

**Bassingbourn Village College  
Academy**



Minutes of the Full Governing Body held on 11<sup>th</sup> December 2014

**Present:**

Duncan Cooper	Vickey Poulter
Ken Murphy	Peter Nussey
Chris Roope	Andy Margetts
Kate French	Simon Saggars
Alison Butterworth	James Dow
Duschy Chetty	Sue Speller
Rachel Dix-Pincott	Stephen Morris

**Clerk:** Sue Smith

	<u><b>ACTION :</b></u>
<p><b>1. Apologies: Simon Gair, George Lynn</b></p> <p>Introductions were made and the new governors to the Governing Body were welcomed.</p>	
<p><b>2. Declaration of interests</b></p> <p>There were none</p>	
<p><b>3. Presentations by Energy Companies (Energy Project Proposal)</b></p> <ul style="list-style-type: none"> <li>• <b>Evo Green</b> : Working with Siemens Financial Services and Carbon Trust producing sustainable energy for schools. The presentation proposed 185 solar PV panels installed on the school's roof.  <b>Questions:</b>                      What happens if issues with the roof?                      Can rental change?                      Can BVC still enter into other financial agreements?</li> <li>• <b>Cambridgeshire County Council Proposal</b> : proposal includes solar PV panels, biomass project, new LED lighting, and heating improvements.  <b>Questions:</b>                      What material will be best for the biomass project?                      What are the risks with regards to energy price fluctuations?                      How many installations have been carried out?                      Company guaranteeing the quantity of electricity but not the price?                      What happens if issues with the roof?                      Is the cost of all lights included in the scheme?                      Are the biomass pellets recycled?                      The feed-in price is fixed, but school still needs to pay for electricity when energy is not being generated?                      What will the impact be on the school when installing?                      Is this proposal too risky? In principal, is it worth looking at further?                      Could either renewable energy proposals be included in the curriculum?</li> </ul>	<p>Working party to look at proposals in greater depth : KM, SSag, PN, JD, KF.</p> <p>(Subsequently working party meeting arranged Wednesday 4th Feb at 7pm)</p>

<p><b>4. Minutes of the last meeting / Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Strap Line:</b> Designer mocking up advertising campaign between BVC and Bassingbourn Primary School with a view to producing flyers.</li> <li>• <b>iGCSE English:</b> CAP looking at why iGCSE English exam should continue and letter from DC/KM sent to Members of Parliament stating their support of this exam.</li> <li>• <b>Self Evaluation Plan :</b> Calendar of SEF to be circulated.</li> <li>• <b>Minutes were agreed and can be placed on the website</b></li> </ul>	<p>Clerk to circulate.</p>
<p><b>5. Committee Structure</b></p> <p>The Chair of Governors outlined the committee structure for the benefit of the new governors and the following membership was agreed:</p> <p>Personnel committee (one meeting per term) : AB, SSpe, SSag, KM, SMo, DCh, PN</p> <p>Finance and Infrastructure (two meetings per term) : KF, SSag, KM, DCh, CR, GLy</p> <p>ASC Committee (two meetings per term) : JD, KF, AB, SMo, PN, RDP, AM, CR</p> <p>The Chair of Governors advised all governors that there is a commitment to attend at least one committee meeting per term although governors may attend any committee and have voting rights even though they may not be a named member of that committee. All members should attempt to attend all FGB meetings.</p>	<p>SG to confirm membership of a committee</p>
<p><b>6. Termly report</b></p> <p>Having been circulated previously, the Governors thanked Sandra Ready for producing this report.</p> <p><b>Questions:</b> Does this report go to all staff as well as Governors? Are staff consulted on the College Improvement Plan? Why is the CIP still showing as being in draft? Will Raise On Line data go into next term's newsletter?</p>	
<p><b>7. Admissions Policy</b></p> <p>The Vice Principal explained the proposed amendments to the 2015/16 Admissions Policy.</p> <p><b>Questions:</b> Is there a reserve list – reserve list will only be held in year 7 from September to the end of the autumn term. How does school know who has applied from out of County – parents are asked to advise school when an application has been made. Do County deal with BVC's admissions? Will this policy be given to parents – this policy is lodged with CCC and is available on the school's website. Can page numbers be added?</p>	<p>Clerk to amend policy and upload onto website/send copy to CCC.</p>

