

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 17th May 2018

Present:	Dushy Chetty (CDh) (Chair) Peter Bolton (PB) Alison Butterworth (AB) Duncan Cooper (DC) Rachel Dix-Pincott (RD-P)	Jess Lievesley (JL) Stephen Morris (SM) Ken Murphy (KM) Vickey Poulter (VP) Chris Roope (CR)
In attendance:	Jeremy Brock (JB) Vanessa Larkin (VL) Chris Cornwell (CC) Simon Lambert (SL)	
Minutes:	Hilary Forrester (Clerk)	

	ACTION
<p>1. Apologies and declaration of interests</p> <p>Apologies were received and accepted from George Lynn (GL). Governors welcomed Chris Cornwell (prospective Trust Governor) and Simon Lambert (new parent governor).</p> <p>There were no declarations of interests.</p>	
<p>2. Minutes of last meeting/matters arising</p> <p>The Minutes of the meeting on 8th March 2018 were approved and signed, subject to the following amendment: to change 'staff questionnaire' to 'student questionnaire'. Attendance and behaviour section, change wording to '... there were only 28 FSM students, three of whom had impacted on attendance.'</p> <p><u>Careers report:</u> The Provider Access Statement, which is part of the new statutory careers strategy, had been sent for governors to ratify.</p> <p><u>Chinese students:</u> RDP was still investigating the legalities of arranging the visit.</p>	
<p>3. Health and Safety Update</p> <p>DC introduced the health and safety update, previously circulated. The College had been successful in obtaining CIF funding to carry out 'Electrical Safety Work' to update the school electrics. The first meeting with the contractors had taken place and they would be coming in next week to determine the scope of the work. The College had also been successful in obtaining funding to replace the internal windows and doors in the Drama, Music and TK block.</p> <p>Q: Is there a time limit on spending the money? A: You can apply for an extension, but the work will all be done in summer. Governors thanked those involved in putting forward the bids.</p> <p>Q: Do we have enough in budget for everything in the Health and Safety list? A: No, CIF funding helps, but we plan according to the priority list.</p>	
<p>4. Safeguarding update – SCR check/staff safeguarding questionnaire</p> <p>JL carried out the SCR check for this half term and it was in order. A staff audit was recently done which asked 10 key questions – report circulated. This flagged two areas to be addressed: (i) the colours for visitor lanyards to indicate whether they are CRB checked were</p>	

easily confused. (ii) There is a need to do further training on Prevent. At the MAT safeguarding leads meeting it was agreed to use the same 10 staff audit questions across the MAT schools to facilitate shared training.

5. KPI – attendance/behaviour/data (Yr 10/11)

Behaviour and attendance: The report was circulated in advance. There were no questions.

Data Y10/11: Information about the Maths data points was circulated and VL answered questions. In December, Y11 did trial exam which was marked using last years' GCSE grade boundaries. There was a lack of higher grades because at this stage, students had not yet completed the syllabus and it was the first time they had seen this style paper. The results were used for the DP3 forecast, and to identify learning gaps for individual students. Students did a second trial exam in March (the GCSE paper from November), which was marked using grade boundaries for that exam. The grades were higher than for the previous exam, with some students improving by three grades. It was difficult to predict final grades, but in April another forecast grade was given using the trial exam, taking account of homework, attitude and motivation. VL explained that at DP4, some results had deteriorated because staff were being cautious with the predicted grades in case students given a high predicted grade were not motivated to work as hard in the subject.

Governors viewed the most recent forecast and asked questions. **Q**: If the data we are producing is not what the pupils are likely to achieve, makes it impossible to compare the data across the MAT. **A**: There are multiple audiences for the data, eg parents, students, MAT. We are working at leadership level on having a clearer consistent understanding of the data. **Q**: Are there specific topic areas that are causing problems? **A**: No, it is linked to individual students. The V groups are being adjusted as required. **Q**: How would this affect Progress 8? **A**: This is not known yet. JB explained that there would be more work on the data later. Governors asked if the Maths department was managing without a Head of Maths? DC explained what monitoring had taken place and that observations of lessons, and the maths team had shown it to be a very strong department, demonstrating improvements from last year. **Q**: Are students getting the support they need? **A**: VL outlined the provision in place, including the use of specific resources, eg assessment test papers, Easter revision sessions, lunchtime and afterschool sessions, recapping in class to provide constant revision and master classes for the top set. In addition, individualised learning and revision was provided for students, together with two tier lessons for foundation and higher, one-to-one teaching, and small group teaching with PP students. Walking talking marks is used in lessons to help students learn how examiners mark papers, and Strive for Five is used for PiXL topics to help raise grades. PiXL are due to release practise papers shortly and students will use these over half term.

Q: Is presenting the data in this way specific to maths? **A**: There is inconsistency elsewhere, particularly for new exams in other subjects. There are a lot of unknown factors and staff are being cautious about projecting 8 and 9s.

