

BASSINGBOURN VILLAGE COLLEGE

DRAFT Minutes of the Local Governing Body meeting held on 17th March 2021 – Meeting held virtually via Google Meets

Present: Stephen Morris (SM) Rachel Ward (RW)
Will Clayton (WC) – LGB Chair Vickey Poulter (VP)
Chris Cornwell (CC) Chris Roope (CR)
Jess Lievesley (JL) Mike Urquhart (MU)
Laura Sims (LS)

Chair of Meeting: Will Clayton

Minutes: Sue Smith and Kay Pearce

	ACTION
<p>Welcome and Apologies</p> <p>Apologies received from Mr Chetty, which governors agreed to. Ms Sims, Mr Morris and Mr Cornwell joined the meeting after it had started.</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 28th January 2021 were agreed and are an accurate account.</p> <p>The Chair thanked Mr Bolton for his service to the committee following the expiry of his term of office as staff governor.</p> <p>Over-admitting of students – this will be discussed further during admissions part of the meeting.</p> <p>Protocol for donations to school being ring-fenced or whether they go into general school funds – No answer at present and this will be held over to the next meeting.</p>	
<p>3. Covid 19 Update (including Well-being, Attendance and testing)</p> <p>The Principal mentioned there had been a staggered return to school following the reopening of schools on March 8th. A year group had attended each day with all Years back by 12th March.</p> <p><u>Staff</u></p> <p>4 members of staff are still shielding, with all other staff back in school.</p>	

There was some anxiety amongst the staff and the Principal held a staff meeting to help alleviate those anxieties. There has been flexible working from home during the week when students have been returning to school and PPA has been taken at home as long as no break-time or lunchtime duties need to be covered.

Students have been put in year group bubbles when travelling on the school buses, which is working well.

Mask wearing has been accepted by the majority of students, although there have been a few reminders of how masks should be worn correctly. There are some students who do not wear masks due to medical exemptions.

A student survey was carried out with over 70% (460 pupils) responding.

Were students feeling positive and happy? The responses were as follows:

70% said yes, with 30% who said they did not. Their concerns were catching the virus (45 students); keeping up with work (130); lacking motivation (139); loneliness (50); missing activities (15); missing family (80).

Had students kept up with the work? 80% (396 pupils) said they had. They were also asked how many hours they had worked during lockdown with 192 saying 4-5 hours; 140 saying more than 5 hours plus; 74 saying between 3-4 hours; with 54 working less than 3 hours.

How worried were student about returning to school? 40% (186 out of the 460 responded) saying there were. From that, worried about catching up on schoolwork (120); about the impact on exams, this was throughout the Years, not just Year 11 (97); catching the virus (72); Friendships (49); passing on the virus (61); getting back into routines (111).

How confident on their learning during the last lockdown? This was done on a scale of 1 (not confident) through to 6 (confident), with 60% saying 4 and above; 85% saying 3 and above.

Attendance over the last 4 days has been on average 96%; with pupil premium students between 96-97%.

These figures are a good indicator that the transition back to school has been a smooth one, with the YMCA now doing 2 days a week. There have been a few safeguarding referrals, with 3 students who have been added to the alternative provision register due to being anxious about returning to school.

The whole of this week has been mental time/well-being week, with the following things being covered – think positive; stress bucket; mindfulness/negativity bias and culminating in a connecting and building positive relationships.

Each Wednesday is going to be a well-being day.

The negative language and press have caused some concerns in students about catching up with work and these needs to be alleviated. Students have been moving forward with the work they have done online during the lockdown.

