

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 9<sup>th</sup> May 2019

**Present:**

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:** Chris Cornwell  
**Also in attendance:** Heather Edwards (HEd), Vanessa Larkins (VL), Jeremy Brock (JBr)  
 (members of SLT)  
**Minutes:** Sue Smith

	ACTION
<b>1. Apologies</b> Apologies were received by Jess Lievesley, and accepted.	
<b>2. Declaration of Interests</b> There were none	
<b>3. Minutes of last meeting and matters arising</b> <ul style="list-style-type: none"> <li>DC dealing with Building Act section 51 query</li> <li>Link Governor – Structure to be circulated</li> <li>CEO visit arranged for next meeting (13.06.19)</li> <li>Assistant Clerk vacancy – still being advertised</li> <li>Teaching &amp; Learning report – to be circulated</li> </ul> The minutes were approved and signed.	SM  SS VL
<b>4. Tutor time proposal</b> HEd, Assistant Principal, presented to the governing body proposed changes to tutor time taking into account feedback from staff and students. The proposal is to move tutor time to just before break making lesson 1 the statutory registration period at 8.55am. SLT are working on a series of daily tutor time activities, and are looking at a possible name change from tutor time. Governors were asked for their suggestions. Q: What size are the tutor groups? Approximately 27. Q: How long is tutor time? 20 mins Q: Do students mentor each other? Yes, excellent practice is happening. Vertical tutoring works well especially with year 8 at the moment during the options process. Q: Will there be a negative impact on the first lesson? We believe there will be the opposite – this will get students straight into learning. If tutors need to spend time with their tutees during the new proposed timeslot, then this will impact on break not a teaching lesson. Q: When will this change happen? We are looking to start this in September and will be spending time with staff now developing this with them.	

Q: Will this be written down for tutors to following as an assessment document? Yes, this is a good idea. We will look at how we can measure tutor time objectively. We feel that this is in the best interest of students.

Heather Edwards left

## **5. KPIs, Year 9, 10 and 11 data**

Year 9 and 10 data had been circulated with the agenda. There were no questions raised prior to the meeting. JBR talked the governors through the headline figures for data point 3. JBR explained that, based on the figures for year 9, progress is pleasing with all students making progress except for 10 students. The Head of Year is working with these students.

Q: What about the gender gap? The gap reflects national statistics, so is about right.

Q: What about tutors mentoring these 10 students? This is the responsibility of the Head of Year who has a complete overview of the range of reasons why these students are not making good progress.

JBR also talked the governors through the Year 10 data. There were no questions raised prior to the meeting. JBR explained that again the gender gap was in line with the national picture and that there appeared to be rapid progress for new subjects (i.e. Latin and ICT) due to more lesson time being provided in year 10. JBR reassured governors that SLT challenge staff where there appears to be massive progress as it was important to ensure the correctness of data.

Q: Why has progress in chemistry and fashion gone down? Following the deadline for submission of grades, the teacher inputted corrections which wasn't accounted for in the data. Regarding chemistry, in previous data points, there was one grade for all the sciences. Now these have been split into separate sciences, the data for biology and physics has gone up, but chemistry has gone down.

Q: Why are there no distinctions forecasted for Music Tech? This is a current working level grade, plus it is a lot harder to get a distinction in music tech, therefore there is reticence on behalf of the teacher to give this grade.

Q: Can we better support Music Tech and all music taught in school? We are improving the ICT in the department and are providing more MACs as the course is very "tech" heavy.

JBR circulated Year 11 data at the meeting following the data point that had gone out to parents the week previous to this meeting. JBR and VL assured the governors that the students who are not achieving a grade 4 in either English and/or Maths are being specifically targeted and supported.

Q: Are there still revision sessions/tutoring sessions happening? Yes, but revision classes are voluntary to ensure students are more engaged. There were sessions held during the Easter break for which teachers gave up their own time to attend. PixL are providing revision resources for paper 3 once papers 1 and 2 have been sat, so support can be more focussed.

Q: Why is the progress 8 score still a negative? There is a reticence on the part of the teachers to predict 8 and 9 levels as we still don't have a good understanding of what these grades actually look like with the new grading system.

VP highlighted to governors that there are 3 pupil premium students who have a significant negative P8 score which will have a big impact on the overall score for the school. This is mostly due to medical issues which school has no control over.

Q: How many students are resitting English language in year 11? Only single figures – not many. 66% of year 11 students have already achieved at least a grade 4. The policy on early entry will be considered in the autumn term.