JB answered questions about the Y11 data point. There was not much change within the subject groups from DP3 to DP4. **Q**: Are you managing the two year groups together? **A**: Yes, and the intervention strategies are in place. Year 10 and 11 took the same practise exam, in which Y11 did slightly better than Y10.

There was discussion about the support provided by the CALs to Y11 students. This support included negotiating with teachers on behalf of students, creating timetables for revision, sharing information in weekly CAL meetings and attending RAP meetings every week to consider support for individual pupils.

Q: Why is science not broken down in to separate subjects? **A**: This is because the pupils have not had the same amount of lesson time in each science subject to date. The final decisions as to whether students should be on the separate or combined course would be made later. There were no further questions.

<p>6. Pupil Premium review – report from the LA</p> <p>The Pupil Premium review was circulated prior to the meeting. VP reported that this had been produced following a visit from Christine Stanley which focused on Pupil Premium and safeguarding. Christine meet with students and staff, and carried out book reviews. There was nothing surprising in the report and work was already being done on the next steps identified.</p>	
<p>7. Finance update (DC) – period 6 update</p> <p>DC introduced the Finance update, previously circulated. This years' spreadsheet reflected the transition from one type of budgeting to another and it was therefore not straightforward to compare previous figures. A carry forward of around £50,000 is forecast, but further work would be done to improve the accuracy of this. There were no major variances and the changes to the energy tariff were being monitored. For period 7, there would some saving in staffing costs.</p> <p>Work had started on next years' budget. The first draft showed about £40,000 shortfall, but this could reduce to £11,000. It was noted that the budget included an estimated £90,000 for barracks students. However, the likely number of students had fallen to three, from the original prediction of 26 students. DC had been in contact with the Local Authority and was pursuing other sources of funding to fill the gap. Next year, Y7 was a good size, but the growth funding would be lagged. Q: Depending on the outcome, would we run at a deficit for a year? A: It would depend on the forecast budget, but we would have to make a proposal to the MAT Finance Committee for approval.</p> <p>DC reported that the MAT had raised the central charge from 3% to 4% to put BVC in line with the primary schools and to take account of increased activity by the central team. The net effect would be an increase of about £20,000pa. Q: Will the rate that we charge the MAT for DC's time increase? A: No, but we also provide other services which offset some of the costs. The 4% will be reviewed annually. Q: Is there an operations officer appointed for the MAT to make savings? A: Yes, to look at bulk savings. We have benefited from the catering contract and the work that the MAT central team has done on GDPR. There were no further questions.</p>	
<p>8. Staffing Update</p> <p>VP provided the staffing update. One member of staff was on maternity leave and would be returning before the end of the academic year. A part time teacher would be on maternity leave from the beginning of June. Arrangements were in place until the end of the academic year. The part time Finance Manager had resigned due to personal reasons and an advert had been placed with a deadline of 22nd May. In the meantime, Robert Sabak was covering for two days per week.</p> <p>The following appointments had been made: Deputy Head of Science, Teacher of Maths, Head of Maths and Science and Deputy Head of Maths (internal appointment) starting in September.</p> <p>There had been one part time teacher resignation. The post had been advertised and two applicants were due for interview. The College had been approached by a Maths specialist teacher who had been an Assistant Principal in the past. DC and VP had met with the candidate, who would be coming in next week for lesson observation. However, the cost had not been budgeted for and would be an additional £30,000. It was noted that the Options ideal model staffing is -26 and that maths teachers are hard to find. Q: Does the teacher have another subject? A: English. VP informed governors that the timescale for teacher resignations has not yet passed.</p> <p>Action: VP to keep governors informed of staff resignations and decisions regarding the potential new maths teacher.</p> <p><u>Absence and cover:</u> There had been 77 days of absence from March until 16 May due to illness, consisting of fifteen teaching staff (32 days) and 6 support staff (45 days). Lessons</p>	VP

