

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 25th January 2017

Present:	Ken Murphy (KM) (in the Chair) Duncan Cooper (DC) Alison Butterworth (AB) Dushy Chetty (DCh) Rachel Dix-Pincott (RD-P) Kate French (KF) (from item 3)	Stephen Morris (SM) (from item 5) Peter Nussey (PN) (from item 5) Vicky Poulter (VP) Chris Roope (CR) Sue Speller (SSp)
In attendance:	Vanessa Larkins (VL) (Deputy Principal) Sue Smith (SS)	
Minutes:	Hilary Forrester (Clerk)	

	ACTION
<p>1. Apologies James Dow, George Lynn, Simon Sagers. Apologies were accepted.</p>	
<p>2. Interests There were no Pecuniary interests.</p>	
<p>3. Minutes of last meeting/matters arising The following Minutes were considered:</p> <p><i>F&I: 6th October 2016</i> <u>Pension fund:</u> KM had contacted the local LGPS representative and informed them that contributions had reduced.</p> <p><u>Gas supplies:</u> The energy management company has agreed that the college should be compensated for the cost of gas used due to a faulty thermostat. The college had accepted the compensation figure offered.</p> <p><u>Catering:</u> DC reported that options for a MAT-wide catering solution were being investigated via two companies. Tenders would be open and it would not necessarily be an external solution. Other schools were making money from their catering, and received a capital investment each year as part of the operating arrangement. A timeline was still being developed. CR had looked at the Cunningham data with Barbara which showed that the catering at BVC is outstanding.</p> <p><u>Ground source heat pump:</u> The action for Barbara to follow up connection of the ground source heat pump in the sports centre was ongoing.</p> <p><u>Bowls Club:</u> SSag had investigated the land use with County. A meeting was due to take place with lawyers to discuss property across the Trust. DC advised that once County responded, BVC would have the land valued and consider the options, eg selling or developing the land with an</p>	

annuity income from rental. As applications now had to be made from the MAT, it was necessary to consider timings to avoid the MAT making multiple requests.

ICT quotes:

Quotes for ICT contracts were being done MAT-wide. DC would be meeting with the ICT Group next week to draw up tenders and this would come to the LGB. The current providers would be asked to quote, together with the company who carried out the WiFi update.

Biomass Fuel:

This would be reviewed over the year and a longer term contract would be sought once there was a clearer idea of costings.

Personnel: 10th November 2016

Exit interviews

These had taken place and a further two would be completed on Friday.

FGB: 8th December 2016

Reserves

KM to ask Sarah and speak to the EFA about the use of the restricted funds as unrestricted, and feedback to GL – action c/f.

KM reported that at the MAT finance meeting the Accountants had agreed that it was not necessary for the MAT to hold one months of reserves for each school as it is unlikely that all schools would fail at the same time. The new figure will probably be about half of what would ordinarily be held for each school. The reserve would also be split into free reserve and restricted reserve and the Accountants will be advising on a suggested figure for the split.

Safeguarding update:

This is be covered elsewhere on the agenda.

Training governor:

SSp noted that the MAT were discussing governor training across the MAT and so we should check for duplication. KM advised that it would be just the Board members in relation to financial disciplines initially. KM noted that it was important to target training for particular governors at local level. SS reminded governors that online learning was also available.

Action: SS to get a copy of the record of all training that governors have attended. SSp (training governor) to consider knowledge gaps collectively on LGB and also individual requirements.

SSp advised that she would be attending the Termly Briefing tomorrow and would feedback to governors

Action: To establish a rota for attending Termly Briefing meetings.

Management letter:

SS had spoken to Kerry about resigning everyone from Companies House. Individuals may receive a letter about this but no further action was required.

ASC: 14th December 2016

Pupil premium:

The text on the website had been clarified to make it clear that the distribution of resources includes all PP pupils

All Minutes were approved and signed.

KM

SS/SSp

SS

4. Finance report 31st December

The following reports were circulated prior to the meeting: ACTTOBUD Dec 16; Balance Sheet Dec 16; Expenditure Dec 16; and Variances report to Governors Dec 2016.

