

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 13th December 2018

Present:	Alison Butterworth (AB) Peter Bolton (PB) Rachel Ward (RW) Dushy Chetty (DCh) Will Clayton (WC) Laura Sims (LS)	Chris Cornwell (CC) Stephen Morris (SM) Vickey Poulter (VP) Chris Roope (CR) – Chair Mike Urquhart (MU) Jess Lievesley (JL)
In attendance:	Jeremy Brock (JB) – Deputy Principal	
Minutes:	Sue Smith (SS)	

	ACTION
<p>1. Apologies</p> <p>Apologies were received and accepted from Dushy Chetty and Rachel Ward. CC, WC, and LS arrived shortly after the meeting started.</p> <p>2. Welcome and Election of Chair</p> <p>Following the expiry of Steve Morris's term of office as parent governor (formerly Chair of Governors) and the resignation of Mr Lambert as parent governor, elections were held for two parent governors. There were 4 candidates therefore a ballot was held. Steve Morris and Laura Sims were successfully elected by parents. Governors were asked to elect a chair. CR proposed Steve Morris, and AB seconded the proposal. Governors unanimously agreed and SM therefore reappointed as Chair of the local governing body.</p> <p>Introductions were made when Laura Sims arrived.</p>	
<p>3. Declarations of interests/Minutes of last meeting and matters arising</p> <p>There were no declarations of interests.</p> <p>The minutes of the meeting held on 8th November 2018 were approved and signed by the chair of the meeting (AB), and can be uploaded onto the website.</p> <p>Matters arising: The chairs of the LGBs in the Trust will meet termly and feedback to their own LGBs. The CEO is working on a governance document which will include definition of roles at MAT level and will be circulated to LGBs once completed.</p> <p>The Attendance and Expectations for Learning documents will be communicated to parents by the end of the autumn term for implementation from January 2019.</p> <p>Governor elections – these have taken place. Action: Parents to be informed of the changes to the LGB.</p>	SM/SS

4. Stakeholder feedback from 17/18 (VP)

VP explained that there were three stakeholder surveys that took place over a 3 year rolling period. Staff, student and parents. Information had been circulated prior to the meeting on the recent student survey including a summary document detailing the key points and changes from the 2015 survey. A summary of the parent surveys that take place at each parents' evening was also circulated.

Q: How will the data be used? **A:** The data feeds into parts of the self evaluation calendar/SEF

Q: Responses about tutor time and the role of the tutor were not positive overall. **A:** LORIC skills (Leadership, Organisation, Resilience, Initiative and Communication) are being further developed. There are ½ termly tutor training sessions. The structure of the day for the next academic year may also be changed with tutor time being moved so that lessons start at 8.55 rather than a 20 minute period of tutor time at the start of the day.

Q: This is anonymised data therefore the school can't see who the responses are from. **A:** VP confirmed that she was meeting with groups of year 11s and will speak to them about tutor time in particular.

Q: There was a downward arrow on the summary sheet for the choice of GCSE subjects. Was this a strong objection by students? **A:** No, year 9 students will be spoken to in the new year to gather feedback from their experiences in choosing their options.

Q: How are the option choices blocked? **A:** This is done by poll to try to get the best fit. The full impact of a reduction in the number of options chosen, plus the extra year's study at KS4 will be seen when the year 9s sit their GCSEs.

Q: The parental responses to questionnaires following parents' evenings is going down.

A: The school is going to be using Survey Monkey rather than a paper based questionnaire with a link being sent out after parents' evenings. Again, this is totally anonymised so parents will be informed how to contact school if they want to raise a specific query. There will be a full parents' survey in the new year. Governors requested that they have an input into the next survey.

PSHE: VP referred governors to the document sent out regarding PSHE following the bi-annual survey that feeds into the PSHE provision. Following the review of this survey the curriculum will be adapted. VP highlighted that there will be a production in January for year 9/10 students which will focus on criminal exploitation known as "County Lines".

Q: Why aren't year 11 seeing this production? **A:** SLT are aware of lesson time lost for year 11s, but they have been exposed to these issues within the curriculum.

