguarding Executive Summary January 2025’ was distributed prior to the meeting.</p>	<p>JR</p> <p>JR</p>
<p>6.</p>	<p>Progress in Yr11 (impact of strategy so far)</p>	
	<p>2023-24 Data – A ‘link’ to validated Yr11 data for 2023-24 was distributed prior to the meeting which EC proceeded to go through in detail comparing the colleges data to national averages. A separate document from the Fisher Family Trust was also shared at the meeting which EC proceeded to go through.</p> <p>A governor noted the higher data in 2020-21 and queried over what period had it taken for the college to reach this level?? EC advised data for 2020-21 was via teacher assessments as there were no exams due to the pandemic and as a result could not be comparable.</p> <p>A governor queried if there were reasons as to why progress was out of sync with attainment? DF advised due to the starting point for Yr7 students being higher than national averages.</p>	

	<p>2024-25 Data – EC proceeded to go through data from mock exams in October (there would be further mock exams in the spring term) and of the issues for the college to address this year. He then advised of the use of the three tier interventions used in the college.</p> <p>A governor queried if students would start at Tier 1 and move to 2 and 3 if necessary? EC advised it would be based on individual student needs.</p> <p>A governor queried if there were reasons as to why a percentage of students were not engaged in interventions? DF suggested possible reasons for this.</p> <p>A governor queried if interventions would be focused on a particular group of students? EC advised those who were on the borderline between key gradings.</p> <p>A governor queried if the college would consider changing the name of Interventions to a more aspirational alternative?</p> <p>A governor queried if there was an overlap between students having interventions and SEND? JR advised there was as well as transport issues to allow students to attend interventions outside of the school day. DF added the need to have clear assessments and interventions in place at KS3 and the college would consider making attendance at interventions compulsory.</p>	
7.	<p>College Improvement Plan (CIP) – Update on Success Criteria (term one)</p>	
	<p>A separate document titled 'Autumn Term Impact Report of CIP Progress' was distributed prior to the meeting and JR asked governors to review it, as well as the spring term, report prior to the LGB on 17 March.</p> <p>Action: SH to ask all governors to review Autumn Term Impact of CIP Progress (and spring term report) and any questions to be taken to the LGB on 17.03.25</p> <p>Action: Spring Term Impact Report of CIP Progress to be taken to LGB on 17.03.25</p> <p>JR left the meeting</p>	<p>All</p> <p>JR</p>
8.	<p>Attendance</p>	
	<p>Separate documents titled 'Attendance Strategy 2024-2025 – Executive Summary January 2025' and 'FFT Attendance Report (Jan 25)' were distributed prior to the meeting which DF proceeded to go through, first advising the overall target for the college was 96% and the actual data was lower and reasons for this.</p> <p>JR returned to the meeting</p> <p>JR noted the positive impact from the college employing a family engagement officer to work with students and families with lower attendance. DF added within updated attendance guidance for 2024-25 there was a greater emphasis on schools offering support and the need to maintain accurate evidence of this.</p> <p>A governor queried if there would be an improvement in data should the college prioritise focussing on students with attendance just below 90%? JR advised of the reasons as to why the officer would focus on students with lower attendance than this and could only have involvement with a limited number of students and families. Lower attendance was often connected to long term medical concerns, mental health and family issues.</p>	

	A governor queried if there were trends around persistent absence and would students normally move into the category quickly or over time? DF advised attendance was higher in Yr7 but declined as students moved through the college. The attendance lead would go on a course to look at ways of improving attendance for PP and FSM students.	
9.	Feedback from Curriculum and Peer Review	
	EC briefly went through the findings from a trust Peer Review to focus on Maths and associated interventions in November 2024.	
10.	Update from Governor Working Group	
	A separate document titled 'Governors Feedback from November Visit' was distributed prior to the meeting which CC proceeded to go through. There would be a further visit planned on Wednesday 12 February between 9.00-12.00am Post Meeting Note: SH distributed dates and times for governor working group visit in spring term to governors on 22.01.25 Action: JR to confirm timetable/plan for governor visit in spring term	All JR
11.	Policies	
	This had been discussed under Item 3.	
12.	Governor Training	
	There would be governor training, led by the central team, on 'Using Blueprints' at Netherhall School in Cambridge on Wednesday 23 March between 6.00-7.15pm.	
13.	Any Other Business	
	School Uniform – A governor queried an update on the uniform strategy and start of the school day? EC advised there was now a clear routine in place for students at the start of the day and there had been improvements with uniform and the relationship between students and the CLT monitoring it, as students arrived at the college. There would be further staff training to allow other staff to also become involved with monitoring uniform. CIP – A governor noted the progress made during the autumn term and there was a large amount of evidence in preparation for when Ofsted re-inspected the college. JR advised evidence had been reviewed by the director of education (who continued to regularly visit the college) and would prepare a narrative of the journey the college had been on with her, since the inspection in March 2024. A governor queried when the college was re-inspected, would it follow old or updated guidelines? JR advised it would likely be a full two-day inspection with further details to be confirmed.	
13.	Date time and venue of next meeting	
	LGB3 – Monday 17 March 2025 at 6.00pm Meeting closed at 7.45pm	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
2.	SH asked ABa and SS to complete and return their annual pecuniary interests form on 22.01.25	29.01.25	ABa, SS
3.	Review of post-16 data for SEND students to quantify the success of its work, to be taken to LGB on 17.03.25	17.03.25	JR
3.	Provider Access Policy to be taken to LGB on 17.03.25 for approval	10.03.25	JR,SH
5.	JR to raise concerns around the college accepting further out of catchment and EHE students with the central team and local authority	Ongoing	JR
5.	Update on 2025-26 budget to be taken to LGB on 17.03.25	17.03.25	JR
5.	Risk Register to be taken to LGB on 17.03.25	17.03.25	JR
7.	SH to ask all governors to review Autumn Term Impact of CIP Progress and any questions to be taken to the LGB on 17.03.25	17.03.25	SH
7.	Spring Term Impact Report of CIP Progress to be taken to LGB on 17.03.25	17.03.25	JR
10.	SH distributed dates and times for governor working group visit in spring term to governors on 22.01.25	For info	SH,All
10.	JR to confirm timetable/plan for governor working group visit in spring term	05.02.25	JR