

**Bassingbourn Village College
Academy**



Minutes of the F&I Committee, Full Governing Body and Trustee meeting held on 14th July 2016

Present: Ken Murphy (KM) (in the Chair) Kate French (KF)
 Duncan Cooper (DC) George Lynn (GL)
 Alison Butterworth (AB) Stephen Morris (SM)
 Duncan Cooper (DC) Chris Roope (CR)
 Rachael Dix-Pincott (RD-P) Simon Saggars (SSag)
 James Dow (JD) Sue Speller (SSp)

Minutes: Hilary Forrester (Clerk)

Finance Meeting	ACTION
<p>1. Variance report</p> <p>Governors reviewed the Variances report (circulated prior to the meeting). The majority of income lines were on target / in line with the projected outturn as detailed in the previous report (30th April 2016). Changes from the previous draft budget were highlighted. The final EOTAS payment for 2015/16 incorporates a surplus of £6K, and projected income for the year is in line with budget.</p> <p>Q: Are the exam fees for the ECDL included for next year? A: Yes.</p> <p>Q: When will the ETAF stop? A: There will be changes when the Fairer Funding comes in.</p>	
<p>2. Draft budget 16/17</p> <p>Governors considered the draft budget and three year forecast. It was noted that the school would be using up all the reserves apart from £4,600 next year.</p> <p>KM had spoken to Tim Coulson who confirmed that Fairer Funding was a priority, but there was still a lot of uncertainty around this. DC noted that in September planning would be done to make savings.</p> <p>The Budget was proposed by SSp, seconded by GL and approved unanimously.</p>	
<p>3. Responsible Officer's report</p> <p>Governors considered the report from the Responsible Officer (RO) (previously circulated).</p> <p>Action: KM to contact the EFA regarding the caretaker house.</p> <p>Q: Can we get bookings paid in advance? A: It is not always possible, but we try. There is only a small amount of bad debt and we are no longer taking bookings from those responsible.</p> <p>School Fund – there was a lack of clarity in the headings and DC reported that different headings would be used for each trip in future.</p> <p>Governors recorded their thanks to Greg for his very thorough and valuable support over the last year. Greg had offered to help with other things on the MAT going forward, and governors felt that his neutral perspective would be helpful.</p>	KM
FGB: Business	
<p>1. Ratifying budget 16/17</p> <p>The 2016/17 Budget was ratified.</p>	
<p>2. Apologies</p> <p>Peter Nussey. Rachel Dix-Pincott and Kate French would be late. Apologies were accepted.</p>	

<p>3. Minutes of last meeting/ matters arising</p> <p>The Minutes of the meeting on 12th May 2016 were approved and signed.</p> <p><u>Safeguarding review</u> See Minute 5 below.</p> <p><u>Appraisal of Chair</u> KM circulated a document prior to the meeting outlining a suggested format. This included a questionnaire for staff, SLT and FGB to complete as part of the appraisal process.</p> <p>Q: Who would interview the Chair? A: A leader from another school in the MAT.</p> <p>Action: Governors to consider the questions and send comment to KM in next few weeks. KM to produce BVC Chair appraisal document for use in September.</p> <p>Action: KM to email other Chairs in the MAT to ask if they have an appraisal process that they could share or recommend.</p>	<p>All/KM</p> <p>KM</p>
<p>4. Policies – Complaints, Lockdown</p> <p><u>Complaints Policy</u> DC introduced the Complaints Policy (previously circulated). The main change related to clarifying the independent role and nature of the appeal. The policy would be available on the website.</p> <p>Q: Stage 3 states that the complainant can bring a friend – what is the role of the friend? A: If they are a professional, they can speak on behalf of the complainant provided they have been given permission. KM noted that if they are there for support, the policy should make it clear that they can talk to the individual, but not to the panel.</p> <p>Action: To clarify the wording in 2.3 Stage 3 as above.</p> <p>Governors felt that some of the wording was very formal. DC reported that the policy followed DfE, EFA guidance. A centralised policy would be developed under the MAT at a later date.</p> <p>The Complaints Policy was approved.</p> <p><u>Lock Down Policy</u> DC introduced the Lock Down Policy (previously circulated). It was noted that some aspects of the procedure needed further development, eg class teachers having keys. Governors welcomed the Policy and noted the importance of staff knowing what to do in such a situation.</p>	<p>DC/SS</p>
<p>5. Safeguarding</p> <p>SSp and CR carried out a review of the single central register. There were two actions arising from this; to confirm the CBS check for one individual, and SS to talk to Education Personnel Management (EPM) to make sure everything had been covered. SSp to send report to DC.</p> <p>Action: SSp and CR to set a date in October to check the new starters.</p>	<p>SSp/CR</p>
<p>6. Feedback from Parish Council meetings</p> <p>There were no further meetings to report. KM noted that if individuals were unable to attend a meeting, they should try to make sure that the Clerk received some information.</p> <p>Action: To send the generic report to Sally at Bassingbourn Parish Council for possible inclusion in the Minutes.</p> <p>RD-P arrived.</p>	<p>SS</p>