Q: There is no school nurse? **A:** No, there is no school nurse. Contraception and SRE: Lack of c-card provision in the area is an issue. There is a school nurse texting service "Chat Heath" that had been introduced recently in replacement of a school nurse coming into school, but we are aware that this isn't being accessed as well as having the nurse coming into school regularly. School is trying to get the school nurse to come back into school again. The PSHE provision map is reviewed yearly to ensure that students get the correct amount of SRE teaching within the curriculum.

Q: Could we do more for vulnerable students regarding SRE?

A: There is a Young People's worker who comes into school for drop in sessions and individual meetings with students. We are trying to get external agencies in wherever possible. Chat Heath is being advertised to students and we are trying to get a school nurse in to do some PSHE lessons.

Marking of work: This was highlighted in the summary sheet. VP explained that some students want their books marked after each lessons, but school does need to balance staff workload therefore this is not always possible. Marking has changed – there is now constructive feedback given with a fill in the gaps activity as well as the usual WWW and EBI. This gives students a way to improve their work. Work scrutiny is regularly carried out and SLT are seeing that books are marked regularly. JBR advised that the Doodle ragging system was quite comprehensive and helped with "filling in the gap". PB agreed and stated that students get feedback immediately from Doodle, but students still want written feedback.

<p>9. Admissions 19/20 (VP)</p> <p>Currently 138 first choice, 59 second choice. Our PAN is currently 125, although 140 accepted in KS3 currently. VP had met with a representative from the MOD and he confirmed that the barracks would be open on 10th December, although he couldn't say how many families would be deployed or how many children would be coming to BVC.</p> <p>Q: Are we obliged to take children from the Barracks? A: Yes</p>	
<p>10. Improve Plan and risk register (VP)</p> <p>Governors were asked to spend some time looking at the 4 key areas and corresponding strategies and actions. Paper copies were circulated. Responses were collected by VP and the plan would be amended as appropriate and will provide an update at the next meeting.</p>	VP
<p>11. Governor training (SM)</p> <p>Having met with the Principal, SM advised that there is a review of governance across the MAT schools. There will be a review next term, with a peer review and evaluation process. There will be a better focus on training. SM will feedback at the next meeting.</p>	SM
<p>12. Link Governor reports (SM)</p> <p>Governors were requested to circulate their outstanding reports by the end of the term.</p>	All
<p>13. Safeguarding update (VP)</p> <p>VP advised that there had been a MAT safeguarding audit and the report was still awaited. A SCR check had been carried out by two governors. The next check is due in the Spring term.</p>	SM/SS
<p>14. Staffing/premises update (VP)</p> <p>Sports Centre: Despite advertising for the vacancy at the sports centre, a suitable candidate cannot be found. Mrs Isherwood is due to finish manning the sports centre at the end of this term, therefore the school has approached VHS who offer a caretaking service. The premises manager is negotiating with them regarding this possibility. VHS will take over the cleaning contract of the school from 1st January 2019.</p> <p>VP provided a verbal update on current staff vacancies and absences.</p> <p>Assistant Clerk vacancy: Action: SM to liaise with SS and the Clerk to the MAT board regarding the current vacancy.</p>	SM/SS
<p>15. AOB</p> <p>PFA: JL expressed concern regarding the possible collapse of the PFA. He felt that the lack of engagement from parents was due to GDPR restrictions and advised that there is an AGM in January where some of the committee will be stepping down. VP confirmed that she had offered to meet with the chair of the PFA regularly. This is currently a member of the school's staff and meetings had taken place. She is however stepping down at the AGM. Staff members have been emailed to see if they would volunteer to be the school's link for the PFA. VP advised that the parents are sent a weekly newsletter with links to PFA events. The letter from the PFA regarding donations was also sent within a newsletter which links to their page on the school's website. SM said that the LGB are happy to support the PFA and would check with other Chairs to see what their school's policy was in communicating with parents regarding PFA events.</p>	SM

<p>National Funding: VP has been asked by Cambridgeshire Secondary Heads to send out a petition to staff, parents and governors to force a parliamentary debate on increasing funding for education. The NEU has been in to talk to teaching staff and Unison will be in school in January to talk to support staff about funding for schools and how difficult it is for all schools to manage their budgets due to the rise in costs.</p>	VP/SS
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Meeting closed at 8:25pm

Chair