

BASSINGBOURN VILLAGE COLLEGE

DRAFT Minutes of the Local Governing Body meeting held on 28th January 2021 – Meeting held virtually via Google Meets

Present:

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

Chair of Meeting: Will Clayton
Also in attendance:
Minutes: Sue Smith and Kay Pearce

	ACTION
<p>Welcome and Apologies</p> <p>All governors were present.</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 10th December 2020 were agreed and are an accurate account.</p> <p>Action points from the last meeting are to be covered throughout this meeting.</p> <p>Governors noted that the chair was recorded as Stephen Morris instead of Will Clayton and will be changed in the minutes.</p>	
<p>3. Covid 19 Update</p> <p>The Principal gave governors a verbal update regarding Covid-19 from the last week of December through to this meeting.</p> <p>During the last few days of term 83 students along with 10 members of staff were confirmed as Covid-19 positive. This resulted in over 400 families being contacted and 65% of the school having to self-isolate in the first full week of the Christmas holiday.</p> <p>BVC carried out a lot of track and trace during this period, as well as discussions with PHE, LA, assessing the risk assessment.</p>	

All staff were contacted and those with Covid-19 are all recovering, with many still feeling fatigued.

Q. How are all the people who contracted Covid-19 doing?

A. One third of those positive cases had no symptoms, with others only being very mild. Staff have longer-term symptoms. Within the wider school community, parents and grandparents have been in hospital.

The results of the recent staff questionnaire were shared with governors and it was noted that staff felt lockdown this time round is harder particularly the balancing act of delivering remote learning alongside their own children's learning.

Workload is huge with staff rewriting the schemes of learning again. Everyone is learning something new with lots sharing ideas.

The delivery of remote lessons this lockdown has vastly improved.

Staff meetings are being held twice a week. There is a section each week on the Leadership team agenda for well-being.

All staff have been offered sessions with YMCA, as well as BUPA Well-being services and the Principal has been checking in with anyone who feel they have any well-being issues.

Since the return to school in January, training has been undertaken for the Covid-19 testing, alongside the setting up of the testing centre within BVC. Staff are being tested twice weekly and those students in school, once a week.

7 members of staff have had online training and the Trust have also been into school to check health and safety arrangements, which they were more than happy with. Around 20 tests per hour are being carried out and all have been negative.

There are going to be some exam invigilators who will also be trained up as testers.

Governors were advised there would be additional costs, which would affect the budget. There was some talk of reimbursement of the testing costs, but this has yet to be confirmed.

The whole school Risk Assessment has had amendments made to it including changes to ventilation and the procedures for bus travel. This is for students in school now and in preparation for a return to school.

The RA is very robust and feedback from the Trust have been put in place.

Q. Governor's asked How is the bus bubble going to work?

A. School can ensure that all students are put on the bus in the correct bubbles but have no control over what happens when the bus leaves the premises. It was suggested that bus monitors be employed, but this was put on hold at present, but will be revisited again.

Q. How do pupils get home if they test positive in school, and can a positive pupil go home on the bus?

A. They go into an isolation room and then parents are contacted. Yes, they can go home on the bus, wearing a mask, which is a statutory requirement, as they had already come into school on the bus. There would then be close contact track and trace.

4. Online Learning Update

There are currently 28 students in school over 3 bubbles – a year 7 bubble, which has 10 students; a year 8/9 bubble and a year 10/11 bubble, which has 4 students.

Support staff are taking these bubbles to allow teachers to deliver the live online lessons.

The PE lessons have been recorded, as these are not practical to deliver live.

There is a register taken at every lesson. If lessons one and three are not attended then follow-up calls are made to find out why. So far, on, average 95% of all lessons have live elements.

At the Inset day on 4th January, focus was on planning for online learning and any support that may be needed.

BVC have re-issued the 'How to' videos as well as updating the parental section of the website, which has been developed with links to support materials as well as FAQs. There is also Oaks National Academy and the GCSE Pod.

90% of students are accessing online learning each day and some have been invited back into school if they are not engaging.

Everyone has access to a device, with 80 donated devices being given out, 15 school laptops have been loaned and we now have 27 Chrome books from the DfE.

There are a few students still using phones and this is being addressed.

63 Wi-Fi codes from BT have been given to us which will be offered to students if they have internet problems.

Concerning attendance, as detailed in the Framework, school have been using a 3-letter system.

- First letter is a help to parents letter.
- Second is for an online meeting with achievement leader.
- Third is for an online meeting with the Senior Leadership Team.

Students are required to regularly submit work of a high standard and 3 missing pieces of work results in a follow-up from staff. This is being logged on the Progresso system.

For staff, new I-Pads have been bought from the development fund and a further 11 are to be purchased at a cost of £5,000. This is in addition to visualizers, keyboards and mice.

Q. What is the consistency of the quality of learning between departments?

A. Some departments and subjects are easier to deliver and the SLT are dipping in and out of lessons, to monitor the quality, and there is a balance of working very hard and learning new things.

Q. Has the level of teaching support been stepped up this lockdown and are the FAQ being widely accessed?

A. Yes, and there is now the parental section on the website for parents to go to help their child. The remote learning policy could also have a parental section within it for parents.

Q. How well is the online learning working and what is the quality of work being submitted?

A. Pupils are receiving more feedback from staff, rather than lots of marking being done, which is online with our marking policy. There has to be a balancing act and thereby being mindful of workload on staff. If there are any problems, students are being flagged up and support is being put in place.

SEND

There are currently 8 pupils with EHCP's and all have online support lessons. Teaching Assistants are joining the live lessons and helping students access their learning.

Read/Write software will be able to be accessed via Google Classroom.

There are 50 students currently on the vulnerable list and they are receiving weekly calls from school.

YMCA are now doing 2 days a week via remote sessions, as CAMHS, have been redirected to Covid-19 testing, so are no longer offering support.

There are 3 alternative provision students.

Students' well-being is being tracked on how they are feeling and anyone noticed to be low are monitored. This is done via a daily one question.

There were 263 responses to the parental questionnaire with a whole range of responses; the majority being positive.

The amount of time being spent in front of devices is being questioned and as detailed under government expectations, 5 hours of online learning must happen. Most students are reporting 4-5 hours a day of online learning.

The SLT thought it would be a good idea to have a whole school physical activity that everyone could get involved in for charity. Ideas are being looked at.

The PE Team are doing challenges and videos to keep everyone motivated and active.

There has been a Year 7 online parents' evening which has proved successful and a Year 11 one is planned for before half term. This will be over 2 days as, following staff feedback, the Yr 7 parents' evening was too intensive for one evening. SLT are very mindful of getting the balance right for staff.

After half term there is going to be a pastoral review day, which a project (yet to be decided) will be set to undertake. There will be no live lessons that day.

Q. What is happening regarding vulnerable students?

A. The FSM vouchers are up and running during school term and they can be accessed via the winter fund for the February half term.

Q. What general support can be given to keep the learning environment going?

A. In the short term, nothing, as resources are being delivered if needed and ultimately trying to get students into school. In the future, there may be in need for a hardship fund, which could assist with items such as school uniform.

<p>Governors decided this was something that should be kept on the Agenda, post Covid-19, for further discussion, especially as having had discussions with the PTA, they are not in a position to help fund this.</p> <p><u>Q. How do donations work? Do they come in and out of the school fund?</u></p> <p>A. This would need clarification with Charity at the Trust. Governors asked The Principal to look into this further.</p>	VP
<p>5. Policies from Last Meeting</p> <p><u>RSE Policy</u></p> <p>This was circulated to governors and the Principal asked for any feedback. Having read the Policy, this was agreed and can now be shared with parents.</p> <p><u>Online Learning Policy</u></p> <p>This was discussed at length within the meeting. There will be a section on the website to say how the online learning is being delivered and how we evaluate that learning, with a self-evaluation tool.</p> <p>Governors wanted it recorded that the level of self-analysis of the framework from the SLT was very good, and then agreed the policy.</p>	
<p>6. Premises Update.</p> <p>There have been heating issues, with the boilers not working due to poor pumps and faulty valves. The company has been called back and everything is now sorted. The Principal advised that had been a lot of follow-up on this matter both with the Company and the Trust to get this resolved.</p> <p>There will be a cost implication on the budget from the above as the oil boilers were working more, with more oil being used.</p> <p>The second part of the electrical testing has been done. The issues are within the piggery, bowls green and the pavilion.</p> <p>Lots of money is being spent on the pavilion, which is not used by BVC and could be decommissioned. There will need to be further discussion on this matter. The faults are from when the rewiring in the main block and is currently being challenged by BVC with the electrical company.</p> <p>One boiler in the sports hall has also broken down. New parts are needed.</p> <p>The Trust have put a bid in for carbon footprint improvement, for such items are LED lighting, cavity wall insulation, air source to science areas, to name a few, and if successful works would take place during the summer. £17,000 would have to go towards this from our reserves.</p> <p>Tree work has now been completed.</p> <p>The caretaker's house - the contractor needs to do something with the house before he can do further development. He wishes to purchase it to refurbish and then apply for further planning permission.</p> <p>£230,000 on completion and a further £100,000 on confirmation of the added planning permission. This is currently with Trust lawyers. The ESFA need to give agreement on this.</p>	

