

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 27th September 2018

Present:

Stephen Morris (SM) - Chair	Rachel Chalmers (RC)
Peter Bolton (PB)	Vickey Poulter (VP)
Alison Butterworth (AB)	Chris Roope (CR)
Dushy Chetty (DCh)	Mike Urquhart (MU)
Chris Cornwell (CC)	Jess Lievesley (JL)

In attendance: Jeremy Brock, Vanessa Larkins (VL)

Minutes: Sue Smith (Clerk) (SS)

	ACTION
1. New Governors welcome and introductions The Chair welcomed Dr Urquhart, Trustee appointed governor.	
2. Apologies Apologies were accepted from Will Clayton. No apologies were received from Simon Lambert	
3. Declaration of Interests There were no declarations of interests. Pecuniary interest forms for this academic year were circulated by email prior to the meeting. Returns required by 4 th October 2018.	All
4. Minutes of last meeting and matters arising The minutes from the meeting held on 21 st June were approved and signed by JL (Chair) Matters arising: Catering contract: Letter was sent to the MAT by SM and a reply had been received. Gift aid – Action- clarification still needed GDPR – JL expressed concern over the interpretation of guidance regarding PFA marketing. SS advised the governing body that all year 7 parents were given the option of opting in to PFA marketing. Around 2/3 rd of yr 7 parents had given consent, and 1/3 rd had opted out. Action: letter to parents regarding PFA to be sent to parents	VP
5. Staffing / Premises update VP gave a staffing update. 3 new teaching staff appointed for this academic year. Premises manager had been appointed following the previous manager's resignation over the summer. Site assistant for the sports centre had also left over the summer break and a temporary solution had been found from 1 st October. Premises update Electrical works completed over the summer break. Window replacement in creative arts and technology completed over the summer break. Biomass – issue with the auger. Chips removed to allow investigative work to take place. Kitchen – issues with gas extractor Gas tanks vandalised over the summer break, requiring new fence. Remedial work carried out on the above, but this will have an impact on this year's premises budget.	

6. Exams analysis 2018

The exams analysis was presented to Governors by VP, JBR and VL, including headline figures and national figure comparisons for English/Maths 2017 / 2018.

Q: What is a pass (GCSE C)? VP : 4 = standard pass, 5 = strong pass.

Initial indication of analysis indicates that BVC is above national average, with the cohort attaining an average KS2 entry level.

Q: Were the comparison results the same nationally? VP : The government promised that comparable outcomes would be adopted so that students weren't disadvantaged by being the first cohort to sit the new qualifications.

Q: What is progress 8? JBR explained that this is a measure of school performance based on exam results and target score based on their position when they entered the school. If students achieved their target score, then they would get a 0 which equals expected progress. A positive score means that they made better progress than expected. If a negative score, then they have not made as much progress as expected.

Q: was is EBacc? JBR: results of 5-9 in one English (lang or lit), maths, 2 x science, a humanities or language. 58% of our students took these subjects to qualify them for the EBacc results which is above average nationally for students who take it .

Q: What is FFT? Family Fischer Trust – a charity that provides and analyses educational data.

VP advised governors that examiner's reports were being analysed and the departmental exam reviews were taking place.

Q: Will subsequent students receive a full curriculum? VP: Year 11 will still have 4 option subjects, year 9 have started their KS4 subjects 1 year early and have 3 option subjects, year 10 have 3 option subjects. To support students, we are trialling a horizontal structure with achievement leaders for years 7/8, years 9/10, and year 11 with a Coordinator of College Activities.

VP explained that there were three subjects who would receive specific interventions this year following the exam results in the summer: English, Music Technology and Science.

JBR presented strategies to improvement for English.

Q: Is it right that 22.5% of students achieved a level 3 or lower in English. JBR: 77.48% achieved a grade 4-9 in one of the English exams (language/literature) with 20% of students achieving a 3. Interventions will include: papers being recalled at grade boundary level so that staff can increase their knowledge of what is required to gain certain grades, training session utilising a member of the English team who marked exam paper 2 who will share the common mistakes made by students that led to them losing marks, realistic targets being set.

Q: What is the understanding of students with the new grading system? JBR: Students are not finding this an issue. They have been used to the grading system for a few years now. It is the parents who are finding the new system more difficult to understand.

Music Technology : VL explained that this is a portfolio and written paper based exam. Interventions will include reviewing the teaching of some of the challenging topics, build more regular written assessments in year 10/11 lessons focusing on the longer exam questions, investigate BTEC course to see if there would be an advantage of moving the course for year 9/10 students, take the written exam earlier to allow time for retakes, organise a visit with another centre to compare strategies and verify coursework grades. Governors queried the status of the UQT (unqualified teacher) for Music Tech and wanted to ensure that the required amount of support was in place.

