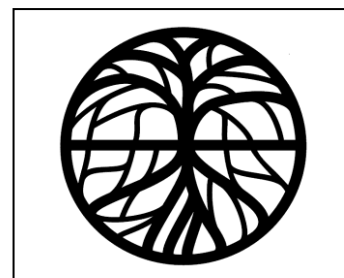


Bottisham Village College Governing Body Meeting Minutes



26th January 2026 at 6.00pm at the college

Governors Present: Alison Brolly (ABr)
Chris Childs (CC)
Lis Close (LC)
Ben Kingsley (BK)
Jenny Rankine (JR)
Ali Riddell (AR)
Alan Sharp (AS) Chair
Layla Skinns (LS)
Neil Winkcup (NW)

Apologies: Andy Barrett (AB)
Simon Deacon (SD)
Dominic Fullman (DF)
Louise Pinny (LP)

In Attendance: Duncan Cooper (DC) Director of Secondary Education
Ed Compton (EC)
Stuart Hales (SH) Clerk

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4.1	SH asked AB and CC on 28.01.26 to confirm they had read KCSiE: 2025 (Parts 1 and 2), to allow him to update governor training records KCSiE: 2025	02.02.26	AB
4.2	SH asked SD and LP on 27.01.26 to confirm they had completed outstanding mandatory training modules and forward relevant certificates to him, for his records	02.02.26	SD
4.3	SH asked AB,CC,AR and AS on 28.01.26 to complete Prevent Awareness course and forward a certificate, to allow him to update governor training records	02.02.26	AB,CC, AR and AS
5.1	CC to prepare further document in preparation of an Ofsted inspection (in conjunction with the CLT if necessary) to be taken to the LGB on 16.03.26 for review	09.03.26	CC,SH
5.2	Executive Summaries to be taken to LGB on 16.03.26	09.03.26	JR,SH
5.3	SD to complete pupil premium visit and report	asap	SD

	ITEM	ACTION
1.	Apologies	
	AS welcomed all to the meeting. Apologies were received from AB, SD, DF and LP which were accepted by governors and the meeting was quorate.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	

3.	Presentation on his work with the college/ Ofsted Inspection Framework				
	<p>Three separate documents were distributed prior to the meeting:-</p> <ul style="list-style-type: none"> • Anglian Learning Core Standards Master v3.2 • Secondary Core Standards • Schools Inspection Toolkit <p>DC introduced himself and he would give a presentation on the trusts five-year strategy and a reflection as to his involvement at BVC since the previous Ofsted inspection;-</p> <p>Trust Strategy – A separate document titled ‘Strategy 2030 26 Jan 2026’ was shared at the meeting which DC proceeded to go through, highlighting key points for governors information.</p> <p>A governor queried how the trusts three strategic priorities would fit alongside priorities set by schools and which would have the greater importance? DC advised this would be dependent on the context of the priority and school. JR added after setting the colleges priorities, she would meet with DC to review they aligned with trust priorities.</p> <p>A governor queried how the success of the priorities would be measured? DC advised priorities were in a differing phase of development and noted how they fitted into the trusts core standards and executive summaries.</p> <p style="text-align: center;"><u>Please refer to separate document titled ‘BVC – LGB CONFIDENTIAL Meeting Minutes – 26.01.26</u></p> <p>A governor queried if it was possible to make comparisons with other secondary schools in the trust regarding progress of students with SEND? DC advised he would review attendance, progress/attainment and suspension data and due to contextual data, it would not be possible to make comparisons between schools.</p> <p>Post Meeting Note: PowerPoint used in presentation was distributed to governors on 29.01.26</p> <p>DC then left the meeting</p>				
4.	Minutes of Last Meeting (24.11.25) and Matters Arising				
	<p>LGB Minutes – 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 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 (AS noted he had read KCSiE: 2025 during the meeting).</p> <p>Post Meeting Note: SH asked AB and CC on 28.01.26 to confirm they had read KCSiE: 2025 (Parts 1 and 2), to allow him to update governor training records KCSiE: 2025 (CC advised on 28.01.26 he had completed the action)</p> <p>Item 4 – From the four mandatory modules for new governors, SD and LP had been asked to confirm they had completed the following:-</p> <table border="1" data-bbox="284 1984 1299 2018"> <tr> <td data-bbox="284 1984 916 2018"></td> <td data-bbox="916 1984 1102 2018">SD</td> <td data-bbox="1102 1984 1299 2018">LP</td> </tr> </table>		SD	LP	AB
	SD	LP			

