

**Bassingbourn Village College  
Academy**



**Minutes of the Full Governing Body held on 3<sup>rd</sup> March 2016**

**Present:** Ken Murphy (KM) (in the Chair) George Lynn (GL)  
 Alison Butterworth (AB) Stephen Morris (SM)  
 Dushy Chetty (DCh) Peter Nussey (PN)  
 Duncan Cooper (DC) Vickey Poulter (VP)  
 Rachel Dix-Pincott (RD-P) Chris Roope (CR)  
 James Dow (JD) Simon Saggars (SSag)  
 Kate French (KF)

**In attendance:** Sue Smith (SS) (from item 5)

**Minutes:** Hilary Forrester (Clerk)

Date of next scheduled meeting: 12<sup>th</sup> May 2016

<b>Business</b>	<b>ACTION</b>
<p><b>1. Apologies</b></p> <p>Simon Gair, Andy Margetts and Sue Speller. Apologies were accepted.</p>	
<p><b>2. Minutes of last meeting/ matters arising</b></p> <p>The Minutes of the meeting on 10<sup>th</sup> December 2015 were approved and signed.</p> <p>All actions had been done apart from the letter about non-executive governors, for reasons relating to the MAT developments.</p>	
<p><b>3. Photocopiers</b></p> <p>Detailed information was circulated prior to the meeting. The proposal was for the ASL contract which would save £10,000 per year.</p> <p><b>Q:</b> Is the new contract very different? <b>A:</b> There is slight remodelling which will help control some of the printing costs. The proposal was agreed.</p> <p>DC noted that it may be possible to join a contract with Netherhall as their contract is also due for renewal in September which could mean further savings of scale for the same solution.</p> <p><b>Action:</b> DC to send information to governors if a joint contract looks positive, otherwise to go with the original proposal.</p> <p>Governors thanked Greg, Louise, Barbara and Sue for their work on the proposal.</p>	DC
<p><b>4. Prevent training</b></p> <p>VP gave a presentation on the Prevent Duty. The DfE guidance was circulated at the meeting, together with the "Prevent" Action Plan.</p> <p>Governors noted that the Prevent Lead is Sue Murphy (SM). She has had training and would be responsible for the reporting in school. SM has also trained VP. All staff have signed to confirm that they have read Safeguarding Policy which includes sections on Prevent. The PHSE Curriculum includes Prevent and British Values.</p> <p><b>Action:</b> Three policies related to IT need to make reference to Prevent, and these will be considered by the ASC.</p> <p><b>Q:</b> Have there been any reports? <b>A:</b> No.  <b>Q:</b> Should we have a link governor specifically for Prevent? <b>A:</b> No, it will be covered within the safeguarding role.</p> <p>Governors received information about the signs to look out for in relation to radicalisation.</p>	VP/JD

<p><b>Q:</b> If someone accessed a website in school would it be logged? <b>A:</b> It would be blocked before it was accessed. <b>Q:</b> What definition of extremist is being used? <b>A:</b> It is about making sure children are protected. The College is also tracking extended holidays, eg in relation to FGM.</p> <p>Governors were informed about the process of reporting and the role of the LA Channel Panel.</p> <p><b>Q:</b> When we recruit governors, do we check their background? <b>A:</b> Yes. There are stricter procedures for governors now, and they have to undergo enhanced DBS checks. There is also the whistle-blowing process to raise concerns once someone is in post.</p> <p>Governors thanked VP for the presentation.</p>	
<p><b>5. Safer Recruitment</b></p> <p>AB informed governors that on 12<sup>th</sup> January, she came into school with DCh to do a safer recruitment audit. The standard audit form “Safe Recruitment in Schools: Self-assessment questionnaire” was used, with reference to the Safer Recruitment and Employment Policy and BVC Safeguarding Policy. The audit form was circulated prior to the meeting.</p> <p>All the queries raised on the audit form had now been addressed by SS and her team. In particular, the DBS clearance is up to date, checks and references are in place for agency staff and records of the shortlisting process are now kept.</p> <p>It was noted that the single central register was now easier to check termly.</p> <p><b>Action:</b> To have an annual standing agenda item on Safer Recruitment and CR agreed to do another check near the end of year.</p> <p><b>Q:</b> What information do we have about Agency staff? <b>A:</b> Information is sent from the agency.  <b>Q:</b> Can we check once or twice a year to have a look at the Agency’s file? <b>A:</b> The Local Authority do that for approved suppliers. For long term agency contracts we get references, and we observe them in school to see how they teach. <b>Q:</b> Do we need to include agency support staff as well as teaching staff. <b>A:</b> Yes, the legislation has changed quickly several times and we are continually refining what we do.</p> <p>Governors thanked AB and DCh for their efforts.</p>	SS/CR
<b>Strategic</b>	
<p><b>1. MAT Update</b></p> <p>DC presented the MAT update.</p> <p>DC recapped on the steps so far. The key MAT drivers were summarized and it was noted that the aim was for the College to grow in the safest way possible in order to maintain or improve educational standards. There were risks in terms of sponsoring another school and in getting to a size where the College could achieve economies of scale quickly enough. DC had spoken to other MATs leaders about their models and it was clear that the necessary increase in size could not be achieved if only primary schools joined the MAT. Following conversations with the Academy Improvement Group, DC and KM had met with the Principals and Chairs of Bottisham and Sawston.</p> <p><b>Q:</b> What happens if we do nothing? <b>A:</b> We will have to maintain what we are doing with less money because in 3 years’ time there will be a decrease of 8-12% in budgets.  <b>Q:</b> How does it save money to form a new Trust? <b>A:</b> It is not just about saving money, it is also about better quality staffing eg high quality staff that can have a bigger impact on more schools including support staff (eg finance), together with centralised provision and purchasing power</p> <p><b>Q:</b> What will happen to the primary schools? <b>A:</b> Some will probably have to close because they are too small. There may be clusters of primary schools run by a head teacher, which will link together in a MAT but a lot is still unknown. Once the new Trust reaches a critical mass we could look at primary schools, perhaps bringing in a cluster.</p>	