Q: The longer exam questions – is this the length of the question or what needs to be done? VL: More depth in answers was needed. Some students rushed the questions. They need to be instructed to do the big questions first as these are awarded more marks.

Q: With the increase in the number of students taking the course in years 9-11, what support is the teacher being given? JBR: He is being line managed by a member of the English department/leadership team. Strategies being put in place will help support him.

Science: VL explained that there was two paths. Triple science (3 science awards), and Synergy (2 science awards). The science department took the decision to move lower ability students to the triple science award which in hindsight was the wrong decision, and will be amended this year. Year 11s sat the synergy paper recently. Results will be analysed and parents informed of the outcome. Strategies will include target setting guided

<p>by matrices for separate science GCSEs, move set 3 students to the dual synergy award, intervention for high attainment students aimed at 6/7, staffing of chemistry now taught by different staff than last year.</p> <p>Q: is the department fully staffed? VL: 1 teacher on maternity leave currently which is being covered by a supply teacher who is mainly teaching is KS3.</p> <p>VL further explained that the AQA biology and physics year 7/8 syllabus dovetails well with the KS4 course, but chemistry doesn't.</p> <p>Destinations: VP presented the destinations of year 11s to the governing body. Q: Did exam results alter any of the student's college choices? No, 65/75 attending their first choice college, 89/91 attending their first or second choice. Data about subject choices is unavailable.</p>	
<p>7. Improvement plan/link governors</p> <p>VP shared the summary page of the Self Evaluation Form (SEF) which will be sent electronically. This is a new format to previous years and contains 4 sections.</p> <p>Action: The Chair (SM) will email governors to assign them to the new link governor areas, to reflect the new structure.</p> <p>Action: Governors to read the sections of the new one-year improvement plans related to their new area, to be discussed at the next LGB meeting</p> <p>Q: Do last year's link governors need to retain the current structure in order to sign off last year's SEF sections? VP: Yes, the new structure will start from January.</p> <p>Action: Governors to have their final link governor meeting relating to the old areas of the CIP this term, to discuss achievement of last year's targets</p>	<p>VP</p> <p>SM</p> <p>All</p> <p>All</p>
<p>8. Safeguarding/policy ratification/report to governors</p> <p>The Safeguarding Policy has been revised in line with the updates in Keeping Child Safe in Education 2018 (KCSIE), and was ratified by Governors. Slight amendment needed to the numbering (7.2)</p> <p>Q: Is the a MAT version? Yes</p> <p>Staff have had their annual update training.</p> <p>The yearly return safeguarding report to governors was presented to governors. Any comments to VP by 5th October. DCh will be the new safeguarding link governor.</p> <p>Single Central Register (SCR) – a new rota will need to be drawn up.</p> <p>Action: SM to draw up new rota for SCR check</p> <p>VP advised that there will be a MAT safeguarding audit on 11th October 2018 and that there is also a new MAT record/check list for the SCR checks.</p> <p>GDPR update: Staff received training as per the documentation sent to governors.</p>	<p>SS</p> <p>All</p> <p>SM</p>
<p>9. Finance update</p> <p>The Variance report was shared with governors. There were no specific questions. VP advised by due to the charges to budget lines, there was lack of clarity.</p> <p>Q: We are over budget on some areas i.e. admin. Why are we not getting some of this back as we pay a lot of money to the MAT? Who asks this question to the MAT?</p> <p>SM explained that there is a MAT Finance Committee, which we can approach; SM to raise with DC. There is a Chair's forum being set up to improve communication (first meeting on 1 November 2018). SM will raise this issue.</p>	<p>SM</p>
<p>10. CPD Plan</p> <p>The CPD (Continuing Professional Development) hand-out was shared with governors showing the CPD opportunities for 2018/19 for teaching staff. VL explained that staff wanted to observe teaching across subjects, not just within their own department. Personal training is a new opportunity this year where staff can request help on a specific topic or area where they feel they need extra support. There will be no written feedback given on</p>	

<p>this so there will be no record on the outcome. It was noted that CPD availability had been flagged on the staff questionnaire returns, and governors welcomed this document.</p>	
<p>11. LGB composition and training</p> <p>Two members of the LGB's terms of office will expire in the next few months. Elections will therefore be needed for a parent governor and staff governor. The recent governor skills audit had highlighted gaps in knowledge in the areas of HR/recruitment/inspections and school oversight. SM to discuss with the school how best to address these gaps.</p> <p>SM to draw up Chair's rota for LGB meetings for the rest of the academic year</p>	<p>SM</p> <p>SM</p>

Meeting closed at 20:00

Chair