<p>Q: For the energy project, the loan payments seem to be going out faster than the credits are coming in. A: The energy being saved offsets the costs, but the outgoings are also shown monthly, whereas some of the credits paid are quarterly. The College is still owed money by SSC for the next quarter.</p> <p>Action: DC to check with Louise how the energy savings and energy project costs are shown in the budget.</p> <p>KM reported that under the first draft of the Fairer Funding for Schools scheme, Bassingbourn would be worse off. Neatherhall would be slightly better off but only by about £2 per pupil. The overall funding formula had not really changed because schools in North Cambridgeshire would gain at the expense of schools in the south of the County. The Cambridgeshire Heads were due to meet with MPs and other Heads had written to Heidi Allen. The proposals were currently in draft form and were due to be revised using more up to date demographic data.</p> <p>Action: DC to send government response on the Fairer Funding to governors for information.</p> <p>DC had spoken to County about the children from military families moving into the area. Bassingbourn would receive a one off sum and an uplift allowance for them joining the college. The deadline for the MoD is 1 May 2017 with a start date of 1 September.</p> <p>Q: Is this based on the January count? A: Yes. This will give us resources and funding for a teacher and a TA which has been factored into the budget.</p>	<p>DC</p> <p>DC</p>
<p>5. Link governor reports</p> <p>SSp had booked a meeting for next week. DC advised that it was up to individual governors to liaise with their link leadership team member to arrange meetings. There would be a standing item on the agenda for reporting back. Some reports from last year were still awaited.</p> <p>Action: SS to check if any link governor reports are outstanding.</p>	<p>SS</p>
<p>6. KPI (Key Performance Indicators) monitoring – maths, behaviour and attendance report, year 11 DP2</p> <p>The following reports were circulated prior to the meeting Y11 DP2 Subject; Y11 DP2 Learner Group; Attendance spreadsheet; Bassingbourn Review 2016; Behaviour report Autumn 2 2016; December Data Point Report; Maths review and additional planning; Report on behaviour and Attendance for Autumn term 2 2016-17.</p> <p>VP reported on the KPIs for Y11. There were no questions.</p> <p>VL introduced the Maths review and the arrangements that were in place. These included having a dedicated TA for maths, and providing two-days training for which funding had been secured. VL had also done observations of small groups and these were working well. Regular meetings of the Anglian Learning Heads of maths from all four schools were planned to share strategies and ideas. CCSS online provision was running masterclasses for A and A* students. The new maths teacher is in place on a temporary contract and has made a positive start.</p> <p>Q: Was the temporary contract his choice? A: It is because he is new to maths. His previous background is Latin, but he is able to do maths. Q: Are we looking at moving the TA into a teaching role? A: No, the TA will only be taking small groups.</p> <p>VP noted that at MAT level there was support for ‘growing our own teachers’. In addition, if we were to identify a good teacher, but not have a vacancy at the time, there may be opportunities to find a position within the MAT.</p>	

VL reported that two people from the maths department were due to go on PiXL training in March including the new teacher. The trial exam figures were very encouraging (AQA). The grade boundaries were identified by the maths hub at Comberton. A second AQA exam was planned and the exam boundaries for this would be 15 marks higher than the first exam. All teachers were using Personal Learning Checklists (PLCs) with Y11s.

Q: How did you identify themes to improve maths? **A:** The SLTs and Head of Maths looked at this, taking account of the PiXL strategy and what was being done in other schools.

VP responded to the emailed questions about Statistics and English Literature.

Statistics: VP provided information on the current forecast data for Statistics. **Q:** Do parents know who is doing the Statistics course? **A:** The pupils will know. The information is given at the Y10 information evening and included in the Y10 booklet. It is the top four maths sets.

Action: To let parents know if their child is taking Statistics.

Q: Are pupils disadvantaged by doing the course early when they might get a higher level next year? **A:** It would be too much to do with the existing three exams next year. **Q:** Initially, we felt they would be better off not doing it, so what changed? **A:** VP explained that the Data handling part of the course is linked to the Statistics paper, and this was beneficial in preparing pupils for the GCSEs. The decision came out of the full analysis of maths last year.

English Literature: **A:** All the Y10 cohort are doing the new style English literature course.

Attendance and behaviour

VP provided the latest figures. It was noted that there had been an increase in negative behaviour for Year 9s and this was being monitored. **Q:** Is this cohort now worse than they were in previous years? **A:** Yes, but it may be to do with option choices. We are working with them and strategies are in place.

Q: Does music need a bit more help as there seems to be a concern about getting ready for the exam? **A:** Feedback from the music team is that there is sufficient time to work with students. It was a particularly difficult exam. **Q:** Were the staff surprised at the results? **A:** Not particularly. They know they have a lot of work to cover with the theory elements but there is a plan in place.

Q: Who determines how the afterschool GCSE sessions run? **A:** They are targetted on skills areas, identifying key students and the intervention that they need. **Q:** Is it child focussed, eg if a child needs more help can you accommodate this? **A:** Yes, but this year we are being strategic about them getting to the right sessions.

There were no further questions on attendance and behaviour.

Pupil premium and Raise online

DC reported that following the Data checking exercise, the four PP pupils who had been excluded from the data, were reinstated. This changed the Progress 8 figure for PP pupils to 0.03 giving a positive figure. The Raise online figure had not yet been validated. The Attainment 8 figure had also increased. KM noted that the College was significantly positive for progress.

VL

7. Governance chairing and agendas

KM explained the new agenda format. It was important for governors to read the papers and submit questions before the meeting to allow answers to be prepared in advance and to help keep the meeting running on time.

