

BASSINGBOURN VILLAGE COLLEGE

DRAFT Minutes of the Local Governing Body meeting held on 13th May 2021
– Meeting held virtually via Google Meets

BASSINGBOURN
VILLAGE COLLEGE

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

Chair of Meeting: Steve Morris

Also in attendance: Vanessa Larkins (VL), Jeremy Brock (JBr) Associate Members

Minutes: Sue Smith and Kay Pearce

	ACTION
<p>Welcome and Apologies</p> <p>Apologies received from Mr Cornwell. Governors agreed to this absence,</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 17th March 2021 were agreed and are an accurate account.</p> <p>2021 CGSE – This is being addressed within this meeting.</p> <p>Donations to a hardship fund can go ahead. Money will be kept in a separate area of the budget. Governors asked VP to look into how this can be set up and donations will be sought in the second half of the summer term after the grading process has been done.</p>	VP
<p>3. Covid 19 Update</p> <p>The Principal gave a verbal update to governors.</p> <p><u>Attendance</u> Currently at 95.3% which is higher than the LA average of 92% and the national average of 90%. This is slightly impacted by Year 11s who are coming to the end of assessments. There are some year 11s who are choosing to only attend when they have an assessment, but students and parents have been informed that they are still expected in school until their last day which is 28th May 2021. Year 11s have also been told that they should be available to attend school up to 18th June 2021 if requested.</p>	

Face masks

There are changes from 17th May 2021, which means masks are no longer required to be worn. This is causing some anxiety for staff, parents and students as there are increasing numbers of infection in the Cambridgeshire and Peterborough area of the LA. It has been recommended that facemasks are worn when queueing for lunch, where social distancing is difficult and in practical lessons. It is still compulsory to wear a mask when travelling on the school bus.

Lateral flow testing is still taking place.

Governors **agreed** with this recommendation.

Q. When looking at attendance, are persistent absence figures included?

A. No, there is no requirement for these to be looked at currently due to the school's being closed during lock down. We are looking at individual students whose attendance is a concern though.

Q. Have any other changes been made?

A. No, other than the recommendation that masks now do not need be worn in lessons and communal areas however we are still being cautious especially where students and staff can't socially distance. All bubbles remain unchanged.

Assessment:

Year 9 and 10 recently had virtual parent's evenings and the feedback has been that this works very well, therefore the recommendation is this system will continue, which possibly could run alongside an in-school event.

Data points

Year 9 have had data points but staff are currently in the middle of collating the figures.

Year 10 in a middle of a window for their data point.

Year 7/8 – this will be available in July

Further information on data for years 9 and 10 will be reported to governors in advance of the next meeting in June 2021.

Students are both focused and engaged in their learning since returning back to school. Informal assessments have been taking place across all years 7-10 in all subject areas. Writing at length seems to be an area that needs to be monitored as this ability seems to be lacking at present, especially creative writing. This is being incorporated in future lessons.

Practical skills in PE, Science and Technology will continue to develop further.

There was strong engagement of students online during Lockdown 2 and there are less students who have gaps from this period of closure. The curriculum planning moving forward very much includes revisiting subject topics.

Maths

Year 7 and 8 have completed end of Spring Term assessments. Data does not show any decline in abilities for these year groups.

Year 10 will be taking full assessments next week. All students will be doing the foundation paper along with a stretch paper for the higher ability students.

A decrease in fluency and confidence in maths is being addressed by retrieval practice exercises in every lesson.

MFL

Speaking and listening (vocabulary) skills have suffered during the pandemic and these are being addressed at the start of every lesson and are the focus now. There will be assessments once students have had an intensive period of time on speaking and listening.

Science

Assessments were done for all year groups and filling the gap activities are taking place within these lessons. The science curriculum is being looked at with a view to re-teaching those topics where gaps are.

English

Year 10 have done a paper two assessment and will be having more assessments after half term.

Year 9 have had a poetry assessment on war poems.

Year 8 have ongoing assessments mainly in reading and poetry.

Year 7 are doing a creative writing assessment.

Assessments are good and data is not showing any drops or gaps, but staff have reported that students are struggling more with their writing and their level of reading text, especially year 10 students, as their vocabulary has not moved on.

Next year the planning will focus on reading and literacy.

Q. With regards to the students' reading and writing, is it that students are out of practice?

A. Yes, particularly extended writing, as during the lockdowns work was all done online and was a different writing skill. This will come back.

The regards to the reading, it is about having students back in school and reinforcing the 'reading for pleasure' which is something that has been identified nationally too.

Q. Could this message go to parents?

A. Yes this can, but must be sensitively communicated with parents and should focus on the need for students to re-develop their love of reading.

The online instruction has been good but it is hard to engage in discussion, therefore making it more difficult to develop ideas, which in turn hinders extended writing.

Will Clayton recently visited school and reported that school seemed to have returned to 'normal' and felt it was a productive place to learn.

Catch-up Funding

The online tutoring process for Year 7 and 8 maths has started with 50 students invited to attend. 44 students took up places. There are various sessions, starting from 3.30pm in school. Sessions from 4.30 onwards are at home with the supervision of parents and feedback shows it is working really well. Students were matched with their attainment and year group.

Q. Do we know why those 6 students did not engage?

A. There have been various reasons, for instance, other commitments after school. This tuition is on top of what is being offered in school, therefore we don't want to take students out of lessons during school time. The offers were however received positively and parents have asked whether, if the opportunity is still available in September 2021, their child could attend then.

4. Grading

The Centre Policy was sent out last week to JCQ and Ofqual. Feedback is still awaited. Whatever BVC are doing as a centre must be reflected in the policy regarding grading.

At the last meeting, information was shared with governors prior to hearing from JCQ and Ofqual. At that stage, all the curriculum areas; the specifications, coverage and assessment had been RAG rated. Heads of Departments were looking at the historic assessment that they had. Each department area has now filled out an assessment plan showing where they have covered all the assessment objectives, because we were at that the stage pre-lockdown where most departments had taught all the courses. Some assessments can be historic and the rest are from the current 5 week assessment window.

Each department plan shows what assessments will be used in the grading whether that is historic, when they were done, if that was in a high control or a medium/low control and then what new assessments they wanted in the new assessment window and what those assessment objectives that will cover .

JCQ have made it very clear that the process is very different from any other year, with new grade descriptors. Using the assessments, both current and historic, to holistically look at a student's achievement against new grade descriptors. Every department and every teacher is looking at a portfolio of evidence and grading students based on that portfolio.

There is a quality assurance and standardisation process in each department (QTag Sheet), where everything is assessed by teachers and then moderated by a team. No grade is being done in isolation. For Arts, Drama and Dance, teachers have teamed up with other teachers within the Trust.

VP showed governors an example of the QTag activities record. The SLT are checking all QTags, and then crosschecked. Once grades are submitted there is then a high level QA check against our 3-year average. There will be a record of the moderation and standardisation process. The Centre Policy shows all the steps we are taking.

All teaching staff have attended BIAS training and objectivity training, using exam board materials online and signed to say they have completed the training.

The new assessments are all blind marked, so teachers do not know who the student is.

Grades need to be submitted by 18th June 2021 and then there will be external quality assurance from JCQ w/c 21st June who will sample 3 subjects and 5 students. Documentation is currently being copied and scanned in preparation and, when requested, evidence will be sent electronically within 48 hours of the request.

Students and parents have been notified of what historic evidence will be used for each subject area. They then had the opportunity to raise a request for special consideration and mitigating circumstances. To date there have been 7 requests for mitigating circumstances which we have reviewed and suggested special consideration. This does not include our alternative provision students. They will still have special consideration, but that is more about the nature of the range of evidence that will be used for their grade assessments.

We are currently designing staff and student declaration forms as well as student variation sheets to detail what the variation was and why there was a difference in the evidence used for their portfolio.

Q. Will the process continue after Covid-19?

A. There is talk about what will happen to current year 10s going into year 11, but no decisions have been made.

Q. Has the extent of moderation and assessment been equal across each subject and department?

A. This can't be equal due to the nature of the assessments and number of papers for subject. We are making sure it is robust and is being checked. There are not a set number of assessments for each department or area.

English, for instance, has broken down papers into mini assessments, so this does not reflect anything like previous years. The approach is of a holistic nature overall; it's not individual assessments and the marks for those individual assessments – it's looking at the portfolio of evidence and checking the marking of that.

Q. How well have parents understood the Centre Policy as 7 requests seem very low?

A. Parents and students will have to sign a declaration form and have been asked to raise any concerns. This is going out this week with a reply needed before 28th May. Some parents have been contacted by the student support team if it was felt that the parents may not fully understand the information in the Centre Policy.

It is still linked to what exam boards would have classed as special consideration and BVC have sent a sheet of what mitigating circumstances can be applied for. It is not just as case of if Covid-19 has affected you, it would have to be something like a bereavement or medical evidence of how long Covid has affected the student.

The Centre Policy does not need to be agreed by governors, but Governors need to look at the processes such as quality assurance. It was suggested that governors have a quality assurance meeting with the Principal in school. VP agreed and will contact governors to organise a working party and suggest a suitable date and time.

Details of an appeals process is still awaited, but it is believed to be a three level appeal. One is just an administrative appeal, a procedural appeal and the third is a grading appeal, which would look at the evidence submitted and decide if the grade was correct, but it should be understood that grades could go up or down.

VP wanted the minutes to reflect that staff are working incredibly hard on turning this around as this is a huge amount of workload. To help with the added workload, teachers are giving verbal feedback in class to students in years 7-9 instead of written feedback in their books. Teaching staff can also go home during their PPA time to allow more flexibility and supply cover has been brought in to allow staff more time for marking.

VP/SS

5. Premises, Health and Safety

Report sent to governors in advance of the meeting along with the science audit.

The science H&S report was a very positive report showing 97% implementation during 2020-2021, compared to when the last audit was done in 2010.

Q. Are near misses recorded?

A. Yes, they are reported and recorded.

<p>There were some electrical repairs, which are needed following the report, and a residual current device (RCD) is now needed in the kitchen. The kitchen was fitted 7 years ago. At the time of installation it was not a regulation to have this, but as things have changed, it has become so. Money for this will come out of the premises budget.</p> <p>A compliancy list has been produced and will be reviewed annually. There will also be a premises list of items that we would like done and are prioritising what we can do during the summer break when this work is easier to do.</p>	
<p>6. Finance</p> <p>The P7 forecast was sent to governors ahead of the meeting.</p> <p>Income received was higher than expected with money received from SEN and DfE revenue grants.</p> <p>The outturn report at the end of year was £9,700 (small surplus). Budget is in a good position.</p> <p>The screens project will be completed with the last 4 board being replaced. This will come from the development budget. A number of premises issues will be dealt with as well.</p> <p><u>Q. How are we underspent on cleaning?</u></p> <p>A. Additional Covid-19 cleaning costs are under health and safety in the budget.</p> <p>The Principal will have a draft budget meeting with the Trust Finance Director before half term. The Principal has requested that governors look at the draft budget and a suitable date and time will be arranged.</p> <p>The proposed budget will come to the next LGB meeting in June 2021.</p> <p><u>Q. Have the MAT fees gone up?</u></p> <p>A. Yes, by 1% which is around £30,000. ICT will become centralised along with Finance Support and the Trust have recruited a Trust wide SEND Post and a part time CPD post.</p> <p>It would be good to have feedback from the MAT about fees and Jon Culpin will be asked to a future meeting next year.</p>	<p>SS</p> <p>WC</p>
<p>7. Uniform Review</p> <p>The current uniform list, included in our Expectations for Learning Policy, was sent out in advance of the meeting.</p> <p>VP has been approached by a parent who is not happy about the items of uniform with logos on them. Governors have been asked to review.</p> <p>Blazer with school logo by Total Clothing is only a small increase on a Marks and Spencer blazer.</p> <p>Skirt BVC will accept black skirt but must be same style and the one with the logo.</p> <p>Jumper has always been optional and is black with a logo. A compromise would be that students could wear the same style as the current jumper without the logo.</p> <p>During Covid-19, the school uniform was relaxed slightly, but this now needs to be brought back in line with the uniform requirements.</p>	