<p>covered due to illness: There were 125 lessons covered in Term 1 and 72 in Term 2. Thirty nine lessons were 'rarely covered' (using teaching staff) in Term 1 and 17 in Term 2.</p>	
<p>9. Option numbers</p> <p>The options numbers had been collated and a summary document was circulated. VP outlined the proposals and governors asked questions. Q: The MFL looks low for Y10? A: It is a small year group and not many are doing a foreign language so we are only having one class for each language. Q: Will that affect our bucket scores A: For Y9, there will be 17 students who have a space in bucket 2, for Y8 it is lower. Q: Do you have many dual linguists? A: No, not many students wanted to do two languages. Q: Do you have enough computing hardware for Y9 in September? A: Yes. DC reported that the PP option choices had been scrutinised to ensure course choices were appropriate for individual students.</p> <p>VP explained the percentage of students who got their first choices and those with clashes within the option blocks. There had been a reduction in the number of students getting their first choices from 85% last year to 81% this year. Q: In interviews with students and parents, was there any mention of the drop from four to three choices? A: No this was not raised in the interviews. There were no other questions.</p>	
<p>10. Risk Register</p> <p>Governors considered the Risk Register. It was suggested that unfilled positions within the staffing structure could constitute a risk. DC confirmed that more work would be done on the risk register to identify the headline risks. Q: Do the MAT schools have the same risk register? A: No it is specific to our school, others might have different risks, eg sports centre.</p>	
<p>11. SEF / CIP update / Link governor reports</p> <p><u>SEF/CIP update:</u> VP informed governors that a new structure was being developed for the CIP which would be built around the College aims and aligned to the SEF. Q: Are items on the risk register tracked on the CIP? A: Yes</p> <p>Action: Leadership team to work on the SEF and bring to Governors for review in June.</p> <p>Action: Set a date after half term for Governor Strategy meeting consider the three year plan.</p> <p><u>Link governor reports:</u> There were no reports to receive.</p> <p>Action: SM to liaise with SL about which link area he could cover at present and circulate revised list. The link governor roles would change in September.</p>	<p>DC</p> <p>SS</p> <p>SM</p>
<p>12. CIF bid</p> <p>See item 3 above.</p>	
<p>13. Mini bus</p> <p>The minibus lease needed to be renewed and information was circulated showing costings from different companies. The proposal was to go with the Marshalls minibus 5 year contract at £496 a year. Q: What is the difference between the two types of license? A: You have to do an expensive test to drive the heavier minibus, whereas the lighter minibus can be driven on an ordinary license. Staff would still be expected to take a test for the lighter vehicle, but it is less expensive. Q: Will we join up with the MAT later to supply the minibus? A: There are no plans to do this at present because we need the minibus now, but it could be negotiated in the future. The proposal was approved.</p>	
<p>14. Trust Update</p> <p>KM informed governors that John Culpin (currently principal at Sawston VC) was appointed as</p>	

<p>CEO, starting in Sept. The Trust is looking for new financial director currently and would be focussing on school improvement and quality assurance processes for next year. Members of the Trust Board were working to improve governance structures and communication from LGB Chairs from each school. GDPR work was ongoing, as were the revisions to HR policies and payments. Q: Have we got proposed meeting dates for next academic year? A: These will be known shortly after half term.</p>	
<p>15. Trips & Visits policy</p> <p>The Trips and Visits Policy was circulated for information. Four members of staff had contributed to the revision of the policy. The amended sections included safeguarding, reporting on trips, section 9, to ensure GDPR compliance and planning for incidents.</p> <p>Action: To send out the Trips and Visits Policy to governors for comments with a deadline of 4th June.</p> <p>Action: Governors to ratify the Trips and Visits Policy at the next meeting.</p>	<p>SS</p> <p>SS/All</p>
<p>16. Governor elections – Trust Governor recommendation/Associate member nomination (VPO) /Parent governor update/ skills audit</p> <p>CC and SL left the meeting.</p> <p><u>Skills Audit:</u> SM introduced the outcome of the skills audit (circulated). It was noted that some governors who had completed the audit had now left and new governors were not included. The audit would be repeated with the new LGB composition. It was noted that all areas under Strategic Leadership and Accountability should be covered and any areas that drop below a '2' as the overall score, should be considered for recruitment or governor training.</p> <p><u>Trust Governors:</u> According to the Terms of Reference, Bassingbourn can appoint up to 12 governors on the LGB: two staff, three parent governors and up to seven Trust Governors. There are currently five Trust governors, but KM and GL would be stepping down at the end of the year. It was agreed that in future the LGB could appoint Trust governors electronically, rather than inviting them to a meeting. CC had responded to the advertisement for new governors and his biography was circulated. The proposal to appoint CC as Trust Governor was approved.</p> <p>Action: To seek approval from the MAT Board</p> <p>SM informed governors that Will Clayton, had expressed an interest in becoming a Trust Governor. His biography was circulated prior to the meeting. The proposal to appoint Will Clayton as Trust Governor was approved.</p> <p>Action: To seek approval from the MAT Board</p> <p>SM had met with one other person with a background in regulation compliance who had expressed an interest in becoming a governor.</p> <p>Action: SM/DC to meet with the prospective governor and LGB to make a decision via email.</p> <p>Governors noted that the current composition of the LGB was male dominated. It was important for the Board to represent the wider community. There was discussion about terms of office expiry dates.</p> <p>Action: Sue Smith to circulate a list of governors' terms of office.</p> <p><u>Governor training:</u> SM suggested that part of the Strategy Meeting should include a refresher/overview of Progress 8.</p>	<p>DC</p> <p>DC</p> <p>SM/DC</p> <p>SS</p>

<p>Action: JB to do a refresher/overview on progress 8 at the Strategy meeting.</p> <p>SM confirmed that the training requirements of the whole LGB would be considered after the new skills audit. Finance could be one area to consider. SSp had been the training coordinator and this role should be reallocated. Q: Is there any information for governors about data security? A: It is in the governor pack.</p> <p><u>Associate Governor:</u> Governors were advised that VP attends LGB meetings as an ex officio member, but is not currently a governor. The MAT Clerk recommended that VP be appointed an associate governor, without voting rights. The proposal was approved.</p>	JB
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Meeting closed at 20:00

Chair