

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 17th March 2022

Present:	Will Clayton (WC) – LGB Chair Sarah Anderson (SA) Laura Sims (LS)	Rachel Ward (RW) Vickey Poulter (VP) Chris Roope (CR) Mike Urquhart (MU)
Chair of Meeting:	Will Clayton	
Also in attendance:	Jeremy Brock (JB), Vanessa Larkins (VL) (Associate Members)	
Minutes:	Sue Smith (SS)	

	ACTION
1. Apologies Nik Cuniffe, Dushy Chetty, Alison Maley all gave apologies which were accepted.	
2. Declaration of Interests There were no declarations of interest.	
3. Minutes of last meeting and matters arising The minutes of the meeting held on 27 th January 2022 were agreed and are an accurate account. Anti-Bullying Policy – amendments have been made following Governors' feedback on the policy following the last meeting. This matter also appears as an agenda item. Link Governors meetings – organised and appear as an agenda item.	
4. New Risk Register overview VP shared a presentation with the Governors detailing the new risk register managed by 4Risk. There are 16 identified risk identified by Anglian Learning which are common to all schools across the Trust. All governors were given a copy of the School Assurance Report (risk register) together with an Impact Assessment document stating the criteria for impact and likelihood (high to low). There is the inherent risk score if there were no mitigating factors in place what would the score be for that risk? If mitigating factors are in place, then that reduces the risk and therefore for each risk area there is a residual risk. As the LGB go through the Agenda items, they need to think about the level of assurance, testing out the mitigating factors and whether the residual risk priority had changed. Q: Risk number 1 point 3, why is that a medium+ for safeguard training? A: At the time of writing the document, not all staff had viewed the online safeguard training – new staff for instance. Q: Some of the colours don't sync to the chart A: VP will flag this with the Trust. Some of the risk areas are the responsibility of the Trust for all schools i.e. GDPR.	VP

<p>5. Link Governor feedback</p> <p>All Link Governor meetings have taken place and whilst reports have already been circulated for the majority of these meetings, Governors were asked to provide a verbal summary for their particular section of the SIP.</p> <p>Written reports have been circulated for Personalised Curriculum (CR/LS), Safeguarding (MU/DCH), and Rapid & Sustained progress (NC/AM). In NC/AM's absence, JBR summarised to governors. Kind and Caring community (WC/SA) – written report to be circulated. WC/SA noted in their summary, that whilst the staff body is really cohesive, there is additional pressure due to staff absences, and curriculum changes. There is more cover needed, lack of support staff and TAs available and therefore there is a knock on effect on staff.</p> <p>Q: Is this specific to BVC or is it across the board? A: Covid cases are low at BVC but getting day to day supply teachers is difficult, plus there are other absences to consider i.e. maternity/paternity for example.</p> <p>Risk Register: Governors looked at the risk controls and assurance. Agreed no.16 to move to high from medium+.</p> <p>Q: When does the RR get updated? A: We have been asked to start to use this by the Central Team. There is no timescale, but this may be stated in the governance planner moving forward. Probably will need to be updated on a termly basis. Governors need to review this at each meeting.</p> <p>Q: Will the Trust change the wording (staff capability/capacity)? A: Yes, the Trust are reviewing this – they have the Anglian Learning Trust Platform. The Trust have appointed an Assistant Director of Education, Professional Learning who is overseeing CPD and a new platform has been brought in and all schools' CPD will eventually feed into this depending on the needs of the school/staff.</p> <p>Q: Are governors happy that the risk control and lowered the risk from inherent to residual? Governors agreed.</p> <p>Health & Safety report. A written report will be shared with governors following the meeting by CR who also provided a verbal report. He confirmed all compliance testing was up to date. All contracts are on the Every system and are monitored centrally. H&S training – dates need to be recorded.</p> <p>Q: Medium minus recorded for H&S training. Why is this? There needs to a system to record training. Premises staff have H&S recorded, but need to capture all staff training for H&S.</p>	<p>WC/SA</p> <p>VP</p> <p>CR</p>
<p>6. Ofsted</p> <p>VP explained to governors that Ofsted visited in 2017 and we are at the end of the 5 year window for another visit. A governor panel of 2 or 3 Governors will need to be established when Ofsted visit. Duncan Cooper will come in to provide training and brief governors on what type of questions may be asked. Governors need to have a good understanding of what their role as a governor is, what the visions and values of the school are, how they relate to the Trust's values, and the core aims on the SIP. The curriculum rationale will also be looked at – what is our intent and the curriculum impact. The Curriculum Assessment Teaching policy will be brought to the next meeting as this is currently being reviewed. Ofsted will also expect governors to know what our quality assurance processes are, understand the Scheme of Delegation which sits in the Governor handbook on ALIS, and understand the 3 year plan and 1 year priorities.</p> <p>Q: How many days do they come in for? A: 2 days inspection, we will fall under the Section 8 inspection. They will look at safeguarding, the SCR, MyConcern for instance.</p> <p>In terms of implementation, VP advised governors that a plan is prepared in readiness. Governors will need to show that they are challenging, support and hold the school to the account.</p>	

