

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 24<sup>th</sup> November 2022

<b>Present:</b>	Will Clayton (WC) – LGB Chair Sarah Anderson (SA) Nik Cuniffe (NC) Alison Maley (AM) Charlotte Fernandes (CF)	Rachel Ward (RW) Vickey Poulter (VP) Mike Urquhart (MU) Laura Sims (LS)
<b>Chair of Meeting:</b>	Sarah Anderson (SA)	
<b>Also in attendance:</b>	Jeremy Brock (JB), Vanessa Larkins (VL) (Associate Members) Sue Smith (Clerk) (SS)	
<b>Minutes:</b>	Sophie Palmer (SP)	

	ACTION
<b>1. Apologies</b> Apologies were received and accepted from Phil Church (scheduled to present the Pupil Premium report and strategy agenda item) and Vanessa Larkins.	
<b>2. Introductions</b> Sophie Palmer (SP) was welcomed to the LGB to take the meeting minutes.	
<b>3. Declaration of Interests</b> There were no declarations of interest.	
<b>4. Minutes of last meeting and matters arising</b> The minutes of the meeting held on 28/09/2022 were agreed and are an accurate account. Matters arising: <ul style="list-style-type: none"> <li>- Policies were added to the school website with suggested amendments.</li> <li>- Elections for new staff and parent governor to be carried out.</li> </ul>	SS - Parent/ Staff governor elections
<b>5. Student Voice</b> Students from year 11 presented to the LGB proposed changes they would like to see to school uniform rules in relation to students' nose piercings and hair colour. The Governors had the opportunity to speak to and question the students about their proposals. The LGB thanked the students for presenting their recommendations. Students left LGB. LGB agreed further information and discussion is required. LGB agreed no changes to the uniform policy in respect of hair colour.	Chair to write to the students to thank them for attending the meeting.

## 6. Pupil Premium (PP) report and updated strategy (PCH)

The Pupil premium report was shared with Governors prior to the meeting, and questions submitted beforehand. As PCH was absent for this meeting, questions and answers were read as follows:

**Q** Challenge number 7 – Use of survey is interesting. Is there any follow up planned i.e., 94% students surveyed could identify an effective revision technique which is great.

**A** Yes, I will definitely complete a follow up to the survey. The previous data is saved in Power BI with some of the key questions on a Pupil Premium Summary page that combines them with attendance, behaviour, hours of tuition and assessment data. The plan is to do a second survey to see if there has been any impact in some of the areas identified. It would be good to broaden some areas of the survey to gain more details on certain aspects e.g., the revision strategies and to see if there is any impact from the reading strategies implemented by a member of the English team with responsibility for literacy.

**Q** Is there a follow up to check whether they are actively trialling it and if not, what might be stopping them?

**A** In a follow up survey, I think there will be progress in the numbers of pupil premium students involved in a club or activity and in the number who have a student role. I have more data on revision strategies to add into this PP document from other surveys completed this year.

**Q** How well received are the parental engagement sessions by the parents / PP students?

**A** Pupil premium parents still mostly engage positively with the school. I will do more work on collating the data from the year 8 parent evening next week and keep a track of attendance to parent evenings throughout the year.

The biggest challenge is still to implement successful attendance strategies. I have been reading documents from other schools and research over the last few weeks to see what else we could add to our PP attendance strategy.

MU asked what are the attendance strategies – what do pupils need to get into school? VP explained that a small number of outliers can skew the attendance scores. VP has asked PCH to look at the figures both with and without this small cohort. This small group are complex cases. Their progress is reviewed every 6 weeks and they will use ALVIN (Anglian Learning Virtual Integrated Network). If they engage their attendance will improve but their progress figures will be affected.

PCH will update the funding section and the website will be updated.

Statements need to be updated on website by end of this term.

PCH to review attendance with and without small cohort.

PCH to update funding on report.

