

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 12th October 2023

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| Governors Present: | Will Clayton (WC) - LGB Chair Sarah Anderson (SA) Nik Cunliffe (NC) Alison Maley (AM) Jo Lambert (JL) | Vickey Poulter (VP) Mike Urquhart (MU) Laura Sims (LS) Liz Lock (LL) Charlotte Fernandes (CF) |
| Chair of meeting: | Will Clayton | |
| Also in Attendance: | Jeremy Brock (Associate Member), Vanessa Larkins (Associate Member), Sarah Pattison from 7.30pm (Associate Member) | |
| Minutes: | Sarah Boylan | |

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| 1. Apologies/Welcome There were no apologies given. Mike Urquhart arrived at 6.05pm. | |
| 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 15 th June 2023 were agreed and are an accurate account. Vanessa Larkins, Jeremy Brock and Sarah Pattison were all nominated and elected as Cop-members. It was discussed that the Governor meeting with the Curriculum Group is still to happen. Exit Interviews did take place and it was fed back that no pattern of themes had been noted. Q: There was a rumour that behaviour was the reason. A: No this was not the reason that was given in the exit interviews. | |
| 4. Safeguarding VL delivered the annual safeguard training for all in the meeting. VL explained that KCSIE has been updated and all Governors would need to read this along with the new ICT Policy. VL also updated that a safeguarding report will be delivered on a termly basis to Governors with the first due at the end of the Autumn Term. Q: The policy says BVC will “incorporate into the curriculum, activities and opportunities that enable children to develop their understanding of stereotyping, prejudice, and equality”. Can we be given a sense of what that means? How often, and in what form? A: VP explained this is delivered through PSHE, Mentor Time, Assemblies, Curriculum Days as well as appropriate places in curriculum - such as English texts, as well as History and Drama. | VL to send out KCSIE 2023 & ICT Policy |

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| <p>It was agreed to adopt the new Safeguarding Policy (with the small number of typo's changed).</p> <p>Governors were updated that SP has been trained as Mental Health Lead in her previous school and VL would also be trained into this role.</p> | |
| <p>5. Exam Review</p> <p>It was acknowledged and thanked by Governors for the data that was sent through in advance of the meeting and following on from the Link Governor meeting. The information was very useful to understand the results of last year. The school was congratulated on a fine set of results achieved.</p> <p>JB presented the data in detail.</p> <p>Q: Was there any analysis of further maths results? A: JB updated Governors with the data of further maths, explaining the data did not sit in the Progress 8 figure as this is voluntary from both the staff and students it is not a timetabled lesson taking place in break and after school.</p> <p>Q: Can you provide more information on V Groups? A: JB presented information relating to this.</p> <p>Q: Computing continues to not perform well in results, this has been an issue that has been discussed before now, can we ensure changes are made? A: JB informed that computing at BVC did perform third best within the Trust, but all agreed alternatives need to be considered in the course offered and there is a VCERT course being considered and advice is being sought outside of the course to ensure the most appropriate course is offered. There also needs to be consideration on messaging, strong ability in maths for the course would be advised for example (it is not for students that enjoy gaming), but the school isn't selective of students taking subjects and strongly believe this should be student choice. It was agreed by all that the topic of computing would be discussed again at the next LGB meeting when more information had been sought on alternative courses and full data dissected.</p> <p>Q: Can you share more about how Spanish and French are set and about exam preparation for both? A: JB shared that it should be acknowledged that languages have over targeted lower ability students. And while these languages did not meet the challenging internal targets, the progress score would see them in the top 5% of the country (+1.38). Skills for both the higher and foundation papers are the same, therefore practising together these core skills and then targeted work focused on the right paper was appropriate.</p> | <p>SB/Chair to ensure on agenda.</p> |
| <p>6. Improvement Priorities</p> <p>VP presented a reminder of the improvement priorities around development of reading and skills. It was noted that the Governors were pleased to see a focus on engaging boys in particular, with VP explaining this was being delivered through book selection, such as the Marcus Rashford book to be read in class with all Year 7s as well as subject specific libraries which contain the New Scientist for example.</p> <p>Q: How will the reading progress, especially in boys, be measured? A: VP explained this will be through the new NGRT testing - a benchmark score has already been taken for all Year 7s and this will be followed up at the end of the year - as well as anecdotal evidence.</p> <p>VP detailed the new leadership opportunities for students have been developed by developing the student council as part of the developing skills initiatives. Q: What do these new roles specifically entail? A: VP outlined they would support the existing student council to ensure there was a greater representative view of the student voice. This would be feedback to the staff member who works closely with the council to present to SLT.</p> | |
| <p>7. Principal Report</p> | |

VP presented her Principal Report for the start of the term. VP outlined the bus issue which presented at the beginning of the term, detailing the timeline of what had happened over the Summer and the school response to the action taken by Cozys in September as well as the number of students affected by this. VP explained that the school had been in touch with alternative bus companies to explore if this was an option straight away, as well as being in touch with local MPs and the LA, all of which had sadly stated that for students out of catchment it was the duty of the parent to get the student to school, not for the school to ensure transport was available.

Q: How has this impacted attendance, and equally what impact do you think this will have on the school numbers? A: We have offered some parents the choice of bringing students in early or late to support alternative arrangements which have made a difference. Parents were quick to make provisions and look at car sharing options. Only one student has left as a result and one that is unable to get in but still on roll. Regarding future numbers, while this is a concern, the school held a very successful open evening with over 200 families in attendance and very few sighted this as a concern.

