

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 5<sup>th</sup> November 2020 – meeting held virtually via Google Meets

**BASSINGBOURN**  
VILLAGE COLLEGE

**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), Philip Church  
**Minutes:** Sue Smith and Kay Pearce

	ACTION
<b>Welcome and Apologies</b>  All governors were present.	
<b>1. Declaration of Interests</b>  There were no declarations of interest.	
<b>2. Minutes of last meeting and matters arising</b>  Pay Committee – a meeting was to be arranged. A report will be later in the meeting. This action has been done. Covid Plan – no further comments. Improvement Plan – no feedback from Governors. The Catch-up plan is to come to the next meeting (December 2020). Safeguarding – Sue Smith to re-circulate the link to governors for the Trust and school's safeguard training. All governors to complete both safeguard training. Professional Learning – this has been completed. Chairing the LGB – this matter has been covered. Risk Register – updated.  The minutes of the meeting held on 1 <sup>st</sup> October 2020 were agreed and are an accurate account.	SS
<b>3. Covid 19 Update</b>  The Principal provided the governors with a verbal update, advising that a member of staff had received a positive Covid test. All guidance from the DfE has been followed and the Trust was also informed. Tracking had been completed quickly and only 1 person who had close contact with the member of staff had been sent home to self-isolate.	

<p>Staff and Students, from Friday, will be wearing face coverings when moving around in all communal areas. This becomes mandatory from Monday 9<sup>th</sup> November.</p> <p>The importance of not having face to face conversations and standing more than 2 metres away has also been reiterated.</p> <p><b>Q. How long was meeting with members of staff who the teacher was in contact with?</b></p> <p>A. The criteria is not less than 2 metres for more than 15 minutes. Site Manager has measured distances the staff were standing at.</p> <p><b>Q. Do staff know who the person is?</b></p> <p>A. Yes, they are aware.</p> <p>We currently have 4 members of staff who fall into the extremely clinically vulnerable group, 2 teachers and 2 teaching assistants. They will be working from home. The two teachers will be introducing lessons virtually, via Google Classroom.</p> <p>There will be cost implications of around £3,000 as a supply teacher will be employed for the rest of the month to allow for extra teaching capacity. If situation was to get worse then there could be a point where there would not be enough staff. The Principal highlighted that the long term supply budget was already being spent.</p> <p>Hygiene costs for hand sanitiser are currently costing £500-£700 per month, which hadn't been budgeted for.</p> <p>Sports Centre has now closed and whilst there is no income there are costs for cleaning which stills needs to be done, as hall is being used during the day by the PE department.</p> <p>Restrictions on after school activities are in place and are not happening at present. Clarification is being sought on whether activities can resume.</p> <p>80 computers have now been given out to students following donations from the local community. Following an ICT Survey which around two thirds of parents completed, there were around 120 families who were sharing laptops. This is something to be celebrated.</p> <p>Science stools have arrived and more interactive screens have been installed to give a better teaching and learning environment.</p> <p>Examinations for Summer 2021 have been moved back by 3 weeks, there is still more discussions ongoing.</p>	
<p><b>4. PP Annual plan and report (presentation at meeting by PC)</b></p> <p>Philip Church shared the website document for pupil premium, which focuses on accounting for expenditure throughout the school.</p> <p>There is the statement at the top, then an explanation of funding and barriers to learning, these being:</p> <p>Low aspirations Lack of access to ICT Lack of parental engagement Low levels of literacy linking to AR and other projects. Poor attainment, below 90%</p>	

Attainment in Maths and English

Metacognitive and revision actions, getting students to revise and working independently

General Well-being

We have around £72,000 coming into the school this year. There are 79 pupil premium students this year although there is a real mix between different years, for instance 22 in year 8 and 12 in year 11.

The expenditure section has yet to be completed and will account for how much we spend on each of these actions.

There are specific things within each area.

Low aspirations, post 16 study - things will have to be done differently this year, parental meetings to work on year 11 applications, mentor meetings and practice interviews. Things like sixth form centre tours, along with trips and visits and Duke of Edinburgh.

Lack of access to ICT - this project was run over the summer and lots of computers have been refurbished and given to parents/students.

Read and write software, dongles for Wi-Fi access, GCSE pod targeted into specific students.

**Q. Do we need anything about nutrition?**

A. Yes, this point could go under general well-being.

Parental Engagement - lots of phone calls are made to parents and looking at ways this can continue.

