

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 23<sup>rd</sup> January 2020

**Present:**

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

**Chair of Meeting:** Mike Urquhart  
**Also in attendance:** Vanessa Larkins (VL), Jeremy Brock (JB), Heather Edwards (HE)  
**Minutes:** Sue Smith

	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received and accepted by Peter Bolton</p>	
<p><b>2. Declaration of Interests</b></p> <p>There were none</p>	
<p><b>3. Minutes of last meeting and matters arising</b></p> <p>HTPM committee/Pay and Remuneration committee – training documents were circulated. CC is taking part in training this academic year for the Head Teacher’s Performance Management. 2 other governors will also be required for succession planning as a number of governors’ terms of office are coming to an end this year.</p> <p>Finance – Possible top slicing of schools’ funding for the LA’s High Needs Block is still in consultation. VP advised that Bassingbourn VC would still be in a positive position if this was to happen due to the recent growth in pupil numbers.</p> <p>ICT tender – The current contract is being rolled forward for 5 months so that future contracts run from September to August and which will allow the Trust to investigate whether they can provide us with any IT support.</p>	
<p><b>4. Mentor time update</b></p> <p>A presentation on mentor time was given by HE, Assistant Principal. All tutors have been visited to check activities are taking place as scheduled. There are clear activities planned with weekly themes. Students are able to say what’s happening in mentor time, and all tutors have been asked to provide feedback via Survey Monkey.</p> <p>Q: Do students get any input into what they are doing in mentor time? A: We do try to organise activities to fit with the key themes of the week as part of our SMSC (spiritual, moral, social and cultural) responsibilities.</p> <p>HE explained that the mentor time had changed to after the first lesson. The start of the day remains at 8.55am but students go straight into lesson.</p>	

## 5. Teaching & Learning report

VL reported to Governors that there were 34 peer lesson observations in the autumn term.

Q: How do staff like this system of peer observations? A: Staff do like this way of observing – it's very supportive and also highlights best practice. Also, observing other members of staff outside the Faculty is very useful.

Q: In classes with lots of different abilities, how are lessons differentiated? A: By making things easier, doesn't make learning better – students' recall gets stronger and they learn more by not differentiating.

Q: Marking in books? How much of this takes place if more IT is being used? Students are still using books during lesson time. The on line system Doodle is used for homework.

## 6. Behaviour & Attendance report

This report had been previously circulated. VP advised that there had been a drive on homework monitoring and therefore there is a slight increase on low-level behaviour points. Attendance was slightly lower than expected but this was due to a spike in illness in November/December. A YMCA counsellor visits for ½ a day a week, and this may be increased when more funding is available.

There has been an increase in safeguarding logs on MyConcern which may be because staff are now used to the new on line system. Q: Is there sufficient external support? A: Yes, there is increased input from agencies, but we are seeing an increase in reports. Q: Do you track safeguarding concerns within the MAT? A: There is no specific tracking. Some of the MAT schools still use Centre 33 rather than YMCA.

## 7. Policy Ratification – Inclusion and CAT

Due to small changes needed to both policies, these are to be made and both will be brought back to the next LGB.

## 8. H&S report

This report had been previously circulated. This is a new style of report and shows types of accidents logged and the location.

VP reported that the electrical project, access control system and signage had been completed. The Lockdown policy was being reviewed in light of the new access control system.

Footpath repairs are needed moving forward, and there are plumbing/heating repairs taking place over the summer holidays. The Biomass was working well, although other boilers within the school are in need of repair which is a priority.

Q: We thought that toilets were a priority? A: There are still functioning whereas the boilers are not. There may also be a project across all the MAT schools for toilet upgrading.

Compliance: An asbestos and legionella report has been undertaken which flagged up some remedial work that needs to be done. Site staff are undertaking training. Heads of Departments are being chased to complete their department risk assessments.

CR is the H&S link governor and meets with the premises manager regularly.

## 9. Yr 11 DP2 and exams

Reports were circulated prior to the meeting. Questions were received from AB prior to the meeting. Q: Maths is a subject of concern, are these results unexpected? A: VL had met with the Head of Maths. The data had been collated "hot off the press" when the data was issued. DP2 was based on current working levels including homework and classwork. In the recent year 11 exams, students had 3 papers to complete which indicated more resilience in maths. The DP1 grades were more reflective and didn't have a rigorous assessment linked to the data point. 0.2 level is no longer used for grading, so if students are not achieving a secure grade,

