

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 18<sup>th</sup> May 2017

<b>Present:</b>	Sue Speller (SSp) (Chair) Alison Butterworth (AB) Dushy Chetty (DCh) Duncan Cooper (DC) James Dow (JD)	George Lynn (GL) Stephen Morris (SM) Ken Murphy (KM) Chris Roope (CR) Simon Sagers (SSag)
<b>In attendance:</b>	Sue Smith (SS)	
<b>Minutes:</b>	Hilary Forrester (Clerk)	

	ACTION
<p><b>1. Apologies and welcome.</b></p> <p>Apologies were received and accepted from Kate French and Peter Nussey.</p>	
<p><b>2. Declaration of Interests</b></p> <p>There were no declarations of interests.</p>	
<p><b>3. Minutes of last meeting/matters arising</b></p> <p>The Minutes of the meeting on 10<sup>th</sup> May 2017 were approved and signed.</p> <p><u>Lockdown procedure</u>: Sent out to governors for comments by 12 July.</p> <p>The Assessment for Learning Policy would be considered at the July meeting.</p>	
<p><b>4. HR Update and Exit Interviews</b></p> <p>SS presented the HR update. There were three staff returning from maternity leave, two new members of staff, and three leavers.</p> <p><b>Q:</b> Have exit interviews taken place? <b>A:</b> Yes. One of the issues mentioned was mobile phones in lessons being difficult to manage. There will be a meeting with staff to explore this and discuss students bringing their own devices into school. Student access through the WIFI has recently been tightened in preparation for this. The MAT ICT team will be producing a report.</p> <p><b>Q:</b> Do students give exit feedback? <b>A:</b> Yes, via the College Captains. <b>Q:</b> What were the positives from the exit interviews? <b>A:</b> The small size of the school, its sense of vision for the future within the MAT, supportive staff, teacher training sessions were relevant and useful, children respect the school and behaviour is good, and excellent canteen food.</p> <p><b>Action:</b> Edit the exit interview proforma to state that it should be returned to the LGB Chair as the Chair of Personnel role no longer exists.</p> <p><u>Safeguarding update:</u> SS reminder governors to complete the online safeguarding training and asked for a governor to do the Single Central Record (SCR) check this term.</p> <p><b>Action:</b> GL to do SCR check.</p> <p><b>Action:</b> All governors to complete the safeguarding training by half term.</p>	<p>SS</p> <p>GL/SS All</p>

HR Policies: The seven MAT HR policies had been circulated to staff and were in place. **Q:** Are we still doing the Bradford Indicators? **A:** Yes, it is not mentioned in the MAT policy, but we use it for our own tracking.

SS informed governors about the new regulations for Off roll payroll which required employers to pay tax and insurance for contractors. **Q:** Is that deducted before we pay them? **A:** Yes, it will cost us more because we pay the employer's contribution, but not the pension.

Staff sickness: SS gave the sickness absence figures compared to last year (for May it was 18 compared to 21). **Q:** Are any individuals causing concern? **A:** No, absence is across the board. It is improving and not a cause for concern. A monthly comparison would be presented at the end of the year.

Vacancies: DC informed governors that the new CAL appointment would leave the Head of Geography role vacant. Other vacancies included Head of PHSE. **Q:** How much teaching time do CALs have? **A:** They have 47 out of 60 periods of teaching commitment. All vacancies would be advertised internally and had been costed.

The proposals were approved.

## 5. Part time request

Governors considered a part time request from a full time member of staff.

The proposal was approved.

## 6. Leadership structure, job descriptions, CAL structure

Leadership structure: The following documents were circulated in advance: *SLT Structure draft 2017-18, Job descriptions for Vice Principal, Deputy Principals and Assistant Principals*. DC took governors through the background to the proposals to establish a Vice Principal, Deputy Principal for Teaching & Learning; Deputy Principal for Quality, Standards & Communications; and three Assistant Principals for Curriculum and Transition; Quality and Standards; Advice and Guidance. DC's involvement with the MAT had increased and the college invested in training and coaching VP as part of the leadership team. The CAL situation had been under development and there were now opportunities to put in a different role focussing on CAL leadership. No changes to the pay scales were proposed. **Q:** Where are they on the pay scales? **A:** Everyone is at the top apart from one.

The revised Vice Principal job description provided VP with new challenges and enabled her to develop her skills. The assistant principal would take on some of her present role.

**Q:** Are the assistant principals relinquishing other duties? **A:** Yes, those in the job description of Assistant Principal in teaching and learning, which is no longer required. **Q:** Has DC's job changed in terms of the time allocated to school? **A:** No, it specifies delegation whilst retaining overall responsibility. **Q:** Why do the assistant principals' job descriptions look different?

**A:** They will be edited into the same format because their leadership roles are almost identical.

**Q:** Is 'teaching time' the main difference between the deputy and assistant roles? **A:** Yes. The deputies are accountable for the leadership of more of the subjects and have wider responsibilities. **Q:** Do you envisage DC's time away changing from 40% in 18 months' time.

**A:** The MAT future is difficult to predict. We are developing the SLT and putting in place a structure that could successfully run the school. There could be other opportunities for leadership roles within the MAT. The model will be reviewed and developed over time.

**Actions:** To reference the staffing structure in the job descriptions; review the structure annually; and standardise the two assistant principals' job descriptions.

The leadership structure proposals were approved.

<p><u>CAL Structure</u>: DC outlined the revised specification for the CALs' roles and responsibilities (<i>CAL Responsibilities</i> previously circulated). The main difference was responsibility for raising Y7-10 attainment. This would be done through the Raising Attainment Plan (RAP) for children in the V Groups and involved short term, focussed interventions every three weeks. Each CAL would have responsibility for a year group or may follow this cohort through the College. The job specification linked to the CIP, eg motivation of middle ability boys and helping to develop a programme for high attainment groups.</p> <p><b>Q:</b> How are middle ability boys defined? <b>A:</b> Those not making progress based on prior attainment from KS2 and progress to date. There are 10-15 in Y9 and Y10. Strategies include business mentors. <b>Q:</b> How does the role of the CAL overlap with what Phil does? <b>A:</b> The data is analysed centrally by Phil and from that the CALs will determine the actions and monitoring arrangements. The new structure has been discussed with all five CALs and will begin after half term once it has been finalised.</p> <p>The <i>CAL Roles and Responsibilities</i> document was approved.</p>	<p>DC</p> <p>AB</p>
<p><b>7. Staffing structure</b></p> <p>See above.</p>	
<p><b>8. Bespoke training</b></p> <p>DC informed governors that a member of staff had expressed an interest in bespoke training for leadership. This would be provided and may involve line management of another middle leader next year, and leading on a teaching and learning project across the school.</p>	
<p><b>9. Budget – projected outturn 2016-17</b></p> <p>The <i>Variance report April 2017</i> was circulated in advance. DC noted that the main variance was the energy project which was currently a watching brief and would be reviewed at the end of the year. None of the variances were significant. <b>Q:</b> What about the increase in income from MAT services? <b>A:</b> This was due to setting a conservative budget.</p> <p>Other documents circulated in advance: <i>Energy project summary for LGB Apr 2017, Sports Centre and budget, Expenditure Apr 17, Balance Sheet Apr 17, ACTTOBUD Apr 17</i></p> <p>DC responded to questions emailed by KF. <b>Q:</b> Re. budgeting next year for higher utilities in order to create a surplus to offset the energy project costs. <b>A:</b> We need to take some advice about whether to keep the expected expenditure for energy high or try to forecast costs for electricity and have a line for the energy project. The advantage of the current arrangement is that the original spreadsheet breaks it down by savings which can be compared if they are kept separate. <b>Q:</b> When will we see the analysis from Bouygues about our energy savings? <b>A:</b> We are due to meet with Bouygues in the next half term.</p> <p>There were no further questions.</p>	
<p><b>10. Budget plan – 2017-18</b></p> <p><i>HCSS Income &amp; Expenditure Report 11<sup>th</sup> May</i> four year forecast was circulated in advance. Governors noted the in year deficit of £22,000, which increased the following year. DC explained that not all the areas had been finalised for next year's budget, eg the MAT central costs, which included £10,000 recharge for DC consultancy, should be confirmed shortly. The ICT tender was being finalised, and the catering and cleaning contracts were out to tender.</p> <p><b>Q:</b> Will there be redundancies for catering and cleaning? <b>A:</b> No they will be TUPE'ed across. DC outlined the staffing changes in relation to the budget. As a result, there would be less specialist PHSE teaching, but a head of PHSE would be appointed.</p> <p>DC informed governors that the Barracks would not be making a decision in September, so this would start from the following year. They had given the school £90,000 for this year, and it had</p>	

<p>been assumed in the budget that this payment would continue next year. The budget also assumed some growth in number of children for October which the school is working on. The Year 10 and 11 groups next year are small, and we know that current Y5 is 110, so going forward our growth will increase for the next two years. We should be able to go over PAN.</p> <p><b>Q:</b> What is happening with the caretaker's house? <b>A:</b> DC reported that Ken had been in touch with the developer and the do not need any more information. It is not decided how much of the money will be held as a reserve.</p> <p>Governors recommended the budget to the Finance Committee.</p> <p><b>Action:</b> Circulate the revised budget for next year to governors once it has been finalised.</p>	<p>DC SS</p>
<p><b>11. AOB</b></p> <p><u>First aid:</u> <b>Q:</b> Is there a minimum requirement for first aid? <b>A:</b> We have 18 staff who have been trained to the level of "First Aid at Work" and some have more extensive training. Every couple of years, staff received general training on the use of Epi pens.</p> <p><u>European Computer Driving License:</u> <b>Q:</b> What is the current situation regarding the ECDL? <b>A:</b> We have left £3,500 to cover those pupils in Y10 this year. We will identify children for whom the ECDL would be beneficial for progression into post 16 and offer it to them. If a parent has a specific request for their child to take it, we will follow this up. It does not count on the performance tables. There are new qualifications being released, which do appear on the performance tables, and we will consider those.</p>	
<p><b>12. Agree next meeting date and agenda</b></p> <p>The next meeting is 12<sup>th</sup> July 2017 at 7pm – Chair: Peter Nussey.</p> <p><b>Action:</b> SS to circulate suggested dates for the LGB strategy meeting together with the letter requesting any intentions of governors to resign.</p> <p><b>Q:</b> Have the Terms of Reference and Scheme of Delegation changed? <b>A:</b> Yes, the scheme of delegation has been edited.</p> <p><b>Action:</b> To put the revised Scheme of Delegation on the agenda for the strategy meeting.</p>	<p>SS</p> <p>SS</p>

Meeting closed at 19:40

Chair .....