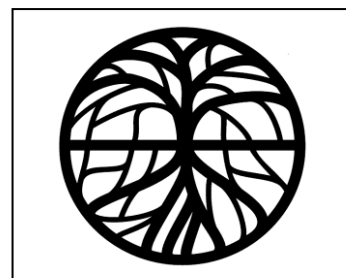


Bottisham Village College

Governing Body Meeting Minutes

08th July 2025 at 6.00pm at the college



Governors Present: Andy Barrett (AB)
 Alison Brolly (ABr) Chair
 Lis Close (LC)
 Simon Deacon (SD)
 Louise Pinny (LP)
 Jenny Rankine (JR)
 Ali Riddell (AR)
 Alan Sharp (AS)
 Layla Skinns (LS)
 Neil Winkcup (NW)

Apologies: Chris Childs (CC)
 Ben Kingsley (BK)
 Sime Serge (SS)

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

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.	SD and LP to confirm they had completed four mandatory training modules for new governors and forward relevant certificates to SH for his records (governors would be welcome to forward certificates from similar training completed within another educational setting)	15.07.25	SD,LP
4.	Update on alternative formats of providing Maths homework for specific students to be taken to LGB on 07.10.25	07.10.25	JR
4.	iPad strategy to be taken to LGB on 07.10.25	07.10.25	JR
6.	CC to propose date and focus for governors working group visit in Autumn 1	Beginning of Autumn 1	CC,All
7.	SH to check with JT the correct version of Provider Access Policy had been issued	15.07.25	SH

	ITEM	ACTION
1.	End of Year - Summer refreshments and opportunity for catch up before the meeting	
	Governors were invited to attend from 5.30pm for an end of year social before the LGB.	
2.	Apologies	
	ABr welcomed all to the meeting.	
	Apologies were received from CC, BK and SS which were accepted by governors.	

3.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
4.	Minutes of Last Meeting (20.05.25) and Matters Arising	
	<p><u>LGB Minutes (20.05.25)</u> The minutes had been circulated in advance of the meeting, and the paper version of the minutes were signed by the Chair.</p> <p>Item 3 – It was agreed to carry over the action for SD and LP to confirm they had completed four mandatory training modules for new governors and forward relevant certificates to SH for his records (governors would be welcome to forward certificates from similar training completed within another educational setting) Action: SD and LP to confirm they had completed four mandatory training modules for new governors and forward relevant certificates to SH for his records (governors would be welcome to forward certificates from similar training completed within another educational setting)</p> <p>Item 4 – Extract from LGB Minutes 20.05.25;- It was agreed to carry over the action from the 20.05.25 Minutes for an update on alternative formats of providing Maths homework for specific students to be taken to the LGB on 07 October. Action: Update on alternative formats of providing Maths homework for specific students to be taken to LGB on 07.10.25</p> <p>Item 4 – It was agreed to carry over the action for the iPad strategy to be taken to LGB on 07 October to allow BK to be in attendance as he had expressed an interest in receiving further details of it. Action: iPad strategy to be taken to LGB on 07.10.25</p> <p>Item 7 – EC advised the parental survey had since been issued and an update on common themes from it and how the college would respond to these would be included in a college newsletter before the end of the summer term.</p> <p>It was agreed all other actions had either been completed or would be discussed during the meeting.</p> <p><u>LGB Confidential Minutes (20.05.25)</u> The minutes had been circulated in advance of the meeting, and the paper version of the minutes were signed by the Chair.</p> <p>There were no actions from the minutes.</p>	<p>SD,LP</p> <p>JR</p> <p>JR</p>
5.	Chairs Report	
	<p><u>Verbal report from:-</u> Safeguarding – Wednesday 14 May – ABr advised due to a school in the trust having an Ofsted Inspection, the meeting had been postponed. She planned to complete a safeguarding visit with DF on 10 July.</p> <p>Anglian Governance Forum (AGF) – Tuesday 22 May – AS advised he had attended the meeting.</p>	