DC outlined the proposed arrangements. The Bassingbourn and Sawston Academy Trusts would join with the Multi Academy Trust of Bottisham and Netherhall. This would be renamed to form a new Trust called the Anglian Learning Trust (ALT) which would include a teaching school alliance. This arrangement would bring four good or outstanding schools together.

**Q:** Are Netherhall struggling? **A:** They are assumed as 'Good' because they are now an Academy and their results this year were good. Bottisham is Outstanding.

**Q:** Are you aiming to pick up other schools in East Cambridgeshire? **A:** It is about controlling own destiny. We may have other schools approaching us.

BVC and SVC staff will transfer to the new Trust under TUPE regulations. Staff terms and conditions will not change unless they request that. Staff will still be based at BVC and we will have our own budget.

**Q:** Would our students do better under this arrangement than under another arrangement eg if we joined with Comberton Academy Trust? **A:** It preserves a lot of autonomy in decision making. This model gives current leaders more say at a higher level initially which is better for the students. If we joined Comberton Academy Trust we would have no input into how the Trust operates or is set up. The ALT is a unique opportunity.

DC explained the diagram showing the roles of Members of the Trust and the model for local LGBs who would be handling the core business. Policies would be decided at Trust level, rather than having multiple policies in the schools. The named place for a BVC Trust Member on the Trust Board would only exist for 2 years. The same would apply to the other schools. At that stage the focus would be on having the right people in place to manage the Trust.

**Q:** Who decides the members after 2 years? **A:** It depends how long their term of office is, it may not be up in 2 years but if someone stood down there would be no automatic right for BVC to have a place on the Board. The final committee structure has not yet been decided.

**Q:** Governors queried how BVC could control its destiny if it had no influence on the Board in 2 years' time. **A:** There would be more schools included by then and the Board would be acting for the benefit of all the schools. It would be important for BVC to ensure that we have the right people available in 2 years who could be on the Board.

DC informed governors that financial due diligence would take place and the finance director would be modelling predicted savings. Some initial staff savings eg backroom staff may occur. In future there could be Directors of Maths/English who would have a role across the Trust rather than having multiple local Heads of Maths etc. External provision is currently not good value. The new MAT gives flexibility and better/different options than at present.

**Q:** Did you consider other schools, eg Linton? **A:** Yes, but four schools was the most manageable size to start with.

**Q:** Will this restrict 6th Form choices? **A:** No, if anything it adds to what can be achieved.

DC reported that the next steps would be as follows:

- Monday evening 7th March – DC to talk to staff.
- 8th March Staff and parent consultation process will then take place. This includes a Q and A section on the website and letters to staff and parents
- Open meeting on 17<sup>th</sup> March for stakeholders.
- 24th March the consultation process will end
- Date to be agreed an extraordinary FGB will be held to discuss outcome of consultation and due diligence
- TUPE may take place in April and May.
- May onwards – finalising the financial planning, , the structure of governance, schemes of delegation, legal and DfE arrangements

<ul style="list-style-type: none"> <li>• August Anglian Learning Trust formed</li> </ul> <p><b>Q:</b> How do the assets of individual colleges get ring-fenced? <b>A:</b> That has yet to be decided. The due diligence process will be carried out and a business case will then be written and presented to DfE.</p> <p>Governors queried whether an extraordinary FGB was needed</p> <p><b>Action:</b> Arrange an extraordinary FGB for end April/beginning May to review the results of the consultation and due diligence process.</p> <p><b>Action:</b> Circulate copies of the presentation and other information to governors.  <i>The following documents were circulated after the meeting:</i></p> <ul style="list-style-type: none"> <li>• <i>DC MAT Update presentation</i></li> <li>• <i>ALT consultation document</i></li> <li>• <i>Staff TUPE information</i></li> <li>• <i>Letters to staff and parents</i></li> </ul> <p>Governors approved the proposal that we move forward with the consultation and due diligence to build the significant business case.</p>	<p>KM/SS</p> <p>DC</p>
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Meeting closed at 20.04

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Chair .....