

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 4th April 2019 6pm

Present:

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| Stephen Morris (SM) – LGB Chair | Rachel Ward (RW) |
| Peter Bolton (PB) | Vickey Poulter (VP) |
| Alison Butterworth (AB) | Chris Roope (CR) |
| Dushy Chetty (DCh) | Mike Urquhart (MU) |
| Will Clayton (WC) | Laura Sims (LS) |
| Chris Cornwell (CC) | |

Chair of Meeting: Stephen Morris
Also in attendance: Jeremy Brock (JBR), Vanessa Larkins (VL), Philip Church (PCH)
Minutes: Sue Smith

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| <p>1. Apologies</p> <p>Apologies were received and accepted from Jess Lievesley</p> | |
| <p>2. Declaration of Interests</p> <p>There were none</p> | |
| <p>3. Minutes of the last meeting</p> <p>The Governing Body congratulated VP on her appointment as Principal from September 2019 following the interview process on 13th and 14th March. The Minutes of the Extra Ordinary meeting on 14th March 2019 to agree the appointment were signed by the Chair.</p> <p>Prior to going through the minutes of the last LGB on 7th February, VP explained to the LGB the two incidents that had occurred this week where police were called. VP reassured the LGB that the students were not at risk and the police had advised the school to “keep business as usual” on both occasions. A lockdown was not needed. The leadership have discussed a number of next steps including assemblies which will be arranged as a matter of urgency to reinforce safeguarding to the students and staff will be going into the village during lunchtime. Access to the MAT’s School Condition Funding was discussed as it is possible that funding could be secured for security measures (see item 7 below).</p> <p>Minute number 8 from meeting of 13.12.18 is still outstanding (Building Act section 51). SM to chase</p> <p>Governor training: SM / DC discussing. Academic forum wasn’t discussed.</p> <p>ICT/Progresso contracts: These were agreed by email following the previous meeting and contracts are now in place as agreed (ICT – 1 year, Progresso – 4 years)</p> <p>Single Central Record check – to take place 23rd April (CC/MU)</p> <p>Coaching to Middle Leaders – this will be looked at in the new academic year</p> <p>Link Governors – Structure still to be circulated</p> <p>CEO of MAT to attend an LGB meeting – to be arranged</p> <p>Assistant Clerk vacancy – the vacancy is still being advertised via the website, EPM, and free village publications. At present there has been no interest.</p> | <p>SM</p> <p>CC/MU/SS VP SM SM/SS SS</p> |

4. KPIs: Pupil Premium report, Year 11 data, Review of RAP plans for English/Science and report on maths actions

PCH presented the Strategy Statement to the LGB and how the school was trying to close the gap between PP students and the rest of the cohort, focussing on attendance, aspirations, parental engagement and reading ages. PCH talked the governors through the review items for i. the quality of teaching for all, ii. targeted support, and iii. other approaches. PCH highlighted 1:1 support at lunchtime, resitting exams, and strategies for taking exams for instance CBT therapy. This will be reviewed after Easter and will focus on feedback, work scrutiny and speaking to students. PCH outlined the accelerated reader programme which 44 students are now accessing and are reading at least 10 minutes a day. Boys' reading ages in particular have increased since Oct/Nov 2018 as measured in March 2019. Students are being tracked using the Microsoft programme PowerBI.

Q: Is cost a barrier to getting students on the reader programme? No, not now the programme has been purchased. Buying lots of fiction text is expensive however, but adding and registering a student isn't costly.

There are 13 PP students in year 11, 2 of which may achieve a significant negative P8 score warned VP. Attendance for PP students has increased from previous years and a range of aspirational activities for PP students have taken place. The impact of the strategies put in place prior to this academic year were shown in the GCSE results for PP students in 2018 and were the best results within the MAT.

The Strategy Statement is available on the school's website. (PCH leaves 6.40pm)

JBR talked the governors through the paperwork already circulated. Due to the timing of the meeting, it was noted that the data was now quite old. A supplementary document was therefore circulated for maths which incorporated questions previously received and provided governors with an update of the current position. JBR explained that the teaching staff in maths had been quite cautious with their predictions, and to support students there are topic-specific after school and lunchtime drop in sessions, CCSS maths support, maths mentoring, recall and revision in lessons, 2 trial exams (as of Feb 19), students have been provided with a RAG of topics based on the trial exams and they also have access to a number of platforms and resources.

Raising Achievement Plan for English had been previously circulated to governors. Strategies and best practices to help students to move to a higher level in English were discussed, namely degree-style lectures which is something that one of the other schools in the MAT currently does, and introducing A level skills and scripts.

Q: DP2 data is old – there are 10 students not getting a level 4 in English that are targeted to do so. These students are being individually targeted. We need to make sure these 10 students achieve a level 4. Extended writing is an issue with some students, so this skill is being practiced in the lower years.

Q: Do we have teachers here who have previously taught at A level? Yes we do.

Q: Is there a year 10 update for English? The analysis for this is being prepared.

VL stressed that the trial exam information was used for Maths in the last progress check (DP2). However, English had not had their trial exam at that point. English is also very subjective so there is a different context between the two subjects' data. The RAG analysis from Pixl for the last maths exam is awaited. There had been no specific weaknesses highlighted from initial analysis, therefore students were being moved forward to a more complex level in lessons.

