

BASSINGBOURN VILLAGE COLLEGE

DRAFT Minutes of the Local Governing Body meeting held on 10th December 2020 – meeting held virtually via Google Meets

Present:

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

Chair of Meeting: ~~Stephen Morris~~–Will Clayton
Also in attendance: Vanessa Larkins (VL), Jeremy Brock (JBR) (Associate Members), Philip Church
Minutes: Sue Smith and Kay Pearce

	ACTION
<p>Welcome and Apologies</p> <p>All governors were present. Stephen Morris thanked Alison Butterworth for all her hard work as Vice-Chair and wished her well for the future.</p> <p>AB then left the meeting.</p> <p>Will Clayton, as new Chair, thanked SM for his time in the role of Chair. SB will remain on the LGB.</p>	
<p>1. Declaration of Interests</p> <p>There were no declarations of interest.</p>	
<p>2. Minutes of last meeting and matters arising</p> <p>The minutes of the meeting held on 5th November 2020 were agreed and are an accurate account.</p> <p>Pupil Premium document is still in draft form and will be completed.</p> <p>Hardship fund – to be discussed later in the meeting.</p> <p>Safeguarding is up to date.</p> <p>Governor roles and responsibilities – these are to be looked at later in the meeting.</p>	
<p>3. Covid 19 Update (including Staff update)</p> <p>There are been 3 positive cases of Covid-19 confirmed in total. There is another student showing symptoms, but awaiting test results.</p>	

Staffing

Staff who were deemed as clinically vulnerable are all back in school. Industrial style masks have been purchased. Some lessons are still being done remotely.

Staff are all very tired, so only essential meetings are happening, such as Year 11 exam markers.

Extra cover has been brought in so marking can be done.

There will be a staff quiz (online) and an end of term raffle, which are being done as part of well-being of staff.

Q. Do the staff feel that the Christmas break will be sufficient to re-charge their batteries given how tired they are feeling?

A. Hopefully it will be.

Winter Grant Scheme

This is a wider than just FSM. The voucher scheme will run through the Christmas holidays and parents will get £3 per day on each voucher (school meal costs £2.40). Through the LA parents can apply for additional help with such things as heating, bills and other essential items.

Q. Does the Academy get any sight of who or how many will claim?

A. No, this information is not provided to school by the LA.

Exams 2021

Update from the media is that students will get advanced notice of topics being covered in the exams. They will also be able to use exam aids. There is likely to be additional exams that students can take in case they miss the original exam. With technical exams, 25% will be graded on what they have already done.

Anyone who has missed all papers in an exam will have their marks teacher assessed.

The grades will be based on 2020 results.

Remote Learning Protocol

4 hours a day of lessons/learning and staff will be assessing weekly to see pupil engagement.

There will be a question loaded onto Google Classroom each day and students will need to answer this.

VP advised governors that Ofsted will resume graded inspections from Easter 2021, and there will be staff training in January 2021.

4. Catch-up Plan and SIP review

Plans were sent out to governors in advance of the meeting.

Look at the risk ratings and areas.

Catch-up plan is in draft. The Trust will be looking at these at a meeting on Friday 11th December 2020.

The catch-up plan outcome for Year 11 is very important. The younger members of school have also been affected, and they will be focused on. Year 7 in particular have had a very

long period out of school. The awarded funds will be used to access progress. The other areas will be for pastoral support, but BVC is not able to access this element.

Quality of Teaching

Access curriculum and fill in gaps in learning. Important to get as much benefit out of funding as possible.

Data has not been highlighted as huge gaps in learning, but everyone is getting back into school life again.

From the meeting tomorrow, the aim will be to measure impact and to change as needs arise. It is to be proactive, appearing when something appears.

Q. How do we measure success and ensure that outcomes are targeted against students who need it?

A. Some areas won't be able to be measured. This will be brought back to governors at the next meeting.

Q. What is the length of time of the plan and what are points for accessing (timescales)?

A. The strategy of the catch-up plan and the SIP were very similar, in that they were to bring school back to make sure it is as safe as possible. SIP is reviewed on a termly basis and WAG rated, along with the triangulation of behaviour, attendance and accelerated reader.

There is a fund of £51,000 available and most of this will be against the school staff budget, for small group maths work and new teaching assistants.

SEND and pupil premium, not all learners will have the same experience to be able to catch up.

Costs are minimum figures and these are likely to increase. There will be tutors and agency staff to carry out the tutoring.

More discussion will be had at the next meeting in January 2021.

School Improvement Plan

Action plan this year is to get up and running in school again. This will be reactive.

Each section was looked at and WAG rated the progress on the plan.

Timescales will have to change. There was an optimistic view when this was put together.

Q. Do we have a plan for Teacher Assessed Grades?

A. Yes, there are things in place. Trial exams have taken place and within Year 11 there are as many assessment points as possible.

Q. Has the WAG rated targeted able students to giving them some challenge and are there any added measures in place?

A. This has not happened yet.

Q. Are there any possible consequences, such as compounded results?

A. No, as yet not known what will happen about results.

The RSP section was postponed.

The communication with parents via Google Classroom has been difficult. In particular, the Google Guardian reporting system has not been working. VP is speaking directly with Google to get this matter sorted.

In the RSP/PCS there are red areas of communication. Speaking to staff first before anything is sent out to see what we are able to do and what we can do.

This will be communicated again in the new year.

We need to get the system running as normal as possible.

RSP red areas around curriculum and days outs. Visits have not been able to happen around the wider curriculum.

Staff workload is being looked at to ensure no-one is overstretched.

Within the vocation subjects, it is still not sure what will be achieved.

The SIP is all crossed referenced with the catch-up plan.

5. Policies

SRE Policy – this is a draft and is currently going out to parents and students for consultation.

Online Learning Protocol – Look at the strategies employed during Covid-19 and the actions taken since September. There will need to be some reflection.

Accessibility Policy (draft to follow) - This sits alongside the SIP plan and so many things needed to be done differently.

Q. Is the SRE policy the same and the RSE?

Yes, it is. It has been updated and as mentioned going to parents and students for consultation.

These will all be discussed at future meetings.

6. Safeguarding/GDPR/Complaints

No Stage 2 complaints.

The GDPR Audit was completed last week and there was nothing of concern. Lockable filing cabinets are being purchased to keep storage systems secure under the requirements.

Posters to be put up to remind everyone of GDPR regulations.

SCR check has been done this term.

Governor safeguarding visit has also been done with a brief look at policies, protocols, training and referrals.

There is some outstanding training for governors which needs to be completed.

DCh gave a brief update to governors. There has been an increase in referrals (119) for self-harm, anxiety and mental well-being. This is likely to be high of Christmas and into January 2021.

The Academy has good structures in place, with peer review working well. The study support staffing and YMCA support has increased. The YMCA offers one to one counselling.

Q. Are all these referrals getting support?

A. They are getting internal and external support at some level. External support has a waiting list, and BVC would look at ways to support those students in house until they had a place externally. Some of the services that used to be available are no longer around due to budget cuts.

7. KPI Year 10 Data Review

Documents were circulated in advance of the meeting to governors.

The Year 10 data has been based on historical data and should be viewed with care. Due to the Covid-19 situation the national picture of data is very uncertain.

Students are progressing all the time. Year 10 are a concern to staff due to positive case numbers in the cohort.

The changes to the BTEC will be for current Year 11 and into the next academic year (2021-2022).

Governors were advised that all schools are feeling the same pressure.

Q. Girls usually perform better than boys, in this cohort, the seems there is only a little gap between them. Why is that?

A. The cohort has more boys this year than girls.

8. Health and Safety Compliance Report

CR reported that all obligations were met and now compliant. Work is being carried out in the tree report and will be complete by 18th December 2020.

Fire blankets and extinguishers will also be fixed by 18th December 2020.

The fireproofing for the stage curtains have been quoted for and are coming in at a cost of £1,800.

The report also mentioned that the kiln was unsafe to use. The manufacturers have been contacted and will be confirming in writing that it is perfectly safe to use.

The main doors in the reception area have been flagged as not being wide enough for a wheelchair user.

The Local Authority have offered to undertake an accessibility audit, free of charge, which BVC has accepted.

The ongoing issue of access to the tennis courts out of school hours, will be revisited again in the future. The courts are always open for community use and the discussion on having an astro-turf has revealed it will be a very expensive option.

There will be further updates at next meeting.

Q. If someone is by themselves and in a wheelchair, are the doors going to be an issue for them to open?

<p>A. This will be covered in the accessibility report from the LA.</p>	
<p>9. Risk Register</p> <p>This was circulated in advance of the meeting for governors to look at and then if any updates following this meeting are needed, they can be made.</p> <p>The Covid-19 part of the RR is the area that has been focused on.</p> <p>Q. Can the impact of dwindling numbers on intake for future years be added to the RR, particularly in the consequence on the budget and ability to deliver?</p> <p>A. Out of catchment students will be needed. BVC are going to promote through the wider community and share everything on Facebook and Twitter.</p> <p>Pupil numbers have not been released yet, they are due around February 2021.</p> <p>Q. Should the risk level be raised?</p> <p>A. It is a long term strategic document and once Covid-19 has gone, will be looked at again in line with the SIP.</p>	
<p>10. Governance and Trust update</p> <p>As discussed at the last meeting, Initial priority was to ensure pupils were fed over the Christmas period, but that has moved on following government announcements. The issue is we sit in a fairly affluent area and don't have eligibility that some schools have.</p> <p>Staff should be given the power to agree to do what is necessary to help pupils. We should still seek external support so that staff have the funds to draw down on should they need to for helping a pupil and for the wider community.</p> <p>One business is signed up.</p> <p>Q. Is this the case that we still want to pursue, but now is not the right time?</p> <p>A. Urgency has gone since we mentioned this at our last meeting. Is there still merit in doing so at all? Perhaps this can be looked at again in the new year.</p> <p>Q. How workable would the system be from what staff see in school in terms of giving pupils and what has gone unclaimed?</p> <p>A. It would be good in the longer term and something in place. We have the FSM pupils and there are some very specific criteria that needs to be met for qualify for FSM. There is a growing number of pupils who now find themselves in hardship due to redundancy and not able to have everything they once had. The scheme could be used for items such as equipment and school uniform and sanitary products etc., which we could have some level of control over.</p> <p>This will be taken forward in the new year.</p> <p>At the last meeting it was mentioned about changing the start time of the remaining meetings to 6pm. Governors decided to keep them as they are for the rest of this school year and look at changing them in the next academic year.</p> <p><u>LGB Changes</u></p>	

MAT document for proposed changes to LGB. There are no radical changes other than size or composition of the LGB.

Termly update

Document to come out next week to governors.

Appointment of Vice-Chair

There was one nomination for the above position, Jess Lievesley. He left the meeting whilst this was being discussed.

Proposed by Laura Sims and seconded by Chris Cornwell.

All governors agreed to the appointment and the paperwork will be sent to the Trust for their approval.

JL returned to the meeting.

WC thanked all the staff for all the hard work they have done over this over very difficult period.

A thank you was also given for the Christmas tree.

SS

Meeting closed at 19.38

Date of Next Meeting: 28th January 2021 at 7pm

Chair