

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 12<sup>th</sup> December 2019

**Present:**

Peter Bolton (PB)	Rachel Ward (RW)
Alison Butterworth (AB)	Vickey Poulter (VP)
Will Clayton (WC)	Chris Roope (CR)
Chris Cornwell (CC)	Mike Urquhart (MU)
Jess Lievesley (JL)	Laura Sims (LS)

**Chair of Meeting:** Laura Sims  
**Also in attendance:** Jeremy Brock, Vanessa Larkins  
**Minutes:** Sue Smith

	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from Steve Morris and Dushy Chetty.            There were no declaration of interests.</p>	
<p><b>2. Minutes of last meeting and matters arising</b></p> <p>Feedback from Link Governors received and meeting notes circulated. One Link Governor visit (RSP) which had to be cancelled still needs to be arranged for this term.</p> <p>Skills audit – thanks to all for completing this. Paperwork sent by Chair – will be looked at in January’s meeting due to Chair’s absence (also see minute item 10)</p> <p>Governors flagged that due to a number of governors’ terms of office coming to an end this year, more governors will be needed for the Pay and Remuneration committee as well as the HTPM committee. SS to look at training opportunities.</p> <p>Risk register – Risk monitoring column added to the link governor feedback form from Spring term. SS to circulate.</p> <p>Appointment of Assistant Clerk – candidate withdrew from the process.</p> <p>KPIs – Data Point: no questions were submitted. Synergy science – VL explained that the data point 1 was a comparison to last year which shows a big improvement on results compared to last year. Progress outcomes put BVC in the top 20% nationally which is very positive. There is a strong team of teachers delivering to year 11 and they are now reviewing the course with students in readiness for their exams.</p> <p>The clerk highlighted that the paperwork circulated at the first meeting (Safeguarding/GDPR/photo consent forms) have still not yet been returned by SM. SS to chase.</p>	<p>SS</p> <p>SS</p> <p>SS</p>
<p><b>3. KPIs, year 10 DP1</b></p> <p>Q: Why not include target information for year 10? The target given is for year 11. Not questioning the tracking of data – just questioning the reason.</p>	

A: JB explained that students' average progress is a grade a year. This is parent driven as parents like to see year 11 target/end of course target. That's not a set target though – it is recalibrated at the end of the year (10). We compare last year's data point 1 and make sure that progress is being made looking at flight paths.

Q: Is this is the first year that we see year 10 students data who have started their GCSE courses in year 9?

A: Yes, H&F/3D Design are a two year course though. H&F students did a first aid certificated course in year 9, now they are starting a different course therefore the assessment criteria for these courses is a different style. There is a lot of support given to students to start with in year 9 and action taken/parents contacted where needed.

Q: We should expect to see better results as time progress?

A: Yes

**4. ASP and ISDR report and discussion**

DofE (ASP) document was presented to governors in draft prior to the meeting, which shows the school's performance. ISDR document is the new style inspection dashboard. Ofsted would look at this document when an inspection takes place. The school was already aware that our language results were in the top 20% of schools nationally. Attendance was positive, with absences below the national average. ASP now shows like for like figures ie for disadvantaged/pupil premium students which is very positive for BVC.

Q: They are now comparing BVC with a similar school? A: Yes.

VP highlighted that the "confidence interval" level reported on the front page of the report is bigger for us as we are a small school.

Q: Do we have information for the schools within the Trust? A: Yes we do for progress. This will be circulated when all the information has been received as it is useful to see cross-Trust data and then to be able to work with other schools within the Trust to raise results.

Q: Exclusion reporting in the ISDR – why is the exclusion data not fully available? A: Some schools have challenged where the information is received from.

**5. Finance report – 1920-21 budget and current year P2 report**

VP fed back to the Governors following a recent Cambridgeshire Secondary Head's (CSH) meeting which focussed on school budgets and explained that the LA may top slice schools' funding for their High Needs Block, SEND needs and alternative provision. Whilst there is the promise of increased funding (£5K for each student), the LA can apply for an exemption to that. All Heads voted against the LA's proposal. The extra funding per pupil is positive for BVC as the school has increasing numbers on roll which equates to more funding.

Q: Could we end up with less funding per pupil if the LA's proposal was to go through?

A: Yes if the top slice was taken, but with increased numbers our funding will still be positive.

PB advised that he went to the Governors' Funding Briefing which reflected the CSH meeting that VP attended. He explained also that there would be a need for schools to pay for the new broadband (EastNet) that is being installed in all Cambridgeshire Schools. Currently this is funded by the LA but there will now be an additional cost to schools. This amount is not yet known.

The P2 report for the current academic year was circulated with the agenda. VP explained that there was a timing issue with regards to variances. The EFA funding has now been received, but ESCIP funding not yet received. Pay increments for teaching staff eligible to go up a level on their pay scale have not yet been implemented.

Q: Is there any other expenditure we need to be aware of?

A: There will be 3 maternity covers at a cost to be incurred of around £30K. Also there is the ICT tender which we are working on with the MAT's Director of IT. Due to the timings of LGB

<p>meetings this contract may need to be agreed by email. It may be that aspects of the support currently provided will be separated (i.e. Cloud storage).</p> <p>Q: Why don't the MAT provide ICT support for us? A: At the moment they don't have the capacity.</p>	
<p><b>6. Admission report</b></p> <p>VP reported that there are currently 119 1<sup>st</sup> choice applications for September 2020, 63 2<sup>nd</sup> choices. With our PAN of 125 it is likely that this will be exceeded following the processing of applications in the second round. We have alerted Admissions that we wish to go to 140 again this year. Our currently numbers on roll are 664, which will increase to 669 in January. Having spoken to Bassingbourn Primary heads, the students who are coming in from the Barracks are much younger and although BVC has had a few students join from the Barracks, but there is no further information on numbers expected in September.</p>	
<p><b>7. Staffing report</b></p> <p>A staffing report was verbally given:</p> <ul style="list-style-type: none"> <li>• 3 x maternity cover – replacement teachers will start in January</li> <li>• Head of year roles, year 7/8, year 9 and year 10. 3 internal appointments have been made</li> <li>• Exit interview has taken place for Communications and Marketing manager who is leaving at the end of December. This vacancy will be advertised in the New Year.</li> </ul>	
<p><b>8. Policies</b></p> <p>Two policies are being consulted on: Inclusion and CAT policies. Governors were asked to review these policies with comments needed by 9<sup>th</sup> January. It was agreed that the two policies would be reviewed by the appropriate Link Governors as follows:</p> <p>CAT (Curriculum, Assessment and Teaching) – Link Governors for PCS- LS/CR Link Governors for RSP – SM/WC</p> <p>Inclusion Policy – Link Governors for CRIS – DCH/MU Link Governors for KCCE – JL/CC Link Governor for SEN – AB</p>	
<p><b>9. GDPR/Safeguarding – safeguarding audit</b></p> <p>It was noted that a Subject Access Request had been received and processed. The MAT will be carrying out a GDPR audit w/c 6<sup>th</sup> January.</p> <p>Safeguarding: The MAT had completed an audit and the two actions highlighted for urgent attention before January had now been completed. DCh had also visited for his Link Governor meeting and the report had been circulated.</p>	
<p><b>10. Skills Audit feedback and LGB audit, ALIS, training (SM)</b></p> <p>In SM's absence, LS explained that the audit had been circulated. The Audit showed a gap of finance expertise within the governing body. There is a vacancy within the current LGB so a governor with this specific expertise can be recruited for.</p> <p>Governors have all managed to access ALIS where all LGB documentation is now to be held.</p> <p>Further to matters arising, the risk register was again discussed. VP suggested that clarification be sought on how all the governing bodies within the Trust are using the risk register. The risk register is currently linked to items on the Agenda, but perhaps there needs to be a standing item on the agenda, or a column on the minutes to link back to the risk</p>	

<p>register. The Link Governor template showing a column for the risk register should be included on ALIS. Action: SS to get this template added to ALIS.</p>	<p>SS</p>
<p><b>11. Head Teacher's report (via termly briefing)</b> A hard copy of the termly briefing was circulated to governors.</p>	
<p><b>12. Staff pay increments and staff structure for 20/21</b> The staff governors leave (7.30pm). The next item is subject to a confidential minute.</p>	

Meeting closed at 8.00pm

Chair .....