

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 18th June 2020 – meeting held virtually via Google Meets

BASSINGBOURN
VILLAGE COLLEGE

Present:

Alison Butterworth (AB)	Rachel Ward (RW)
Peter Bolton (PB)	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: Alison Butterworth

Minutes: Sue Smith

	ACTION
1. Apologies – Steve Morris	
2. Declaration of Interests – there were none noted	
3. Matters Arising/Minutes of last meeting Agenda item No.5 (Budget) will be covered in this meeting. Agenda item No. 7 (Curriculum planning) – Update was given by VP. Students who were unable to get all their choices had been contacted and second options were selected and agreed. Year 8s will begin their option groups after w/c 29 th June. The minutes of the meeting held on 14 th May 2020 were agreed.	
4. Budget, including Covid-19 Budget Documents were circulated prior to meeting including income and expenditure reports for a Covid and non-Covid budget. The Principal explained that looking at income streams for P8, reforecasting had taken place for the effects of the shutdown due to Covid, to include the loss of income from catering, energy feed-in tariff due to Biomass not working fully due to school closure and professional charges, therefore reforecasting £30K less income. Regarding costs, the Principal also explained that as the catering company had now furloughed their staff, we should be getting a credit note for the costs for staffing already charged. Overall increase equates to around £13K taking into account increased costs as well as savings on top of the deficit for this year. Whilst we are not getting an income for the Sports Hall, we have no staffing costs, although we will see a small deficit for this year. There were no questions raised. The Principal walked the Governors through the Covid and non-Covid budget drawn up as requested by the Trust. The non-Covid budget is similar to the budget shared with governors at the last meeting. In order to provide a balanced budget, the only change to	

the budget previously shared with governors is that the surplus showing has been put into curriculum development projects. £13K for the deficit recovery plan as agreed by the Trust last year has been included. The Covid budget makes assumptions on income streams for the sports centre and catering if the school was not operating as normal in September. Assumptions also made in regards to expenditure. The difference between the two budgets is minimal (£3,500). This budget takes into account that only £9,600 would be available to repay back into the deficit recovery plan. There were no questions raised.

Governors were asked if they were able to agree the two budgets. The Chair of the meeting thanked the Principal for explaining these budgets in order to fully inform Governors of the school's position during what could be a very difficult financial situation. The budgets were unanimously ratified by the Governors.

5. Plans for school re-opening (update)

Documents were previously circulated with the Agenda. The Principal explained the strategies that had been implemented differently during lockdown to include the exams process, staff appraisals, new staff induction, year 6 to 7 transition action plan, post 15th June plan, live lesson delivery and year 10 live lesson timetable.

The post 15th June plan included the wider opening of the school to year 10 students with 3 bubbles being created in the science block alongside the 2 bubbles for vulnerable and keyworker children. The Trust's CEO visited the school prior to the start of this provision to assess the risk assessment and procedures in place in order for this to happen. Year 10s students are accessing live lessons according to their timetable, with a minimum of 1 live lesson per week per subject. Students with limited or no ICT, and students who were not engaging in lessons have been invited into school for 2 days, other year 10 students were able to book a place in school from 15th June. During the week of 29th June, there will be an academic review week where students will discuss their data point, their learning to date as well as their health and wellbeing with their mentors. If, following this discussion, there are issues with certain subjects, these will be raised with the student's subject teacher. For the remaining weeks prior to the end of term, the bubbles will recommence.

Q: Will new staff be assigned a mentor? A: Yes, that is part of the new staff induction process. New staff will be invited to online department meetings/coffee mornings, with a mentor in a different subject area.

Q: Are live lessons weekly for all years? A: No, only for year 10 at the moment. We needed to focus on year 10 in accordance with DfE guidelines. We need to look at staff capacity in order to provide live lessons for other year groups. A live year group assembly will take place next Friday for years 7, 8 and 9. We do need permissions from parents and students prior to any live lessons. Some staff are recording their lessons to share these with their students.

Q: Have any students been provided with laptops/tablets? A: Yes, 1 in year 10 as parent is shielding so student can't come in and they have ICT issues. Other students with IT issues have been sent packs of work to complete on paper and year 10s are now being invited into school for at least 2 days if they have ICT issues.

Q: On the topic of wellbeing, the in-school face time is a great opportunity to see how the students are coping and to intervene if necessary. A: Yes, it is, but we do need to make this manageable for staff too.