KM suggested introducing a rolling Chair position so that all governors (with the exception of Staff Governors) would chair meetings and gain experience in this role. The person chairing, would also be involved in building the agenda and should familiarise themselves with the

<p>documents going out. They will also be responsible for agreeing the minutes. This approach was agreed.</p> <p>Action: KM to put together a rota for chairing each meeting.</p> <p>Some governors found the change of meeting start times confusing. It was agreed to monitor the situation for this term.</p>	<p>KM</p>
<p>8. Self evaluation feedback – Triad and LEA reports</p> <p>The following documents were circulated prior to the meeting: Triad Day 10th January 2015; Year 11 Practice Examinations Report.</p> <p>VP informed governors about the Triad meeting and the visit from Christine Stayley, HMI. Christine met with DC, visited lessons, looked at books and reviewed the SEF. Neither reports identified anything that was not already known. It was noted that the information from Triad was in draft form at this stage.</p> <p>Q: How frequent will the Triad visits be? A: It varies by school. DC identified the areas to be looked at. DC noted that the feedback indicated that the documentation was strong. KM felt that the report did not entirely reflect the discussion that took place, particularly the importance of considering the raw data in context.</p> <p>Q: Is outstanding an aspiration or is that what we are? A: The judgement will be made on progress in lessons now, progress over time and other factors. There are lots of other aspects which count towards the grading and the boundary between good and outstanding is not clear.</p>	
<p>9. Staffing update – staffing spreadsheet</p> <p>SS introduced the staffing update (previously circulated). The MFL post had been advertised. The CAL posts had been shortlisted to six candidates for interview who had experience in a range of subjects, including 2 Science, PE, maths, English and Geography. The CAL interviews would take place next week.</p> <p>Governors discussed the provisions for NQTs and noted that there was a shortage of maths and science teachers which was the same across the MAT.</p> <p>Governors received the staffing spreadsheet for next year. It was noted that there were also gaps in subjects such as media/drama. This was addressed by having some staff who were able to teach more than one area. Taking account of the CAL post and replacing the MFL post there would be thirteen, 50 min periods of flexibility over a fortnight. This equated to one quarter of a teacher.</p> <p>Governors discussed the difficulties with recruiting. It was noted that in addition to the CAL and MFL posts, the decision needed to be made soon about whether to appoint internally for maths.</p> <p>SS reported on the Bradford indicator data comparing Dec-Jan figures this year and last year. There had been a lot of staff and children off with ‘flu’ and other viruses over the period. There were no questions. The Holiday back pay had gone through pay role and new contracts had been issued where needed.</p> <p><u>Safeguarding:</u> GL and SM were due to visit to carry out a check.</p> <p><u>Staff governor:</u> The election process had started and DC had so far met with four members of staff who had expressed an interest. Other staff who were also interested.</p>	

10. MAT update and items for the Board and Trustee committees

KM took governors through the MAT update. Interviews had taken place and Price Bailey had been appointed internal auditors for the MAT. They would cover the role that the RO used to perform at BVC. KM had met with the Finance Director to set out the schedule of work for BVC. The risk register needed to be reviewed, together with a catastrophe plan. This was being addressed by a working group, formed with three members from across the MAT. The group would be putting together a Strategic Development Plan for Trustees and Directors initially, and would then focus on an individual school basis. The work was expected to take about two months and would be reported back to the LGB in May. KM would keep governors informed of progress.

Sports Centre

The Sports Centre Dec 16 report was circulated. KM reported that the finalised report would be sent out next week. There had been a good level of interest including from firms that run collective sports centres and are interested in looking at the MAT sports facilities as a block. A follow up meeting was scheduled for 8 February after which we will report to Finance and the MAT Board, and feedback to LGBs.

House sale

Approval had been received from the MAT to go ahead on the recommendation as agreed at the last meeting. DC had met with lawyers and the application to the EFA was going ahead.

Secondary leadership group

DC reported that members from the senior leadership of each MAT school had met to discuss the curriculum. Raise online data from the four schools was used to build a picture of the different institutions. Further meetings would take place every four weeks to drive improvement and share best practice. Another outcome of the meeting involved establishing regular meetings of the heads of English, Maths and Science across the MAT.

A number of events had been put in place for this term including Trust Shakespeare event at Netherhall; a debating event run by Ann Lynn and Rebecca Boxall; Student Leadership Group and the possibility of an event at one of the Cambridge colleges.

Action: DC to bring information from the Secondary leadership group to the LGB.

Q: Is there anything to report from Trustee level? **A:** Not yet. There are five trustees, one from each school. KM noted that the Board level is working really well.

There were no further questions.

Meeting closed at 20.06

Date of next meeting: 01.03.17 – 7pm

Chair