

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 21st June 2018

Present:	Jess Lievesley (JL) (Chair)	Rachel Dix-Pincott (RD-P)
	Peter Bolton (PB)	George Lynn (GL)
	Alison Butterworth (AB)	Stephen Morris (SM)
	Dushy Chetty (CDh)	Ken Murphy (KM)(from item 4)
	Will Clayton (WC)	Vickey Poulter (VP)
	Duncan Cooper (DC)	Chris Roope (CR)
	Chris Cornwell (CC)	
In attendance:	Jeremy Brock (JB)	
Minutes:	Hilary Forrester (Clerk)	

	ACTION
<p>1. New Governors welcome and introductions</p> <p>The Chair welcomed new governors, Will Clayton and Chris Cornwell to the meeting. Apologies were received from Simon Lambert.</p>	
<p>2. Declaration of Interests</p> <p>There were no declarations of interests.</p>	
<p>3. Minutes of last meeting and matters arising</p> <p>The Minutes of the meeting on 17th May 2018 were approved and signed subject to the following amendment: Minute 16, change "To inform the MAT of CC and WC's appointments as Trust Governor", to "Formerly seek approval from the MAT..."</p> <p>All actions had been done.</p>	
<p>4. KPI – attendance and behaviour, KS3 data, progress data, exam update</p> <p><u>KS3 and progress data:</u> The KS3 summary for May was circulated. JB reported that the data points had previously been target driven, but were now progress driven. JB explained that students' KS2 levels were used to form their entry score which was then applied to the transition matrices to give a projected final grade. At the end of Y8 students would be expected to have made one full grade's progress on average. Allowance is made for pupil premium students (PP) whose projection is set towards the higher trajectory. The KS2 scores are based on English and Maths, and are extrapolated for other subjects. At the point of entry the children in Y7 would not have been exposed to some subjects to the same extent as English, eg languages, and would therefore not be expected to make the same level of progress. A base test is done for these subjects and progress tracked against that.</p> <p>Q: What does English entry of 2.19 mean? A: That is the average of the entry scores of all the pupils on a scale from 1-9. It is what they would achieve if they sat the exam now. Q: Are the entry levels getting better? A: It is cohort specific and depends on how they performed in tests at primary school. There was discussion about different tests. The top and bottom twenty students, in terms of progress in individual subjects and across all subjects, are highlighted for discussion by subject leaders. Q: Why are some numbers negative? A: It means that the target is negative relative to the 2.19. It is difficult to make predictions for some of the creative and practical subjects based on the KS2 data. The College is working towards finding a better system for predicting outcomes in these subjects. Governors discussed the data and asked questions. Q: Do we have comparative data with the rest of the MAT? A: Our data measures</p>	

