

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 2nd July 2020 – meeting held virtually via Google Meets

Present:

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

Chair of Meeting: Stephen Morris
Also in attendance: Vanessa Larkins (VL), Jeremy Brock (JBR) (Associate Members)
Minutes: Sue Smith

	ACTION
<p>1. Apologies There were none</p>	
<p>2. Declaration of Interests There were none noted</p>	
<p>3. Minutes of last meeting and matters arising</p> <p>There were no actions. The minutes of the meeting held on 18th June 2020 were agreed.</p>	
<p>4. Covid 19 Update</p> <p>The Principal provided an update on the current provision being provided for students, and referred to the documents sent with the agenda for the meeting, which were sent prior to the DfE announcements made today (2nd July). The Governors were informed that currently the majority of students were in the middle of an Enrichment/catch up week. There were 60 different activities provided for students to do, no new work was being set by teaching staff so that if needed, students could use the week to catch up with work.</p> <p>VL further explained that there were wide and varied activities provided for the students to do, and all activities attract points which go towards a College competition. Some students are also taking the opportunity to improve work previously submitted.</p> <p>Year 10 also have an academic mentoring week, some meetings are taking place in school, some are being held virtually. There will be a follow up action plan, which will be personalised for individual students. The Leadership Team will be analysing the results of the meetings, changing the provision for year 10s if necessary and inviting students into school for targeted support on an individual basis.</p>	

A staff, student and parental questionnaire has also been issued. Some of the feedback already received has been focussed on live lessons for years 7-9. The Principal advised that the school's main focus for live lessons was in year 10 as per the DfE guidance, however there would now be some more live opportunities for students in years 7-9. There will be at least one live mentor session and one live lesson for all students before the end of term. Parents and students however do need to read and sign the protocols for these live sessions before students are able to take part.

The student questionnaire saw 344 replies out of 542 students. The Principal verbally shared with the governors some of the results and will send the results out electronically after the meeting. The questions asked of students ranged from how confident they feel using Google Classrooms to how they feel about returning to school when allowed. The main concern for year 10 students is the effect on their GCSE exams in 2021 and the Leadership Team are now looking at the recently issued consultation document from Ofqual to ascertain the likely measures that may be put in place.

The Principal briefed the Governors on today's announcement by the DfE regarding the return to school in September and advised that all students are to return with whole year group bubbles for the upper years (9-11), and group bubbles of up to 30 for years 7 and 8 in order to minimise contact. Mentor groups will need to be in year groups also, rather than the current virtual mentoring group system. Regarding students' return in September, there is also a lot of discussion around pedagogy, teaching and learning, assessing gaps and teaching/planning in a responsive way. All this links to the Covid 19 and The Future document circulated to governors which the Leadership Team have been devising, and also links to the key areas of school's Improvement Plan.

Q: The whole year bubbles – if one person in a year group develops a temperature would the whole year group need to isolate? A: If there's a positive case, yes, the whole year group would need to go back to remote learning, but this is just my initial understanding. Obviously those travelling on buses to school would be mixing year group bubbles, but it may be that students should wear face masks – this guidance needs to be read carefully however.

Q: Year group bubbles – you mean Years 9-11 as these students have GCSE options? A: Yes that's right. We are looking at basing each year group in a suite of rooms whilst keeping the specialist rooms free so that the GCSE classes can still take place for these specialist lessons with cleaning in between. This does need to be looked at further though.

Staff will need to be prepared for a return to on-line lessons should the school need to close again at short notice. Staff are used to using Google classrooms now. Doodle will cease trading at the end of the next academic year, therefore we are looking at developing Google so that we can utilise this platform further. We need to ensure that there are sufficient laptops to loan out to students if necessary, so that there's a seamless transition to on-line learning if the school does have to close again. We need to look at this different way of learning for the future.

Q: What about the staggered start/end times, and break and lunch times? A: We can have staggered start/end times, but there will be issues with the buses as a lot of students use the bus to get to school and potentially they would need to wait around on the school site for the start of lessons for their particular year group. Bubbles will need different break and lunch times, and staff need to have different breaks too. At the moment, we are looking at the organisation for this.

Q: Having used Google Classrooms previously, it would be better if school used the whole G Suite package. If Google is the way forward, it may be better for the Trust to move away from Microsoft applications. A: Some of the schools in the Trust prefer using Microsoft, but other schools including ourselves are using Google Classrooms, Drive etc.