<p>Solution may be to ask Total Clothing to offer a range of plain black skirts and jumpers alongside the logo ones.</p> <p><u>PE Kits</u> : Shorts with logo. These could be in plain black and in the same style. The skirt will be phased out from school uniform list over time.</p> <p>It was proposed to compromise on the skirt, jumper and the shorts for PE, but some items need to keep the logo so the identity of Bassingbourn remains.</p> <p><u>Q. Who will police different styles of uniform?</u></p> <p>A. This is currently being done by our Pastoral team.</p> <p><u>Q. Do we get many complaints about uniform?</u></p> <p>A. This complaint was from one parent, who has said she speaks for other parents. There has been a mention that uniform is expensive. Parents can apply to the winter fund grant from the LA to assist with this, and the Governor hardship fund could also help in the future, alongside a second-hand uniform option.</p> <p>Governors unanimously agreed that they want to maintain the high standards in uniform and agreed with the proposals.</p>	
<p>8. Curriculum – Year 8 Options and Staffing</p> <p>Documentation sent to governors in advance of the meeting.</p> <p>Normally the options process would have taken place between February and Easter but we have delayed this process to allow year 8 to come back into school and have taster and information sessions to allow the students to be fully informed.</p> <p>The three-year programme allows for departments to go back over topics and redevelop skills and enrich the curriculum with relevant experiences from everyday life.</p> <p>Following a poll 74% of students know what options they will take.</p> <p>10% know three choices but not back up choices</p> <p>16% (22) will have guidance meetings, as they are unsure what subjects they will choose.</p> <p>Impact of this means that the timescales for plotting the timetables and staffing has tightened. Our blocks are fixed but give a breadth of different pathways should students chose to go down an E-Bacc or more practical subject route.</p> <p><u>Q. Every year there are one or two students who don't get their choices, so does this effect the number who won't get their choice this year?</u></p> <p>A. There might be, but it has been clear from the outset that the blocks will be fixed and the reasoning for it.</p>	
<p>9. Safeguarding/GDPR/Complaints</p> <p>There was nothing to report in connection with safeguarding, although the SCR check needs to be carried out this term. SS to organise.</p> <p>There was nothing to report for GDPR and there had been no subject access requests.</p> <p>There has been one complaint and is currently being investigated by the Principal as a Stage 2 complaint.</p>	<p>SS</p>

<p>Governors were advised that a previous Stage 2 complaint about centre-assessed grades was not upheld and has been escalated to Stage 3. This is now being looked at by the Trust.</p>	
<p>10. Parish AGM Feedback</p> <p>LS gave a verbal update to governors who attended the Steeple Morden AGM.</p> <p>BVC were represented at the parish council AGM and it was recorded that councillors wanted staff to be thanked for all the work they had been doing with regard to online lessons and attendance during the Covid-19 pandemic.</p> <p>CC had attended the Litlington AGM but did not provide any feedback due to his absence from this LGB meeting.</p>	
<p>11. LGB Recruitment</p> <p>The Governing body will be below the required numbers from September 2021. The skills audit was completed and an advert has gone out to the Governance Forum and in the local parish magazine.</p> <p>If governors know of anyone who may be interested in becoming a governor, please let WC or SS know. SS to forward the advert to all governors.</p> <p>Previous applicants are to be contacted to see if they may be interested.</p>	<p>SS</p> <p>SM</p>
<p>12. Risk Register</p> <p>Governors wanted the extra workload being imposed on staff due to the centre assessed grading to be noted in the RR, and staff wellbeing also needs to be highlighted.</p> <p>The Principal advised Governors that BVC have signed up to a flexible working pilot next year, which is being run in conjunction with Impington Village College (flexible working ambassadors).</p> <p>RW, VL and JBr left the meeting at 7.35pm for a confidential staffing item.</p>	
<p>13. Any Other Business</p> <p>There was no other business recorded.</p>	

Meeting closed at 8.47 pm

Date of Next Meeting: Thursday 17th June 2021 at 6pm

Chair