<p>they will be moved down to the grade below, to a 0.8. There are therefore a number of students currently sitting at a grade 4.8 for this reason. There is evidence that students improve their grades between the trial exam and the proper GCSE exam. It is positive that more students are working to a grade 4 this year than last year.</p> <p>Regular RAP meetings are taking place and individual students are being closely monitored with intervention taking place where necessary. There is an emphasis on “filling the gaps” activities/topics. The exam paper 3 did have difficult questions, but it was felt that the style of questions made the paper easier to access for students. Students will undertake 2 more practice papers (and possibly 3). There is also Yr 11 parents evening where revision guides will be given out and revision books are available to purchase. It was promising that grade 9 results were achieved. Year 10 students will complete 2 papers in their practice exams.</p> <p>Q: What’s the Maths’ exam board? A: Edexcel. The team are happy with the style of questions. The maths is the same, but the style of wording the questions is better for students to access, especially for the foundation paper. We are working to get the lower grades up, plus we have students achieving a grade 9 in their recent practice exam.</p> <p>Q: Is the balance of risk right? A: 3.77 was the average grade last year, this year it is better at 4.03.</p> <p>Q: Science – are there some groups who haven’t finished the curriculum yet? Synergy course - students have a lot less to cover whereas the triple science course takes longer to teach. Now classes are merging with students moving groups, how will this work for students?</p> <p><u>Action: VL to feedback to governors at the next meeting</u></p> <p>Q: Last year there was a concern about the maths results, are we confident things are better this year?</p> <p>A: Yes, things are slightly better this year. There is still a concern but the data is looking better.</p> <p>Q: Where are the groups we are concerned about? A: There are 5 intervention groups for the students on the borderline of 3 /4, 4/5 and 6/7.</p> <p>Q: As the current working level system of grading is vulnerable to exams, do we need to look at projections? Both systems have their limitations.</p> <p>JB advised that he and another senior leader met with the Deputy CEO of the Trust to look at data, and our data was more accurate using a current working level than other schools.</p> <p>English: As with maths, DP2 included exam results, based on 8 assessments. As it’s a 1 year course, progress will be sharper and between the trial exam and actual exam students should go up by a grade. Again, as with Maths, students are being monitored with strategies and targeted revision in place. The Head of Department is pleased with the DP2 results.</p> <p>Q: Are there many students taking English resit? A: 27 so far as known. There are after school sessions arranged.</p> <p>Q: Received in advance from AB: Why is 4-9 target for 3D design so much lower than any other subject? A: This is a low profile cohort.</p>	VL
<p><b>10. SEF summaries – first reading only</b></p> <p>These have been circulated in advance. VP asked that the SEF summaries be looked at between now and the next meeting on 26.03.20. Feedback needed by 13<sup>th</sup> March.</p>	ALL
<p><b>11. Safeguarding and GDPR</b></p> <p>An audit had been carried out by the Trust, a copy of which was circulated to governors prior to the meeting. There were actions recommended, and that a GDPR link governor be appointed.</p> <p>Q: How is the deletion of electronic data checked? A: Reminders are needed. Emails are now scheduled to be deleted centrally.</p>	

<p>There have been 2 FOI requests, and an SAR requested which was actioned within the correct timescale.</p>	
<p><b>12. Staffing update</b></p> <p>VP advised that 2 Assistant Principal posts incorporating a Head of Department role had been advertised, one for Maths and one for Science. There were interviews scheduled for a Teacher of English role and also for our Marketing and Communications vacancy. There was also an advert out for a Teacher of Maths.</p>	
<p><b>13. LGB matters:</b></p> <p><b>Skills Audit:</b> This had been circulated, and has highlighted the needed for a governor with finance expertise. As there is a vacancy for a Trust appointed governor, it was agreed that the governing body should seek someone with this skill set.</p> <p><b>ALIS:</b> SM asked whether governors were able to access this platform to retrieve the documentation for the LGB meeting. Governors reported that there were not finding ALIS easy to access. SM will email the Trust to inform the Director of ICT of the difficulties governors were facing. For now, all documentation will revert back to being emailed out to governors.</p> <p><b>Composition:</b> There is a list of Governors' terms on ALIS. 3 Trust governors' terms will expire this year, therefore recruitment will be needed. SM flagged up again that more governors were needed for the HTPM process.</p> <p><b>Link Governors:</b> Link Governor meetings must take place before the Easter break.</p> <p><b>Academy Governance Forum:</b> SM advised governors that Joyce Franklin school had now formally joined the Trust.</p>	<p>SM</p> <p>SS</p>
<p><b>14. Risk Register Update</b></p> <p>It was agreed that the Risk Register would need to be cross-reference to the minutes when they are drawn up, as they can't be done during the meeting. The Risk Register should also be noted on the Link Governor template, and raised during the link governor meeting.</p> <p>Q: Based on the MyConcern data, Mental Health issues – can this issue be noted somewhere on the Risk Register?</p>	

Meeting closed at 9.10pm

Chair .....