	<p>Pupil Premium – Tuesday 24 June – No governor was available to attend the meeting; however, SD has been appointed as the link governor for this area.</p> <p>New Governor Induction – Thursday 26 June – LS advised she had attended the event, and SH would forward dates for similar training events in the autumn term to governors in due course.</p> <p><u>For Info: Trust Meetings</u> AGF – Thursday 10 July – The invite for the AGF would be open to all governors and AS and AR planned to attend. ABr asked when governors attended trust link meetings, that minutes be circulated to governors via SH. Post Meeting Note: SH emailed details of AGF to be held on 10.07.25 at the college to governors on 09.07.25</p> <p>SD arrived at the meeting</p>	
6.	School/ Governor Updates	
	<p>College Improvement Plan – A separate document titled ‘BVC CIP 2025-2026: Draft Priorities and Objectives Ver2’ was distributed prior to the meeting and JR would welcome governors feedback on the priorities within the draft document, before they were finalised for next year.</p> <p>Principals Report – The report was distributed prior to the meeting which JR then proceeded to go through;-</p> <p>Future Confirmed Leavers – JR advised a staff restructure within the trust which had been discussed at the LGB in May had finished yesterday and as part of this the college had ‘interviewed’ a number of TAs over three rounds. She noted the number of subsequent redundancies, and one member of staff had chosen to accept early retirement. Staff involved in the re-structuring process had remained professional during a difficult period for all concerned. It was suggested the TAs may be offered positions elsewhere in the trust, if available.</p> <p>Finances – The college had submitted a balanced budget for 2025-26 to trustees for their approval.</p> <p>JR asked if there were any queries? There were none.</p> <p>Suspensions – JR compared data for the period stated in the report with that from 2023-24, which was significantly lower. The restorative work the college had put in place as part of its positive behaviour policy and development of specialist curriculum areas had supported the behaviour of students who found mainstream very challenging.</p> <p>Admissions – JR advised of the number of Yr7s who would join in September and hoped this would increase to closer to the PAN, as there was additional funding for every student (she noted the approx. gap in funding should numbers not increase). She noted the number of FSMs in Yr7, which as a percentage would be higher than the current year.</p> <p>There was an increase in students from Cambridge Schools which were full, however due to two bus journeys being required, families had gone to appeal and had not chosen for their child to attend BVC.</p> <p>There had been a risk that admissions would be affected from the outcome of the Ofsted Inspection in March 2024, and JR advised some other schools</p>	