## 7. Year 11 Data point 1 review and targets (JBR)

**Year 11 targets:** Data was shared with governors prior to the meeting and questions submitted beforehand.

**Q.** Are there reasons why some subjects with predictions 9 to 4 are identical to those predicted in year 10 e.g., French, Spanish, Drama? No change or not been assessed this year so far?

**A.** The targets set in Year 10 are 2-year targets. The expectation is that they do not change. Target setting in Year 11 takes place to reset for those who are either exceeding expected progress or those who are not meeting their expected progress. For instance, if in Year 10 we are setting a target of 5 and the student at the end of Year 10 is regularly achieving 5.8 or 6.2 we cannot really target that student grade 5 when they are already achieving that.

Of the 1023 targets set 79 (7.72%) have been decreased and 180 (17.6%) have been increased meaning that 764 (74.68%) targets have remained unchanged

**Q.** What's being put in place to remedy the drop in some subjects e.g., computer science dropping from 70% to 60% for grades 9 to 4?

A. Computing represents a drop of 4 students with 3 of these being from Grade 4 to Grade 3. Line Management notes clearly state why these targets have been dropped with attendance to lessons being the primary reasons. All three students are having their books checked weekly having personalised assessments set and regular 1:1 session with the teacher.

#### **Year 11 targets (Learner group):**

Q. What are the reasons behind pupil premium being down for grades 9 to 5 this year? Significant drop from 2021 for English and Maths (c.f. Pupil Premium vision and how this aligns)

A. Drop of 18% represents 3 students. Last Year the PP students had significantly better entry scores both overall and specifically English

Exam taken 2023 (current Year 11) DofE Entry 44.07 English Expected 4.85

Exam taken 2022 (Previous Year 11) DofE Entry 50.35 English Expected 5.34

#### **Year 11 DP1 Subject:**

Q. Note that history for the learner group appears some way off targets (17%). What are the reasons for this drop and is any action planned to address?

A. Check what is being asked? If relating to the drop in History

Current Working Levels should be established using accumulated grade assessments over a period of time and covering a number of assessments. One of the teachers has put the grade gained in the last assessment only. This was established in the Line Managers Meeting and the teacher involved has been reminded about how CWLs are established.

#### **Year 11 learner group DP1:**

Q. Year 11 learner group appears c. 30% behind targets for English and Maths which seems to be a lot of ground to make up. Is this likely to be addressed and if so, what is the plan?

A This is normal. We expect students to make about a grades progress over the year. This will also include some who are 3.8/4.8 now who will achieve the next grade.

The gap between target and data point 1

For this year passing at both at grade 5 is 25.75 (Target 61.36 DP1 35.61)

Last year it was 23.13 (Target 55.22 DP1 32.09)

For this year passing both at grade 4 is 23.49 (Target 81.825 DP 1 8.35)

Last year it was 23.13 (Target 81.34 DP 1 58.21)

In 2022 the Exam score of 62.69% passing both at 9-5 was above the target 55.22.

The exam score of 80.60 passing both at 9-4 was close to the target of 81.34

MU asked if intervention is making a difference. JB confirmed this will become apparent in future as more information is gathered and that learning isn't broken down by subject.

VP explained that for this year 11 cohort we will be back to using 2019 standards to distribute grade banding. It is expected result estimates will be harsher than 2022 but this depends on where we sit comparatively with other schools.

JB explained that during the exams of 2022 the guidelines for what constitutes lower, middle and upper students were changed. It is therefore difficult to make comparisons to upper, middle and lower from different academic years due to these boundary changes.

