

**Bassingbourn Village College
Local Governing Body
Meeting Minutes**



12 December 2024 at 6pm at the college

Governors Present: Alison Maley (AM) Chair
 Ian Stoneham (IS)
 Laura Sims (LS)
 Will Clayton (WC)
 Nik Cunniffe (NC)
 Sarah Anderson (SA)
 Elizabeth Lock (EL)

Others Present: Heather Lander (HL) Governance Professional

	ITEM	ACTION
1.	Apologies for Absence	
	There were no apologies for absence. Jo Lambert (JL) did not attend the meeting.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
3	Minutes of last meeting (17.10.24)	
	All governors had read the previously circulated minutes, and these were accepted as a true record and agreed.	
4.	Matters arising from minutes of 17.10.24 not on this agenda	
	<p>Item 4 – Matters arising from the previous minutes of the 16.05.24 meeting. There were some questions raised by the governors prior to the 17.10.24 meeting which had not been answered at that meeting. IS responded to those questions as follows: -</p> <p>(Q) What are the final numbers for the admission of year 7, and what are the class sizes?</p> <p>(A) Final numbers for the admission of year 7 was 150. Average class size is for 30 children.</p> <p>(Q) To take a Ukrainian child into the school, would you flex admission numbers for this if necessary?</p> <p>(A) Yes, would flex.</p> <p>(Q) Why is the section on authorised absences in red? Does this need reviewing?</p> <p>(A) IS was not sure on this point and would have to look in to why the section had been highlighted in red on the minutes.</p>	IS/AM

<p>(Q) Vertical tutoring: The naming is not intuitive, and class names are very difficult to remember. When completing forms parents do not remember the names of their children's forms. Is there a better way of naming the forms?</p> <p>(A) IS confirmed that the school would be looking at a logical structuring next term. IS explained that there had previously been horizontal tutoring which was changed to vertical tutoring and then there had been a merging of the two systems. The school need to strip back the structuring and review the whole process.</p> <p>Item 6 – Curriculum Y 11 data - There were questions that had been raised prior to the previous meeting on 17.10.24 that had not been fully answered. IS responded to those questions as follows:-</p> <p>(Q) Does the peak on the results histograms at grade 5 in maths, Spanish and combined science suggest a lack of ambition in terms of foundation vs. higher, or a good strategic decision by relevant leader?</p> <p>(A) IS confirmed that it was a bit of both. Some subjects show more confidence than others. There is a new faculty lead for science compared to maths. The full impact is not known until later.</p> <p>(Q) A further question was asked in response to this as to whether someone would look back retrospectively at the results.</p> <p>(A) IS confirmed that yes this would happen.</p> <p>(Q) Would it be possible to see a histogram showing distribution of A8 grade by pupil, to understand more about outcomes at the top end?</p> <p>(A) Yes, this will be possible and will be arranged for a later governor meeting.</p> <p>Action: histogram to be provided for the LGB.</p> <p>A governor commented that the information currently provided does not allow sufficient detail of individual children.</p> <p>IS confirmed that the Y11 practice exams had just finished and the data from those would be available at a later governor meeting.</p> <p>Jeremy Brock (JB) is the lead on school data but has been absent from school unwell for a time. JB will be at the next LGB meeting to present an update on data.</p> <p>Action: update on data to be provided at the next LGB meeting.</p> <p>Other matters arising: -</p> <p>It was confirmed that all pecuniary declarations of interest had now been completed and returned.</p>	<p style="text-align: center;">IS</p> <p style="text-align: center;">IS</p>
--	---

<p>In connection with the audit skills previously completed by the governors, it had been identified that the LGB would like training on how to interpret the school's data. NC agreed to provide the LGB with the necessary training before the next meeting and would also include JB as the schools lead on data.</p> <p>HL to liaise to make the necessary arrangements for data training for the LGB.</p> <p>(Q) A governor asked if it would be possible to put the details of the training in the Anglian Learning calendars for the governors. Also, could the dates of the LGB meetings also be included.</p> <p>(A) HL confirmed this would be possible and would be actioned.</p> <p>Action: HL to include dates of LGB meetings as invites in the governor calendars.</p> <p>Considering the number of safeguarding governors was in hand as part of the overall recruitment process for new governors. The Chair confirmed that the recruitment of new governors for the LGB was a focus for the new year. Approaching local industries would be the start to the process and Johnson Matthey had been identified as the first company to communicate with. The Chair asked if governors could let them know if they had ideas of any other industries that could be approached.</p> <p>Action: Governors to consider other local industries to approach for recruitment of new governors</p> <p>(Q) A governor asked whether the new governors would have to have any particular skills.</p> <p>(A) The Chair confirmed that they do not have to have specific skills, having a holistic view is now a more appropriate consideration for the recruitment of new governors.</p> <p>(Q) A governor asked whether it would be possible to put something into the parent communications about the recruitment?</p> <p>(A) The Chair confirmed that they had been thinking about approaching the Yr 11 parents from the previous year, but it is unlikely that they would have access to the contact information.</p> <p>(Q) A governor asked whether any other parents could be added as governors.</p> <p>(A) The LGB currently has two parent governors. The Chair would consider whether it would be an option to set out recruitment details in the parent communications from the school.</p> <p>(Q) A governor asked whether recruitment details could be included in the staff communications from the school.</p>	<p>HL</p> <p>HL</p> <p>ALL</p>
---	---

<p>(A) It could be considered. IS confirmed that he is going in to primary schools and could consider whether there is an option to raise the recruitment of new governors with other staff members that have SEND/Safeguarding skills.</p> <p>(Q) A governor asked whether there were any possible links through the transition relationships from year 6 to BAS.</p> <p>(A) IS confirmed this is an option that can be considered further.</p> <p>IS confirmed that previous highlighted areas of the Safeguarding Policy had now all been resolved.</p> <p>EL has completed the online National College Safeguarding and the Safer Recruitment training.</p> <p>A link to the National College had been requested for SA to be able to complete the online Safer Recruitment training. At the date of the meeting, the link had not been set up. (Since the meeting HL followed up and a link has been sent through for SA).</p> <p>Action: SA to complete the Safer Recruitment training.</p> <p>The blueprint for the curriculum had not been added to the Teams folder. IS has since added the blueprint to the folder for the LGB to see.</p> <p>HL has added the LGB planner to the Teams folder.</p> <p>IS confirmed that the governors will now receive the weekly communications that are sent out to parents.</p> <p>Item 11 – Link Governor reports – IS was to provide a summary of where the PP funding is being spent this year.</p> <p>IS confirmed that JB leads on the PP but had not been in school for the last four weeks. Although IS had had conversations with JB about the PP this would be deferred until the next LGB meeting on 13 February when JB would attend to provide the governors with an update.</p> <p>Action: PP funding summary to be provided for next LGB meeting.</p> <p>On the Inclusion and SEND report on 14 June 2024, governors were asked to consider whether they have any connections within the local community which could provide an alternative activity. There had been no comments from the governors prior to the 12 December 2024 meeting.</p> <p>At the meeting a governor offered an offsite facility that could be considered for alternative activity.</p> <p>IS confirmed there was a lot of unused space within the school that could be considered/explored particularly following conversations that IS had had with farming parents. IS will continue to explore with the local community.</p>	<p>SA</p> <p>IS</p>
---	---------------------

	<p>(Q) A governor asked whether an outside classroom could be considered.</p> <p>(A) IS confirmed there was an old piggery and a large piece of land that could be considered for use.</p> <p>LS provided further information about inclusion and SEND provision. (There is a separate agenda point below regarding the latest Inclusion and SEND link governor visit on 27 November 2024 and the written report provided).</p> <p>(Q) A governor raised a question prior to the meeting. Is it possible to have a list of current first aiders and their qualifications? This is something that has been raised a few times during staff exit interviews and it would be helpful to see a list of current qualifications.</p> <p>(A) IS provided the information to the LGB.</p>	
5.	Policy Approval	
	<p>There had been policies presented at the previous meeting which had now been completed and were re-presented to the LGB for approval. Governors agreed the following: -</p> <p>Safeguarding and Child Protection Policy Anti-Bullying Policy</p> <p>Behaviour policy - Governors expressed concerns about some of the phrasing and language within the policy, feeling it lacked clear alignment with the approved strategic therapeutic approach and was open to interpretation. A discussion took place regarding specific areas that raised these concerns and training that could mitigate these concerns. Governors agreed on the importance of training staff to set boundaries while ensuring sanctions were not the default response. They agreed the need for a more structured approach to behaviour management, supporting students through proactive planning. IS confirmed that while the policy serves as a foundation, it was a direction towards the therapeutic approach and is expected to evolve over time. IS will review the language used in the policy and its alignment, and it will be revisited at the next LGB meeting.</p> <p>Action: Behaviour policy to be revisited at next LGB meeting.</p> <p>(Q) A question was raised by a governor that the LGB would like to understand how IS is thinking to change the culture within school and what is proposed to put in place to help support staff to understand the needs of the SEND students. What strategies are/will be in place to ensure staff are inclusive of SEND students in their classroom teaching?</p> <p>(A) IS confirmed that the SEND students for January 2025 have to be identified and staff perceptions need to be addressed. A 3 – 4</p>	<p>IS</p>