Q: How many students attend the drop in sessions? The uptake isn't particularly high but some Year 11 students are taking the opportunity to eat their lunch in the classroom where the session is taking place.

Q: And what about the after school sessions? Students are being targeted for these. It can be difficult to make students stay after school.

50 students are involved with maths mentoring and on Thursday lunchtimes students show their teacher what they have been revising. This promotes independent and active learning and is good preparation for Sixth Form.

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| <p>There were no questions previously received for Science.</p> <p>Q: The data for Physics and Biology seem to be much the same, but Chemistry is lower. Students are finding Chemistry more difficult, as are students across the MAT schools. However, this isn't a national trend. One reason that's being looked into across the MAT schools is that the AQA scheme doesn't seem to carry through from KS3 to KS4 for Chemistry. There are some strategies currently in place – bringing topics into year 7 that will be constantly reinforced, doubling the time for chemistry and interleaving, meaning that chemistry will have more lesson time. The current chemistry teacher has taught to A level. All year 11 students have finished their science courses, so revision is taking place. Governors were assured that if students are taking synergy they can still do a science at A level.</p> <p>The governors were informed that selected students' performance was discussed in Raising Attainment Plan (RAP) meetings for Maths, Science and English on a 3 weekly cycle.</p> | |
| <p>5. PSHE report</p> <p>There were no questions previously received following the circulation of the PSHE 2018-19 plan. VP explained that discrete PSHE lessons needed to remain to deliver key and ever-changing themes to students.</p> <p>Q: Do students know that they have a huge say following their feedback from the student survey? Probably not. Last year (17/18) was the first year the Head of PSHE carried out this internal survey.</p> <p>Q: Whilst there is a percentage increase of students finding this useful, there are still some not finding it useful. Can we understand why? Does it depend on who delivers PSHE? The Head of PSHE (HoD) also teaches TK. We therefore ask other teaching staff to deliver PSHE as well. The HoD is working on lesson plans with work scrutiny taking place and feedback to staff. She is also working hard to get external professionals in to deliver aspects of the topics covered.</p> <p>Q: Could we use ... "You said.... We did" so students feel that their opinion counts? Yes, this is a good idea</p> | |
| <p>6. Budget timescales</p> <p>VP flagged that due to timescales set by the MAT in the 2019-20 budget build calendar a Finance working party would need to meet w/c 29th April 2019 as the LGB will need to give their approval to the MAT of income and salaries. A date of 30th April at 6pm was suggested. Papers will be circulated prior to the meeting. SM/DCH/AB/MU confirmed that they would be able to attend. SS to circulate date</p> | <p>Finance manager SS</p> |
| <p>7. Premises and site update</p> <p>A spreadsheet produced by the Premises Manager on works needed was circulated. Further to the discussion at the start of the meeting, VP explained that the School Condition Funding which was previously allocated to schools from the DfE for capital projects, was now being distributed to individual MATs as a whole rather than the individual schools. VP had met with the CEO and walked around the school's site highlighting areas where work was urgently needed. The main priorities were highlighted as work needed on the back car park (primary school side) and a door security system. These are both safeguarding issues, therefore are a priority. Other funding projects could include the boilers and electrical works.</p> <p>Q: Is there an update on the planning permission at the side of the school? Planning permission has been resubmitted. Once the planning permission is granted and the house is sold, we can hopefully use the capital for some of the works.</p> | |

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| <p>Q: How/why would money be given to us from the MAT? This will be allocated for specific projects. There is also an asset management plan too which highlights where the priorities are.</p> <p>Q: Will swing barriers in the car park solve the parking issues? This will be a strategy but there is still an issue despite staff speaking to parents. This is BVC's car park.</p> | |
| <p>8. Teaching and Learning report</p> <p>There were no questions previously received following the circulation of the T&L report. The Principal (DC) had conducted a review and a report had been written. VL confirmed that DC was pleased with what the school was doing.</p> <p>Q: Can DC's report be circulated electronically? Yes How often is this process done? Yearly</p> | VL |
| <p>9. Admissions update, and 2020/21 Admissions Policy</p> <p>VP confirmed that the numbers for year 7 Sept 2019 are currently at PAN (125) with the second round of applications being processed by Cambs County Council. We have confirmed that we will over admit to 140 again this year.</p> <p>Q; What is PAN: Pupil Admission Number. When the Barracks was due to reopen 2 years ago, we agreed to over admit to 140, however there are no students due to us from the Barracks at the time of the meeting. An update will be provided once the second round of applications has been finalized and we know what appeals are to be heard.</p> <p>The admissions policy for 20/21 needs to be agreed by Governors. There are no changes to the current policy. VP explained that if we did want to increase our PAN we would need to go through a consultation process. The Policy was agreed by governors unanimously. SS to send the approved policy to Cambs CC and place on the school's website.</p> | SS |
| <p>10. Staffing update</p> <p>VP shared a verbal staffing update with governors. The staff governors and other staff present were asked to leave to allow for a confidential discussion to take place. This item is the subject of a confidential minute.</p> | |

Meeting closed at 8.30pm

Chair