

# BASSINGBOURN VILLAGE COLLEGE

## Minutes of the Local Governing Body meeting held on 26<sup>th</sup> September 2019

**Present:** Stephen Morris (SM) – LGB Chair Rachel Ward (RW)  
Peter Bolton (PB) Vickey Poulter (VP)  
Dushy Chetty (DCh) Chris Roope (CR)  
Will Clayton (WC) Mike Urquhart (MU)  
Laura Sims (LS)

**Chair of Meeting:** Stephen Morris  
**Also in attendance:** Vanessa Larkins (VL)  
**Minutes:** Sue Smith (SS)

	ACTION
<p><b>1. Co-opting of Governors</b></p> <p>Vanessa Larkins and Jeremy Brock, were formally appointed as Associate Members onto the Local Governing Body for a period of 4 years in their roles as Deputy Principals.</p>	
<p><b>2. Apologies</b></p> <p>Chris Cornwell and Alison Butterworth sent their apologies, which were accepted. Jess Lievesley was not present and no apologies were received. There were no declarations of interests.</p>	
<p><b>3. Minutes of last meeting and matters arising</b></p> <p>ALIS – is currently being launched and all Governor information will be shared on the platform. There is a new version of the Governor handbook (which has been shared with governors and will be discussed within the LGB planning section of the agenda). The final SCR check was completed by CC/MU on 19<sup>th</sup> July.</p> <p>SS confirmed that 99% of families received Parentmail notifications. There is the facility to print off letters for those who don't receive Parentmail.</p> <p>Year 11 questionnaire – VP reported that the return was too small to report on to governors, although reported that students did like the workshops. The governors asked how returns can be improved in future and whether the timing of the questionnaire could be changed. VP agreed that the timing of the questionnaire would be looked at next year.</p> <p>The Budget was accepted by the Trust Board. The finance manager is currently working on P12. The carry forward should be more positive however and will be put into the deficit reduction plan. More information will be given in the next LGB meeting.</p> <p>The Minutes were approved and signed.</p>	VP
<p><b>4. Safeguard/Prevent/GDPR Training Refresher</b></p> <p>VP provided the Governors with a safeguard training refresher which incorporated prevent and GDPR reminders. Action: Circulate PowerPoint presentation electronically to all governors</p> <p>Governors were asked to ratify the updated Safeguarding Policy, which is in line with the Anglian Learning Policy. With the exception of typographical errors and additions to</p>	SS

<p>include “invigilators, peripatetic music teachers and site staff” where appropriate when referring to teaching/support staff, the policy was agreed and ratified. Action: SS to make amendments and place on the school’s website. Governors were given the following documents to read and acknowledge by the next LGB meeting on 01.10.19</p> <ol style="list-style-type: none"> <li>1. Safeguarding Policy</li> <li>2. KCSIE</li> <li>3. Data Protection Policy</li> <li>4. ICT Policy</li> <li>5. Code of Conduct</li> </ol> <p>The Annual Safeguarding Report was sent out with the Agenda. Q: How does the reporting of cases compare with other years? A: Slightly higher, but 1 case now closed. These figures will be reported with KPIs in future meetings.</p>	SS
<p><b>5. Exam results 2019</b></p> <p>The papers were circulated with the Agenda. No questions were received prior to the meeting. VP referred governors to the Family Fischer Trust information which gives estimates of results compared with national figures. Each Anglian Learning school has reported too. VP advised that results were higher than the national average and were very pleasing.</p> <p>Q: What are the next steps? A: Each head of department/faculty lead is producing an exam report and SLT will look at strengths and weaknesses for each department. An action plan is then drawn up which feeds into the College Improvement plan.</p> <p>Area for improvement has been highlighted as maths for the higher attaining students. VL advised that a raising achievement plan was being written for maths and science with the Head of Department and will be shared at the next LGB meeting. Q: How did the intervention groups do? A: A lot of students did convert to 4s and 5s. Governors were informed that Edexcel may be a more accessible exam paper rather than AQA currently used. Further Maths may also be an option in future which can be sat as well as Maths GCSE. Q: Are the groups set by ability or skills? A: on attainment.</p> <p>Q: Are students covering the full curriculum as some schools teach only around 50% of the course (targetting the easier questions rather than focussing on teaching for the harder questions which students struggle with) but by doing this the results can be better for students attaining 4s or 5s? A: For instance foundation/lower set students may not always cover the full course.</p> <p>Q: What is a pass mark in the new grading system? 4 – standard pass, 5 – good pass. VP shared the comparative English and Maths results over the Trust with the governors for their information.</p> <p>Science: WC congratulated the science and English departments on their results, which should be commended.</p> <p>Q: What about Music Tech? A: We are looking at a different course, possibly BTech. The current VCert course is very technical and learners who are opting for this subject don’t understand the technical aspects. Marking is also very difficult, or instance if students don’t get a distinction in all criterion then they won’t get a distinction at all. A raising improvement plan is in place for the subject too.</p>	
<p><b>6. SEF Calendar and Improvement planning</b></p> <p>Documentation was previously circulated with the agenda. Governors were asked to give their feedback on the 4 one year sections ready for the next LGB meeting on 31<sup>st</sup> October. VP highlighted that these sections are central to form the basis of Link Governor meetings.</p>	All governors