Low levels of literacy – looking at Accelerated Reader and year 7 pupils. Small groups flagged as needing additional support. Suggested a 25 minute reading session run by support staff to engage these pupils to read more at home but with someone as well.

Vocabulary training looked at during lockdown is to continue as pupil premium students have a bigger gap in literacy and vocabulary in general.

Attendance - this comes from tracking and looking at students whose attendance is below 90%

**Q. What does attendance incentive look like?**

A. It is a reward system for raising attainment. Previously it was Amazon vouchers for students, but as yet undecided for this year.

Attainment in Maths and English – lots of online things, GCSE pod, Dr Frost, White Rose Maths and national tutoring programme.

Metacognitive and revision actions – Mr Church explained the work that Rachel Chalmers, Assistant Principal, has done on this.

General Well-being – support staff in the hive, supporting exam mental well-being sessions and the area of nutrition could be built up within this area.

There is then an overview which runs through the strategies and talks about focusing on tracking and reading age and emphasis on our small environment. Important to highlight how all our staff are looking after pupil premium students. This is across the whole school improvement plan and highlights what all staff are doing.

<p>Mr Church explained that he was now collecting ideas on how we measure impact and will be built up before this document goes onto the website. Target for attainment, attendance, English and maths and reading age development.</p> <p><b>Q. Do we know how many students come in without having access to breakfast, both pupil premium and non pp?</b></p> <p>A. This is worked on around exam times of year, but not sure of exact numbers at the moment, but it is something we can look into. Mrs Smith advised the meeting that there were currently 56 FSM pupils. Due to the current situation this could be higher, and could expand beyond FSM. We are not able to run a breakfast service at the moment through the canteen and we could consider having our own internal breakfast service in some way.</p> <p><b>Q. Do we need to be tackling the issues raised by press at the moment in addition to academic attainment?</b></p> <p>A. Yes, absolutely, this is something to look at.</p> <p><b>Q. Is there a significant covid-19 impact on the pupil premium students?</b></p> <p>A. In the behaviour and attendance report, looking at pupil premium and SEND attendance there is a widening gap and this is a concern.</p> <p><b>Q. How do our pupils access free school meal funding vouchers during the holidays?</b></p> <p>A. Vouchers were access through the DfE, although this was not funded by the DfE through the October half term.</p> <p><b>Q. If Christmas meal support is not addressed by government can we give some thought to how LGB might do something proactive?</b></p> <p>A. In principle, this could be looked at through a community project.</p> <p>A brief discussion followed about how the Governing Body could help including starting a food bank, and it was suggested working party be set up to look at this issue further.</p> <p>Philip Church left the meeting.</p>	<p><b>JL/CC</b></p>
<p><b>5. End of year financial reports</b></p> <p>Documents were circulated in advance and questions were requested ahead of the meeting.</p> <p>Ended the year in a healthy position with a surplus of £90,000.</p> <p>Worked through the costs versus savings of Covid-19, some will be carried forward into the 2020-2021 curriculum based budgets, the rest of the funds are going into reserves.</p> <p>There was a £61,000 increase in income due to SEND funding being higher along with the teacher's pay and pension grant funding and there was £10,000 more income received from Chartwells. There was also a £70,000 saving on staffing and salaries.</p> <p>Overspend on premises of £78,000, which has been spent on electrics and other items on the Health and Safety report from last year.</p> <p><b>Q. Can funds from the £90,000 be diverted for school food and can this suggestion be put to the Trust?</b></p> <p>A. Difficult to use public money to act against the government.</p>	

