

**Bassingbourn Village College
Academy**



Minutes of the Full Governing Body meeting held on 21st September 2016

Present: Ken Murphy (KM) (in the Chair) Kate French (KF)
 Duncan Cooper (DC) Stephen Morris (SM)
 Alison Butterworth (AB) Chris Roope (CR)
 Dushy Chetty (DCh) Simon Saggars (SSag)
 Rachel Dix-Pincott (RD-P) Sue Speller (SSp)
 James Dow (JD)

Minutes: Sue Smith (SS) (Clerk)
 Also Present: Phil Church (Assistant Principal) (PCh)

Business	ACTION
1. Absences: George Lynn (apologies received), Peter Nussey, Simon Gair	
<p>2 Minutes of last meeting/matters arising</p> <p>Responsible Officer's report: KM has contacted the EFA regarding the caretaker's house.</p> <p>Appraisal of Chair: No response regarding the appraisal questions sent by KM following the last meeting. KM advised that the other schools within the MAT are not using an appraisal document. KM to send out the appraisal document to SS to circulate.</p> <p>Lockdown Policy: Circulated previously. Comments to be forwarded to SS. Q: Structure of the policy was questioned. Lots of different range of incidents within the policy. Actions need to be proportional – rationale/context needs looking at. Q: If people are missing following a lockdown procedure, who would be looking for them? The policy states that phones can't be used, but in all likelihood students will use them during an emergency situation.</p> <p>Parish Meeting: SSag attended the recent Bassingbourn Parish meeting. Very positive with congratulations to the staff on a good set of GCSE results and projected trajectory.</p> <p>Link Governor feedback: Final CIP meetings need to take place in time for next FGB (8th December 2016). New responsibilities will start in the Spring term as per the last minutes.</p> <p>Primary Hub: KM confirmed that DC's time managing BVC wouldn't be diluted.</p> <p>Strategy meeting: Following the recent strategy meeting, KM outlined the proposed structure for forthcoming local Governing Body meetings. It was proposed that there would be 3 FGB meetings per term, focussing on F&I/Personnel, ASC, and a mixture of ASC/FGB business. There would be no chairs to committees, but specific people with responsibilities linking to the College Improvement Plan. The governors were asked whether they wish to step up to Chair or Vice Chair, and whether any governors were likely to resign within the next year as replacements would need to be found one term before the resignation date.</p> <p>The Minutes were agreed and signed, and can be placed on the website.</p>	<p>KM/SS</p> <p>All</p> <p>All</p> <p>SS</p>

<p>3 Pecuniary Interests None were recorded. Pecuniary/Declaration of interest forms to be circulated to all governors.</p>	SS
<p>4 Safeguarding: SSp/CR will meet with SS to check the SCR on 5th October.</p>	
<p>5 Child Protection (annual report and policy)</p> <p>KM had previously circulated his annual report. He confirmed that staff and students were aware of what to do if a CP issue arose. Funding for SEN students is being reduced by the Local Authority, but more students within the school need intervention.</p> <p>Q: What does CIN/CP mean? A: CIN is a where a report to Social Care has been made about a student's welfare. Meetings and intervention takes place on a voluntary basis with the parent and child. CP is where a student is at risk of harm (Section 47). Any action taken (meetings and intervention) is not voluntary.</p> <p>Q: Is lack of funding across the board? A: Yes, Statements have now been phased out and replaced by EHC plans which are more difficult to obtain. Services from the LA are constantly being changed and cut, i.e. the school nursing service. Referrals to agencies need to be made, which take time.</p> <p>Q: Could this issue be raised with the local MP by the MAT, especially with mental health being a big issue at the moment? A: Yes, it should be raised. All governors could raise the matter individually with any draft letters being sent to VP first if necessary. Action: JD to draft a letter and governors can use similar wording.</p> <p>Q: Is there a petition the parents could sign like the Fairer Funding petition? A: Funding is a County decision, so may not be appropriate. MAT is arranging a group meeting with MPs regarding Fairer Funding.</p> <p>Safeguarding Policy: Taking into account the changes to Keeping Children Safe in Education, 2016; this policy was ratified.</p>	All / JD
<p>6 Chair's Appraisal</p> <p>See matters arising.</p>	
<p>7 2016 Exams analysis</p> <p>Data analysis had been previously circulated. DC explained that a detailed discussion would take place at the next ASC meeting and any questions would be addressed then.</p> <p>Initial indications suggest P8 score of 0.4 which is "good" from Ofsted point of view. Although this may vary once the Raise on Line report has been produced.</p> <p>VP outlined the process that Heads of Department were currently taking part in to analyse their department's results, followed by a meeting with the Senior Leadership Team to discuss each subject and a plan of action moving forward. 9 students didn't achieve a C in maths, although were targeted. VP advised that there was an increase in the maths grade boundaries which attributed to this.</p> <p>PCh circulated learner group information sheets, which will be shared electronically after the meeting, and walked governors through the information. A summary of interventions and strategies in place were explained with a more detailed document being prepared for the website.</p> <p>Q: Are laptops loaned to students?</p>	