<p>This matter could move very quickly and discussion is needed about proceeds from this with the Trust.</p>	
<p>7. Staffing Update</p> <p>The Principal would like to place an external advert for the role of SENDCo, with a proper interview process. The advert would be placed after Easter to be in line with the May resignation date.</p> <p>Maths – due to personal circumstances, the NQT who is due to start with us in September will not now be starting her contract until Christmas. The Principal would like to go to advert to employ a maths teacher to cover the autumn term, but this would turn into a full time permanent position. January is the best time to pick up any trainees. This would result in BVC being over staffed in the maths department, but this is felt needed and can be afforded from the budget. The Trust have been informed, as required when over-staffing, and have agreed. Governors also agreed this would be a sensible solution.</p>	
<p>8. Admissions Update</p> <p>The PAN is 125 students and the numbers coming through are healthy with 135 for first choice, 59 for second choice and 11 for third choice.</p> <p>The Principal has spoken to the Trust and the Local Authority about over admitting, as BVC do not want to miss any applicants. A response is still awaited. The Principal will chase this.</p> <p><u>Q. How many of these are from out of catchment?</u></p> <p>A. A list will be provided to governors with out of catchment numbers.</p>	<p>VP</p>
<p>9. Safeguarding/GDPR/Complaints</p> <p>An Addendum has been added to the Safeguarding policy and this is currently out with all staff to read.</p> <p>Any safeguarding concerns are recorded via My Concern.</p> <p>There is currently one safeguarding lead in school and a school email for any safeguarding concerns has been set up.</p> <p>The Trust safeguarding audit is being carried out on 29th January 2021.</p> <p><u>GDPR</u></p> <p>There have been no GDPR requests and a racial exclusion freedom on information request has gone back to the Trust.</p> <p><u>Complaints</u></p> <p>There have been no stage 2 complaints.</p>	
<p>10. Exams 2021</p> <p>Government released consultation and the closing date is 29th January 2021.</p> <p>Very unclear situation at present regarding 2021 exams. Whilst GSCEs have gone, test papers may be released from OFQUAL, which would be marked by teachers. There is still</p>	

discussion on agreement to release and whether these should be compulsory, as well, as how they would be managed.

A decision would need to be made as to when these would take place and the feeling is this would need to be as late as they can be, especially if OFQUAL decide on a working grade, which is a different format from previous years.

Letter has been sent to both parents and students giving reassurance, as much as that can be, and to explain about the consultation. The letter also mentions about making sure students keep working to ensure as much of the course is covered as possible.

A response is expected from OFQUAL by the end of February 2021.

Q. Is an A going to be an A as it always has been or is there going to be a curve?

A. It is not clear yet as to how this will be achieved. Governors will be kept informed.

Q. Is there anything to put in the response to the consultation?

A. Yes, there are a number of things that should be mentioned in the consultation. Such things as:

- Teacher work load in relation to assessment and marking
- Clarity for criteria of work used
- Should be reflective of work over the last 2 years
- Issuing of grades should be the same date as always and any appeals should be later, otherwise the holidays will be spent dealing with appeals.
- Security of papers being shared around the internet

Staff have also been asked to put their points of view across.

11. Risk Register

RR sent out in advance of the meeting. Governors were asked if, following this meeting anything needs updating.

Q. Was there anything from the peak of the Covid-19 that we are going to put into or change in the RR

The two meetings with PHE were not very useful, in particular the advice around travelling on the school bus. The Principal informed governors that the only thing that stopped Covid-19 spreading further was that school was closing for Christmas. Had there been another week at school, then the whole school may have had to close to stop the spread or at least whole year group bubbles would have had to be sent home to self-isolate.

Q. Should we be shutting if we see further signals?

A. Yes based on what happened before Christmas. BVC wanted to advise parents, staff and students that there were more than 3 symptoms, but PHE were very resistant to allowing us to say this.

We would have to shut whole year groups/bubbles if this were to happen again or if anyone had any symptoms, as testing is not the answer. To test the whole school once, we would have to have over 130 tests a day and we would have to be testing all day, every day. Parental consent for testing is currently being gathered.

<p><u>Q. Are blazers a sensible thing to be wearing during the current situation?</u></p> <p>A. Maybe not, as these are not always washed regularly and can carry the virus. Policy could be modified to take on that point. Jumpers may be better during the colder weather and when the better weather comes, short sleeve shirts may be worn. It is still important that school has its identity.</p>	
<p>12. Any Other Business</p> <p>The chair mentioned that KPIs have been postponed until future meetings to allow for focusing on the Covid-19 response and risk register.</p> <p>Governors thanked the Principal and all her staff for their continued hard work during this difficult time.</p>	

Meeting closed at 20.30

Date of Next Meeting: Wednesday 17th March 2021 at 6pm

Chair