Q: What will happen on buses as these will be mixed groups? A: Yes, this is the hardest part. They will be mixing as students use Local Authority buses as well as the privately run route (Cozys). Buses will need hygiene procedures in place. We are waiting to hear from them to see how this can be managed.

Q: We are aware this guidance has just been issued, and we appreciate that there is a lot to plan for. How are the Leadership Team dealing with this planning? A: There is an extended Leadership Team meeting on Monday to discuss this further. We will be looking at bases for the student bubbles, staggered break and lunch times, and this will be shared with staff on Monday afternoon. There is also the re-opening risk assessment document that needs to be updated by the Trust. We will then formulate our plans which will be shared with Governors.

Q: Is there anything that Governors can do to help and assist? A: Feedback from governors would be appreciated once the planning document has been shared with you all.

Q: Are the bus companies still in operation? A: Yes. Some students are coming in by bus, for instance key worker children.

Q: Can we double up on buses to get more space on them? A: That will be down to the bus company. The contract with Myalls is between them and the Local Authority, the contract with Cozys is between them and the parents. Students are being encouraged to travel to school in a different way i.e. walk or cycle, but this may not be possible for some as students come from a wide catchment area.

Q: It's been on the news that there is mandatory attendance from September and parents will be fined if parents don't attend. It is likely that some students may have health risks that mean that they can't return. Is there provision for this scenario?

A: Yes, this has been mentioned already so we are aware, and we have already asked for a Trust-wide approach so that all schools are dealing with this in the same way. There will also be a Local Authority approach, which no doubt we will be informed about in due course.

Q: What will be sent out to parents i.e. what are the rules about sending students in to school if they are feeling unwell, or regarding the behaviour of students? A: The DfE document is clear about the guidance to parents about whether to keep their child at home or send them in to school in these circumstances. Regarding behaviour – we will be reviewing our behaviour policy to ensure that it covers the changes in school for instance.

Q: Do you think that the classrooms are big enough if there are 30 students in the class? A: There is relaxing on social distances for students in the bubble, but staff need to socially distance from the students. Staff can move in between bubbles, and if a child is sent home unwell from a bubble this means that the member of staff won't need to go home.

Q: In terms of communication, when school breaks up there will be further advice from the Government, but school will be shut for 6 weeks. A: We need to have plans in place to share these with parents by the end of term so that they know the expectations for September.

Q: This will need to be updated over the summer though? A: Yes, there are two training days in September before year 7s return on 7th September. This gives us a little time to communicate with parents should we need to if there are any changes.

Q: We need to be clear that the expectation on attendance in September is as normal at the start of term. A: Yes, that's right.

Q: Are teachers wearing PPE? A: The guidance is that staff shouldn't wear PPE unless there is a first aid issue with a suspected Covid illness.

Q: Are staff happy that they're not going to wear PPE? A: They've not been asked about wearing PPE, but we do have a supply of gloves and masks if they want to wear these, but no one currently does at the moment. We have hand sanitizer in various parts of the school building i.e. outside classrooms.

The Principal referred to the documents sent with the Agenda referencing the collective response to the media from the Trust regarding GCSE results. There was also an information graphic explaining the standardisation process that the exam boards are taking. We are looking at students receiving their results in school, or via email and the information graphic will also be sent to year 11s when communicating the collection options to them.

Q: Results day – students will want to share their successes with their friends. What will you put in place to avoid groups of students congregating? A: That will be an issue, and is a juggling act. We need to be clear about our expectations on site, but we all wish for students to be able to come into school to get their results if they wish.

Q: Could students book a slot for the collection of the results? A: Yes, we will look at this.

Q: Will teachers be expected to do intervention sessions for those retaking their GCSEs? This will have an impact on workload. A: This hasn't been considered yet. The information has only been received today, and we haven't had a chance to look at this.

The Governors thanked the Principal for this update, and appreciated the quick response bearing in mind guidance has only just been received.

5. Safeguarding and GDPR update

The safeguarding report has been drawn up and shared with governors, but there is no need for an annual report from the Local Authority.

Q: Looking at the graphics, it looks like some students have a lot of referrals. What happens in this instance? A: If there are a lot of referrals, there will be extensive external agency support to support them and their families.

Q: This supports the investment being put into the pastoral care system for September. A: Yes, it does together with the Covid situation.