<p>A: Yes, depending on the student's need, some are loaned on a long term basis, some on a short term basis.</p> <p>Q: KM asked about the marked differences from the last data point in May to the exam results. Staff and Governors need to have an understanding as to why this happened.</p> <p>Action: Add to next ASC agenda</p> <p>Q: BTEC Science: why did no one get A*-C?</p> <p>A: Grades reflected the ability of the students and results were in line with their other results. Change of Head of Department at the start of the year and a misunderstanding of the course changes attributed to the results.</p> <p>Q: Could there be a comparison over the MAT to see how students taking the same courses compared with results at BVC? Would be interesting to see levels of progress across the MAT.</p> <p>A: Yes, but our P8 score is good. School is judged on P8 score, but parents judge on A*-C. Need to take into account of progress and starting point (3 and 4 levels of progress)</p> <p>Q: Lots of emphasis on KS2 data from primary schools – this isn't a reliable metric.</p> <p>A: KS2 results are not in our control. Year 7 do have tests when they start BVC to ascertain their true level.</p> <p>Q: French/Spanish – why the difference in achievement across both subjects?</p> <p>Q: Graphics – was coursework over marked, and why did the examiner down grade them? Did the students ease off in their graphics lessons as they were told their coursework marks?</p> <p>A: We are relying on middle leaders as they are the specialists.</p> <p>Q: Could there be cross-moderation across the MAT?</p> <p>Q: ECDL exam – most students did well, but the course may not always be available for all students. What would the P8 score be without ECDL?</p> <p>A: 0.24</p> <p>Q: English – changes to course and now all exam based. What would be effect taking away the coursework?</p> <p>A: English Literature results were good and that's all exam based. Looking at doing English Literature earlier next year.</p> <p>Any further questions to be sent to SS.</p> <p>The Governors expressed their thanks to the Senior Leadership Team for the data.</p>	<p>Questions/ Answers to be included in the next ASC meeting</p>
<p>Strategic</p>	
<p>1. Link Governor meetings</p> <p>Already discussed in matters arising. DC advised that the SLT are working on a new draft College Improvement Plan.</p>	
<p>2. MAT update</p> <p>The first Board meeting had taken place, with the second due on 11th October. The Board are working on terms and reference and the structures the Local Governing Bodies. HR/Finance systems are being organised as are the structures of the Leadership Team and their roles and responsibilities within the Trust.</p> <p>Primary Hub: Q: What is a primary hub? A: It's a group of primary schools working together within the MAT.</p> <p>DC advised that a letter will be circulated to primaries and will be shared with governors. The MAT had been approached by some primary schools with a view to them joining us. The MAT was also submitted a free school application for a primary school.</p>	

<p>Scheme of delegation: The document had been circulated specifying the delegation of powers of the Board and Local Governing Body. Some governors expressed concern that as the frequency of LGB meetings would be reduced, there would be a lot of items on each agenda to be discussed and referred to the Board. KM agreed that the timing of meetings and agendas would need to be monitored. If this structure doesn't work for the Governors, then the frequency of meetings would be revised.</p>	
<p>3. Site update</p> <p>The caretaker's house is now vacant. A meeting has taken place with a developer who will come to survey the property and make an offer, which we can then compare with the estate agent's quotation. Once this offer is received, the EFA will be sent the appropriate paperwork.</p>	

Meeting closed at 21:05

Chair

Date of next scheduled meeting: FGB 8th December 2016