	<p>year plan will be put in place which will be explicit about what the school is trying to achieve.</p> <p>(Q) A governor had raised a question prior to the meeting. Again, what strategies are/will be put in place to ensure teaching staff are being educated on a more therapeutic and inclusive approach to resolving bad behaviour in school?</p> <p>(A) IS confirmed the school is trying to join up strategies around behaviour and make staff accountable. Changes are slowly being introduced for staff to take on board.</p> <p>(Q) A governor asked if staff who have responsibility for teaching SEND students had been identified?</p> <p>(A) IS confirmed that staff had been identified.</p> <p>(Q) Are you receiving support from the MAT?</p> <p>(A) IS confirmed yes and the school was considering how it could best use the support.</p> <p>(Q) Will the MAT support the school if financial payments are needed to action the support?</p> <p>(A) IS did not know but confirmed the school had an early strategy to tackle the position.</p> <p>(Q) Is there anywhere else in the MAT that has a similar issue to consider?</p> <p>(A) IS confirmed not exactly the same as at Bassingbourn.</p> <p>(Q) Where do you see the starting point for addressing the situation?</p> <p>(A) IS confirmed through the inclusion strategy regarding demerits, early interventions and work for opportunities.</p> <p>Following the discussion, the governors agreed the policy as it currently stands but confirmed there was a clear direction of travel for the policy. IS acknowledged the LGB comments.</p>	
6.	SIP update	
	<p>IS provided the LGB with a Principal's report as part of the papers prior to the meeting.</p> <p>The report included details of the first 100-day plan and IS confirmed the actions are colour coded.</p> <p>Green = the action has been completed.</p> <p>Amber = the action has been started but has further work required before it is changed to green.</p> <p>Red = the action has not yet been started.</p>	

<p>IS clarified that the website action was shown in red as work to update the site had only just been started.</p> <p>(Q) A governor had earlier raised a question about the website and the timeline for it going live.</p> <p>(A) IS confirmed that the staff member involved in updating the website had previously been absent for a period of time but was now back. This had delayed work on updating the site. A small amount of work had been carried out in the interim.</p> <p>IS confirmed that he anticipated the site would be updated and live by the end of January 2025.</p> <p>(Q) A governor asked how out of date the website was.</p> <p>(A) IS confirmed the site was significantly out of date. It now has a banner to confirm a new site is under construction. The issue has been very old software on the site.</p> <p>IS confirmed that the critical policies on the website are the new versions, the remainder of the policies are currently the old versions which will be updated/replaced with newer versions.</p> <p>(Q) A governor asked if it was possible to share a staff who's who in the Teams folder.</p> <p>(A) This question needs to be considered.</p> <p>Action: Staff details to be uploaded to the Teams folder.</p> <p>(Q) A governor had commented prior to the meeting that there does not seem to be a staff list available at the moment on the current website and the First Aid Policy needs updating.</p> <p>(A) As IS confirmed previously, old versions of policies would be updated with newer policies.</p> <p>IS clarified that the action covering attendance was shown as amber.</p> <p>(Q) A governor asked for clarification if attendance meant those students who were in school.</p> <p>(A) IS confirmed it did. The process for attendance would be considered as green but as the tracking and intervention has not been fully implemented yet, the whole action was shown as amber.</p> <p>IS confirmed that the focus for the next 100 days would be:-</p> <ol style="list-style-type: none"> 1. Empowering staff to be at the centre of leading change, 2. Supporting students to achieve their academic potential with a sharp focus on Year 11, 3. Improving consistency in our classroom practice and implementation of the behaviour policy. 	<p>IS</p>
--	-----------

