

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 14<sup>th</sup> May 2020 – meeting held virtually via Google Meets

<b>Present:</b>	Stephen Morris (SM) – LGB Chair Peter Bolton (PB) Alison Butterworth (AB) Dushy Chetty (DCh) Will Clayton (WC) Chris Cornwell (CC) Jess Lievesley (JL)	Rachel Ward (RW) Vickey Poulter (VP) Chris Roope (CR) Mike Urquhart (MU) Laura Sims (LS)
<b>Chair of Meeting:</b>	Stephen Morris	
<b>Also in attendance:</b>	Vanessa Larkins (VL), Jeremy Brock (JBR) (Associate Members)	
<b>Minutes:</b>	Sue Smith	

	ACTION
<b>1. Apologies</b> – there were none	
<b>2. Declaration of Interests</b> – there were none	
<b>3. Minutes of last meeting and matters arising</b>  <b>Policies: CAT / Inclusion:</b> The suggested structural changes have been made to both policies and an Appendices to the Inclusion Policy has been added which lists external support for parents. Governors agreed to ratify both policies which can now be published.  <b>Science:</b> VL reported that no students were moved to different science groups. All students were kept in their original group and given different work if they were doing the synergy course. Q: This actually isn't an issue this year, but how would we manage the last part of the preparation for exams in future? A: Wasn't an issue as all students had finished the course, but we would need to look at a plan to suit in future. We have used 2 different models in previous years so need to wait to see what happens next year, dependent on what the future holds.  <b>SEF summaries:</b> Due to Covid19 this has now been superseded with current events, and is on hold.  <b>ALIS:</b> The Chair asked that all paperwork continued to be emailed out to governors.  The minutes of the meeting held on 23 <sup>rd</sup> January 2020 were agreed.	
<b>4. COVID19 Closure update</b>  The Principal advised the Governors of the current situation regarding on-line learning due to the school closure and summarised the current provision being accessed by students. The Governors were also advised that there are a growing number of keyworker children and students within the vulnerable category attending school, and outlined the staffing	

arrangements. The Leadership Team are monitoring and tracking the engagement of students, and contacting parents and students where necessary. Work packages were being delivered to students if they are struggling with, or have a lack of, ICT facilities. Following the Prime Minister's announcement on Sunday 10<sup>th</sup> May and the expectations issued by the DfE where schools are to provide year 10s with some face to face contact to support their learning in the summer term, the Trust have issued a re-opening planning document and a summary of 80 questions which were circulated with the agenda. The Principals for each school are responsible for the staffing, curriculum and teaching & learning sections and the Trust is responsible for the premises and health & safety sections. In order to provide a safe reintegration for students, social distancing measures, how many students can be in a classroom, supplies of PPE, movement signs and Perspex screens for reception need to be considered. As it is too soon for all these measures to be in place for a whole year group, the Leadership Team are looking at live on-line lessons and tutorials for the majority of Year 10 students from w/c 1<sup>st</sup> June with non-engagers and vulnerable category students being invited into school as an initial staged approach.

Q: This seems a sensible interpretation giving the current state of play, but is there any observations or advice regarding this? A: I would appreciate any advice. A staffing questionnaire has been issued to staff to gauge their concerns and any ideas on how face to face contact could be carried out safely. Staff are concerned about the safety of re-opening, the amount of PPE, sanitizer etc.

Q: How can engagement in Google Classrooms be assessed? A: We can see when the student has logged into Google Classrooms. Staff are updating a spreadsheet which shows if a student has submitted work.

Q: Are the reports from the quizzes and assessments going on their records? A: No, these are being used in the same way as a question and answer session would be used in the classroom. Staff are using these to guide and develop future learning. We are still running data points and year 7 and 8 assessments are also being run after half term.

Q: What about year 10s with no IT access? A: Work packs are being issued, but they will also be asked to come into school as a priority.

Q: Is there any plan to communicate with the new year 7 parents? A: Yes, we have started a transition plan. Working on a virtual tour of the school. Meeting with the heads of the primary feeders next week to discuss transition.

Q: There are so many questions you need to consider regarding re-opening. Are you working with other head teachers to spread the load? A: It is something we are doing across the Trust. Cambridgeshire Secondary Heads also sharing thoughts and ideas. Jonathan Lewis, Director of Education from the Local Authority, emails twice a day with information links – so is very much a collective of all the heads within the area trying to support each other with the great amount of planning. Staff are also joining external groups, PixL for instance for support on things like staff well-being.

Q: At the last briefing, we looked at the challenges around live lessons, safeguarding for instance. How are you now moving towards this? A: A guidance document has been issued by the Trust that has been put together by all the Trust safeguard leads. Protocols have been developed that will be launched with staff and will be sent to parents with an Agreement that they must sign and return so that the expectations are clear. There will be a trial live lesson next week.

Q: How many students in the vulnerable category do you have in school? A: There are a number of these students in school, but the categories for the term "vulnerable student" has increased. There are number who aren't in school but staff are in telephone contact with them 2 or 3 times a week. Our TAs are working with SEN students and are in regular contact via the telephone. For some students within the vulnerable category, telephone calls are enough but there are some who we do want to have face to face contact with so are trying to get them into school.