<p>VP explained that there is school led tutoring for English and maths for targeted small group intervention work and also a wider group. This is school led and funded by recovery funding.</p>	
<p><b>8. Safeguarding report and Blueprint, Behaviour and attendance report</b></p> <p>VP presented the safeguarding report for last half term which included suspension data, and explained that there continues to be a significant rise in the number of safeguarding concerns logged as highlighted in previous meetings. In response to this, the school is restructuring to ensure a higher number of staff are trained as Designated Safeguard People. This enables MyConcern reports to be triaged and trained junior staff to provide support.</p> <p><b>Blueprints</b></p> <p>VP provided a background to the circulated safeguarding blueprint. This is one of four blueprints drafted by Anglian Learning in partnership with school head teachers. The 4 blueprints are safeguarding (which has been rolled out), curriculum (which will be rolled out next), inclusion and people/culture/wellbeing.</p> <p>VP and VL have been through the blueprint and, as requested by ALT, scored the school as embedded or established and with low, moderate or high assurance against the 5 categories of the blueprint. For the vast majority the school is embedded with moderate assurance. One in particular, p4.3 ensuring safeguarding team receive training provision and support to carry out their role, was categorised as low assurance due to level of need and area of risk at the present time. This is very much an area of risk. VP believes we should amend the risk register to reflect the current challenges around safeguarding.</p> <p>WC asked if the risk register should be amended in the safeguarding and/or the management and staff workload risks as these are all impacted. VP agreed both should potentially be lowered. LGB reviewed on the risk register. Safeguarding is low currently, not because of lack of care or inefficient management, but due to the impact on learning of leadership and management on addressing these incidences. LGB agreed we are still low.</p> <p>Risk register, OP9, because we have less capability and capacity which has increased staff workload, we should move from low and back to medium.</p> <p><b><i>Risk Register: OP9, OP14 both to be changed to medium risk</i></b></p> <p>The governors asked whether the new STEPS approach had had an impact on students' behaviour. VP explained that this has only been in place for only 10 weeks, and will take time to become imbedded and see an impact. Whilst the STEPS approach might not be suitable for all students, VP confirmed that the school is carrying out more rigorous work around consequences and drawing up bespoke plans for students with specific SEND needs and EHCPs.</p>	<p>RR to be amended</p>
<p><b>9. Health and Safety</b></p> <p>WC confirmed he had carried out a H&amp;S link governor visit. In addition, there was an audit by Anglian Learning. The only issue raised was a link in the sports hall which is being quoted for.</p> <p>The school is re-establishing staff half term health and safety meetings which were stopped because of the COVID pandemic.</p> <p>WC confirmed, that the LGB role is to support ALT and flag any particular issues through meetings.</p>	
<p><b>10. Peer Review report (VP)</b></p> <p>A peer review report was carried out by 2 head teachers of Trust schools and Duncan Cooper (DC, deputy CEO ALT) for 2 subjects, English and MFL. This involved the head teacher from Sawston VC and Bottisham visiting the school to listen to high level presentations on the curriculum and work being done on curriculum development. They then met with the Heads of English and MFL and sat in on lessons. This triangulates information seen in classroom,</p>	