<p><b>The changes to the Policy were agreed.</b>  <b>Admissions Policy 2016/17:</b> Changes to the admissions criteria were discussed (numbers 6 and 7 to be swapped in ranking).  <b>Questions:</b>  Criteria changes : who needs to be consulted?  Are the changes to the criteria fair?  Would some pupils fall out of either criteria if other schools have differing criteria?  If we are our own admissions body, can County override this policy?</p>	<p>AB to investigate what other schools' admissions policies</p> <p>Decision needed by end of academic year (includes consultation period).</p>
<p><b>8. Raise on Line feedback</b></p> <p>The Principal walked the Governors through the report which had previously been circulated, and pointed out key areas and significant upward shifts. The report will be taken to ASC committee and will be shared with staff during January's training day.</p> <p><b>Questions:</b>  What are "Best 8" figures?  Does this report get released outside of school?</p> <p><b>The Chair of Governors thanked all staff for their hard work and efforts over the last few years. Email from Chair also sent to staff.</b></p>	<p>DC to provide training on Raise on Line for new governors.</p>
<p><b>9. Child Protection report</b></p> <p>The CP report had been previously circulated. The Chair of Governors (CP link governor) met with the Vice Principal and advised governors that he was very confident all CP issues were dealt with in accordance with policy and guidelines.</p> <p><b>Question:</b> Has a safeguarding audit been done?</p>	
<p><b>10. Staff questionnaire feedback</b></p> <p>Feedback from the recent staff questionnaire was shared with governors. The Chair advised that the questionnaire was well received by staff and was a good opportunity to raise issues. Main responses focussed on communication between staff and the Senior Leadership Team, and Work/Life balance. The Principal explained that some actions were underway following the result of the questionnaire.</p> <p><b>Questions:</b>  Should questionnaire be issued to staff every year, or every two years?  Could questionnaire be more quantitative – needs mapping.  As major changes to the school now made, would questions need to change?</p>	
<p><b>11. College Improvement Plan 2014/15</b></p> <p>Having previously been circulated, the Principal asked the governors whether they were happy with the draft 3 year plan and 2014/15 CIP.</p> <p><b>Questions:</b>  What is happening about G&amp;T students?  How does school arrange for past pupils to return to speak to current pupils?  Could BVC have a Facebook page, or something similar to track alumni?</p>	<p>DC/Governors to find out how other schools keep track of Alumni.  KM/DC : Add parental help in setting up Facebook page to next letter to parents  KM to circulated proposed dates for termly strategy</p>

<p>Could a section in the CIP be included for Governors as current CIP is very school-focussed? Should the Governors have a termly strategy meeting as well as an annual one in the summer?</p> <p><u>CIP Link Governors:</u> These were agreed as follows: Achievement: KF, PN - staff contact Jeremy Brock Curriculum : GLy, KM – staff contact Duncan Cooper Teaching and Learning : JD, AB – staff contact Vanessa Larkins Student Support : CR, SMO – staff contact Vickey Poulter Leadership and Management : KM, SSag – staff contact Duncan Cooper Pupil Premium : AB, KF – staff contact Phil Church Communication/Recruitment : SSp, DCh – staff contact Duncan Cooper Fund Raising / Governance : Governor role to be decided</p> <p>Following these discussions, the CIP 2014/15 was agreed and can now be taken out of draft.</p>	<p>meetings.</p> <p>Autumn term visit to review last year's CIP sections.</p>
<p><b>12. Academy offer document</b></p> <p>The Principal shared potential models with governors. <b>Question:</b> Has this been shared with primary schools – The Principal advised that he and the Chair of Governors had previously met the primary school head teachers. Regular meetings were now taking place with discussions focussing on learning and teaching projects as well as the possibility of more collaborative working.</p>	

Meeting finished: 9.45pm

Next meeting : 26.02.15

Chair .....

**Key :**

<p><b>F&amp;I – Finance and Infrastructure Committee</b> <b>ASC – Achievement, Standards and Curriculum 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> <b>CCC – Cambridgeshire County Council</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>CAP – Cambridge Area Partnership</b></p>
---	---

CIP Link Governors:  
Achievement: KF, PN - staff contact Jeremy Brock  
Curriculum : GLy, KM – staff contact Duncan Cooper

Teaching and Learning : JD, AB – staff contact Vanessa Larkins  
Student Support : CR, SMO – staff contact Vickey Poulter  
Leadership and Management : KM, SSag – staff contact Duncan Cooper  
Pupil Premium : AB, KM – staff contact Phil Church  
Communication/Recruitment : SSp, DCh – staff contact Duncan Cooper