<p>the school starting point against schools nationally, and the progress of students in the school. Secondary schools across the country have different assessment measures so it is difficult to compare. The MAT is considering introducing a standardised test at the end of Year 8 in order to allow comparison across the MAT. Q: The data shows the Mean figure, what about the spread? A: We look at the outlying individuals and identify anyone not making predicted progress. Each student also has an average score which is tracked. This is a developing process and staff are receiving training in grade moderation across departments.</p> <p>The Year 8 data point was discussed. Some disadvantaged pupils are not making the same level of progress as the whole school and Phil Church is focussing on that. In Year 9 the disadvantaged students are mainly achieving the same as the whole school. Q: What action has been taken? A: Action for students making least progress has been done through subject review forms and line manager meetings. We will be evaluating the effectiveness of the different interventions later. The tracker tool is improving all the time. Q: Is the tracker working for non-English and Maths subjects? A: RD-P reported that it was working well for languages.</p> <p><u>Behaviour and attendance:</u> The report was circulated prior to the meeting. It was noted that there were fewer exclusions this year compared to last year and the number was well below national. Behaviour in general had been positive with a decrease in negative behaviour incidents compared to this time last year. A small number of pupils were still not meeting expectations, but the number was decreasing. One student on alternative provision was at risk of exclusion. Attendance figures had not changed significantly since last half term. Cumulative Attendance was 95.09% (95.8% target). This has mainly been due to a lot of illness and a number of medical needs students on reduced timetables. PA (Persistent Absence 90%) is 8.73%. This is lower than the overall school figure last year of 9.2% and national of 12.8%.</p> <p><u>Exam update:</u> It was noted that this would be the first year that all exams would be graded 1-9 apart from Sociology, vocational and applied courses. General feedback indicates that the exam process ran smoothly last year. Students coped well even though the exam season was shorter, and hence more intensive. Governors considered the information from subject areas and staff feedback as circulated and asked questions. Q: For the subjects that only just finished the course before the exam (History and Geography) – will they be better prepared and have enough time for the course next year? A: With history there was a lot of content, but few parts were examined. Some areas may have been covered in more detail than was necessary. The Year 10s have an extra lesson a fortnight which will help. Extra time was allocated for Geography, but this was not needed. There was less revision time in lesson for history and geography than for other subjects, however the revision resources given to students were extensive. We will analyse the depth to which subject topics need to be covered next year. It was a difficult year to measure because of changing to the new courses and course specifications were late coming out. Q: Is there a similar picture across the MAT? A: It is similar although we are doing a more expansive curriculum in terms of VCerts and BTecs than other schools. Q: There has been a spike in the demand for children’s mental health services – is this linked to this level of exam content? A: We did a survey with Y11s which we are processing now. One question was about whether early entry was beneficial and the feedback suggests that it is, because students are doing one less GCSE which reduces the volume of learning.</p> <p>Action: VP to feedback on the Y11 survey at the strategy meeting.</p>	VP
<p>5. Link governor reports</p> <p>There were no governor reports due. A new link governor was needed for safeguarding and SEN.</p> <p>Action: Governors to arrange visits before the end of term. Action: SM to contact new governors about which area they will cover next year including.</p>	All SM

6. Budget 17/18 update, 18/19 Draft

The Finance Report was circulated. Temporary cover in Finance and timescales had affected the production of the report, together with the funding bid, which had been successful. Staff were becoming more familiar with the new finance system, but it had created some anomalies, particular with the coding system used for spending. These had now been corrected.

DC outlined the main variances for the year to date as shown on the Finance Report June 2018. The catering income had been confirmed as £1,000, which was less than expected and there was more work to be done on that. DC explained the background. Governors asked what they could do to help.

Action: LGB to ask MAT to explain position regarding the catering contract.

SM

DC reported that 2018-19 budget was presented slightly differently with a separate line for income and expenditure, making it clearer and more transparent.

Action: To produce a summary of the energy costs for this year.

DC

The number of Barracks children was likely to be between 3 and 9, rather than the 30 that had had been expected. By October there would be 35 more students than currently on role (over PAN of 125). The waiting list for new Year 7s was being revisited. DC had secured a grant for £89,000 to support growth for one year. Next years budget (including the £89,000) gives £140,000. Forecast budgets are 2019-20 (£2000), 2020/21 (£40,000) and 2021/22 (£25,000).
Q: Are you taking account of the MAT fee changing? **A:** The forecast is for it to remain at 4%.

Governors considered the recommendations:

- Setting a deficit budget of £18,000 to partly fill the lagged funding gap of £51,000 for additional students next academic year.
- Use this year's £30,000 carry forward to finance this deficit budget
- Use about £100,000 from the sale of the House to fund the reserves policy.

It was noted that a request would have to be put forward to the MAT Board setting out the rationale for proposing a deficit budget. **Q:** What else would happen to the £30,000 if we do not use it for this purpose? **A:** It would be used to prop up the reserves.

Governors were supportive of the rationale and approved proposing a deficit budget to the MAT Board.

Q: Code 152 for Gift Aid claim has nothing against it, are we using that code? **A:** We will check.

Action: DC to clarify whether Gift Aid was being claimed.

DC

DC informed governors that the outcome of the planning application for the house site would be known soon. There would be costs for the sale of the house, but the College should net £250,000-280,000. Some of this money would be needed for the reserves policy, to be discussed at a later date.