## 5. Budget – P7 budget monitoring 19.20 and draft budget 20/21

P7 budget paperwork was circulated with the Agenda. The Principal walked the Governors through the process of drawing up the draft budget and the scrutiny process. The staffing budget had previously been scrutinized with SM and AB, and a finance working

<p>party then met to scrutinize the budget line by line. There is an uplift in budget for 20/21 leaving an in-year surplus of around £84K, some of which will be used for the previously agreed deficit reduction plan plus there will be an increased deficit due to Covid. Some of the surplus could be allocated to ICT provision and refurbishment of the students' toilets, although separate funding for this is being sought from the Trust out of the School Condition Allocation for a redevelopment project. The Trust have however authorised the funding for a boiler and full heating replacement within the main block of the school, therefore the funding for the toilet blocks is unlikely this year. The possibility of some surplus going into a sinking fund for future projects was also muted.</p> <p>The Chair asked for any comments regarding income/expenditure lines, or any suggestions regarding what the surplus could be used for?</p> <p>Q: What about unforeseen circumstances? A: This is the point of the sinking fund. At the moment, we don't have this. Premises budget increased significantly i.e. for electrical repairs, and more funding available to departments.</p> <p>The Chair asked whether Governors agree to ratify the draft budget. All Governors agreed.</p> <p>JL re-iterated how bad the toilets are, especially the boys' toilets, with the Principal replying that she is in conversation with the company who are carrying out the plumbing and heating works to see what can be done to refurbish the toilets as best they can in lieu of any major re-development works in the future.</p> <p>Q: Can we have another update at the next meeting in June?</p> <p>A: Yes. <b>Action: VP to feedback to governors</b></p>	VP
<p><b>6. GCSE Centre Grading Process</b></p> <p>Documents regarding the grading process were shared with the Governors prior to the meeting. Following the consultation by Ofqual, a guidance document had been issued to parents, students and staff.</p> <p>JBR, who had been involved in the working party in devising the Trust-wide procedures for staff, has produced a succinct document for staff. He explained the ranking process. There is a subject declaration form and subject leader form which teachers are to sign and states that they all agree to the way the ranking is achieved. VP/JBR/VL will then have an overview of the results, which are calculation based, to ensure that the ranking can be proved and upheld.</p> <p>Q: Is there a risk that the results over the last 2 years (given the change to the syllabus) could adversely affect this year's group? A: No, due to bell curves and entry groups. This year's entry in English and Maths is higher, each student gets a DfE target based on their fine grade entry. All scores will be added and that will give an average for each subject which will be cohort-specific. Allows for entry level and progress that the school traditionally makes. FFT have devised a report which schools can use to assess whether their grading is correct. Very confident that personalities and opinions of teachers of students is not a factor in the ranking process.</p> <p>Q: Given the ranking, going back to the previous question, if the ranking is shifted up or down depending on the school's performance last year, suppose that was depressed for some reason, will there be a bias against this year's students? A: It is a combination of the two year/three year average, but also takes into account the entry level of the student. School is ensuring that the process is as fair as it can be.</p> <p>The Principal wished to reiterate the level of scrutiny in place for the grading process, including consultation with individual teachers, department heads, the Leadership Team, FFT, and finally the information goes to the Trust which VP has to justify. Ofqual have confirmed that if a child or parent is not happy with the results achieved, there is the opportunity for an exam to be taken in the autumn.</p> <p>Q: How easy is it to produce a ranking for a subject? What if a lot of students get the same ranking mark? A: It is quite complicated and difficult. Professional discussion needed.</p>	

<p>Q: Process looks very fair, but what about the appeals process? A: There is no appeals process at the moment. Ofqual have said that the only recourse is if they feel there is an admin mistake. If students are not happy, they can take an exam in the Autumn.</p>	
<p><b>7. Curriculum planning – year 8 options</b></p> <p>The documents circulated with the Agenda were explained including the PSHE review which was for information.</p> <p>The options process – mid way through the options process, guidance meetings taking place, and students have opted for their options. Two areas of concern are hospitality &amp; catering and construction, both of which are over-subscribed. Both have only 1 teacher and are restricted due to space and health &amp; safety reasons. All subjects are viable, including dance as we run on low numbers for that subject. VP advised of implications to EBACC and bucket 2 subjects which may have an impact progress 8 scores. The leadership team are working on the analysis regarding this as some students may do better in their bucket 3 subjects so may actually increase P8.</p> <p>Q: What about Spanish? There are 34 students wishing to take this subject. A: Yes, we will need to reduce the number to 30 so 4 students will have to take a different subject.</p> <p>Q: What has the options process been like this year being in mind the current situation? A: Individual meetings have taken part this year. Some meetings did happen in school prior to the Covid outbreak, some have taken part on the phone, some parents/students didn't want an options meeting.</p> <p>MU, having taken part in the process this year, thanked all staff for this. It was a very easy and friendly process, not at all intimidating.</p> <p>A definitive outcome will be taken to the next LGB meeting in June. Aiming to get option choices out to students and parents by mid-June.</p>	VP
<p><b>8. Health &amp; Safety report</b></p> <p>The Health &amp; Safety report was previously circulated. Some costings have been included in the budget. There were no questions.</p>	
<p><b>9. Staffing structure – all staff governors left (RW/PB/VL/JBR leave)</b></p> <p>This agenda item is subject to a confidential minute.</p>	
<p>The Chair thanked the Principal, Leadership Team and all the staff for their efforts and appreciate that there is great uncertainty at the moment.</p> <p><b>The next meeting is to be held on 18<sup>th</sup> June, but it was suggested that another informal briefing may take place before then.</b></p>	

Meeting closed at 8.30

Chair .....