Q: Regarding the risk assessment and guidelines for year 10s, there seems to be a disparity with what's written. A: Yes, there is a little. Mainly due to the fact that the risk assessments and protocols have also been written for primary schools as well. This is prohibitive for us, so we have had agreement that our students can bring in their own equipment so long as this is wiped clean. Desks are 2 meters apart, plus we have cleaners who clean in between breaks, and there is a deep clean at the end of the day. There is no

transfer of equipment between students. The risk assessment is an evolving and live document which will change as we get more students in school.

Q: What contact is the school now making with pupils one to one as a minimum? A: Every student has the opportunity to chat or make contact with their teacher on the Google Stream.

Q: How many vulnerable students are the school supporting and/or concerned about? A: We currently have 2 bubbles of 10 for vulnerable and key worker students. We have around 40 students who are being called regularly, around twice a week. If we are able to bring in more students, we will do. We have intervention groups for reading and maths that 15 of our students are taking part in.

Regarding September, and the summer, we are waiting for the DfE to advise about summer catch up. We have no idea what September or what the summer catch up will look like.

Q: How are staff? A: We are now raising our staffing levels due to the year 10 bubbles. The staff I have seen this week have welcomed and valued the return to school. Generally they are upbeat. We have been having staff meetings on Monday evening and briefings on a Wednesday morning. They are dealing very well with the situation and are working very hard, doing an excellent job.

Q: Have the staff indicated if they would be willing to work extra during summer if that is the asked of them? A: Staff haven't been asked about the summer. We are waiting to see what the expectations are.

Q: Our staff governors – how do you feel about this? A: (PB) In terms of the staff point of view, I would worry about staff mental wellbeing. We've all been very busy preparing for live lessons and teaching - a break would be good for staff and for students. Some students have been working very hard too doing the work that they have been set. Regarding volunteering, I am not sure if any would volunteer. There is talk of supply staff coming in to do summer school catch ups, but we're not aware what the expectations will be. (RW) There is talk of even Ofsted inspectors coming in to teach during the summer. Again, I would worry about burn-out. It's a completely different way of teaching - live lessons and the speed of teaching. The current way of delivering a live lesson takes a third of the time that a lesson in school would take, therefore this way of delivering lessons needs to be reviewed. If people volunteer, that's fine, but staff also need time with families. Children also need a break – whilst some aren't engaging as much, some are spending hours on working which also needs addressing.

Q: What happened over Easter? A: There was no demand for us to open over Easter. A number of schools were however opened over Easter. We are expecting an announcement regarding the Government's plans for the summer and September soon.

Q: If it's not the current teachers, it will not add value – kids don't need supply teachers doing worksheets. A: Agreed. Whatever the catch up plans are, it perhaps needs to be about assessment by the teachers who know the students, and also who have built relationships with those students - it may be best to do this in September. Also different schools are in different positions with regards to how far behind students are. Our teachers have worked extremely hard on rescheduling their timetables and looking at topics and schemes of learning that lend themselves more to online learning, therefore if students are engaging in this learning and submitting work, our students are not as far behind as nationally what's being said. On average, we have around 10 students in year group who are not engaging fully, with a tail off in year 8 where they have chosen their options and they are no longer taking a specific subject next year.

<p>6. Staffing update</p> <p>The Principal provided a verbal staffing update.</p>	
<p>7. Premises update</p> <p>Heating and plumbing works have started. More asbestos has been found than was anticipated which means the project will prove more costly and will take longer. Part of the school is closed to help speed up the removal of the asbestos. This means that there is no further funds available from the Trust for redevelopment of the toilets, but we can get new taps and toilet syphons. The caretaker's house has gone back in for planning permission. The Trust have secured £2500 from the Football Association towards a deep clean of the astro pitches.</p> <p>Q: Can the PFA fund the refurbishment of the toilets? A; They don't have the money for this and the PFA weren't wanting to spend the money on toilets when asked previously. We will still be able to refurbish as mentioned previously.</p> <p>Q: Can we raise the money? A: in terms of the interim works that can be done, we do have the money in the budget for next year. The premises manager has been asked to see whether the heating and plumbing contractor can do these works. The invoice would then be raised in September.</p>	
<p>AOB : The next meeting which is scheduled for a strategy meeting, will become an LGB meeting on 2nd July at 6pm.</p> <p>Agenda items : Safeguarding report to governors, complaints, GDPR update.</p>	

Meeting closed at 6.55

Chair