7. Admissions Policy 2019/20 and update

The Admissions Policy was circulated. There had been no changes since the previous version was updated to include a section on the Barracks. **Q:** Do we need to change the figure about the PAN? **A:** No, we agreed to go over PAN, not to increase PAN.

The Admissions Policy was ratified.

<p>8. Staffing update</p> <p>VP provided the staffing update. A science supply teacher had been booked until the end of term to cover maternity leave, and a teacher had been appointed for next year. The geography teacher would be returning on 20th July. The part-time finance manager had just started. There had been two rounds of adverts for the vacant MFL post but both candidates had failed to turn up for interview. The College was looking at agency staff for MFL in September. A maths teacher had resigned but is returning to do some Latin teaching in the College next year. Exit interviews were being conducted. Anglia Learning were planning to implement an Exit Survey across the Trust and the results would be reported to the central HR team. Governor exit interviews were still valuable in giving a view to the LGB, but there may be some duplication with the MAT Survey. One TA was due to return from sick leave at the end of the month. There were no other significant absences.</p> <p>The College had received three requests for flexible working from support staff which had been approved. One request for a member of teaching staff to increase their hours was declined on the grounds that it was not necessary in that curriculum area.</p> <p>A CPD opportunity had been launched for middle leaders to have a one year secondment to the leadership team. (No pay or time allocation). They would attend SLT meetings and run a whole school project. Deadline for applications: 9th July. Q: Are you expecting people to self-nominate, or are you inviting some to step forward? A: Both.</p> <p>Governors were informed that work was underway to restructure the CAL role and proposals were circulated. The title would change to Achievement Leader and individuals would be more involved in the WRAP groups and year groups. The proposal included a one year Coordinator of Student Learning and College Activities role. Two of the Achievement Leaders would be responsible for two year groups and the third would have one year group and the High achievers group. Governors asked questions. The CAL restructuring was approved.</p> <p>Action: Advertise the position for Coordinator of Student Learning and College Activities.</p>	<p>DC/SS</p>
<p>9. Safeguarding update</p> <p>VP reported that the new version of Keeping Children Safe in Education would be implemented in September and a summary of the changes was circulated. The school policy would be revised and brought to the LGB for approval. There was discussion about the requirement for DBS checks for families who host foreign exchange trips. These would now have to be obtained and the administrative charge, added to the trip fee.</p> <p>Action: LGB to consider revised Safeguarding Policy and annual report in September.</p>	<p>VP</p>
<p>10. GDPR update</p> <p>Governors received a summary of actions taken. Staff training had started and a process for all stakeholders would be introduced, possibly linked to safeguarding. Work was being done around Third Party responsibility for holding and processing data. There was concern that parents were not opting into communications and this could have an impact on the PTA and fundraising events.</p> <p>Action: DC to send an email to parents explaining the benefits and consequences of not opting into PTA mailings.</p>	<p>DC</p>
<p>11. Governor evaluation and training</p> <p>SM reminded governors that the Skills Audit had been discussed at the last meeting. However, due to governor turnover and appointment, this was no longer up to date.</p> <p>Action: SM to send out new Skills Audit questionnaires.</p>	<p>SM</p>

<p>Q: Will we be having training on progress 8 at the strategy meeting?- A: We will look at it briefly at the strategy meeting to decide the training plan for the whole year.</p>	
<p>12. Proposed meeting schedule for 18/19</p> <p>The LGB meeting schedule had been circulated electronically. A paper copy was circulated showing the timings of the LGB and MAT meetings for reference.</p> <p>Action: Governors to check their availability for meeting next year and reply to SS.</p>	All
<p>13. Trips and Visits policy ratification</p> <p>No comments had been received on the Trips and Visits Policy, previously circulated.</p> <p>The Trips and Visits Policy was ratified.</p>	
<p>14. AOB</p> <p>Governors thanked KM and GL for their valuable contributions to the governing board, as this was their last meeting.</p> <p>AB proposed a governor get together before the end of term and would liaise with SS to circulate a date.</p>	

Meeting closed at 21:00

Chair