<p><b>Q. Is there anything about this from the Trust as this must be an issue within other school and the MAT should be made aware?</b></p> <p>A. It could be fed back to the Trust and a decision would have to come from there as the monies have been put into the reserves. The principal suggested that it might also be an idea to go through the Chair's Forum.</p> <p>Budget being audited by the Trust and feedback will be in due course.</p> <p>Governors have seen this and there has been discussion the out-turn figure for P12.</p> <p><b>Q. The depreciation figure that has been added back in that gives a cash surplus, it the sum recognition from the MAT that the cash generated is largely resulted from depreciation and will need to replace that capital in the fullness of time?</b></p> <p>A. Yes, it is the Trust that puts in that depreciation figure, so there is an understanding that is the case.</p>	<p><b>VP/SM</b></p>
<p><b>6. KPIs - Behaviour and attendance reports, Year 11 targets and data (these will be presented at the meeting, as the timing does not allow for us to process the data and send before half term)</b></p> <p><u>Year 11 Information</u></p> <p>Targets – the processed used was the continuation of the flight path, gave all staff access to the year 10 data point and the DfE spine grades and they were to look up the grades to get a progress score of Zero (0).</p> <p>Teams looked at individual students. No targets should have gone back. Targets are slightly up on last year, all above the FFT 20, which is important because if this is achieved, that puts us within the top 20% of schools for progress in the country. For the last 3 years BVC has been around the 23<sup>rd</sup> to 30<sup>th</sup>% centile. To get a FFT20 students need to get a 6+ on the exams and we have been getting average. FFT 20 is a doable target.</p> <p>The Principal advised there should be a caveat on the current situation. This information is based on a historical situation and no school knows where their position sits with everyone else nationally due to the lockdowns.</p> <p>Data Point 1 - testing has been done since we came back and this is being marked on what used to be grade 5, although we don't know what the grading will be this year.</p> <p><b>Q. Looking ahead and potential contingency planning, if it ends up being centre assessed grades again, if you have to provide evidence to back up a CAG, is this on the firm side for students?</b></p> <p>A. With the CAG, this gives a grade and then it will be more about the order you put the students. We have already CAG'd students and this will be done for the remaining data points. DP1 is a current working level, not a projected grade. Most working levels will be increased by at least one point.</p> <p><b>Q. How confident are you about the defensible nature of these grades- I was impressed by the rigour applied to the CAGs last time with double checking – have we got this in place again?</b></p> <p>A. It would be if we got to that point. The first stage of that is a conversation with the line manager and the head of department, and challenged how grade has been reached. The second stage would be to speak to the SLT, with a meeting which is being held on 17<sup>th</sup> November and similar meetings will also take place throughout the year. If we do get to CAG's, which is a big if at the moment as the government are still insisting on some form of examination, it would still be the process that we did last year.</p>	

**Q. How far back in time did you go if you do use CAG's?**

At this moment it is from this year but we could go back further if needed if there is a draw. Minimum expected progress from DP1 to exam will be one grade, but possibly 2 grades if a level 6-8.

Behaviour and Attendance

A report was circulated ahead of the meeting.

The Principal explained that it is not possible to compare the first term this year to the first team last year, so a caveat on the data provided.

Behaviour

Statistics for behaviour are very similar to previous years, with one exclusion last half term, which remains very low.

Isolations

There have been 10 this half term. The Principal explained that the Year 7 and 8 cohort are causing some concern. Year 7s in particular initially found the transition alright to start with but having to be in one class for so long they are now having some social skills difficulties. This is not just the situation in BVC, it is across the MAT particularly with Year 8 students and we are currently looking at ways to deal with this. Looking at the lack of respect in regard to personal space and being kind to each other.

Classroom expectations

Marginally up with level ones and twos. It's about reiterating what is expected from students and this would normally take place in whole year group assemblies in the hall, but the Principal decided that this could not happen at the present time as it would mean that social distancing could not sufficiently take place.

A number of the incidents are happening at break and lunchtime, especially difficult if the weather is wet and students need to remain in their classrooms.

**Q. How do these numbers compare with other schools across the MAT?**

A. We don't collate statistics across the MAT, but speaking to other Trust Head Teachers it is a concern for them also. Statistics aren't collated due to the individual size and nature of each school.

**Q. The increase in the number of merits over last year was massive. Was this expected? Have criteria changed? Certainly very impressive/encouraging.**

Yes, we are trying to celebrate and be positive wherever we can. Merits are essentially all we can do at the moment as the big celebration assemblies are not an option.

Attendance

Again, a comparison cannot be made with regards to attendance, although this time there is information from the rest of the Trust and attendance is similar to theirs. Whilst National figure is around 89%, we are above that and as mentioned around the same as other Trust schools.

The gap between FSM and pupil premium is widening and our students with SEND but they are more complex needs. The increase number of students on IEPs supports the need for increased counselling and support and with the catch-up funding looking to increase our counselling level on another day a week.

We are continuing to work on attendance, although it is difficult as we do have students self-isolating as well.

