

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 9th December 2021 (virtual)

Present:	Will Clayton (WC) – LGB Chair Dushy Chetty (DCh) Sarah Anderson (SA) Nik Cuniffe (NC)	Rachel Ward (RW) Vickey Poulter (VP) Chris Roope (CR) Mike Urquhart (MU) Laura Sims (LS)
Chair of Meeting:	Will Clayton	
Also in attendance:	Jeremy Brock (JB), Vanessa Larkins (VL) (Associate Members) Claire Lawton (Anglian Learning Trust, Chair of Trustees)	
Minutes:	Sue Smith (SS)	

	ACTION
1. Apologies There were no apologies	
2. Introductions The LGB welcomed Claire Lawton to the meeting, and thanked her for taking time to join us for this meeting.	
3. Declaration of Interests There were no declarations of interest.	
4. Minutes of last meeting and matters arising The minutes of the meeting held on 4 th November 2021 were agreed and are an accurate account. Safeguard training had now been completed by all Governors All CIP reports have been shared, with the exception of one (Kind, Caring Community Environment). Feedback on the PP strategy report: Questions asked prior to the meeting regarding the Pupil Premium (PP) Strategy report: <ul style="list-style-type: none"> Whilst I recognised the progress 8 ambition is top quartile of schools, I noticed the intended outcomes for the PP strategy is generally to align with the national average. Is this sufficiently ambitious or should BVC be aiming higher? What does EEF tool kit + x months mean from an "evidence which supports this approach" perspective? Is this a timeframe within which the evidence would be available...? 	

<ul style="list-style-type: none"> • How is the provided rationale for "Recruiting strong teachers in Maths and English" evidence based? Should the document state that there is evidence that strong teaching will bridge the gap between PP and non-PP students? • Does Part B PP strategy outcomes for 2020 to 2021 need some comment? Additionally, Part C appears to be incomplete with respect to some of the actions and strategy. <p>VP confirmed that she had spoken to Mr Church (PCH) regarding this draft document. Sections 2 and 3 – as this is a live document, actions will be added throughout the year. Regarding the national average question, Bassingbourn VC is aiming for above the national average for all students, not just the PP students. This will be made more explicit in the final document. When MU comes in for his next link governor meeting with PCH, these points can again be challenged. It was agreed that the action from the last meeting has been completed.</p> <p>Parent governor elections: This was in hand, and the deadline for nominations is 13th December.</p> <p>All other actions have been completed.</p>	
<p>5. Election for Deputy Chair</p> <p>As the term of office expired for Jess Lievesley, there is a vacancy for Deputy Chair. Laura Sims had expressed interest in this position, and WC nominated her for the role. LS left the meeting and a vote took place. There were no objections, and therefore LS was elected as Deputy Chair. Paperwork will be sent to the Trust to approve her appointment.</p> <p>Q: Will there be an election for another staff governor as Mr Bolton's term of office expired this year? A: Due to the change in the constitution of the LGB with LGBs becoming smaller, there is now only 1 staff governor.</p> <p>WC also announced that Sarah Anderson will take on the role of Finance Link Governor.</p>	SS
<p>6. Claire Lawton</p> <p>The Chair welcomed Claire Lawton to the meeting who was invited to the meeting to give an overview of the direction of the Trust and the role of the LGB. CL also spoke about the Academy Governance Forum where chairs of LGBs come together to meet.</p>	
<p>7. Covid Update</p> <p>VP updated the LGB on the numbers of Covid cases within school and advised that she'd had a call with the Local Authority following a spike of cases in year 7 in mid-November. They advised that parents in year 7 should be written to ask that their child does an LFT test each day, and also seeks a PCR test. Following these measures that were put in place, cases have reduced significantly. 5 members of staff have had Covid since half term. Following our protocols and risk assessment, VP stated that the outbreak was contained to year 7 and didn't spread to other year groups within school. Staff absence is high and covering their lessons is particularly challenging as supply staff cannot be bought in on a day by day basis, therefore staff, including the Leadership Team, are needing to cover lessons. TA absence in particular has been high, and covering these absences is extremely difficult due to the lack of supply agency TAs available.</p> <p>Students are wearing masks in communal areas. All students will have an LFT on their return to school on Wednesday 5th January. There will not be a staggered start unless there is a significant increase in Covid cases reported to us over the Christmas break.</p>	

Q: Regarding staff absence, can I ask about the implications of this on the children, and how we can be sure there aren't particular groups of students who are being disproportionately affected by these absences?

A: This is impacting students, for instance some students have more than one cover lesson in a day. This is being monitored, and the Leadership Team are trying to get into these cover lessons as much as possible. SEND students find cover lessons particularly unsettling therefore our SENCO and her deputy do look at this on a daily basis to try to pre-empt any issues that may be caused to SEND students due to a cover lesson with a view to them possibly working in the SEN department so that the student doesn't have this level of disruption and anxiety.

Q: Do you monitor staff absence? A: Yes, we follow the Staff Absence policy. They have a return to work meeting with their line manager, and targets set if necessary. A lot of the absences are reactions to vaccinations for instance, but there are some longer term absences.

RW, as staff governor, wished the LGB to be aware of the impact of the extra workload on staff and to highlight that, although staff are willing to help out with cover and other duties due to staff absences, there is a long term impact on staff, for instance staff burn-out. We need to look after the people who are in school.

Q: Is staff morale still good and working as a team? A: VP agreed that they are working as a team. There is a spreadsheet that is used to plot staff who cover lessons to try to make it as fair as possible. It is a very long term with staff working hard, but staff do pull together and support each other. RW agreed that staff are pulling together but as well as the extra cover work needed, there is also the usual data point and reporting deadlines at the end of term, as well as supporting supply teachers who are in.