<p><b>6. Curriculum policy and options update</b></p> <p>VP explained the option choices deadline for year 8 was 10<sup>th</sup> May. The options evening was very well attended and interviews with students and their parents have taken place. Subject numbers will be known next week.</p> <p>Curriculum: The new Ofsted framework will be published in September. There is an emphasis on curriculum. VP is planning meetings with all Heads of Department to talk through their 5 year curriculum plans – key questions will include why are they teaching the topic/subject; is this meeting the needs of the student? SLT are looking at the overall policy with a view to merging current policies into one “Quality of Education”. A sheet of introduction, intent, implementation and impact was circulated.</p> <p>Q: For every subject do teachers need a document to show what the curriculum is? Yes, there is a proforma document/summary document of intent. There are also interleaving documents. Ofsted Inspectors will be going into classes to ask the teachers why they are taking the subject. These documents will enable staff to think about why, and the impact will feed into our self-evaluation.</p> <p>Q: What about the curriculum change we made last year? We will need to give the inspectors a rationale as to why we have a 3 year KS4, although there is the argument that we do have a 5-year curriculum plan not just a 2 year KS3 and 3 year KS4.</p> <p>Q: Is there any feedback on year 8s picking 3 subject choices rather than 4? There are clashes but no other issues have been raised.</p> <p>VP will bring this back to the first meeting of the new academic year in September 2019.</p>	
<p><b>7. Health &amp; Safety and premises report</b></p> <p>VP apologised for the lateness in sending out the report. The Health and Safety Policy, which had been circulated, was for information only as this was a MAT-wide policy which had already been ratified by the Board.</p> <p>VP was delighted to report that BVC has secured £244K for projects from Anglian Learning’s Capital Improvement fund. This will be spent on the following H&amp;S and safeguarding projects:</p> <p>Phase 2 of the electrical works, back car park safety measures, door security systems, repairs/replacements to oil tanks and heaters, and phase 2 of the heating design.</p> <p>VP is also seeking further funding to redesign the toilet areas with safeguarding and student welfare in mind.</p> <p>VP was also delighted to inform governors that funding had been granted by Cala Homes to provide a new fire door for the piggery building.</p> <p>Accident reporting will be collated termly. The “Every” System has the functionality for Anglian Learning’s Director of Operations to compare all schools’ accident reports.</p> <p>Q: Do students reports accidents? Yes they should, but they will be reminded to. Near misses need to be reported too.</p> <p>CR had previously been present at the school’s H&amp;S meetings prior to the new premises manager starting. SS will send the new premises manager CR’s email so that this link can be re-established.</p> <p>The governors thanked VP for this update and for the work she and the premises manager had done in obtaining this very much needed funding.</p>	<p>SS</p> <p>SS</p>
<p><b>8. Budget and finance</b></p> <p>The P7 figures had been sent out with the variance report prior to the meeting. As per the previous LGB minutes, a finance working party have now met to agree staffing and income for the next academic year. VP advised that whilst income had increased due to more students being on roll, costs had also increased, specifically staffing costs, there would therefore be a deficit of £40K. VP explained that even though student numbers are up from last year, funding</p>	

<p>is lagged as it is based on the previous year's numbers on roll. The premise is that all schools should set a balanced budget but due to the lag in funding and need to invest in staff, VP will be requesting that a deficit budget be set for this financial year.</p> <p>Q: Is our contribution to the MAT static? Yes, but it is slightly higher than last year due to inflation.</p> <p>Q: Will governors support the financial committee's recommendation to ask the MAT for a deficit budget? Governors agreed to this recommendation. If a deficit budget is not granted, then the school will need to look at all expenditure lines to see how £40K can be saved.</p>	
<p><b>9. Staffing update</b></p> <p>VP gave a verbal staffing update.</p> <ul style="list-style-type: none"> <li>• The Site Manager has now formally left and an advert will be raised for an assistant site officer. This will be doubled up with an advert for an assistant clerk.</li> <li>• Science – appointed 2 new science teachers for September 2019. An internal advert for Maths/Science Leader will be circulated to teaching staff.</li> </ul>	
<p><b>10. Safeguarding update</b></p> <p>The SCR check has been completed. Arrangements for the summer term check to be made. Safeguarding review with DCh/VP/HEd to be organised.</p> <p><b>Amendment:</b> The Chair of the meeting (CC) wished the minutes to note that there was an outstanding action on the recent single central record check undertaken in April 2019 with regards to an overseas check.</p>	<p>SS</p> <p>SS</p>

Meeting closed at 8.50pm

Chair .....