Q: Would parent Governors like to express thoughts on the issue and the perception this has given? A: It is felt that the issue of better transportation would rise as the number of students wishing to attend BVC increases due to the poor perception of local alternatives and it was important that a reliable bus company was in place for the school.

LGB stated they were content with the action taken by the school and the high level of workload this had brought to the school leadership team.

LGB stated this was an issue that would need to be revisited and an action point for the Spring would be to consider a new bus company and that early communication would be key.

The LGB condemned Cozys lack of early communication and the ultimate decision taken.

VP did express the positive activities that had already taken place, successful open evening and subsequent open mornings, Year 7/11 mentor evening, Paris Trip, Year 11 trip as well as a successful Curriculum Day.

VP did explain this had all taken place with the backdrop of a challenging start to the term due to staff vacancies in both Spanish and Maths, and in Admin a cover supervisor and an Admin apprentice. In addition, the front office had been short staffed due to long term sickness which has seen SLT offering support where possible in answering phones and monitoring emails. This situation was exacerbated due to the new MIS system, BromCom.

VP also shared current staff concerns surrounding behaviour, duties, communication of 1265 and staff wellbeing. WC explained as Chair of LGB he had received a number of emails from staff regarding staff wellbeing. It was discussed that a number of the concerns were a nationwide concern, with behaviour being sighted in all schools due to the impact of provisions for students that needed support outside of mainstream schools. It was also discussed how more duties had been put in at the start of the term to foster better behaviour during social time. This however was being reviewed now we were half a term in.

Q: What do we do and how do we tackle the concerns being raised? A: VP explained there was an all staff meeting on Monday 16th October to address some of the concerns put forward and actions being taken in light of them. WC stated he would attend and encouraged members of the LGB to attend to show support to staff. In addition, individual meetings were being offered.

LGB agreed it was in support of the action taken thus far to address concerns and staff wellbeing.

VP updated that as part of the new arrangements for the management of risk, the Trust had asked Principals to identify three areas of risk which kept them "awake at night". VP shared her three areas of risk which will be monitored through the Principal Report moving forward. These are staff recruitment and retention, finance and behaviour.

SB/Chair to ensure on agenda

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| <p>8. Behaviour Hub Plan and Behaviour Policy</p> <p>SP joined the meeting at 7.30 to discuss the Behaviour Hub Plan and revised Behaviour Policy and updated that school was in the implementation phase, with some elements going to be embedded within a few months, some by Spring and some looking towards the end of the year.</p> <p>The introduction of a new MIS system has presented some challenges to overcome but we are doing better than last year. It was discussed that STEPS was still a controversial issue with some staff but SP felt this could be overcome with staff training, making the process simpler and ensuring consistency with all staff.</p> <p>Q: What training are teachers getting to adopt this? A: Through the meeting schedule and CPD times, also cascaded and modelled by wider LT team.</p> <p>Q: What number of students have RAC (reasonable adjustment cards); is this routine or very unusual? A: We have students with medical needs, SEND needs and mental health needs that have an RAC for limited time, this allows us to re-assess the need. 55 students have RAC, 33 have Hive cards</p> <p>Q: Might some consider a 100% attendance award to be inherently discriminatory? A: Yes perhaps, we would welcome suggestions as to what else. Attendance is a MAT focus of the strategic group.</p> <p>Q: Are there patterns by department/staff members of how frequently merits are given? How is this monitored? What is the incentive for staff to engage with the scheme? Some staff teach more classes so more merits will be given by these teachers. It is monitored half termly with support offered to staff that aren't giving merits (is this barrier system related, class related), recognition board is included in the information gathering exercise.</p> <p>The LGB was asked to adopt the new Behaviour Policy.</p> <p>Governors felt that the STEPS approach remained the right direction for the school to take. Furthermore, all staff needed training on understanding the policy and ensuring consistency which would be key to its success. It was suggested by CF that slight amendments should be made around terminology which was agreed by all.</p> <p>The policy was ratified and adopted by The LGB.</p> | <p>CF to send to VP/SP</p> |
| <p>9. Complaints/Whistleblowing/Data Protection/Critical incidents</p> <p>One OFSTED complaint had been made which the LA had investigated and was satisfied with.</p> <p>There had been one Stage 2 complaint - SEND related - which CF was investigating.</p> <p>There had been one Stage 1 complaint regarding a behaviour incident which had been dealt with by VP.</p> <p>There had been one Stage 1 complaint regarding gender neutral toilets. This was reviewed by SLT and felt no action was needed.</p> <p>There has been one subject access request which is currently being dealt with centrally by the Trust.</p> | |
| <p>10. Trust Update, LGB roles and SOD</p> <p>WC updated that the scheme of delegation for the LGB had changed.</p> <p>WC announced he would be stepping down as Chair from December 2023 but would remain on the LGB until 2026. He invited anyone interested in becoming Chair to let VP know asap.</p> | |

MU announced he would be stepping down and leaving the LGB at the end of the term. All stated he would be sorely missed and had been highly effective and would be missed, especially in his role as Joint Safeguarding Governor.

Meeting closed at 8:10pm
Next meeting: 7.12.23 @ 7pm

Chair

| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| | Share KCSIE 2023 & ICT Policy | ASAP | VL |
| | Review Computing course and alternatives | 7/12/23 | JB |
| | Review bus provisions | 8/2/24 | SLT |
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| Rolling Action Log | | | |
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| ACTION | DEADLINE | RESPONSIBILITY | UPDATE |
| All questions to be shared with all governors | | | |
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