

BASSINGBOURN VILLAGE COLLEGE

DRAFT Minutes of the Local Governing Body meeting held on 17th June 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)
 Chris Cornwall (CC) 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

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| <p>Welcome and Apologies</p> <p>There were no apologies.</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 13th May 2021 were agreed and are an accurate account.</p> <p>2021 CGSE – Working party met this week and feedback will be given during this meeting. Draft Budget – working party met to view first draft and there will be an update during this meeting.</p> <p>Donations to hardship fund – Letter circulated and agreement to ring fence this money in the budget has been received. Account number and sort code are now needed.</p> <p>SCR – this was checked by DCH (Safeguarding Link Governor)</p> <p>Recruitment of governors – update on this during the meeting.</p> | <p>VP</p> |
| <p>3. Budget</p> <p>A summary was sent to governors in advance of the meeting.</p> <p>The budget looked at the 5-year plan. 3 years show a surplus and by year 5 a £58,000 deficit.</p> <p>Teaching cost are up from 77% to 80%.</p> | |

ICT budget is £93,000, which includes a full time ICT technician. This is an increase of £18,000 as the Trust are centralising this element and figures are based on per pupil (140 per year group)

The budget has been based on 140 per year group and there would be risk to the budget if this is not achieved. Around 50 students would need to come in from outside the catchment area.

Student number are 664 rising to 689 in year 5.

MAT Charges are a sizeable amount; currently they stand at £132,000 and are due to increase to £180,000.

The GAG has gone up due to increase in number £259,000

In connection with finance, there is now a central ordering and purchasing system.

The MAT Charge is currently 4% on the above numbers and with that raising to 5% is up an additional £37,000, which is due to increase in size. This also includes the full-time Trust wide SEND post and the part-time professional development/learning director who has been appointed.

Q. What are the benefits of the above roles?

A. As the number of schools increase and schools improve, there will be efficiency gains. BVC have been assured they will get time allocated from these new posts.

Q. Does the school have any choice?

A. No, but the impact should be measured and feedback should be given to the Trust. This will be recorded in future LGB meetings, so that the MAT can be held accountable of the outcomes.

Q. What is going to be the best way to feedback to the Trust?

A. Impact should become a regular agenda item and discussions recorded in the minutes.

Q. Are there any savings that can be seen quickly?

A. There have been savings on catering, profit share was being seen before Covid, but of course, there will be none this year.

Cleaning on the other hand has not saved money, although there has been an improvement in service, which has been a great benefit.

Q. Should or could BVC be means tested?

A. BVC will receive value from the above posts. SEND will definitely have a need to use the Trust SEND Director, and the school will ask when it needs help.

There has been good value from the Trust HR department as well as the finance department, especially as Mrs Perry will be leaving and all though her replacement will be centralised role, that person will be based at Bassingbourn.

The working party **recommend** the budget to the LGB and governors then **approved** the budget. An email will need to be sent to Charity confirming this.

WC/VP

4. Teacher Assessed Grades

A detailed report was sent to governors in advance of the meeting by the LGB working party (DCH, MU, CC) who attended school to look through the TAG process. Grades are in the process of being finalised and are due to be submitted by 18th June 2021.

Governors felt what is being sent to exam boards is a fair assessment, and the process has been both thorough and rigorous. Governors wanted to congratulate all staff involved.

As in previous years, it is likely that there will be appeals. The exact appeals process is being worked on at present and will be uploaded onto the exams websites.

The Principal explained that on 21st June, the school will receive information on which 5 subjects and the work of 3 students will be requested for as part of the external quality assurance process.

Process scores against entry levels (P8 scores) across the Trust are an average of 0.35-0.45 with BVC being 0.43.

It was agreed that all Governors have been kept fully informed, and have had opportunities to discuss and pose questions throughout the whole TAG process.

5. KPIs, Year 9 Data, Behaviour and Attendance

Two data points have taken place recently - Year 9 and Year 10.

JBR walked the Governors through the Year 10 data report which was sent to governors ahead of the meeting, along with comparison figures. There is a drop this year compared to the last 2 year groups at this stage (125 pupils).

The English formal assessment has not been taken yet, but once this has been completed, good progress is anticipated. Softer assessments were done when pupils first came back to school following Covid-19, and on reflection, they showed that writing stamina is an issue. This is due to the amount of computer use during the lockdown period and remote learning. Skills needed for English, writing and reading, have been reported nationally as being things that students are needing to catch up on. JBR advised that the 2019 grade boundary was applied to our students, and would expect a bit of drop due to the lack of in-class teaching.

The option subjects are not as badly affected as English and Maths, due to the 3 year option cycle.

Q. Are there any concerns or worries?

A. Year 9 pupil premium and disadvantaged pupils have bigger gaps in learning than normal (half the progress, 50%) compared to the rest of the school, although this doesn't appear to be the case with the year 10 pupil premium and disadvantaged pupils.

In practical subjects, the theory has been completed but the physical elements have not been achieved due to the pandemic and lockdown.

Maths and English down on comparison to last year.

The next data points are Year 8 in 2 weeks' time and Year 7 will have an end of year data point.

Looking forward to the Autumn Term; any students who are 1 sub-level below where they should be would be able to catch up, but anyone further below would need to be reassessed. Individual students and teachers would discuss appropriately.

Attendance

Governors received a copy of the report in advance of the meeting.

Attendance is at the same level as it was 3 years ago. BVC are above average against the LA required numbers and green across the board.

Attendance for students with EHCP is lower than other students are and is currently being reviewed.

Behaviour

Governors received a copy of the report in advance of the meeting.

Behaviour issues have increased due to the longer half term and last year we were in lockdown, so the data is not a fair comparison to last year.

Year 7 and 8 students are presenting challenging behaviour and pastoral support is already in place to address this.

There have been 37 students with safeguarding referrals. 9 have two or more referrals during that period and 5 have had 3 or more referrals. There is also a rising trend in mental health issues.

Q. What can be done to support behaviour in these students?

A. There is a curriculum day on 2nd July, where year 7 and 8 pupils in particular will be engaging in teamwork activities to help bring them together and help behaviour. Looking at reinforcing social skills and teamwork by building this into the curriculum for next academic year.

Governors were impressed with the large number of merits that had been given to students to increase positivity.

6. Staffing Update

There has been a resignation from the catering teacher, which will need to be covered quite quickly as the current year 10 and 11 students need to have a teacher. This may have to be a supply cover until a part time food and catering teacher can be appointed.

The position of Student Support Administrator role has now been filled and the candidate will start in September.

As already mentioned in the meeting, the Finance Manager will also be leaving and an advert will go out for a September start date. Whilst this role will be a centralised one, the successful applicant will be based at BVC. Until September, the Trust are looking at interim support to ensure finance can continue smoothly.

7. Safeguarding/GDPR/Complaints

GDPR

Nothing to report. No requests or breaches.

Complaints

A stage 2 complaint has been escalated to Stage 3 and the Trust are currently investigating.

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| <p><u>Safeguarding</u></p> <p><u>Q. Is BVC getting enough support to help with the increase in mental health issues?</u></p> <p>A. There is the opportunity to buy more credits with the YMCA, as well as internal mechanisms such as Mental Health First Aiders and a number of staff have undertaken suicidal awareness training.</p> <p>There is a long waiting list for external services and BVC will keep talking to the LA. In the meantime, governors agreed to buy into additional time with YMCA.</p> <p><u>Single Central Record (SCR)</u> The Safeguarding governor came into check the SCR and all areas are up to date.</p> | |
| <p>8. Trust/LGB Update</p> <p>Governors were reminded that there would be LGB changes coming into effect from September 2021.</p> <p>There have been 2 expressions of interest in joining the LGB and time will be set aside for interviews in the next few weeks.</p> <p>The Chair thanked all governors who are stepping down at the end of term, for their contribution to the LGB.</p> <p>Governors also thanked KP who will be stepping down as minute taker.</p> <p>VP advised governors that the Trust have confirmed that new toilets would be under construction shortly. These will be open plan to ensure safeguarding and the majority of the funding will come from the School Condition Allocation. Plans have been drawn up and costed with 50% coming from the Trust, as mentioned above and the remainder coming from the money received from the sale of the house.</p> <p>In previous years BVC have received funding for electrical and plumbing work.</p> | |
| <p>9. Risk Register</p> <p>Governors were asked if anything discussed at the meeting needed to be reflected in the Risk Register.</p> <ul style="list-style-type: none"> • Deficit, has this been captured in the RR? VP is to check this and come back to governors • The professional support for students that require it, is this in the RR? VP advised governors that student support workers will use utilised (internal). <p><u>Q. Does the LGB need to look at the banding of the RR?</u></p> <p>A. This can be presented at the strategy meeting.</p> | <p>VP</p> <p>WC/VP</p> |
| <p>10. Any Other Business</p> <p>A letter has gone out to local business asking for contributions to the 'hardship' fund. A bank sort code and account are now needed.</p> <p><u>Q. Are BVC accepting individual donations?</u></p> <p>A. Yes, donations from all will be welcomed.</p> | <p>JL/VP</p> |

Meeting closed at 7.35pm

Date of Next Meeting: To be confirmed when annual planner from the Trust is released.

Chair