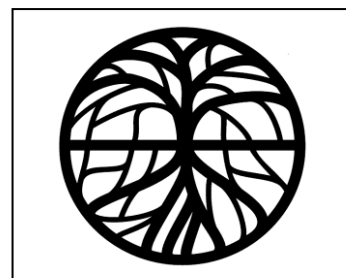


# Bottisham Village College

## Governing Body Meeting Minutes

07<sup>th</sup> October 2025 at 6.00pm at the college



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

**Apologies:** Ali Riddell (AR)  
 Sime Serge (SS)

**In Attendance:** Imogen Axton (IA) Assistant Principal  
 Ed Compton (EC)  
 Dominic Fullman (DF)  
 Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3.	All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records ( <a href="#">KCSiE: 2025</a> )	14.10.25	Non-staff govvs
3.	LC and CC to forward safeguarding training cert for 2025-26 to SH, to allow him to update governor training records	14.10.25	LC,CC
3.	SH asked AR on 07.10.25 to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records	14.10.25	AR
3.	Questions used within safeguarding presentation to be collated into guidance sheet for governors use during visits	14.10.25	JR,IA
3.	Oversight of termly safeguarding data to be taken to second LGB of every term	ongoing	JR,SH
3.	Trust safeguarding audit report to be taken to LGB on 24.11.25	17.11.25	JR
3.	College to consider the inclusion of the number of concerns reported within Safeguarding Executive Summaries	14.10.25	DF
4.	SD and LP 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)	14.10.25	SD,LP

5.	All 'non-staff' governors to inform ABr/SH if happy to share safeguarding link role for 2025-26	14.10.25	Non-staff govs
5.	Governor Visit Report on SEND to be distributed	17.10.25	BK
5.	Report from governor working group visit on 01.10.25 to be distributed	14.10.25	CC
5.	Report from AGF on 10.07.25 to be distributed	14.10.25	AS
7.	Update on 2025-26 Yr11 mock data to be taken to LGB on 24.11.25	17.11.25	JR,SH
8.	Excellence Framework and CIP to be taken to LGB on 24.11.25	17.11.25	JR,SH
10.	All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records	14.10.25	ALL,SH
11.	Reading Strategy to be taken to LGB on 24.11.25	17.11.25	JR,SH
11.	Update on Exam Access Arrangements to be included in Principals Report for LGB on 24.11.25	17.11.25	JR

	ITEM	ACTION
1.	<b>Apologies</b>	
	<p>AS welcomed all to the meeting.</p> <p>Apologies were received from AR and Sime Serge (SS) which were accepted by governors.</p>	
2.	<b>Declarations of Interest</b>	
	<p>There were no declarations for any item on the agenda.</p> <p>SH advised although governors would no longer be required to complete an annual declaration of interests document, asked if any governor had a relationship with a member of staff as this would still require recording. A governor noted his wife was an exams invigilator at the college.</p>	
3.	<b>Governor Safeguarding Training/ Safeguarding Executive Summary</b>	
	<p><b>Governor Safeguarding Training</b> – A separate document titled 'Update Training for Governors' was shared at the meeting which IA proceeded to go through.</p> <p>A further separate document titled 'KCSiE: 2025' was also distributed prior to the meeting.</p> <p><b>Action: All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records</b></p> <p><a href="#"><u>KCSiE: 2025</u></a></p> <p>Where governors worked in an educational setting and had already completed safeguarding training they were invited to arrive at the meeting after the training had been completed.</p> <p><b>Action: LC and CC to forward safeguarding training cert for 2025-26 to SH, to allow him to update governor training records</b></p> <p>As AR had sent apologies, SH had asked her to complete The National College Annual Certificate in Safeguarding Refresher module (accessed via a link on Connect) and forward him a certificate to allow him to update governor training records.</p>	<p>Non-staff govs</p> <p>LC,CC</p>

	<p><b>Post Meeting Note: SH asked AR on 07.10.25 to complete The National College Annual Certificate in Safeguarding Refresher module and to forward him a certificate, to allow him to update governor training records</b></p> <p>JR suggested questions included in the presentation could be collated into a guidance sheet for governors use when visiting the college.  <b>Action: Questions used within safeguarding presentation to be collated into guidance sheet for governors use during visits</b></p> <p><b>Safeguarding Executive Summary</b> – A separate document titled 'Safeguarding Executive Summary 2024-2025 Final' was distributed prior to the meeting which IA proceeded to go through, focussing on Section B.  A governor queried if governors received termly update reports of the data stated within Section B? It was confirmed a report was produced and reviewed by ABr as safeguarding link governor.  <b>Action: Oversight of termly safeguarding data to be taken to second LGB of every term</b>  <b>Action: Trust safeguarding audit report to be taken to LGB on 24.11.25</b></p> <p>A governor queried if there were reasons as to why the percentage of bullying concerns was lower in 2024-25 when compared to the previous year? DF advised of possible reasons.  A governor noted the presented data was considered as a percentage and therefore, it was not possible to compare trends over the last two years and queried if governors would instead be able to review the number of concerns within each category? DF advised there had been a significant decrease in bullying last year when compared to 2023-24 and the college would consider the inclusion such data in future reports. Whilst there could be more than one log made for each incident, it would only be recorded once to avoid skewing the data.  <b>Action: College to consider the inclusion of the number of concerns reported within Safeguarding Executive Summaries</b></p> <p>A governor noted the significant percentage of logs recorded as 'Other' and queried what this included for? IA advised of examples which would be recorded within this category.</p> <p><b>CC, EC and LC arrived at the meeting</b></p>	<p><b>AR</b></p> <p><b>JR,IA</b></p> <p><b>JR,SH</b></p> <p><b>JR</b></p> <p><b>DF</b></p>
<b>4.</b>	<b>Minutes of Last Meeting (08.07.25) 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 4</b> – SD and LP were asked to confirm they had completed four mandatory training modules for next governors:-</p> <ul style="list-style-type: none"> <li>• Safeguarding (completed during the meeting)</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 (<a href="https://anglianlearning.sharepoint.com/sites/GovernorPortal/SitePages/Training.aspx">https://anglianlearning.sharepoint.com/sites/GovernorPortal/SitePages/Training.aspx</a>)</li> </ul>	