<p><b>7. Professional learning and staff CPD</b></p> <p>The training calendar and Professional Learning handbook was shared with governors and VL explained the objectives and activities offered, in school and via Anglian Learning Trust and the Anglian Gateway.</p> <p>Q: What is there is only 1 person in a department? A: Staff can research on the internet or join other groups. VL was aware that it is not as straight forward for a 1 person department, but highlighted that there are opportunities for staff to ask for other CPD requirements. Anglian Learning will also support 1 person departments especially in curriculum areas with the aim to help support recruitment and retention.</p>	
<p><b>8. Staff and premises update</b></p> <p>VP provided a premises update and walked the governors through the recent CIF projects, with wiring projects being completed in the Hive and TK block, relining of the rear car park and barriers put in place. The fire alarm link has been connected to the sports hall but there is still work to be done on the hot water boilers and lighting in the sports hall and the completion of the access control system to the school site. A new asset management plan is being drawn up for future project bids to include replacement heating/plumbing systems. New signage focussing on safeguarding is being investigated. Sports hall bookings are up on last year and we have had an enquiry for hiring of our facilities in the summer holidays.</p> <p>Q: Are all external tutors/people who run clubs subject to safeguarding checks? A: Yes, all people who run clubs needs to provide their safeguarding policy, confirm that they have an adequate DBS check and insurance if needed.</p> <p>CR advised that he met with the premises manager for an H&amp;S meeting. There will be an H&amp;S report presented at the next meeting.</p> <p>VP shared with the governors a staffing update. A further update will be provided at the next LGB meeting.</p>	
<p><b>9. LGB planning</b></p> <p>SM had previously circulated the LGB handbook, and will provide governors with an annotated copy of the handbook highlighting things that “must” be done by the LGB and what “may” be done.</p> <p>All governors have now logged into the new Office 365 email system, although some governors still do not have historic emails. Action: SS to chase Anglian Learning.</p> <p>Rota for chair of meetings – Action: SM to circulate a proposed schedule. A rota for governor briefings is also needed.</p> <p>Single Central Record check – VP advised that this was to be actioned by the Safeguarding Link Governor (DCH) as per the Safeguarding Policy. As CC and MU have previously carried out recent checks, MU could support DCH in this check. DCH will meet with VP for the safeguarding link meeting on 15<sup>th</sup> October.</p> <p>SM advised Governors that there are now link governors required for the following areas:</p> <ul style="list-style-type: none"> <li>• Pupil premium</li> <li>• SEN</li> <li>• Finance</li> <li>• H&amp;S</li> <li>• Safeguarding</li> </ul> <p>The governor body may also appoint a GDPR governor, although this is not a must.</p> <p>Governors were asked to look at the job descriptions (Appendix G of the handbook). Action: A skills audit will be circulated by SM before the next meeting to assess the</p>	<p>SS</p> <p>SM</p> <p>SM</p>

<p>current skills and weaknesses of the governing body but it was felt that finance was a weakness which the LGB may wish to recruit for.</p> <p>There is a requirement for a sub-committee for pay/remuneration which is necessary to scrutinise the recommendations for pay progression of staff. Action: SM to speak to AB to discuss options for this sub-committee</p> <p>The Anglian Learning Academy planner 2019/20 and Summary of Strategic Documentation had also been shared previously with governors. SM highlighted that there was both Local Authority training for governors (as a subscribed school to the SLA), and also Anglian Gateway training at a further cost, and advised that there would be a MAT level governance review for all governing bodies in the near future.</p>	<p>SM</p>
<p><b>10. AOB</b></p> <p>Q: Following the recent exit interviews for staff who have now left, is there any follow up action needed after the interviews? A: The interview notes are only shared with the Chair and Vice Chair, as well as the Principal if permission is given by the member of staff therefore would not be discussed within a general LGB meeting.</p>	

Meeting closed at 8.20pm

Chair .....