

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 31st October 2019

BASSINGBOURN
VILLAGE COLLEGE

Present:

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

Chair of Meeting: Stephen Morris
Also in attendance: Vanessa Larkins (VL) Phil Church (PC)
Minutes: Alison Butterworth (AB)

	ACTION
<p>1. Apologies and declarations of interest</p> <p>Apologies were received from Sue Smith (Clerk)</p> <p>There were no declarations of interests.</p>	
<p>2. Minutes of last meeting and matters arising.</p> <ol style="list-style-type: none"> Year 11 questionnaire – VP reported that the questionnaire would be distributed earlier next year to try to increase response rate. Safeguard/Prevent/GDPR Training Refresher PowerPoint was circulated electronically to all governors Updated Safeguarding Policy is now on the BVC website. Governors were reminded to read and acknowledge: KCSIE, Data Protection Policy, ICT Policy, Code of Conduct and safeguarding Policy SEF Calendar and Improvement planning: <p>Documentation was previously circulated with the agenda, the 4 one-year sections to form the basis of Link Governor meetings. Any feedback by end 8-Nov-19</p> <ol style="list-style-type: none"> H&S report presented at this meeting. All governors have now logged into the new Office 365 email system and it is working well. Rota for chair of meetings and attendance at governor briefings have been circulated by SM. Single Central Record check has been completed by DCH and found to be in order. Link governors agreed for the following areas [job descriptions App G governor handbook]: <ul style="list-style-type: none"> Pupil premium: DCh MU SEN: AB Finance DCh to take it on if no other offers H&S: CR Safeguarding DCh Skills audit circulated for completion 11-Nov return date HTPM agreed to become sub-committee for pay/remuneration to scrutinise the recommendations for pay progression of staff [AB, CR, DCh] with VP. 	<p>All governors</p> <p>All governors</p>

<ul style="list-style-type: none"> VP to circulate a date for Pay & remuneration committee to meet before next LGB to review appraisal process. New volunteers requested for HTPM for Sep-20 [training provided] - CC volunteered. <p>13. Non confidential content Feedback from exit interviews to be feedback to LGB</p> <p>14. The Minutes were approved and signed.</p>	VP
<p>3. Pupil Premium [PP] Review and Strategy</p> <ul style="list-style-type: none"> 2 PP reviews circulated in advance of meeting by PC: PP 18 – 19 Rationale PP 19 – 20 Rationale PC summarised circulated information and answered questions from LGB: Q: What made a difference to PP parent positive engagement? A: Hard to identify accurately but parental engagement from yr 11 cohort in addition to shift in overall school culture Q: Evidence & rationale not clearly different from action column on report A: PC will review comments. Q: Would departmental subject feedback be useful to include? A: yes - good idea. Q: Is budget sufficient? A: needs careful planning to maximise benefit to PP students and be spread over year. 	
<p>4. LGB items</p> <p>LGB risk register,</p> <ul style="list-style-type: none"> spreadsheet that includes risks to school, each identified risk aligned to section of CIP needs to be referenced during link visits to keep track of progress. Highest risk is Item 2 – inability to recruit & retain staff Q: Level of risk included but likelihood of happening not added. A: mitigating factors have already been applied Comments and progress completed by VP, SM & AB but to be updated by governors and used as an ongoing dialogue. Action item: governors to review at link meetings Action item: Add risk monitoring to link governor feedback form Action: feedback to LGB following CIP meeting Q: how do governors know mitigating circumstances mean risk is acceptable? Action: add column to risk register to include comments. Q: are governors link roles spread to cover risk heavy areas? A: as this is the first time of inclusion we will monitor this year and review to see how link roles work Action: Governors to have link meeting termly Action: SS to circulate link contacts to governors. Assistant Clerk for LGB meetings - new clerk hopefully to start in January <p>LGB Matters / Development</p> <p>Recent Anglian Learning chairs of governors meeting, topics covered</p> <ul style="list-style-type: none"> Trust frameworks Leadership training Governor training, cost to be confirmed – CCC governor services courses now charged Wing primary development Joyce Franklin Academy Newport due diligence in progress 	<p>All governors SM SS SM SS</p> <p>All governors SS</p>

<ul style="list-style-type: none"> • CHET – Linton VC plus primaries due diligence in progress 	
<p>5. KPIs</p> <p>Targets</p> <ul style="list-style-type: none"> • Process explained • 3 criteria combined this year to create targets: teachers' professional judgement, current working level at end yr 10, expected progress from P8 - transition matrices not used. • Targets were reviewed by line managers, discussions with individual students took place and some subject targets were revised. • Summary circulated to LGB • Aspirational targets. <p>Q: are these based on individual student contribution? A: P8 is expected targets per student, flight paths factored into targets for yr 7, 8, 9 data. 2018 data used initially, adjusted when 2019 data received.</p> <ul style="list-style-type: none"> • Exam trends [girls data, PP etc] factored in. • Craft changed to 3D design, • exam board for maths being reviewed -EdExcel less reading and easier to access, • no early entry English, no Media, no Sociology, all PE is now Vcert <p>Q: how is data collected used effectively? A: current working grades accurate, intervention as precise as possible, identification of gaps and personalised action needed, subject area reviews following data point and actions created.</p> <p>Attendance & Behaviour Report</p> <ul style="list-style-type: none"> • Attendance best out of AL secondary schools, PA lower than national average. • Isolations low compared to AL secondary schools • Safeguarding tracking now included <p>Data Point</p> <ul style="list-style-type: none"> • Can compare to LY as data reporting the same • Data circulated – looking at progress through the year. • This year attainment slightly above this time last year. 0.2 of a grade no longer used for predictions or progress towards targets - either 0.5 below or above • RAP in place for identified students at all levels <p>Action: any questions to VP by 08-Nov-19 – including Synergy science query</p> <p>Subjects included in Risk register:</p> <ul style="list-style-type: none"> • music technology, maths & science. RAPs circulated, • Anglian Learning support for maths & science, not Music tech as not taught in other AL schools. • Following review of Music tech SLT confident improvements are in place. Music yr 7&8 being led by other members of staff. • 6 maths groups for the first time in year 11 as sufficient staff – further maths being taught to most able, opportunity to sit this as a GCSE. Data point results are encouraging. Staffing plans in place. <p>SEND strategy circulated – link meeting arranged. Literacy & Numeracy catch up program circulated.</p>	<p>All governors</p>
<p>6. Variance Out turn report circulated</p> <ul style="list-style-type: none"> • Additional income and saving outlined to explain carry forward, this is to be used against deficit budget. Deficit budget larger than planned due to maternity cover requirements. 	

<ul style="list-style-type: none"> Bid for roofing project underspent by £70,000 should be returned to ESFA, VP working with AL to reallocate for other roofs. <p>Q: Training budget down A: inhouse solutions used</p> <p>P12 out turn was approved by LGB</p>	
<p>7. Premises and H&S</p> <ul style="list-style-type: none"> Audit & meeting held Accidents now reported to LGSS & AL to track. BVC has a lot of uneven surfaces currently mitigating risk. Tree survey has identified actions & cost Weekly PowerPoint and new first aid policy and accident reporting. Parking issues mainly resolved. Access control contractors behind schedule – to be complete in next 2 weeks. Additional parking outside primary school 	
<p>8. Complaints/Whistleblowing/GDPR reports</p> <p>BVC are now recording all:</p> <ul style="list-style-type: none"> Stage 2 complaints (none recorded to date this term) Whistleblowing (none recorded to date this term) GDPR – an incident of downloading hacking software onto supply laptop identified. This was reported to IT support and system updated to prevent further incidents. Email & IT security reviewed and updated. Cost of increased protection will be included in IT budget. <p>AL safeguarding audit completed – report awaited. SCR check completed by DCh</p>	<p>All governors</p>
<p>9. AOB</p> <p>Nothing raised</p>	

Meeting closed at 8.30pm

Chair