<p>A list of who would be available needs to be prepared. It was agreed that all governors should have initial training by Duncan Cooper, which could be held at the start of a meeting, and then more in depth training provided for the governors panel.</p> <p>Risk Register: No changes to be made.</p> <p>Q: When you do the skills audit, does this identify the gap in skills within the Governing Body and do you use this to recruit? A: Yes, in theory. In reality, we have been lucky to have had new governors recently who are very skilled, however we have had a limited number of applicants therefore skills development is higher on our list than filling a gap.</p>	WC
<p>7. KPIs</p> <p>Data reports for Year 11 had previously been circulated and questions and answers shared in advance.</p> <p>The governors agreed that the data looked promising, and JB advised that we were seeing the benefit of the 3 year courses, and will continue to see the benefit in results in the summer. The students are well prepared, and confident. Courses are finished, and students are able to go through exam questions in lessons, with review, revisit, recall taking place.</p> <p>Behaviour and attendance reports had also previously been circulated. Questions had been asked in advance, and VP shared the responses with governors.</p> <p>The Chair thanked all governors for asking questions in advance.</p> <p>Risk Register: No changes to be made</p>	
<p>8. Safeguarding, GDPR and complaints update</p> <p>Annual safeguarding audit has taken place.</p> <p>GDPR – no breaches and we continue to remind staff in the weekly staff bulletin of e-safety. Google Drive now has 2 levels of authentication.</p> <p>Complaints – one stage 2 complaint received.</p> <p>Risk Register: No changes to be made</p>	
<p>9. Anti-bullying policy and procedure</p> <p>Following the last meeting, the Anti-bullying Policy had been amended and needs ratification. Appendices do not need ratification. The Policy was agreed by Governors. This will be communicated with parents shortly.</p>	
<p>10. Staffing update and structure for next year.</p> <p>The staff governors left for this agenda item.</p> <p>VP provided the remaining governors with an overview of staffing matters, including absences and advised Governors of the difficulty in finding supply staff for the longer term part time maternity cover in science and also Teaching Assistants on a supply basis. VP also advised of a new structure being looked at for the Inclusion Department, providing more of a nurturing provision in September. SEND and alternative provision is being discussed by all schools within the Trust as SEND is an issue not only for BVC but also all schools within the Trust, with higher levels of need and also attracting staff to the roles.</p> <p>1 immediate Flexible Working request had been submitted.</p> <p>Staffing for 2022/23 : 2 flexible working requests had been submitted. Early indications show that the school's budget is increasing by £100K but there will be increased costs. The 2022/23 Curriculum model was shared with Governors showing the lessons needed to run the timetable and staff available. VP proposed that given the curriculum model, and possible changes of staff for September, an advert for an English teacher be prepared. This was agreed by Governors</p>	

Q: The risk controls in place don't seem to address the current situation. Should we look at number 9 for this rather than number 8. Is the residual risk higher than medium? If looking over 4 years, the residual risk is medium, but for the short term it may be high? Should include TAs as well as teachers.

Risk Register: recommended 8 and 9 need to be increased.

SA suggested that within "cause – a lack of staff" needs to be added.

Meeting closed at 7.20pm

Next meeting: 12.05.22

Chair

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Alert Trust to the mis-match of colours on the risk register chart	Next meeting	VP
5	Link Governors – circulate written report for Kind & caring community	End of month	WC/SA
	Move 16 to High on the RR	Next meeting	VP
	H&S report to be shared with governors	Next meeting	CR
6	Ofsted – WC to liaise with DC to organise initial training with all governors	Next meeting	WC
9.	Anti-Bullying Policy – to be shared with parents	Next meeting	VP/ HED

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Anti-Bullying Alliance – to report back to Governors	16.06.22	HED	