<p><b>Q. Do we know of students who don't attend because of Covid-19, not self-isolating, but because families are worried?</b></p> <p>A. Yes, and we are working with those families.</p> <p><b>Q. Is the absence higher linked to the behaviour of Year 7 and 8?</b></p> <p>A. No there is no link. There are a number of vulnerable students in Year 10 and 11 and it is these students we are more concerned about. Year 7 and 8 have good attendance.</p> <p><u>Safeguarding</u> A number more referrals have been made for anxiety and mental health issues due to the current situation. Submitting to get more family workers and early health assessments. Can't really be compared to previous years.</p> <p>Safeguarding training has taken place in school, there has also been some training regarding loss and bereavement.</p> <p>Increased support for young carers from a safeguarding or anxiety point of view and the work we are doing with YMCA, Mrs Piggott and internally within school.</p>	
<p><b>7. Staffing Updates</b></p> <p>The Principal provided a verbal staffing update and advised that a new finance administrator has been recruited, also our SENCO will be retiring at the end of 2020.</p> <p>A bid has been put together to Be Ready, a company where young people aged 18-24 come into school to gain experience. Be Ready will pay the salaries. May request an ICT Helper, or Covid Marshall for instance.</p>	
<p><b>8. Premises report - half term H&amp;S report</b></p> <p>Document was circulated in advance and questions were requested ahead of the meeting.</p> <p>There has been lots of work done over the summer.</p> <p>The Health and Safety Link Governor needs to arrange a visit, which could be virtual.</p> <p><b>Q. Has the tree work been carried out?</b></p> <p>A. Not yet, but is in the plan to be done soon.</p> <p>The premises manager has flagged that work needs to be undertaken on the path around the site, and the Principal is liaising with the Trust regarding this. The toilets have had some refurbishment works carried out over the summer, however the Principal is again speaking to the Trust about a more permanent solution.</p>	<p><b>CR</b></p>
<p><b>9. Safeguarding and GDPR</b></p> <p>The Subject Access Request mentioned at the last meeting met the deadline required.</p> <p>The Trust training must be done as well as the internal safeguard training.</p> <p>The Safeguarding Link Governor needs to organise this term's visit.</p> <p>The annual trust safeguarding audit will happen this term.</p>	<p><b>SS</b></p> <p><b>DCh/VPO</b></p>

<p><b>9. LGB Succession Planning (SM)</b></p> <p>Mr Morris will be stepping down as Chair and following the last meeting, Mr Clayton has expressed an interest in taking over this role.</p> <p>The process involves the nomination, followed by a seconding, after which the appointment goes to the MAT for a final decision.</p> <p>Mr Clayton left the meeting at this point. Alison Butterworth proposed Mr Clayton and that was seconded by Mr Bolton. After this all governors were asked to vote and they unanimously agreed this appointment. The Clerk to advise the Trust of the recommendation.</p> <p>Mr Clayton was asked to return to the meeting and advised of the result of the vote.</p> <p>The Vice-Chair's term of office is due to expire in December, and therefore a new Vice Chair will need to be appointed. Alison Butterworth would welcome anyone speaking to her about the role of Vice Chair. Jess Lievesley expressed an interest in this role.</p> <p>The roles of the governors (ie HTPM/Personnel committee) need to be looked at in light of the above changes.</p> <p>There are a number of vacancies on the LGB and these will need to be filled. The Principal suggested that this discussed at the Chair's Forum.</p> <p>Mr Cornwell advised the LGB that he will be stepping down in the Summer term due to relocation.</p>	<p><b>SS</b></p> <p><b>SM/WC</b></p>
<p><b>10. Risk Register</b></p> <p>There was nothing to add to the Risk Register, however the Principal advised that the whole school risk assessment will be reviewed, especially in light of the procedure that the school went through regarding the positive Covid result.</p> <p><b>Q: Are we happy that the school met the DfE guidelines?</b></p> <p>A: Yes, absolutely. We used the Trust's checklist and the DfE provided very comprehensive guidance.</p>	
<p><b>11. Any Other Business</b></p> <p>The Chair mentioned the possibility of changing the times of the LGB meetings. At present they are being held virtually and will continue to do so, at staggered times of 6pm and 7pm respectfully.</p> <p>The suggestion is now all meetings are held at 6pm. The two dates in question are 13<sup>th</sup> January 2021 and 23<sup>rd</sup> May 2021.</p> <p>Governors are to respond to this request directly to the Chair.</p> <p>An update was requested on projected numbers for pupils in light of the bus route discussions at the last meeting and the possible budget implications.</p>	<p><b>All Governors</b></p> <p><b>VP</b></p>
<p><b>12. Pay Awards (following personnel committee meeting and HTPM) AB</b></p> <p>All staff Governors and SS left the meeting for this confidential minute.</p>	



Meeting closed at 8.56pm

Date of Next Meeting: 10<sup>th</sup> December 2020 at 6pm

Chair .....