	<p>had chosen to advertise and she asked governors for their views and opinions on this and how the college could best look to increase numbers in Yr7?</p> <p>There should be regular planning meetings between schools, and the local authority and JR would consider discussing the matter further with the central team.</p> <p>A governor queried which schools in Cambridge were full? JR advised of the schools/colleges which were located in all areas of the city</p> <p>A governor queried if families won appeals, could Cambridge schools then be over-subscribed? It was agreed some families living in locations some distance from the college, had decided for their child to transfer to other schools.</p> <p>A governor noted in previous years, the college would be oversubscribed and suggested advertising may not be successful in attracting further students. DF advised the Yr7 curriculum was designed around a PAN of 300 and there would be smaller class sizes next year and consideration would be given as to how the college would manage this.</p> <p>Governors then discussed admissions in further detail and JR advised she would keep governors updated and should they have any queries on the matter to please contact her after the meeting.</p> <p>A governor queried if there was a waiting list for in year admissions?</p> <p>Activities Week, Dates for Diary and Community – JR briefly went through the section for governors awareness.</p> <p>JR advised the sports centre would review the times of day that it was available for students to tie in with the end of the college day and allow for separate sessions for students and adults to continue.</p> <p>Internal Review Feedback and Improvement Plan Draft – A separate document titled 'Briefing Document – Bottisham 18 June 2025' was distributed prior to the meeting which JR proceeded to go through in detail advising areas of strength and those which would continue as a focus into 2025-26.</p> <p>There would be an updated Ofsted inspection framework in 2025-26, with the introduction being currently delayed from the autumn to spring term and schools would only receive a monitoring visit should they be graded as RI for two consecutive inspections. The colleges next inspection would be a full inspection likely in the autumn term to allow comparisons to be made with the previous inspection in 2024.</p> <p>A governor asked due to the staff restructuring, there would be less TA support next year? JR advised it had been shown TAs were not having the significant impact that they could have and therefore a more targeted approach to those most in need was being developed.</p> <p>Yr10 Mock Data Update – A separate document titled 'Year 10 Data July 2025' was distributed prior to the meeting which EC proceeded to go through in further detail.</p> <p>KS3 Strategy – A separate document titled 'BVC Yr7 Strategy 2.0' was distributed prior to the meeting which EC proceeded to go through in further detail.</p> <p>A governor noted whilst it had been possible for the college to follow the priorities and recommendations within the document prior to the pandemic, it</p>	
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	<p>had taken the embedment of the Coral, Reef and AP post-Covid to allow the culture within the college to be right to take the next steps.</p> <p>Governor working party/ link governor roles – AS advised there had been a number of governor monitoring visits led by CC in 2024-25 and he would liaise with CC ref. proposing a date and time for a further governors working group visit in Autumn 1, which all governors would be welcome to attend. JR suggested the visit focus on SEND.</p> <p>Action: CC to propose date and focus for governors working group visit in Autumn 1</p> <p>Attendance – A separate document titled ‘FFT Attendance Report’ was distributed prior to the meeting.</p>	CC,All
7.	Policies	
	<p>Anti-Bullying – A separate document was distributed prior to the meeting.</p> <p>Positive Behaviour – A separate document was distributed prior to the meeting and DF advised the document had been updated to align with Positive Regards, a trauma informed approach to behaviour. When staff read the policy, language used within it would be consistent with that used in staff training.</p> <p>There had been no changes to ‘Consequences’ and further clarity included for teachers and middle leaders, as a result of the review completed by the deputy director of secondary education in June.</p> <p>A governor queried from page 9, were all bullying incidents reported centrally within the college? DF advised whilst all staff were trained to understand bullying, there would be an ongoing piece of work to embed the next steps which could be taken.</p> <p>DF advised within Priority 1 of the CIP there would be a focus on improving attitudes to learning and noted there were now fewer low-level behaviours and the college would use relevant data to identify students at risk of ‘disengagement’, which would be part of staff training in 2025-26.</p> <p>A further separate document titled Positive Behaviour Policy – Summary’ was also distributed prior to the meeting.</p> <p>Provider Access – A separate document was distributed prior to the meeting and JR advised contact details had been updated.</p> <p>A governor noted from the front page, the document was approved in Summer 2021 and would next be reviewed in Summer 2024?</p> <p>Action: SH to check with JT the correct version of Provider Access Policy had been issued</p> <p>Action: Governors unanimously approved all three policies</p> <p>ABr advised AS and herself had reviewed the 2024-2025 Safeguarding and Child Protection Policy which was now included on the colleges website.</p>	SH -
8.	Governor Training	
	Governors were reminded to inform SH of any relevant training completed to allow him to update governor training records.	

9.	Any Other Business											
	<p>Link Governance – ABr advised of the governors who had agreed to be linked to the following roles for 2025-26;-</p> <table><tr><td>Governor Initials</td><td>Role</td></tr><tr><td>CC</td><td>Lead for governors working group</td></tr><tr><td>BK</td><td>Inclusion</td></tr><tr><td>SD</td><td>Pupil Premium</td></tr><tr><td>ABr</td><td>Safeguarding</td></tr></table> <p>Thankyou – On behalf of the LGB, ABr thanked all college staff for their hard work during 2024-25 and in return, JR thanked governors for both their continuing support and being a critical friend to the college.</p>	Governor Initials	Role	CC	Lead for governors working group	BK	Inclusion	SD	Pupil Premium	ABr	Safeguarding	
Governor Initials	Role											
CC	Lead for governors working group											
BK	Inclusion											
SD	Pupil Premium											
ABr	Safeguarding											
10.	Date time and venue of next meeting											
	<p>LGB – Tuesday 07 October 2025 at 6.00pm</p> <p>Meeting closed at 7.15pm</p>											