

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 13th June 2019 6pm

Present:	Alison Butterworth (AB) Peter Bolton (PB) Rachel Ward (RW) Dushy Chetty (DCh) Will Clayton (WC) - Chair Laura Sims (LS)	Chris Cornwell (CC) Stephen Morris (SM) Vickey Poulter (VP) Chris Roope (CR) Mike Urquhart (MU) Jess Lievesley (JL)
In attendance:	Jon Culpin (CEO ALT) JC, Jeremy Brock (Deputy Principal) JBR, Vanessa Larkins (Deputy Principal) VL, Philip Church (Assistant Principal) PCH	
Minutes:	Sue Smith	

	ACTION
<p>1. Apologies and declaration of interests</p> <p>Chris Roope sent his apologies, which were accepted. There were no declarations of interests.</p>	
<p>2. Jon Culpin – CEO Anglian Learning Trust, questions and answers</p> <p>Mr Culpin was invited by the LGB for a question and answers session. There were three questions asked and submitted prior to the meeting:</p> <p>Q1. <i>General overview of future plans/developments for Anglia Learning:</i> A: JC explained that the Trust had had 4 key priorities this year. To stabilise and consolidate systems, grow the Trust, school improvement across the Trust, communication between the Trust/stakeholders/ wider community. Whilst there had been issues with schools using different finance packages and functions, these issues had now been resolved meaning that all schools were using the same budget lines, same assumptions and comparisons across all schools can be made. LGBs are responsible for overseeing and agreeing their individual budgets and there is a clear timetable for sending their recommendations to the Trust Board as per the Scheme of Delegation. The new Finance Director, Charity Main, is constantly looking at new sources of funding for the Trust as there are financial challenges for all schools.</p> <p>Q: <i>Are templates and processes now standardised?</i> A: Yes, all budget lines are now standardised. We can now see the costs of services i.e. telephony across the whole of the Trust.</p> <p>As well as Finance, there are also directors of HR, ICT, and a newly appointed Head of Operations who has been fundamental in delivering the Trust award of £1.4 Million school capital funding. BVC has been awarded a proportion of this funding from the Trust as reported in the last minutes.</p> <p>Regarding growth of the Trust, JC reported that the Trust are in talks with schools who may want to join AL. Measured growth of the Trust would allow staff to develop their careers and increase funds into the central pot.</p> <p>School improvement had been driven by Duncan Cooper (DC) and Prue Rayner (PR). There is a structured approach to quality assurance, and whilst the Trust has overarching responsibility, the LGBs are responsible for the design and delivery of their school's curriculum which should be broad and balanced and should also be appropriate to the population locally.</p>	

<p>Q: <i>Overspending/budgets – who is responsible? Is it a collective responsibility?</i> A: The MAT is ultimately responsible. The Finance and Audit Committee/Trust Board/CEO. The LGB approves the budget, but the MAT Board holds responsibility. Reserve funds are the MATs, but currently sit with the school. Communication has improved with newsletters being regularly circulated, a new website is being launched, governance forum meetings and training. DC and PR have also met with Headteachers and LGB chairs.</p> <p>Q2. <i>Future plans for further joint-contracting of services across schools in the MAT</i> JC shared a list of contracts recently entered into across the MAT, namely catering, cleaning, grounds maintenance (across 3 of the schools), ICT hardware purchases, telephony (being rolled out), reprographics, ESPO MAT account. Q: <i>There are savings but the MAT is asking for more funds. Why can't the MAT buy everything? Why are schools allowed to "do their own thing"?</i> A: Looking at other possible procurements and analysis, the gains are marginal for joint procurement. Bulk buying stationery for instance doesn't appear to be beneficial. The benefits schools have seen is that individual schools do not need to bid for Capital Improvement funding, there is central reporting with the Every system, a MAT account with ESPO which is a saving. Q: <i>Do the savings generated by the Head of Operations pay for the salary?</i> Yes, overall, with the costs saved on the CIF bid administration, cleaning contract and catering contracts both picked up centrally for instance. These would all be a substantial leadership expense incurred in each school. Q: <i>Is there development of staff and best practice meaning staff are able to grow and develop?</i> A: There is an emerging cost-effective structure of cross-MAT opportunities to develop careers. There is also help and support offered to schools i.e. premises, HR, ICT.</p> <p>Q3. <i>Guidance from AL on new link governor roles and monitoring activities</i> The LGB handbook is being updated, but the responsibilities of the link governors detailed in the handbook are flexible and could link with the CIP or a curriculum area for instance. Q: <i>We already have link governors, but currently not GDPR or finance. What is the job role and is there any guidance available? Can we have a template if possible for the link governor meetings so all schools are using the same approach?</i> A: Agreed - training and guidance is needed (JC will action). ALIS is being set up for Governors to share information which should be available in Nov/Dec. The LGB handbook is being reviewed and will be shared with LGBs ready for September.</p> <p>The Governing Body thanked Mr Culpin for attending the LGB meeting and answering their questions which they agreed was useful and informative. JC left at 6.45pm</p>	JC
<p>3. Minutes of last meeting and matters arising</p> <p>The Chair of the previous meeting (CC) wished the previous minutes to note that there was an outstanding action on the recent single central record check undertaken in April 2019 with regards to an overseas check. VP advised that the member of staff has shown evidence that he is chasing this from the embassy and a risk assessment was in place. The next SCR check before the end of term is to be agreed with CC/MU</p> <p>Subject to this amendment being recorded, the Minutes were then approved and signed.</p>	SS
<p>4. Introduction to PowerBI (PCH)</p> <p>PCH presented and explained the PowerBI analysis reports which he has been creating for Head of Department, Senior Leaders, and Governors. He explained that the information was extracted from the school's MIS system which refreshes overnight, therefore the information is up to date. He explained that the information was time-saving for staff and</p>	