GDPR – The Principal confirmed that we have had no instances of breaches, no SAR or FOI requests for this term.

6. ICT contract

The ICT contract was up for renewal and should have gone to tender ready for the new contract starting in September. We are in a position due to the Covid situation where we can waive this. The waiver document signed by the Trust's Finance Director has been shared with governors. The new annual contract negotiated is a month-by-month contract where we can give 1 months' notice to allow flexibility should we find an in-house Trust solution to our ICT provision. Governors were asked to ratify this solution.

Q: Has our ICT provision changed since on-line learning? A: Yes, some simple issues like password changes. We have also purchased new laptops which needed profiling, but we haven't used anything differently. We have remote support from our current providers, but we haven't had our usual in-school provision. Moving forward, we will need the same provision, although we may need to consider whether the WiFi needs upgrading especially if there is more use of Google Classrooms.

Q: Can students who bring in their own device use the WiFi? A: Yes, we have two levels of WiFi, one of which is a guest log in if using their own device.

Q: Is there any objection to the plan put forward?

There were no objections, therefore this was agreed.

7. Admissions Policy 2021/22

There have been some changes to recognise that Anglian Learning was the admissions authority. The Admissions criteria hasn't changed. Governors were asked to ratify the policy.

Q: Does the Local Authority have nothing to do with our admissions? A: We still pay the Local authority to handle our admissions. Nothing else will change.

Q: Regarding the PAN and over-subscription criteria sentence, as our PAN is 125 does this mean we can't go over that number? A: No, we can agree to go over PAN.

The Principal gave the governors an update on allocation numbers for year 7 in September, which currently stands at 133. This was higher originally, but a number of students have been awarded their first choice school having gone to appeal.

Q: Does that have any financial implications? A: Yes, but funding is lagged. We do pick up some in-year students, and we can currently accommodate more students in 7, 8 and 9. In the budget, we have allowed for 677 students, but we are a little short on these numbers.

Q: Any update from the Barracks? A: No, the primary school have received quite a few students, but we have only a very small number at the moment.

Regarding Open Evening for students coming to us in 2021, the Principal explained that this may have to be held virtually due to the pandemic, so plans were being drawn up for this as it will not be able to be held in school as in previous years.

Q: Is there any objection to the Policy being ratified?

There were no objections, therefore the Policy was ratified.

8. Complaints

There have been no formal stage 2 complaints. There were 2 informal complaints (stage 1) received by the Principal from year 10 parents regarding the request for maths and English lessons to be held in school, and another who was disappointed with the provision provided. Both have been dealt with successfully.

9. Staffing update (extra agenda item)

The Principal gave a verbal update:

Head of Maths successfully appointed.

Two Achievement Leader posts have been filled, one of which is a shared position.

Student Support Worker post – a member of staff from Netherhall is coming into school to discuss the post.

Student Support Assistant and science technician vacancies are being advertised.

<p>Assistant Principal internal post – interviewing next week. A governor will be invited in for this interview.</p> <p>Also from September an across the Trust Inclusive Development Project will commence where someone will come into school to provide intensive support for families. The Trust will share this provision and will also provide schools and families support if there is a high-level incident. They will be based at Bassingbourn Village College 1 day a week.</p> <p>The Chair advised that a Minute-taker for the LGB has been found, ready to start in the new academic year.</p>	
<p>10. AOB</p> <p>Head Teacher’s Performance Management: The current panel are Alison Butterworth, Chris Roope and Dushy Chetty. Laura Simons and Chris Cornwell have agreed to join the HTPM meeting in July for succession purposes. Training is still required however as the training booked for July was cancelled. Awaiting further guidance from Governor Services as to whether this can be done virtually.</p> <p>A Personnel Committee will need to be convened in the first half term to review the pay awards from the appraisal process.</p> <p>The Clerk advised that exit interview questionnaires were being sent to the members of staff leaving at the end of term, as in-school exit interviews could not take place.</p> <p>The term of office of Chris Roope and Dushy Chetty was coming to an end on 31st August. The two governors had agreed to extend their terms of office due to the current pandemic and the appropriate paperwork was being sent to the Trust Board for their approval.</p> <p>Next meeting will be on 1st October 2020, but the Chair advised Governors that there may be a need to arrange another meeting at short notice dependent on government advice on re-opening.</p>	

Meeting closed at 7.10pm

Chair