	<p>IS has shared the priorities with staff and asked for their suggestions. IS will share with the governors once the priorities/suggestions have been collated.</p> <p>Action: IS to share priorities/suggestions with governors</p> <p>IS is pulling together a long term (3-4 year) plan for the next LGB meeting. IS shared a DNA plan with the governors which will also be the focus at the next LGB meeting with a specific look at the various strands.</p> <p>A governor commented that the school should celebrate the green achievements on the 100-day plan.</p> <p>(Q) A governor asked how the various meetings with staff had gone.</p> <p>(A) IS confirmed the meetings were going well. The meetings were an opportunity to discuss skills with the staff and, similarly the staff had lots of ideas for changes. The staff were positive.</p> <p>(Q) A governor asked if staff were expressing their frustrations.</p> <p>(A) IS confirmed that they were.</p> <p>(Q) A governor asked if the meetings with parents were going well.</p> <p>(A) IS confirmed they were. That about 70% were positive and about 30% had an issue to raise. All of the issues raised are valid and to be addressed.</p>	<p>IS</p>
7.	Curriculum	
	<p>IS had provided the LGB with detailed information in the Principal's report.</p> <p>IS clarified that there is a lot of extracurricular activity offered to students, but it was uneven. Sport is offered a lot. There are a lot of students who have very little extracurricular activity in their day. The school will need to consider the options, and it will be a challenge to address.</p> <p>IS confirmed that at present however they are making what is happening in the classroom the main focus rather than clubs etc that can be offered.</p> <p>(Q) A governor had raised a question prior to the meeting. What is the curriculum teaching and learning action plan?</p> <p>(A) IS confirmed it is part of the longer-term planning process and that there would be a substantial report on this in the second Spring meeting (27 March 2025).</p>	

	Report to be provided at 27 March 2025 LGB meeting	IS
8.	Safeguarding	
	<p>EL had provided a written report on the link governor visit on 29 November 2024 and provided more detailed verbal comments for the LGB.</p> <p>It was noted that there was no continuity as the DSL had not been at the meeting. The vice principal had attended the meeting instead. IS confirmed that DW was senior to VL and that VL reports directly to IS. DW is bringing together the Safeguarding and SEND strands.</p> <p>There may be a need to look at future meeting structures as certain areas had only been covered briefly.</p> <p>IS confirmed there was a need to review the staff involved with Safeguarding as they were concerned with capacity. There is not a particularly large team of staff managing Safeguarding on a daily basis. They are looking at new staff to have Safeguarding roles.</p> <p>(Q) A governor asked if staff absence was still a concern.</p> <p>(A) IS confirmed that staff absence was still high, but it has improved. Absence does still have a knock-on impact.</p> <p>IS confirmed that the school was looking to appoint a new attendance officer.</p> <p>IS had provided further Safeguarding information for the LGB in the Principal's report.</p>	
9.	Inclusion	
	<p>IS had provided attendance and inclusion information in the Principal's report.</p> <p>(Q) A governor had raised a question prior to the meeting regarding the Inclusion Blueprint evaluation. Could we see a RAG rating of where the school is at with this so far?</p> <p>(A) This question will need to be considered.</p> <p>Action: RAG rating of Inclusion Blueprint evaluation to be provided to the LGB.</p> <p>The school's attendance record was broadly in line with other Anglian Learning Trust secondary schools. SEND attendance was slightly below the average across the Trust. The Trust figures are better than the national figures.</p>	IS