The LGB recognised the impact on staff, and thanked staff for their continued hard work and support of each other.

8. Year 11 Data Point – KPIs

JB presented the Year 11 analysis data that was shared prior to the meeting, which included year 11 targets and data point, and advised that the Year 11 college applications process has also been started. OFQUAL advice has been received and it is expected that exams will run this year but with contingency plans.

Meetings have taken place with Heads of Departments following the data point analysis. They were asked what the data point was based on, how students were going to finish the course, and to provide a preliminary TAG planning. All this information was shared with governors prior to the meeting. If the TAG process is required for the summer exam period, every Head of Department has now given the dates and topics they will cover. This again is extra work for staff.

Yr 11 Parents have been sent a letter with a provisional exam timetable. The TAG process was also highlighted. Year 11 practice exams will take place in January.

VL also wished to highlight the impact and pressure on year 11 students due to the uncertainty of the exams process. Students will be taking their trial exams in January which may be used in the TAG process, yet students won't know whether this is the case until the end of the year which will cause stress and anxiety for this cohort. The questionnaire recently undertaken by students, showed that year 11 students were very much more concerned with the grades being given by teachers rather than the feedback on how to improve, thus suggesting they are focussed on outcomes rather than on continuing their learning journey. Their mind-set is completely different to other year 11 cohorts due to these unprecedented times.

<p>Q: Having looked at the number of students who are receiving really focussed work, which was around 19 students, there are more than 19 students who weren't reaching their targets.</p> <p>A: There is work going on with all students within lessons and they all have individual targeted plans, however there are students who Department Heads have been asked to report on to JB and VL as faculty leaders, to show what they are doing they are doing with these students and to show that they are doing what's required, and how they are deploying staff for instance.</p> <p>Q: Regarding the V groups – there are a lot of interventions planned and I wonder how they are fixed upon?</p> <p>A: These interventions are happening already. JB looks at the data and names of students who should be in the V groups. These names are then given to the Heads of Departments so that intervention plans can be devised. The V groups are fluid as students are taken off when they make progress, or added following a data point if they are making progress.</p> <p>Q: What does success look like? A: The last time we did this pre-lockdown, everyone who was on the V Group had a 98% success rate. These are targets set by the Heads of Department therefore we do expect them to meet their target, but if they fall behind an intervention plan can be put in place.</p> <p>Q: Is there any push-back from parents as the focus is on English/Maths?</p> <p>A: No as all subject leaders do this too, it's not just a focus on English and Maths.</p> <p>VL advised that the focus of teaching this year is responsive teaching. Coming back from the lockdowns, we have asked all teachers to be assessing students for understanding in all lessons. All children across all year groups are having their curriculums adapted to their needs as we go along, therefore all students are getting intervention in lessons.</p> <p>Whilst courses are finishing, there is still a lot of learning and teaching time to go before the exam season to revisit topics. The data point shows current working grades, not forecast grades, therefore there is still time for progression which should be shown in the next data point. The focus on English and Maths is due to the fact that these are the facilitating subjects for a number of students, especially at grade 4, so that students can move onto their college courses.</p> <p>Q: Looking at the data point for English and Maths grades 4-9 in 2019, is that the unusual one because so many were making the targets? Or is it because we are seeing the impact of Covid over the last 2 years.</p> <p>A: Yes, 2019 cohort had full teaching with no lockdowns. They were a very able year group statistically.</p>	
<p>9. Health & Safety Report</p> <p>Previously circulated to Governors. VP flagged that a lot of the compliance work had been completed, work needs to be completed on the Sports Centre monodraughts, and the biomass boiler has broken down. There are a few increases in the rate of accidents for Hospitality & Catering, but this is due to practical lessons being re-established.</p> <p>Q: Is there anything we can learn to stop the reportable accidents happening? A: these were accidents, and nothing to do with health & safety issues. Repairs however will need to be made to the sports hall roof to stop it leaking, but these accidents are nothing to do with this.</p> <p>Q: Looking at the PE audit report, do you do audit reports for other departments i.e. science</p> <p>A: Yes we do, this is a condition of our insurance and done bi-annually.</p>	
<p>10. Safeguarding and SCR check</p>	

<p>There is a Trust safeguarding visit taking place shortly, and DCH and MU are due to come into school for a safeguarding check and SCR check.</p> <p>VP highlighted two particular safeguarding incidents to Governors and the preventative work undertaken with these students and their whole year groups.</p>	
<p>11. Whistleblowing/Complaints/GDPR</p> <p>There is nothing to report</p>	
<p>12. Risk Register</p> <p>VP updated the Governors on the new Risk Register system which will come into force by February.</p> <p>Q: Are there any concerns to be noted? There is a huge burden on staff, including absence. Is this covered on the risk register?</p> <p>A: This was added previously, but can be added and the risk level moved to medium, especially as it is affecting students, their behaviour in lessons and also during break times. The solutions and mitigations can then be recorded.</p> <p>Q: One of the concerns is that staff are picking up extra work due to absences. How sustainable is this?</p> <p>A: Another concern is the school improvement work – we have had to be very reactive, covering lessons, looking at progress, responsive learning, but things we have wanted to do in the school improvement plan have had to shift due to this.</p> <p>JB highlighted that staff don't know what they are coming in to each day as they may be asked to do extra work due to absences. The impact can be seen at the end of the day when work is needed to be done at home as it couldn't be done during the day. Long term planning is also getting pushed back.</p> <p>It was agreed that this risk level should be raised to medium.</p>	

Meeting closed at : 7.30pm
Next meeting:

Chair

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5	Deputy Chair paperwork to be sent to the Trust	07/01/22	SS
12	Risk Register to be raised	0/12/2021	VP

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
