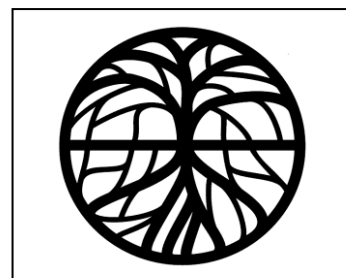


Bottisham Village College

Governing Body Meeting Minutes

20th May 2025 at 6.00pm at the college



Governors Present: Chris Childs (CC)
 Simon Deacon (SD)
 Ben Kingsley (BK)
 Louise Pinny (LP)
 Jenny Rankine (JR)
 Sime Serge (SS) attended remotely
 Alan Sharp (AS) Chair
 Layla Skinns (LS)
 Neil Winkcup (NW)

Apologies: And Barrett (AB)
 Alison Brolly (ABr)
 Ali Riddell (AR)

In Attendance: Matthew Blake (MB) Trustee
 Ed Compton (EC)
 Dominic Fullman (DF)
 Stuart Hales (SH) Clerk

	ITEM	ACTION
1.	Apologies	
	AS welcomed all to the meeting and introduced MB as a trustee, who then briefly introduced himself. Apologies were received from AB, ABr and AR which were accepted by governors. Lis Close (LC) did not attend the meeting.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda. A governor noted he was a member of the sports centre.	
3.	Minutes of Last Meeting (17.03.25) and Matters Arising	
	<p><u>LGB Minutes (17.03.25)</u></p> <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>Item 3 – Five separate documents were also distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Bullying Executive Summary Jan 2025 • Curriculum, Assessment & Teaching (CAT) Executive Summary Jan 2025 • Inclusion Executive Summary Jan 2025 ES y2 • Reading Executive Summary Jan 2025 • Safeguarding Executive Summary – Spring Term 2025 <p>It was proposed instead of governors reviewing the spring term impact of the CIP progress (which was an action from the LGB in March), they instead review the above documents.</p>	

	<p>Action: Governors to feedback on the ‘usefulness’ of the Safeguarding Executive Summary at LGB on 08.07.25</p> <p>Item 4 – AS proceeded to give an update on the topics and discussions from the Anglian Governance Forum (AGF) in February. Neither ABr or himself could attend the next AGF on Thursday 22 May (online starting at 6.00pm) and should a governor be interested in attending in their place, to liaise with either ABr or himself.</p> <p>Action: Governors to consider attendance at AGF on 22.05.25</p> <p>Item 9 – LC, SD, LP and LS were asked 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>Action: LC, SD, LP and LS 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 10 – It was agreed to carry over the action for SD and LC to forward SH a bio for inclusion in the governance page of the colleges website.</p> <p>Action: LC and SD to forward bio to SH for inclusion in the governance page of the colleges website</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 (17.03.25)</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>All</p> <p>All</p> <p>LC,SD LP,LS</p> <p>LC,SD, SH</p>
4.	Chairs Report	
	<p>Feedback from governors working group visit on 28 April 2025 – A separate report from the visit was distributed prior to the meeting which CC and BK proceeded to go through in detail.</p> <p><i>It was noted ‘a core group of students were not engaging with the Sparx Maths platform and a governor queried if this might improve, should alternative strategies (such as reverting to paper or book-based homework) be considered’? JR advised whilst the college would focus on equality for the most disadvantaged students and also prepare students for a digital world, the SLT would look into this matter and provide an update at the LGB on 08 July.</i></p> <p>Action: Update on alternative formats of providing homework for specific students to be taken to LGB on 08.07.25</p> <p>Action: BK to forward details of related educational research paper to DF</p> <p><i>A governor noted the ‘ongoing training of cover supervisors and the potential positive impact from this’? DF advised this had also been noted by the director of education during his regular visits and there was an ongoing piece of work to train both internal and external supply cover.</i></p>	<p>JR</p> <p>BK,DF</p>

	<p>A governor noted the appropriateness and use of learning via iPads? JR advised iPads would normally not be used throughout a whole 100min lesson and DF advised of examples of when they would support learning. Action: ipad strategy to be taken to LGB on 08.07.25</p> <p>A governor queried if there had been consideration to students transitioning between the Coral/Reef and mainstream learning? DF advised of the use of Inclusion Panel – a process within the college with set targets via the use of a matrix to ascertain whether students would benefit from the Coral/Reef and also consider their return to class-based learning. The majority of students within Coral/Reef either had an ECHP or were waiting for one to be awarded and parents had requested a preference for their child to remain in a mainstream education and not a specialist provision. The college would also consider how to further support these students post-16. Action: College to further consider how to support Coral/Reef students post-16</p> <p>CC, BK and ABr were thanked for their attendance of the visit.</p> <p>Verbal report from;-</p> <p>SEND 17 March – BK proceeded to give an update on the topics/ discussions which took place at the meeting.</p> <p>A governor queried if the parental expectations of students with SEND was discussed? It was noted whilst the SENDCo would spend considerable time progressing paperwork for students with SEND, the college would need to clarify parental expectations and responsibilities as to their input with such paperwork.</p> <p>EC advised the Sparx Reader platform (as well as Sparx Maths) was adaptive to students needs and DF added students with EHCPs would be invited to attend homework club after school.</p> <p><u>For Info: Trust Meetings</u> AGF – Thursday 22 May New Governor Induction – Monday 16 June Pupil Premium – Tuesday 24 June AGF – Thursday 10 July</p>	<p>JR</p> <p>JR</p>
5.	Principal Report inc finances	
	<p>The report was distributed prior to the meeting and JR proceeded to go through it;-</p> <p>Suspensions – JR advised of the reasoning as to why data was much lower than in previous years. There had been a presentation on behaviour at a staff meeting earlier the same day.</p> <p>Admissions – 290 Yr7 students had been offered places to start in September (due to the outcome from the Ofsted inspection in March 2024, there had been concerns this number might be lower and the associated effect on finances). There continued to be regular parental tours and the importance of these being held during the college day.</p>	

	<p>A governor queried if the college was confident the Yr7s would reach the Pupil Admission Number (PAN) of 300??JR advised further students from Cambridge could be accepted, although this had previously brought challenges around higher need and transportation.</p> <p>Recent Activities – JR briefly went through the section for governors information.</p> <p>Dates for Diary – JR advised governors would be welcome to attend the events planned in Summer 2 and added the deputy director of secondary education would visit on Wednesday 8 June to review data.</p> <p>Finance Report – Refer to separate document titled ‘BVC – LGB Confidential Meeting Minutes – 20.05.25’</p> <p>Three further separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> • Attendance Report FFT • Risk Register – Mar 2025 • Risk Register Narrative (May 2025) <p>JR then proceeded to briefly advise of the current risks to the college.</p>	
6.	Yr 10 and 11 Data Update	
	<p>Yr11 – A separate document was shared at the meeting which EC proceeded to go through.</p> <p>Further to a governor query, JR noted the importance of a student's progress being considered over their whole time at the college and not just within Yr11.</p> <p>Action: Yr10 Data update to be taken to LGB on 08.07.25</p>	EC
7.	Executive Summaries on Improvement Priorities including Feedback from Stakeholder Surveys	
	<p>A separate document summarising the outcomes from staff, parent and student surveys from the Spring Term was shared at the meeting which EC proceeded to go through, noting common themes raised and the colleges proposed response to these.</p> <p>A governor noted the low response from the parental survey and queried in what formats had it been distributed? It was agreed the survey had been distributed as the college was moving from one platform to another and the parental survey would be re-issued.</p> <p>Action: Parental Survey to be re-issued</p> <p>LP left the meeting</p> <p>A governor suggested within the colleges response to comments received from the parental survey, a statement to confirm the proposed SEND provision next year be included? JR suggested the response could be delayed to allow for such a statement to be included, once the staff consultation had ended.</p> <p>LP returned to the meeting</p>	JR
8.	Policies	

	Careers Education Information and Advice (CEIAG) – A separate document was distributed prior to the meeting. Action: Governors unanimously approved the CEIAG Policy	-
9.	Governor Training	
	Governors were reminded to inform SH of any relevant training completed to allow him to update governor training records.	
10.	Agree LGB Meeting Dates for 2025-26	
	Action: Governors unanimously approved the LGB meeting dates for 2025-26 (all starting at 6.00pm);- <ul style="list-style-type: none"> • LGB1 – Tuesday 07 October 2025 • LGB2 – Monday 24 November • LGB3 – Monday 26 January 2026 • LGB4 – Monday 16 March • LGB5 – Tuesday 12 May • LGB6 – Tuesday 07 July 	-
11.	Any Other Business	
	There was none.	
11.	Date time and venue of next meeting	
	LGB6 – Tuesday 15 July 2025 at 6.00pm Meeting closed at 7.45pm	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	Governors to feedback on the 'usefulness' of the Safeguarding Executive Summary at LGB on 08.07.25	08.07.25	All
3.	Governors to consider attendance at AGF on 22.05.25	22.05.25	All
3.	LC, SD, LP and LS 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)	27.05.25	LC,SD,LP,LS
3.	LC and SD to forward bio to SH for inclusion in the governance page of the colleges website	27.05.25	LC,SD,SH
4.	Update on alternative formats of providing homework for specific students to be taken to LGB on 08.07.25	08.07.25	JR
4.	BK to forward details of related educational research paper to DF	23.05.25	BK,DF
4.	ipad strategy to be taken to LGB on 08.07.25	08.07.25	JR

4.	College to further consider how to support Coral/Reef students post-16	08.07.25	JR
6.	Yr10 Data update to be taken to LGB on 08.07.25	08.07.25	EC
7.	Parental Survey to be re-issued	08.07.25	JR