<p>(Q) A governor raised a question prior to the meeting. Attendance figures gradually deteriorate over time from Yr 7 to Yr 11. This is a similar pattern across the Trust. Why is that and what will the new attendance staff member do to improve that?</p> <p>(A) IS confirmed that the school would be taking on a specific person in the role of attendance officer to ensure that trends of absence can be addressed in Yr 7 and Yr8 to prevent persistent absence in later years. It is important to track and monitor from an early stage.</p> <p>(Q) A governor asked if there had been an attendance officer before.</p> <p>(A) No one could remember there having been one.</p> <p>IS clarified that the person employed for the role of attendance officer is to be considered as a main role/sole focus for that individual.</p> <p>(Q) A governor asked what skills that person would require.</p> <p>(A) IS confirmed someone who is administratively effective or excellent at outreach work. There are staff who have those skills, but the school is looking at the impact of deploying those staff to the role.</p> <p>(Q) A governor raised the point that AI could be considered in conjunction with the role.</p> <p>(A) It was acknowledged that there are systems/software available that could be used.</p> <p>IS confirmed the suspension rate is slightly higher than across the Trust. It is however a lower rate than last year and is moving in the right direction.</p> <p>(Q) A governor asked what the pathway is for those children that are suspended.</p> <p>(A) IS confirmed the school is trying a range of strategies.</p> <p>(Q) A governor asked if IS thinks those students can be managed at BAS.</p> <p>(A) IS confirmed that they agreed they could be. The school would try everything to manage those students within BAS. The school does need staff and spaces to make this effective.</p> <p>IS advised that some of the problems are coming in to the school at the start of Yr7 and consideration needs to be given to an earlier approach in Yr5 and Yr6.</p> <p>(Q) With regards to SEND – a governor raised a point prior to the meeting that the LGB are not aware of the SENDCo resigning as they have not received the communications sent out to parents. Please could this be put in place now.</p>	
--	--

	<p>(A) IS confirmed that governors should now be receiving the parent communications.</p> <p>IS confirmed the school is looking to appoint a new SENDCo but are being careful to consider the correct person. Until such time as a new person is in role, the school will be buying in support for an external SENDCo.</p> <p>In the Principal's report there are details reflecting the increasing level of need for SEND, which is not getting any less. The school is moving away from alternative provision, or the use of Teaching Assistants and a week-by-week plan is being drawn up to cover the absolute basics. IS confirmed the plans for each student are being brought up to date as some are out of date.</p> <p>The LGB asked whether an exit interview would be offered to the SENDCo and, if so, they are happy if required to be involved.</p> <p>(Q) A governor asked if parents of SENDCo students had longer time at parents evening.</p> <p>(A) IS confirmed not. If parents do raise concerns about SEND, they need to be considered.</p> <p>LS had provided a written report of the link governor meeting on 27 November 2024. LS clarified that space and zones to facilitate SEND needs was an issue. IS confirmed they had plans on how to zone this working with the existing space within the school.</p>	
10.	People & Leadership	
	<p>Details of complaints and whistleblowing were included in the Principal's report.</p> <p>IS confirmed that there have been two complaints which are now resolved. The school has learnt from these and taken away actions accordingly.</p> <p>The LGB confirmed that it was good to hear IS was open to considering complaints that are considered as fair.</p>	
11.	Feedback from Academy Governance Forum (AGF)	
	<p>The Chair provided feedback to the LGB from the last AGF that they had attended on 22 October 2024. The Chair confirmed that the Trust is going through a new strategic plan and is waiting to hear more about this. The Chair confirmed that all governors will be included as part of the strategic plan process.</p>	
12.	AOB	
	<p>SA commented that it was looking good, and the school was moving in the right direction.</p> <p>This was the last LGB meeting for WC. The Chair thanked WC for all of their time spent as a governor, for their guidance and input and particularly their time as Chair of the LGB. A card and small gifts were presented to WC.</p> <p>The meeting ended at 8:19pm</p>	

13.	Date and time of next LGB meeting	
	13 February 2025 – 6pm to 8pm	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Minutes of 16.05.2024 – check why authorised absences highlighted in red	13/02/2025	IS/AM
4	Histogram and up to date data to be provided	13/02/2025	IS
4	Arrange training for LGB on understanding data	13/02/2025	HL
4	Include dates of LGB meetings in Governor Anglian Learning calendars	ASAP	HL
4	SA to complete Safer Recruitment training	ASAP	SA
4	PP funding summary to be provided	13/02/2025	IS
4	Parent communications to be emailed to the LGB	ASAP	IS
5	Behaviour policy to be revisited for LGB	13/02/2025	IS
6	Staff who's who to be uploaded to Teams folder	ASAP	IS
7	Provide details of the curriculum teaching and learning plan	13/02/2025	IS
9	Provide a RAG rating of the Inclusion Blueprint evaluation	13/02/2025	IS

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE