

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 28<sup>th</sup> September 2022

**Present:** Will Clayton (WC) – LGB Chair Rachel Ward (RW)  
Nik Cuniffe (NC) Vickey Poulter (VP)  
Alison Maley (AM) Mike Urquhart (MU)  
Charlotte Fernandes (CF) Laura Sims (LS)

**Chair of Meeting:** Nik Cuniffe

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

**Minutes:** Sue Smith (SS)

	ACTION
<p><b>1. Apologies</b></p> <p>Sarah Anderson gave her apologies which were accepted. Laura Sims attended the meeting by remote connection.</p>	
<p><b>2. Declaration of Interests</b></p> <p>There were no declarations of interest.</p>	
<p><b>3. Minutes of last meeting and matters arising</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> June 2022 were agreed and are an accurate account. There were no matters arising.</p>	
<p><b>4. Exam Review</b></p> <p>Exam data was shared with Governors prior to the meeting. This included information shared immediately following the GCSE results in August. No questions were received. JB talked the governors through the learner group information.</p> <p>Q: Do you think that the changes made for the year 9 students to start their GCSEs has made a difference?</p> <p>A: Yes, English and Maths has improved, but the biggest winners are the option subjects. School Led tutoring has taken place which has proved very effective, especially in maths. There are specific rules regarding funding, and we have used our own staff which has proved very successful as borne out in our results. 5+ levels were much higher than expected, and are very pleasing.</p> <p>JB further advised Governors that the exam reviews have been completed by Department Heads, and papers have been recalled to review what examiners think that the grades look like (for example, what they are looking for in order to award a 9).</p> <p>Q: Looking at the pupil premium (PP) results, are they as positive as the whole cohort?</p> <p>A: No, there is a gap, but the National gap has also widen more. We don't have any information yet regarding our comparison to the national gap.</p> <p>Q: Do the strategies and initiatives put in place for this cohort have any correlation to the results?</p> <p>A: We will need to see what the national figure is to see if these have been effective. We do know that absence has had a big impact on results nationally due to Covid, and some students</p>	Revisit when

<p>have experienced IT issues during Covid, however looking at their attainment comparing 5-9 and 4-9 for English and Maths, this cohort is above target like the rest of the school cohort so will be interesting to see the national progress figures. Phil Church (who has responsibility for PP) will need to review the pupil premium strategy and bring it to Governors. The strategy will need to identify what our key focus areas are for pupil premium next year, one of which will be attendance.</p> <p><b><i>Risk Register: There were no changes to be made</i></b></p>	<p>national figures available</p>
<p><b>5. Operational improvement plan for the term</b></p> <p>VP reminded governors that at the strategy meeting in July, it was agreed there would be an operation plan focusing on one of the improvement areas per term. Our operational area for this term is around Inclusive Behaviour and the implementation of STEPs. The Inclusive Behaviour plan was circulated to governors. VP advised governors that the STEPs process has been launched with staff and parents, and whilst this will take a while to embed, the plan will be reviewed at the end of the year to look at what success is.</p> <p>Q: What do you think success will look like? A: We have been looking at the concept of merits, and have been looking at the data already i.e. which staff are giving merits, and which departments are giving merits so that we can see if there is consistency for year groups and teaching groups. We are looking at a 3:1 ratio for merits to demerits, and have been looking at the new STEPs levels. For the vast majority of students, a caution or reminder will be enough to ensure that they are back on track in lessons with minimal disruption. There are however a small number of students who will need safety plans and our SENCO has been working with the Trust Lead for SEND on these plans. Our success will be based on the comparison of levels given and looking at the quality of learning that is taking place where disruption to learning has happened.</p> <p>Q: There is a lot of actions on the plan for September. Has this all been done?</p> <p>A: Yes, we are on track.</p> <p>Q: Looking at the impact, I understand that it will take a while to embed, but what is the reaction from parents? A: We will be surveying parents during the year. There will be an opportunity for us to gain parents' views. Students do understand the STEPs approach.</p> <p>RW advised governors that the terminology is different, but there are posters in all rooms as a reminder and is in the fortnightly student powerpoint. The impact may be difficult for staff to see at the moment; they are changing their way of working so is difficult to gauge.</p> <p>Q: STEPs is more of a coaching approach. Do some teachers need training, as the "coaching" approach doesn't come naturally?</p> <p>A: The line manager is involved in the "repair meeting" with the teacher at the repair level. Training, if needed, takes place during this meeting.</p> <p>Governors were informed of the differences between the repair level compared to the school's previous behaviour plan, and were advised that this is now a more supportive approach and less confrontational, developing intrinsic motivation.</p> <p><b><i>Risk Register: There were no changes to be made</i></b></p>	
<p><b>6. Safeguarding annual report to governors</b></p> <p>VP advised governors that the statutory safeguarding annual report had been submitted at the end of the last academic year to the Local Authority, and had been presented to the Safeguarding Link Governor, MU.</p> <p>Training for E-Safety and Domestic Violence will need to be given this year and Leads for these areas will also need to be agreed. VP advised that there will be changes to the structure of the safeguarding team this year, with new DSLs being recruited, and this will be incorporated in their training. This is in the operation plan. There will also be regular safeguarding bulletins sent out to staff giving them reminders and appropriate information on these sections.</p>	