<p><u>Testing</u></p> <p>All students have been tested three times in school. Staff, exam invigilators and a bank of parent volunteers help with this. 1577 tests were completed by Friday. Home testing will now happen on a Sunday and Wednesday, the same as staff currently do.</p> <p>There have been no positive cases.</p> <p>Governors wanted to write to all testers to thank them their support and assistance in getting this difficult task completed.</p> <p><u>Q. Are there any concerns on home testing?</u></p> <p>A. The Trust will send an email to parents to log result of test by 6pm, as currently happens with staff. This will be trackable on the system, but concerns on whether testing is done correctly.</p> <p><u>Q. If students do not have test, are they allowed in school?</u></p> <p>A. Yes, unless of course they show any signs of symptoms. A letter will be going out tomorrow with an attached PowerPoint.</p> <p><u>Q. Are LFT not confirmed by PCR tests?</u></p> <p>A. If positive from school then no, student would go home and isolate as per the regulations, but if test done at home then it would be followed up by a PCR test. Depending on that result, if negative the pupil could return to school. Obviously, if positive, student would isolate, again as per regulations.</p>	Actioned
<p>4. GCSEs 2021</p> <p>Documents, including a PowerPoint were sent to governors in advance of the meeting.</p> <p>The Principal went through the presentation in depth and then governors were invited to answer questions.</p> <p>Staff have also been presented with this PowerPoint, to enable planning to happen.</p> <p>Once Exam Boards have released information, there needs to be a robust and fair process that does not disadvantage students, as well as a fair and transparent process.</p> <p>We need to give reassurance and confidence to the Year 11s, but also be cautious on sharing information with parents until more information is available.</p> <p>There is a 7-week window, due to Easter, for future assessment.</p> <p><u>Q. Extra workload is going to have an impact on Year 11 staff well-being and as well as that, what is the impact on other year groups?</u></p> <p>A. Yes there will be a huge amount of pressure. Monday night meetings to be handed over to departments to allow for working, and wherever possible marking done from home. Looking at the possibility of coming off timetable, but this has implications on staffing and budget as well as other year groups being affected. Staff cannot be expected to do all of this extra work on top of their day-to-day work. Discussion has been had about staff giving and using feedback instead of marking, using something called MOTE, which is recorded feedback. Also, continue using the diagnostic self-marking in other year groups.</p> <p><u>Q. What is the contingency plan for any staff member not being available?</u></p>	

A. We could use staff from other schools in the Trust. Also had companies offering markers for assessments, so we could look at that, in an extreme case.

Governors asked for updates in between meeting as changes are happening quickly and the next meeting is not until May.

Q. Last year we had to retain evidence for exam boards, but had parents requesting that information. Is BVC protected from that again this year until after results day?

A. Yes, BVC believe that is the same again this year. Results day has been moved to 12th August 2021, a week earlier than normal, to allow for any appeals. A clear appeals process will be needed.

Q. Does this mean staff have to be available after that date for appeals?

A. Yes, it does, especially the SLT.

VP

5. Catch up Plan

Governors received this ahead of the meeting. The principal presented this to governors.

Catch-up is now a long-term view and not something that will get immediate results and essentially rooted in evidence-based strategies.

The Education Endowment Fund (EEF) has done a lot of research into what works in school to improving learner outcomes and the catch-up plans are matched to that research.

There are 3 main areas :

Supporting great teaching
Targeted support
Wider strategies.

Plan has been set out in Year group focus and each strategy has been looked at against the EEF impact should be.

This will be a live document and will change over the year and longer.

Parent governors commented that the GCSE Pods was very good and well received.

The National Tuition Programme will allow for small group tuition, online, for disadvantaged students. It is initially a 15-week programme and we will be targeting Pupil Premium and disadvantaged pupils in year 7 and 8 and the lowest achievers in maths. This will be starting after Easter with some working in school from 3.30 – 4.30 with others at home from 4.30 – 5.30. Cost is £3.50 per hour, per student, which is a significant discount on other forms of tuition/interventions. Those students will be notified.

The EEF have looked at some of the catch-up ideas such as longer days and more terms, and have found there would be a minimal effect on students catching up, with only one and two months respectively.

Q. Are we actively de-prioritising Year 9 as a strategic decision because you feel you can catch them up?

A. Yes, we are reviewing the 3 year plan for year 9 to ensure there are opportunities to review the learning that took place during lockdown as part of our interleaving throughout the 3 years. The Year 8 options have been delayed until after Easter.