	<table border="1"> <tr> <td data-bbox="280 192 914 226">Safeguarding training</td> <td data-bbox="914 192 1102 226">Completed</td> <td data-bbox="1102 192 1299 226">Completed</td> </tr> <tr> <td data-bbox="280 226 914 315">Prevent (https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal#awareness-course)</td> <td data-bbox="914 226 1102 315">Completed</td> <td data-bbox="1102 226 1299 315">Completed</td> </tr> <tr> <td data-bbox="280 315 914 349">NCSC Cyber Security (via Secure Schools)</td> <td data-bbox="914 315 1102 349"></td> <td data-bbox="1102 315 1299 349">Completed</td> </tr> <tr> <td data-bbox="280 349 914 472">AL Introduction to Anglian Learning and the Role of Local Governance (https://anglianlearning.sharepoint.com/sites/GovernorPortal/SitePages/Training.aspx)</td> <td data-bbox="914 349 1102 472"></td> <td data-bbox="1102 349 1299 472">Completed</td> </tr> </table>	Safeguarding training	Completed	Completed	Prevent (https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal#awareness-course)	Completed	Completed	NCSC Cyber Security (via Secure Schools)		Completed	AL Introduction to Anglian Learning and the Role of Local Governance (https://anglianlearning.sharepoint.com/sites/GovernorPortal/SitePages/Training.aspx)		Completed			
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	<p>Post Meeting Note: SH asked SD and LP on 27.01.26 to confirm they had completed outstanding mandatory training modules and forward relevant certificates to him, for his records (CC advised on 04.02.26 she had completed the action)</p> <p>Item 10 – Governors were asked to complete Prevent training and forward a certificate to SH to allow him to update governor training records. Post Meeting Note: SH asked AB,CC,AR and AS on 28.01.26 to complete Prevent Awareness course and forward a certificate, to allow him to update governor training records</p> <p>It was agreed all other actions had either been completed or would be discussed during the meeting.</p> <p>Confidential LGB Minutes – The minutes had been circulated in advance of the meeting, and the paper version of the minutes were signed by the Chair.</p> <p>It was agreed the action had been completed.</p>			<p style="text-align: center;">SD</p> <p style="text-align: center;">AB,CC, AR and AS</p>												
5.	Chairs Report															
	<p>Anglian Learning Governance Update – A separate folder titled ‘AGF – 17th November 2025’ was distributed prior to the meeting for governor information.</p> <p>Ofsted – A separate document titled ‘BVC Ofsted Governance2026v1’ was distributed prior to the meeting, which CC proceeded to go through, advising he had reviewed the role of local governance within the new framework and would next consider the appropriate gathering of evidence of the LGBs involvement with the college in preparation for an inspection, which could be reviewed at the LGB on 16 March.</p> <p>Action: CC to prepare further document in preparation of an Ofsted inspection (in conjunction with the CLT if necessary) to be taken to the LGB on 16.03.26 for review</p> <p>Action: Executive Summaries to be taken to LGB on 16.03.26</p> <p>It was suggested training around the LGBs involvement within an inspection could be organised in the summer term, at which point the college would have a greater understanding of the new inspection framework.</p> <p>It was suggested reports from schools which had already been inspected within the new framework could be taken to the LGB on 16 March for governors information.</p> <p>JR asked governors to suggest focusses for further working group visits and was there any training which would be beneficial?</p>			<p style="text-align: center;">CC,SH</p> <p style="text-align: center;">JR,SH</p>												