<p><b><i>Risk Register: There were no changes to be made</i></b></p>	
<p><b>7. Policy ratification – Safeguarding, Behaviour, Health &amp; Safety, CAT, Attendance</b></p> <p>All policies were circulated to governors prior to the meeting.</p> <p>VP advised that the Safeguarding Policy is a Trust-wide policy, amended appropriately for each school in the Trust, and is based on a Local Authority Policy. It was agreed that this policy be adopted. Action: Detail protected characteristics and then upload revised version onto the website.</p> <p>The Behaviour Policy had been reviewed by the link governors (SA/LS) and minor recommendations made. It was agreed that this policy should be reviewed annually rather than 3 yearly. This policy was ratified by Governors.</p> <p>The Health &amp; Safety Policy was approved by the Governors. VP explained that this too was an Anglian Learning Trust policy and was amended appropriately by each school within the Trust.</p> <p>The CAT (Curriculum, Assessment, Teaching) Policy was ratified by governors subject to minor typographical changes. The link governors (NC/AM) were thanked for their comments and questions, and these will be reviewed during their link governor meetings. This policy will be reviewed annually.</p> <p>The Attendance Policy, having been reviewed by governors in May last year, was now formally ratified by governors and will be reviewed annually to ensure any changes to legislation have been incorporated.</p> <p><b><i>Risk Register: There were no changes to be made</i></b></p>	<p>Clerk to amend and add onto website</p> <p>Review annually and add to website</p> <p>Add to website</p> <p>Add to website</p> <p>Add to website</p>
<p><b>8. Complaints, Whistleblowing, GDPR</b></p> <p>VP advised governors that there had been no GDPR breaches nor whistleblowing reports. There had been one complaint which had been directed to Ofsted in July 2022 and in turn, the Local Authority contacted the school regarding the allegation made in the complaint. VP confirmed that she had reported back to the Local Authority with the school's response. Whilst this complaint had not come directly to the school and therefore wasn't a level 2 complaint according to the school's complaints policy, WCI outlined the formal complaints process to the governing body and what the governing body's responsibility is should a level 2 complaint be received.</p> <p><b><i>Risk Register: There were no changes to be made</i></b></p>	
<p><b>9. Trust updates, LGB structure, Link Governor visits, Training</b></p> <p>WCI reminded governors of the NGA link sent for training, the statutory safeguard training that needs to be completed, The Key for Governors log in, and Anglian Learning's new portal Connect.</p> <p>VP advised governors of the financial burdens that schools will face with the fixed energy programme coming to an end at the end of this year, the biomass needing repair which has been delayed and therefore oil will need to be used for heating, and also the staff pay increments for all staff which will not be funded by the government. She warned that there will be deficit budgets in the future, but it is important to keep up the high quality of education and ever increasing support that students need in school.</p> <p>LGB Structure: The governors were reminded that LS and RW's terms of office expire in the next few months. Parent and Staff governor elections will be needed.</p> <p>VP shared with governors that on the Governance Planner being shared at the Governance Forum, is the development of "blue prints" that will need to be looked at alongside the Risk Register. There will be 4 sections: Safeguarding, curriculum, inclusion and people culture/wellbeing. Schools are being asked to assess themselves against these and links to</p>	<p>Clerk to organise elections</p>

<p>self-improvement. This will also sit alongside the Trust-wide audits. A peer review will take place in October as part of the school's Ofsted preparation.</p> <p>The blue prints will be discussed at link governors. Link governor meetings to be arranged.</p> <p><b><i>Risk Register: There were no changes to be made</i></b></p>	All
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Meeting closed at 8:10pm  
Next meeting:

Chair .....

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Revisit the effect PP strategies and initiatives have had on this cohort once national progress figures available		JBR
7	Safeguarding Policy: Add protected characteristics and add to website		SS
7	Behaviour Policy. Change to be reviewed annually, and add to website		SS
7	Health & Safety Policy. Add to website		SS
7	CAT policy. Add to website		SS
7	Attendance Policy. Add to website		SS
9	Staff and parent governor elections to take place	27.11.22 11.12.22	SS
9	Link governor meetings to be arranged	End of term	all

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE