

**Bassingbourn Village College  
Academy**



Minutes of the Full Governing Body held on 2<sup>nd</sup> April 2014

**Present:**

Rachel Talbot	Vickey Poulter
Duncan Cooper	Nigel Whittingham
Sandra Ready	Ken Murphy
Peter Nussey	Chris Roope
Maggie Dutton	Kate French
Andy Margetts	Alison Butterworth

**Clerk:** Sue Smith

<p><b>1. Apologies:</b> Germaine Finn-Leeming, Simon Gair, no apologies from James Dow</p>	<p><b><u>ACTION :</u></b></p>
<p><b>2. Declaration of interests</b></p> <p>There were none</p>	
<p><b>3.4 Minutes of the last meeting / Matters Arising</b></p> <ul style="list-style-type: none"> <li>○ (5) Termly report - Extra funding from County: The Principal advised that County had been approached but unfortunately there would be no extra funding available for students who joined BVC after the census in September.</li> <li>○ (8) Jubilee working party: This has been set up.</li> <li>○ (10) Parental Contributions: A draft letter to parents in years 8 – 11 was circulated to governors for perusal. It was agreed that the cost for each laptop should be included in the letter. With regards to gift aid, there was still some question over whether contributions could be gift aided by parents in these circumstances. KM to investigate further.</li> </ul>	<p>KM to speak to Accountants for clarification on gift aid</p>
<p><b>5. Termly Report</b></p> <p>The termly report and Spring term newsletter were presented to governors. The Governors reviewed the CIP as follows:</p> <p>CR had met with VP (student support)  SR had met with CMC (Curriculum)  KM had met with DC (Leadership &amp; Management)  MD/AB met with PC (Pupil premium)</p> <p>It was agreed that MD would now support NW with regards to the Recruitment and Communication section of the CIP.</p>	

<p>The Governors noted that the lesson observation data was good, and gave thanks to all staff involved in producing the report.</p>	
<p><b>6. Staffing spreadsheets</b></p> <p>VP presented to Governors a draft staffing schedule for the next academic year. Governors questioned how the school would balance teaching staff availability should student numbers in-year rise. VP advised it was difficult to balance, and explained the number of sets proposed for the next academic year together with the staffing hours available. The Chair of Governors asked about teacher training, and suggested the Schools Direct programme, or working with Bedford University. The Principal advised that the school had approached Homerton College with regards to teacher training, and the school did have a trainee in the science department at the moment.</p> <p>The Governors requested an update on geography in view of Mr McIntyre leaving at Easter. The Principal advised that timetables for Geography and Leisure &amp; Tourism had been re-worked with a supply teacher for KS3 Geography being appointed for a few weeks after Easter up until the year 11 students start their GCSE exams.</p>	
<p><b>7. No notice behaviour and safety inspections</b></p> <p>The Principal explained that as from February 2014, Ofsted could visit a school with no notice to inspect behaviour and safety. The protocol and documents which would be presented to the inspector were discussed.</p>	
<p><b>8. Three year plan</b></p> <p>In accordance with national changes, as discussed at the recent ASC committee meeting, and the Core Purpose, the Principal asked the Governors where they see the school in three years' time. A grid was issued and governors split into groups to discuss. The completed grids were then collected. A key feature in governors' discussions was closer partnerships with the primary feeder schools. The Principal explained that there would be a funding issue for schools with less than 200 students, and therefore there was a push for schools to work more collaboratively. Different partnerships – Umbrella Trusts/Federation Trusts were mentioned, as were the benefits of working collaboratively i.e. purchasing power/employing a shared business manager.</p>	<p>-The Principal to collate and filter ideas.  - Feedback to Governors.  -Agree strategies in Committees</p>
<p><b>9. Changes to uniform</b></p> <p>The Governors viewed the costing proposals from three potential suppliers and feedback notes from the Parents' Forum staff and students. The Principal explained the need to standardise the uniform and update the PE kit.</p> <p>Following consideration, the Governors voted and agreed (2 governors abstained) to the Principal's proposals and to use Total Clothing to supply the following uniform items: blazer, jumper, skirt, tie and PE kit.</p>	<p>The Principal to contact Total Clothing</p>

<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>➤ <b>Parent Governors</b> Following the resignations of two parent governors, the Clerk advised that the election process was in hand. If no nominations are received, the Governing Body could appoint Parent Governors, in accordance with the Memorandum and Articles of Association, section 57. It was suggested that Alison Butterworth could be moved to parent governor from community governor if not enough nominations were received. This could be agreed by email after the election process and then ratified at the next FGB. Ken Murphy's term of office as Community Governor was due to end in May 2014. The Governors unanimously agreed to vote KM back onto the Governing Body as Community Governor for a further 4 year period.</li> <li>➤ <b>Chris McIntyre</b> The Governing Body thanked Mr McIntyre for all his hard work, commitment and dedication to the school during his time at Bassingbourn Village College, and wished him good luck in his new post.</li> </ul>	<p>Clerk to keep Governors advised</p> <p>Clerk to advise Governor services</p>
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Meeting finished: 9.15pm

Next meeting : 3<sup>rd</sup> July 2014

Chair .....

**Key :**

<p><b>F&amp;E – Finance and Environment Committee</b>  <b>ASC – Achievement, Standards and Curriculum Committee</b>  <b>PAC – Pastoral and Community Committee</b>  <b>FGB – Full Governing Body</b>  <b>T&amp;L – Teaching and Learning</b>  <b>PA – Persistent Absence</b>  <b>PM – Performance Management</b>  <b>CPD – Continuing Professional Development</b></p>	<p><b>PiP – Parents in Partnership</b>  <b>HoD – Heads of Department</b>  <b>CAL – College Achievement Leader</b>  <b>AIG Policy – Information Advice and Guidance Policy</b>  <b>BVC – Bassingbourn Village College</b>  <b>DfE – Department for Education</b>  <b>EWO – Education Welfare Officer</b>  <b>CIP – College Improvement Plan</b></p>
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