<p><u>Q. Is the feedback process one to one or in front of class?</u></p> <p>A. Essentially it's neither; element of whole class feedback to class if there is something that has not been understood, and there is feedback via Google Classroom to the student.</p> <p>The Pupil Premium plan has also been updated and is aligned with the catch-up plan.</p>	
<p>6. Admissions</p> <p>Local Authority have allocated 145 students against our admission criteria, so not all 145 will accept their places. Hopeful that 140 pupils will accept their places.</p>	
<p>7. Staffing Update</p> <p>The Principal provided the governors with a verbal staffing update. There is an advert currently for a deputy SENCo, as one of our Assistant Principals has taken on the strategic SENCo lead role.</p> <p>Resignation from the Head of PSHE and Design Teacher, who will be leaving to go elsewhere within the Trust. Advert to go out as soon as possible. This will be 2 adverts, one for head of PSHE and a design and technology teacher.</p>	
<p>8. Caretaker's House</p> <p>The sale has gone through. ESFA have agreed deal at £230,000 now and £100,000 when the garden element is redeveloped on a 15-year covenant. Agreement from the Trust that the £230k is ring-fenced in our reserves. Consideration needs to be given as to what this could be spent on and we would need to look at our capital plan. This could be discussed further at the strategy meeting in July.</p> <p><u>Q. Could it be used for toilets?</u></p> <p>A. Yes absolutely. As mentioned above, further discussions will be needed.</p>	
<p>9. Safeguarding/GDPR/Complaints</p> <p>Subject Access Request received from a parent to review a student's file and this is being processed.</p> <p>Safeguarding Audit was completed on 29th January 2021 and were very pleased with how safeguarding had moved on. All actions from last year undertaken and praise was given by the Trust concerning Risk Assessment, which was shared across the Trust as good practice.</p> <p>There is one stage 2 complaint. The complaints process is on the website and governors were asked to familiarise themselves with the Policy as, if any complaint went to Stage 3, then a governor may be asked to get involved.</p>	
<p>10. The Future of Local Government</p> <p>The document was sent out in advance of the meeting to governors by the Trust and will reduce the amount the LGB to deal with. Implementation of this is September 2021.</p> <p>Governor body size will change to a minimum of 9 and maximum of 14. We may be short in numbers and with the skills audits completed, an advert for governor recruitment will need to go out, but in the meantime if anyone knows somebody who may be interested to put them in touch with the Chair.</p>	<p>WC</p>

<p>The Link Governor roles for Safeguarding, Health & Safety, Pupil Premium/SEND and Finance will be discussed at the strategy meeting in July with a view to filling any vacant positions. The HTPR panel membership will also be discussed at the strategy meeting.</p>	
<p>11. Risk Register (RR)</p> <p>Governors were asked whether there should be any changes or updates made to the RR at this stage. It was agreed that the RR was very similar to what it has been previously in regards to the Covid-19 situation and then going forward a focus on staffing, and in particular maths, would need to be considered.</p> <p>Governors mentioned the exams in regards to marking, moderating and the effects that may have on other year groups as well as staff well-being.</p> <p><u>Q. Is there any plan to protect teachers from parent pressure over grades?</u></p> <p>A. BVC will be asking parents not to email teachers about student grades and should that happen, communications will be forwarded to the SLT to deal with.</p> <p><u>Q. Can we add Year 9 catch-up should another lockdown happen?</u></p> <p>A. Yes, if we are going to return to normal.</p> <p><u>Q. Grades and Year 11 assessment. Are we obliged to do it in the way you presented or do we have room to manoeuvre?</u></p> <p>Q. At present we do not know and await this information from Exam Boards.</p>	
<p>12. Any Other Business</p> <p>The Chair asked If anyone would like to chair the next 2 meetings that would be great.</p> <p>If there is a chance that the June meeting could be in person, then that would be great. The meeting date is set due to signing off the draft budget. The clerk mentioned that the Trust were still insisting on virtual meetings until the Autumn Term at least.</p>	

Meeting closed at 19.25 hours

Date of Next Meeting: Thursday 13th May 2021 at 7pm

Chair