

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 30th September 2021
(agreement by the Trust that this meeting could be held in school rather than virtually)

Present:

Will Clayton (WC) – LGB Chair	Rachel Ward (RW)
Dushy Chetty (DCh)	Vickey Poulter (VP)
Jess Lievesley (JL)	Chris Roope (CR)
Sarah Anderson (SA)	Mike Urquhart (MU)
Nik Cunniffe (NC)	Laura Sims (LS)

Chair of Meeting: Will Clayton (WC)
Also in attendance: Jeremy Brock (JB), Vanessa Larkins (VL) (Associate Members)
Minutes: Sue Smith (SS)

	ACTION
<p>1. Apologies</p> <p>Apologies were received and accepted from Rachel Ward and Nik Cunniffe</p>	
<p>2. Introductions</p> <p>The Governing Body welcomed the two new Trust appointed Governors, Sarah Anderson who was in attendance at the meeting, and Nik Cunniffe who sent his apologies. Introductions were made. Governors were asked to complete this year's pecuniary interest forms at the meeting and hand them back to the clerk for recording.</p>	
<p>3. Declaration of Interests</p> <p>There were no declarations of interest.</p>	
<p>4. Minutes of last meeting and matters arising</p> <p>The minutes of the meeting held on 17th June 2021 were agreed and are an accurate account.</p> <p>Governor Hardship fund: The figure that has been donated to the Governors' hardship fund is to be provided for the next LGB meeting. 2 Pupil Premium students who are needing help with the cost of uniform will be supported by this fund.</p> <p>Risk Register (RR): The Trust has purchased a new package which will allow them to look at risk across all Trust schools. The risk register will therefore change for all schools in the Trust in due course. VP confirmed that the deficit had been captured in the RR.</p>	VP
<p>5. Start of term update, admissions, Covid, vaccinations, premises, staffing update</p> <p>VP provided the Governors with an update following the start of the new academic year. Students can now mix and move around the College more. However, some safety precautions have been kept in place, for instance staggering the movement of students from lessons at break times and the end of the day, keeping year group bubbles in social areas and after school PE clubs are being kept in year groups. However, the Covid cases in school are very low, therefore dance/drama/music clubs will resume. The Student leadership and ambassador structure was re-starting and students have begun to apply for these positions. VP advised</p>	

that there had been a 6th Form evening the previous night with staggered arrival times for parents.

Q: What was attendance like? It was around 70%

Assemblies on resetting culture and reaffirming the school’s values (3 Rs), along with safeguarding assemblies focussing on peer-on-peer abuse have taken place since the start of term.

Covid cases have been low in school, with no community transmission.

Q: Is testing at the same level as last year? It is more or less the same. Tests are continuing to be issued to students, with more going out this week.

Q: Do staff and students feel comfortable in school? Yes on the whole they do. Students are told to go outside via the nearest exit when they move around the school and are being reminded of regular handwashing, and lateral flow testing. Masks are discretionary. Staff mainly wear these but some students still wear them also. If there was an outbreak, Public Health England will recommend the use of facemasks again as a precaution.

Students go through to the kitchen a year group at a time. They are still taking their lunch outside, but looking at when students can start using the dining hall.

Q: What will need to happen to further relax these restrictions, especially in the cold weather? We would need to use classrooms and the hall for wet days, but we are still managing year group areas as described previously for the rest of this term at least. Other local schools have had more cases so we still need to be cautious. We are taking small steps, but have now started to introduce trips with a year 7 day trip being organised for mid-October.

VP informed the governors that vaccinations were scheduled for 12-15 year olds early in November and advised that the school was merely a venue with the NHS dealing with the whole process.

Admissions: Currently 144 in year 7 with 1 appeal taking place. Total of 678 students on roll which is 2 more than had been accounted for in the budget.

Q: What is the maximum number of students? The school’s PAN is 125, but we are able to over admit to 140 to take into account service children as the Barracks continues to open up to service personnel.

Staffing update: VP provided the governors with a verbal staffing update, including maternity covers, vacancies and staff absences.

Premises: VP advised that the 2 sets of toilets were now finished, bar a snagging list. Both sets of toilets are gender inclusive. There has been a mixture of reactions from parents with some expressing concern and others being in favour. Students are respectful of the new facilities, which are open plan and therefore can be monitored more closely by staff making them a safer environment. If students do not wish to use the gender inclusive facilities, they can use other toilets in the science and Hive areas. Paving had been repaired around the school site, the hall floor and had been sanded and electrical work carried out during the summer break also. A DfE condition survey will be carried out over the next couple of weeks.

Finally, VP informed the governors that there will be 4 open mornings with tours taking place twice a day, and 2 afternoon tours. There were also Heads of Department videos on the website and the photos had been updated. The tours for opening morning will be in small groups which will allow parents more opportunity to ask questions.

6. Link Governor reports and feedback, CIP overview and Link Governor roles

Following the strategy meeting on 8th July 2021, Link Governor reports was added to this agenda. WC asked governors to provide a verbal update with a written report to be issued as soon as possible. WC advised governors that there was a template for these reports on ALIS.

SS

<p><u>Action: SS to provide governors with a word version .</u> Governors were asked to note key questions in their reports.</p> <p>MU/DCH – walked governors through their report which had already been submitted having met with Heather Edwards and Phil Church, Assistant Principals. They advised that their section focussed on strategies in place to raise literacy due to the impact on Covid, parental engagement, ICT access (ensuring laptops are available for students) and iPads for staff to enhance teaching and learning practices.</p> <p>Q: Are there enough external resources available for students? VP advised that there is a growing amount of support in school with an increase of staff in our student support team, along with more bought-in support from the YMCA Counsellor, however there are long waiting lists for external referrals to CAMHS and Youthability for example. It is worth noting that there were 11 students on the alternative provision register, but now there are only 4, however we are aware there is a growing need for extra support.</p> <p>JL/SA – JL advised that following their meeting with VP, it was very positive to see the student leadership structure coming back. There is the connection between values and links with the community and a focus on compassion and kindness. A written report will be issued.</p> <p>CR/LS – Having met with Vanessa Larkins and Rachel Chalmers, LS advised that they were able to understand elements of the plan and that classroom visits were able to return this year, and the impact that this had not being able to do this last year. There are measures in place for students to articulate themselves through questioning, speaking up in class and engagement. Again, there was a focus on literacy and reading. The enthusiasm of VL and RC was noted, and that regular practices were returning. A written report will be issued.</p> <p>WC/NC – met with Jeremy Brock and Rebecca Hields and focussed on the TAGs from the summer, looking at assessment and data collection, progress and analysis. WC advised that the Leadership Team was aware of all the processes taking place, and that there was a consistent use of assessments across departments, and how this fed back into the outcomes. A written report will be issued.</p> <p>WC wished the minutes to note the thanks of the Governing for the leadership teams’ time ensuring that these meetings could take place.</p> <p><u>Link Governor roles:</u> WC referred to the LGB handbook and appendices. The Link governor roles have been condensed, with role descriptions being detailed in the handbook, and currently are as follows:</p> <p>Safeguarding – DCh/MU H&S – CR Finance – JL PP/SEND – DCH/MU GDPR – no longer compulsory</p> <p>Volunteers were needed for either Safeguarding and/or PP/SEND to relieve the burden on DCH/MU who currently hold the two link governor roles. Governors were asked to read through the role descriptions.</p>	<p>JL</p> <p>CR/LS</p> <p>WC/NC</p> <p>All</p>
<p>7. Achievement report</p> <p>WC asked that the minutes record Governors’ thanks to staff for their efforts during the TAG process.</p> <p>JB walked governors through the documentation which had been circulated prior to the meeting. VP advised that the 20/21 figures will not be validated by the DfE and Ofsted would look at the 2019 results. It was noted that the process applied by the school was robust and fair. There had been 5 exam board stage 2 appeals, with all coming back as unfounded. 1 appeal was outside the process, and an external assessor was re-assessing the work and the grade that had been entered.</p>	

<p>Q: Was there a subject area in particular that JB was worried about from the TAG process?</p> <p>3D Design, however there was a new 3D Design teacher in post with wider experience and repertoire. Art and 3D Design were harder for students in lockdown as it was more difficult for students to develop their portfolios and practical skills. 3D Design was chosen by the exam boards for sampling so grades were moderated. Some results may come down next year as the average points score went up last year in some areas, as this was an entirely different process to previous years.</p> <p>Looking at the 2019 figures, the focus needs to be on raising achievement in maths. The exams in 2022 will be different 2019 with the grade boundaries being announced, with an element of grade inflation due to the last 2 years of Covid. Again, it will be a different experience for staff and students.</p> <p>Pupil Premium students had been affected most by Covid, with this group of students making the least progress. The current year 9 group had better entry data, so this is disappointing. Engagement with online learning was an issue for this group of students during Covid.</p> <p>Q: Has being back in school accelerated this group of students' achievement? We will soon be able to assess this as we have assessments starting soon.</p>	
<p>8. Safeguarding, training policy and annual report</p> <p>The BVC Safeguarding Policy had been circulated prior to the meeting, and was formally adopted by the Governing Body.</p> <p><u>Annual report:</u> formally presented to the Governing Body.</p> <p>Q: Can question 12 in the report be amended as currently shows as “yes”. VP confirmed that this will be amended as question 12 starts with “How “</p> <p>Governors were reminded of the need to complete their statutory annual safeguard training which had been placed on ALIS. They should also read the updated version of KCSIE, which had been circulated prior to this meeting. Governors were asked to record this training with the Clerk’s Trust, as well as noting all training on the school’s training register.</p> <p>VP confirmed that all staff have had their safeguard training, with the cleaners having face to face training arranged with an interpreter, with kitchen staff, invigilators and peripatetic music teachers having been sent the link to the training video.</p>	<p>VP</p> <p>All governors</p>
<p>9. Health & Safety Policy</p> <p>The Health & Safety Policy provided by the Trust, but amended specifically for BVC was circulated prior to the meeting and was formally adopted by Governors.</p>	
<p>10. Complaints, GDPR and Whistleblowing</p> <p>VP confirmed that there had been no recent subject access requests, or whistleblowing reports.</p> <p>There had been a Stage 4 complaint which is being heard by the Trust. It was noted that the Expectations for Learning Policy was due for renewal and will be presented to Governors in December. There will be involvement by the Student leadership group, and will include peer on peer abuse.</p>	
<p>11. Exit interviews</p> <p>WC advised the Governing Body that 2 exit interviews had taken place at the end of the last academic year.</p>	

<p>12. LGB handbook and Professional Learning training booklet</p> <p>WC walked governors through the training and resources available from the Trust, available on ALIS. He also advised that there was information on The Key for Governors which the school subscribed to.</p> <p><u>Action: SS to circulate a reminder of The Key log in details</u></p> <p>WC reminded governors that BVC was within the window where an Ofsted inspection will take place, and that therefore training for governors was needed and available on ALIS.</p>	<p>SS</p> <p>All governors</p>
<p>13. Risk Register</p> <p>Q: Is there anything to add/change?</p> <p>Change dates re: KCSIE</p> <p>Downgrade the risk to lower for Leadership as SLT structure now embedded</p>	<p>VP</p> <p>VP</p>

Meeting closed at 7.35pm
Next meeting: 4th November 2021 @ 7pm

Chair