	<p>A governor queried if there should be an alignment/clarity of the narrative between the college/central team and the LGB during an inspection? It was suggested an appropriate 'guidance' pack for governors could be prepared.</p> <p>A governor queried if any other secondary school in the trust had been inspected under the new framework? JR advised there had been none to date.</p> <p>A governor queried if the trusts Scheme of Delegation should be reviewed to remind governors of their responsibilities? Note: SofD added to meeting folder after the LGB</p> <p>A governor queried the support from the central team during an inspection? JR advised she would consider the role of a 'nominee', allowed within the new framework.</p> <p>Governors thanked CC for his presentation.</p> <p><u>Verbal report from:-</u> Governor Working Group Party 08 December – AB, AR and LS briefly advised of their involvement during the visit in December.</p> <p>Inclusion 09 December – This was not discussed.</p> <p><u>For Info: Trust Meetings:-</u> Safeguarding/ Inclusion – Tuesday 10 February (SD had indicated prior to the meeting he planned to attend the training) AGF – Tuesday 17 March Safeguarding/ Inclusion – Wednesday 13 May AGF – Thursday 9 July</p> <p>A separate document titled 'Governor Visit Report – Safeguarding (12.12.25)' was distributed prior to the meeting.</p> <p>A separate document titled 'Governor Visit Report – SEND (12.12.25)' was distributed prior to the meeting.</p> <p>Action: SD to complete pupil premium visit and report</p>	SD
6.	Principals Report (inc Finance)	
	<p>The Principals Report was distributed prior to the meeting which JR proceeded to highlight key points from;-</p> <p>Suspensions – JR advised although data was lower when compared to 2024-25 the college would continue to follow its suspension and exclusion guidance and policy.</p> <p>Current Figures for September 2026 – JR advised further to the LGB in November, the college would request the local authority reduce the Yr7 PAN (Pupil Admission Number) going into Yr8 in 2026-27 from 300 to 240, due to the reduction in student numbers. The college was presently over staffed for the numbers on roll.</p> <p>Finance – A separate document titled 'Spring Termly Meeting Jan 26 Finance' was distributed prior to the meeting and JR advised it included for the present variance to the 2025-26 budget.</p> <p>A governor queried if the local authority could assist with the BAIP (Behaviour Attendance Improvement Partnership) budget? JR advised county council</p>	

	<p>funding was devolved to schools through the BAIP agreement by schools in Cambridgeshire, based on their level of need.</p> <p>Mobile Phones – A correspondence from the Secretary of State for Education issued to all schools the same day had been included within the report. JR advised the colleges guidance on mobile phones during the school day (which EC then went through) met with current national guidelines. The college would review and update its guidance to include periods at the beginning and end of the college day – subsequently students would not be allowed to use mobile phones within the college grounds.</p> <p>Another secondary school in the trust had purchased ‘hush pockets’ to store mobile phones during the school day, at significant cost – governors agreed this was not an appropriate approach for the college</p> <p>A governor noted as an example a student, who required transport, would no longer be able to use their phone as they left the college at the end of the day? EC advised updated guidance would be students only use their phones outside of the college grounds and if they were removed by staff, students could access Student Support to make any emergency phone calls. The college would consider a ‘soft launch’ of the new guidance.</p> <p>A governor queried if the college would expect negative feedback from the parents of students with SEND/EHCPs, where phones may support their needs?</p>	
7.	Safeguarding Update	
	A separate document titled ‘Safeguarding Executive Summary’ was distributed prior to the meeting for governor awareness.	
8.	Policies	
	<p>The Attendance and Supporting Pupils with Medical Conditions Policies had not be distributed prior to the meeting.</p> <p>Post Meeting Note: JR advised after the meeting both policies had been approved and did not require LGB approval.</p>	
9.	Governor Training	
	SH reminded governors to please inform him of any training completed, to allow him to update governor training records.	
12.	Date time and venue of next meeting	
	<p>LGB4 – Monday 16 March 2026 at 6.00pm</p> <p>Meeting closed at 7.50pm</p>	