<p>useful for line management meetings. A governors' dashboard will be shared with governors in the near future. The governors thanked Mr Church for his presentation.</p>	
<p>5. KPIs – behaviour and attendance, year 11 exam update (VP)</p> <p>VP gave a verbal update on the year 11 exams which were coming to an end. Feedback has been mostly positive from students.</p> <p>Q: <i>How was music tech?</i> There is a resit on Monday, and there was a positive visit by the external verifier.</p> <p>Q: <i>What about moderation?</i> VCert Sport, construction – there has been 1 external moderation visit and if they are happy then there will be a postal verification.</p> <p>VP reported that the Exam Assessor for JCQ had visited today and were happy with our processes.</p> <p>Behaviour and attendance report had been previously circulated and no questions had been received prior to the meeting. The report now contains a safeguarding section (MyConcern). Attendance figures were up, with persistent absence figures down. SEN/PP attendance was also positive, however there was still a gap to whole school but VP advised that this could be due to the small numbers of students included in the figures. Exclusions and isolations were also low.</p> <p>Q: <i>Why are the behaviour figures for year 8 high?</i> The head of year is working with the year 8 students as they do have the highest demerits over the year groups.</p> <p>Q: <i>There are 15 recordings of safeguarding logs in the previous half term. Is this high?</i> As this is now recorded electronically, these records can be monitored accurately every half term. VP was happy with the process and level of reporting.</p>	
<p>6. Parental Questionnaire/Parish AGM feedback report 18/19 (VP)</p> <p>VP explained to the Governors that the parental questionnaires have this academic year been sent via Survey Monkey as opposed to the paper questionnaires handed out at the parents' evening in previous years. Feedback is overwhelmingly positive in all categories.</p> <p>Q: <i>Are there parents who don't access Parentmail?</i> A: This will be checked by SS.</p> <p>Q: <i>7% of parents who completed the questionnaire reported that they disagreed or strongly disagreed that the school deals with bullying effectively. Is there any reason for this?</i></p> <p>A: There is a free text box to write in a comment at the bottom of the questionnaire.</p> <p>Q: <i>Can a free text box be added next to the question so that parents can write a comment rather than comment at the bottom of the questionnaire? Can the wording be changed to ask whether their child has been a victim of bullying?</i> A: Yes, this can be done. We use the wording that Ofsted use but it can be changed.</p> <p>Governors were informed that there has been a year 11 leaver's questionnaire issued to students and parents. The letter for the students has been given to them by hard copy and emailed to their BVC email accounts. Parents have had a Parentmail email.</p> <p>Action: Year 11 parents and students to be reminded to complete the questionnaire.</p> <p>Parish AGMs. It was reported that the college's representative, Ann Lynn, had attended the majority of the Parish AGMs along with 2 college captains. Rachel Ward had also attended the Orwell AGM. The feedback from the meetings was extremely positive and the Parish Councillors welcomed their contributions.</p>	<p>SS</p> <p>SS</p>
<p>7. Budget approval (VP)</p> <p>Budget information was shared with the governors prior to the meeting. VP confirmed that 3 checks of the staffing budget had been made as outlined in the budget planning document circulated. The LGB were asked to ratify the budget and agree the 3 year deficit reduction plan as detailed by VP. (PCH left during this agenda item at 7.30pm)</p> <p>Q: <i>When will the school receive the profit share from Chartwells?</i> A: We are not sure yet, but this money does need to come in before the end of the academic year.</p> <p>VP will seek to ensure, with the approval of the MAT that any surpluses (including the house sale when the sale goes through) will go into deficit recovery not reserves.</p>	

<p>VP sought the approval of the governors to request a deficit budget with a 3 year reduction plan. The governors agreed unanimously to recommend the 2019/20 budget to the MAT Board of Trustees for their approval. Action: VP/SM to write to the MAT Trust Board.</p>	VP/SM
<p>8. LGB administration and link governor reports (SM)</p> <p>Assistant Clerk recruitment. There is still a vacancy. One application had been received, but the applicant has accepted another post. Strategy meeting reminder – 4th July 2019. The agenda items will be:</p> <ul style="list-style-type: none"> • Role of link governors • Plans for monitoring • Governor training • LGB expertise (i.e. finance) <p>With regard to College Improvement, VP reminded governors that we were at the end of year 1 of a 3-year plan. Priorities for year 2, our core values and aims are being shared with staff. Action: VP to circulate the 3 year and 1 year plans. SM reminded governors to ensure that their link governor meetings have taken place and reports circulated by the end of term.</p>	VP All
<p>9. Safeguarding / Whistleblowing / GDPR (VP)</p> <p>The annual safeguarding report to governors will be presented at the first LGB meeting in September. VP advised that she was meeting with DCH tomorrow for the safeguarding governor meeting. VP also confirmed that there have been no whistleblowing reports lodged, or GDPR breaches reported, and reminded governors that a safeguard section had been added to the KPI section.</p> <p>The staff governors and other staff present were asked to leave to allow for a confidential discussion to take place. Staff governors RW, PB, and staff members VL and JBR leave</p>	
<p>10. AOB</p> <p>Improvement planning, Post 16 destinations to be added to the next agenda. The governors will meet on 16th July for a farewell to Mr Cooper. Action: SS to book Yuva The governors were also made aware that the year 11 students' art exhibition was on display in the prom area, and were also invited to the Shakespeare Festival presentation to be held at Netherhall on 1st July.</p>	SS
<p>11. Staffing update</p> <p>This item is the subject of a confidential minute.</p>	

Meeting closed at 8.00pm

Chair