<p>7. Link Governor arrangements 16/17 and committees</p> <p><u>Link Governors</u> KM noted that most governors had been in their roles for two years and it was time to change, in order to experience other areas of the College Improvement Plan.</p> <p>Q: Will there be a change of to the link governor structure once we join the MAT? A: It will be our decision as local governance is our responsibility.</p> <p>Governors considered the list of roles as set out on the back of the Termly Update Summer 2016. It was agreed to rotate the list clockwise as follows:</p> <p>KF/PN: Learning and teaching JD/AB: Curriculum GL: Student support CR/SM: Pupil Premium (after the Raise Online Data and last PP meeting of the year) KF: Leadership and management (including infrastructure) SSag: Recruitment and communication SSp/DCh: Achievement CR: Health and Safety</p> <p>As the first meetings of each year focussed on reviewing the previous year, it was agreed that the rotation would start from the Spring term.</p> <p><u>Committee Chairs</u> KM reported that the plan was to rotate the Chair position every two years. Governors agreed to postpone any change until the beginning of the spring term, once it was clearer which committees would be needed under the MAT. The three current Chairs would continue as at present and review in December.</p> <p>Action: DC to schedule the initial meetings, and the ASC meetings to follow the Data Points as per last year. Further scheduling after the review in December.</p>	<p>DC/SS</p>
<p>8. Link Governor feedback</p> <p>KM had received a report from AB.</p> <p>Action: All outstanding reports to be in by the end of term, apart from PP (which is waiting for Raise Online Data).</p> <p>Action: DC to schedule link governor meetings and put on school calendar</p>	<p>All</p> <p>DC</p>
<p>9. Ratify contracts: Buchans Grounds Maintenance 3 year contract value £44,837 ASL Copiers & Printers 5 year £65,700</p> <p>Q: Have we spoken to anyone at the MAT about when their Grounds Maintenance contract is up for renewal? A: Yes, a while ago and we got external quotes. The copiers and printers were discussed at FGB and the Grounds Maintenance contract, at F&I. KM advised that the procedure to be followed regarding contract approval would change under the MAT.</p> <p>The Buchans Grounds Maintenance and the ASL Copiers and Printers contracts were ratified.</p> <p>KF arrived.</p>	
<p>Trustee Meeting</p>	
<p><u>MAT update</u> DC outlined recent developments with the MAT. There was a lot of legal work going on, mainly around the school funding agreement, freehold of land and transferring leases. The MAT transfer would be signed over the summer holidays and the BVC Trust closed in the new academic year. Work was also taking place around the HR and TUPE process. TUPE</p>	

meetings had taken place in all BMAT schools and these had raised few concerns. Terms and conditions were being transferred, and these would be very similar. There were a couple of queries about closure over Christmas and working with other staff, eg meetings, but it was clarified that these would not be after hours. Pay day had been moved to the last school working day of the month to allow consistency across the Trust.

Revision of the Personnel policies was on hold until the next academic year, so the current ones would just roll over.

Other work around finance included opening a new bank account, change of insurance and standardising the Financial software and mapping financing across all the schools. DC had received correspondence from the DfE confirming that they approved of the arrangements.

DC had met with Tim Coulson about the MAT and the opportunities arising from that. Tim had indicated that Cambridgeshire has been identified as an area where big national MATs could setup and compete. The Free School bids would be happening over the summer holidays and BVC had expressed an interest. A bid for £145,000 had been put in and Tim suggested other funding might be available in the New Year.

Q: Will £145,000 reflect in our budget? **A:** Yes, and there is still some unallocated central funding.

DC had been liaising with the Primary Headteachers. The primary schools were expressing an interest in AL Trust and two Heads would be talking to their Chairs of governors about joining.

Q: Is it still the view that picking up Primary schools would be a drain on Trust resources? **A:** No, perhaps if it was only one, but there are up to 6 or 7 who are interested. They are feeders to the other MAT schools.

Q: Should we, as BVC governors, talk to Bassingbourn Primary School governors? **A:** Yes, that could be done informally, and we will talk to them in September once we have a clearer idea about the primary hub cluster group that we are planning.

KM described the proposed structure of the primary hub which would evolve with time. It was noted that an over-riding principle of the MAT was about growing and preserving the good leaders that we have.

Governors expressed concern that the proposed primary hub would dilute the time DC could spend managing BVC. KM explained that this was unlikely as DC's role involved reporting into the Board about quality and standards and the school had grown the leadership team to ensure sufficient capacity.

Action: To provide an outline of the roles and time commitment in relation to the primary hub at the Strategy meeting in January.

Q: What is a Free School? **A:** It is an Academy so the money comes from the EFA rather than the LA.

College Achievement Leaders (CALs)

Governors recognised the important role of the CALs, particularly in relation to data tracking.

Q: What are the arrangements to cover the CAL who is leaving? **A:** Heather will pick up the role for the first month before she goes on maternity leave, then it will be advertised internally as a one year appointment. A communication will be sent to parents next week and there will be a meeting with pupils to explain the arrangements.

Governors discussed what options were available if no replacement could be found.

DC/SS

<p>Q: Do we want to have CALs beyond next year? A: We have considered this and the role will become more important, especially in relation to academic monitoring. DC informed governors about the past and present structure of CALS – which had changed over the years.</p>	
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Governors considered the role of tutors and the desire for them to have a more consistent approach to running tutor groups. Recent College activities had highlighted some of the differences in approach. DC reported that he was aware of the issues and action had been taken to resolve these. Improvements had been made but there was further to go.

Meeting closed at 20:55

Chair

Date of next scheduled meeting: Strategy meeting 13th September 2016 – 7pm