<p>with the curriculum and curriculum development. The process is similar to a deep dive which OFSTED undertake.</p> <p>The subsequent report provided feedback which was clear and supportive.</p> <p>VP found this a positive meeting and useful process and that the reports showed similar things coming up across the schools and colleges of ALT.</p>	
<p><b>11. Link Governor meetings/LGB membership</b></p> <p>At the time of this meeting, 2 link governor meetings are still to go ahead (CF, LS and MU). MU advised he is aiming to visit the school each half term in his role as safeguarding link governor. LGB are asked to send in their reports of these meetings and to include a walk around of the school where possible. This is helpful to show LGB have visited and seen the school during a working day especially around breakdown.</p> <p>WC/SA - link area is emerging leadership. SA confirmed her and WC's visit was during breaktime and that all was well and quiet. WC agreed breaktime was extremely well managed. It was noted that both VP and JB were on duty during the whole break which takes two senior members' time which does have an impact in other areas. VP agreed that this has a knock-on effect on things such as quality assurance and what is happening curriculum wise because they are needing to help with duties and other operational roles.</p> <p>LGB membership: As LS's term of office as parent governor is coming to an end, it was unanimously agreed that the Trust are approached for approval for her to become a Trustee appointed governor. The appropriate paperwork will be submitted to the Trust.</p>	<p>LS to become a Trustee appointment. SS to submit appropriate paperwork.</p> <p>Staff governor election to start on Monday.</p> <p>Need to carry out a parent governor election.</p>
<p><b>12. Budget update</b></p> <p>There are currently cost pressures especially with the in-year budget which has an impact on what the school can do and will have significant future impacts.</p> <p><b>Summary</b></p> <p>There are two pay rises as listed below, both of which were found out after the school had set their in-year budget. These deficits will come out of the school's reserves.</p> <ol style="list-style-type: none"> <li>1. Support staff pay rise was agreed recently and needs to be backdated to April. This is a one-off payment per member of support staff plus extra holiday days dependent on the nature of their contract. This is an unfunded cost of <b>£31K</b>.</li> <li>2. Unfunded teachers' pay rises of <b>£54K</b>. This pay rise is for all teaching staff which has to come out of this academic years in year budget.</li> </ol> <p>Other costs:</p> <p><b>Alternative provision offsite</b> costs <b>£560</b> per week through Academy 21 and therapeutic support. The cost of this is expected to be approx. <b>£16K</b>. This is income we will receive.</p> <p><b>Behaviour support consultancy</b> costs <b>£300</b> per week. This cost is being monitored and is a cost that was not budgeted but is required.</p> <p><b>YMCA counselling</b> costs <b>£2500</b> per quarter for an extra day of which 1 day is funded by ESCIP (East and South Cambridgeshire Improvement Partnership). This cost is ring-fenced and since COVID, a second day has been paid via recovery funding. There is a need to continue this service but there is a cost pressure to the in-year budget.</p> <p><b>Sports centre</b> requires roofing repairs for which the cost is unknown. The roofing work needs investigative work for 2 leaks. This will need to be carried out by a roofing contractor. With the recent rain, the water is now leaking onto the sports centre floor which is causing damage to the floor. The flooring repair will be an insurance claim but there is a cost pressure for the rest of the repair works.</p>	

<p><b>Biomass boiler</b> requires a further <b>£3500</b>. We have already spent £10K in the Summer but need to spend an additional £3500 on repairs for the biomass boiler to be commissioned and running. This has been flagged with the Trust's Operations Director. The school is currently running on oil which is more expensive and only supposed to be a backup. This is a cost pressure.</p> <p>Going forward the pressure on the school's budget is only going to increase. The Government's Autumn statement did talk about more funding for schools but currently there is no further information.</p> <p>WC asked if we should change the risk register to reflect the budget cost pressures. Should OB6 be moved to low? Based on the criteria, it doesn't meet this, but WC believes budget feels more like a risk. It was agreed to keep OB6 at negligible and make a note on the risk register to keep an eye on costs not budgeted for.</p>	<p>It was agreed to keep OB6 at negligible and make a note on the risk register to keep an eye on costs not budgeted for.</p>
<p><b>Staffing and Appraisal updates</b></p> <p>This is RW last meeting after 4 years; she was thanked for her input into LGB.</p> <p>Staff governors leave meeting.</p> <p>Minutes redacted for confidentiality.</p>	
<p>Mock 6<sup>th</sup> form interview day for y11 – 12<sup>th</sup> January.</p>	<p>SS to send out a note requesting help from the LGB to take part in mock interview day for year 11's on 12<sup>th</sup> January.</p>

Meeting closed at 8:20pm  
Next meeting: 26.01.23

Chair .....

<b>Action Log</b>			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
1	Proposed uniform changes	26.01.23	LGB
6	PP report and strategy to be updated and placed on website	20.12.22	SS / PCH
8	Risk Register: OP9 and 14 to be amended to medium	26.01.23	VP
11	Parent and Staff governor elections to commence		SS
12	Note on RR – OB6 watch for costs not budgeted for		VP

<b>Rolling Action Log</b>			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Note on RR – OB6 watch for costs not budgeted for		VP	
Revisit the effect PP strategies and initiatives have had on this cohort once national progress figures ARE available		PCH	