	<p><b>Action: SD and LP 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><b>Item 4</b> – DF advised after considering governor comments, the college had since increased the expectations of the Sparx Maths platform and the maths dept had worked to align this into general lesson planning and had shared videos of its use with specific parents.</p> <p><b>Item 4</b> – JR advised Yrs10 and 11 still had iPads with the majority of students using them for revision purposes..</p> <p><b>Item 7</b> – Following the LGB in July, SH had asked Mrs Taylor if the correct version of the Provide Access Policy had been issued.</p> <p><b>Post Meeting Note: The correct version of the Provider Access Policy was uploaded to the 08.07.25 LGB folder after the meeting</b></p> <p>It was agreed all other actions had either been completed or would be discussed during the meeting.</p>	SD,LP
<b>5.</b>	<b>Chairs Report</b>	
	<p><b><u>Anglian Learning Governance Update</u></b>  <b>Confirm governor roles and responsibilities for 2025-26 including link roles</b> – The following roles were agreed;-</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding</b> – ABr</li> <li>• <b>SEND</b> – BK and LS (BK would complete a visit on 10 October)</li> <li>• <b>Pupil Premium</b> – SD</li> </ul> <p><b>Action: All ‘non-staff’ governors to inform ABr/SH if happy to share safeguarding link role for 2025-26</b>  <b>Action: Governor Visit Report on SEND to be distributed</b></p> <p><b>Governors to decide on the number of LGBs in 2025-26</b> – SH advised the central team would issue an annual LGB Meeting Planner to assist with the development of agendas – whereas in previous years, this had been based on there being six meetings/year, for 2025-26 it was based on only five (to assist with governor workload), and governors were asked for their preference as to whether there should be five or six LGBs in 2025-26?  <b>Action: Governors unanimously agreed for their to be six LGBs in 2025-26</b></p> <p><b>Governors working group party</b> – CC and AS briefly went through the focuses of the visit from 01 October.  <b>Action: Report from governor working group visit on 01.10.25 to be distributed</b></p> <p>There would be a further visit on Monday 08 December and it was suggested this could include a focus on meeting with middle leaders and lesson observations.</p> <p><b><u>Verbal report from:-</u></b></p>	<p><b>Non-staff govs</b></p> <p><b>BK</b></p> <p><b>CC</b></p>

	<p><b>AGF on 10 July</b> – AS advised LC and himself had attended and briefly went through the main discussions points – he had prepared notes from the meeting which would be circulated to governors.</p> <p><b>Action: Report from AGF on 10.07.25 to be distributed</b></p> <p><b><u>For Info: Trust Meetings</u></b></p> <p><b>Safeguarding</b> – Tuesday 11 November</p> <p><b>AGF Monday</b> – 17 November (AS noted he planned to attend and would also welcome other governors to attend as well )</p> <p><b>Inclusion</b> – Tuesday 09 December</p> <p>JR noted within a recent trust Headteachers Conference there had been discussions around the purpose and ‘re-imagining’ of local governance within Anglian Learning.</p>	AS
6.	<b>Principals Report (verbal highlights)</b>	
	<p>The principals report was distributed prior to the meeting which JR then proceeded to go through</p> <p><b>Suspensions</b> – There had been a positive start to the autumn term and Yr7s had started well, and JR briefly went through the suspensions for the term to date.</p> <p>A governor queried further details to a student having alternative provision at home? DF advised it included for online learning via the trust on a temporary basis, with part being based at another secondary school in the trust.</p> <p><b>In Year Admissions and Leavers</b> – JR briefly went through the presented data and the reasoning for the mobility. She noted the number of students returning to the college (with no assessment data) after being Electively Home Educated (EHE), two of which were Yr10s who had never attended secondary school and had since found it difficult to re-integrate into a school environment.</p> <p><b>Current Numbers</b> – JR advised pupil numbers would be discussed further at the LGB on 24 November as the college would then have a more detailed understanding of finances and how to manage a lower roll moving forwards, which was part of a wider national concern.</p> <p>A governor queried how Yr7 numbers compared with other schools? JR advised a number of other local secondary schools also had fewer Yr7s start in 2025-26 and noted where schools in Cambridge were at capacity, students would be forced to accept places at other schools, often with a lengthy journey via public transport.. The college could consider reducing its Pupil Admission Number (PAN) with the associated effect of reducing staff levels and would liaise with the local authority to assist with any decision made. A governor queried if the number of students who had started in Yr7 was inline with predictions? JR advised whereas in previous years the college would be at PAN often with a waiting list for places, the college had been aware numbers in 2025-26 would be lower. There were also fewer children at the primary schools which fed into the college.</p> <p><b>Parental Open Evening</b> – JR noted two governors had attended the open evening on 02 October which had been positive and those governors who had attended then briefly discussed it in further detail.</p>	

	<p><b>Dates for Daries</b> – JR noted there would be a production of Adams Family with a date tbc and there would be an event in conjunction with Bottisham Parish Council on Thursday 09 October at 6.00pm focusing on students designs to enhance a local bus shelter.</p> <p><b>Risks</b> – JR advised finances, falling student numbers and the outcome from the Ofsted Inspection in March 2024 continued to be risks to the college.</p> <p><b>Ofsted</b> – JR advised whilst the college was expecting a re-inspection in October, this would be delayed until the spring term to allow for inspectors to be trained around the new inspection framework. The college would subsequently expect a further inspection in the Spring Term 2026.</p> <p>Schools had been invited to take part in a pilot Ofsted Inspection following the updated framework in the Autumn Term with outcomes not being published.</p>	
<b>7.</b>	<b>2024-25 Data</b>	
	<p>A separate document titled 'Results 2025 for LGB' were distributed prior to the meeting which EC proceeded to go through advising of strengths, areas of concern and the next steps to be taken.</p> <p>A governor queried what did 2Sci refer to? EC advised it included data for students who had achieved a Grade 5 in two of the three sciences.</p> <p>A governor queried the level of pupil engagement with interventions and the possible link with SEND and PP? DF advised of the use of Tier 1 and 2 interventions in Maths and English. Whilst attendance had initially been lower, after switching the interventions into the school day, attendance and engagement had improved.</p> <p><b>Action: Update on 2025-26 Yr11 mock data to be taken to LGB on 24.11.25</b></p> <p>DF noted a continuing connection between lower attendance and progress/ attainment data and how the college would look to address this.</p> <p>A governor queried if and how the LGB could support the college with this?</p>	JR,SH
<b>8.</b>	<b>2025-26 Priorities</b>	
	<p>Three separate documents were distributed prior to the meeting:-</p> <ul style="list-style-type: none"> <li>• BVC CIP 2025</li> <li>• Excellence Framework – Calendar for HOFs</li> <li>• Faculty Excellence Framework</li> </ul> <p>It was agreed this would be discussed further at the LGB on 24 November together with feedback on the CIP.</p> <p><b>Action: Excellence Framework and CIP to be taken to LGB on 24.11.25</b></p>	JR,SH
<b>9.</b>	<b>Policies</b>	
	<p><b>Assessment</b> – A separate document was distributed prior to the meeting</p> <p><b>H&amp;S</b> – A separate document was distributed prior to the meeting</p> <p><b>Safeguarding and Child Protection</b> – A separate document was distributed prior to the meeting.</p> <p><b>Action: Governors unanimously approved all three policies</b></p>	

<b>10.</b>	<b>Governor Training</b>	
	<p>Five separate documents were distributed prior to the meeting;-</p> <ul style="list-style-type: none"> <li>• Training Schedule for New Appointments Sept 2025</li> <li>• Governance Training Opportunities 2025-26 Sep 25</li> <li>• National College Training Courses and Webinars 2024-25</li> <li>• AL Scheme of Delegation v5.0 Sept 2025</li> <li>• LGB Guidance Handbook v3.0 Sept 2025</li> </ul> <p>SH reminded governors to please inform him of any training completed, to allow him to update governor training records.</p> <p><b>Post Meeting Note: All governors were asked to complete the Prevent Awareness course on 08.10.25 and forward a certificate to SH to allow him to update governor training records</b></p>	<b>ALL,SH</b>
<b>11.</b>	<b>Any Other Business</b>	
	<p><b>Governor Visit</b> – A separate report dated 06.10.25 focussing on the colleges Reading strategy was distributed prior to the meeting.  <b>Action: Reading Strategy to be taken to LGB on 24.11.25</b></p> <p><b>Exam Access Arrangements</b> – A governor queried if there had been any staff feedback from pdated access arrangements for 2025-26? JR advised there had been staff training last week.  <b>Action: Update on Exam Access Arrangements to be included in Principals Report for LGB on 24.11.25</b></p>	<p><b>JR,SH</b></p> <p><b>JR</b></p>
<b>11.</b>	<b>Date time and venue of next meeting</b>	
	<p><b>LGB</b> – Monday 24 November 2025 at 6.00pm</p> <p>Meeting closed at 7.50pm</p>	