

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



13 February 2025 at 6pm at the college

Governors Present: Alison Maley (AM) Chair
Ian Stoneham (IS)
Laura Sims (LS)
Jo Lambert
Sarah Anderson (SA)
Elizabeth Lock (EL)

Others Present: Jeremy Brock (JB)
Heather Lander (HL) Governance Professional

	ITEM	ACTION
1.	Apologies for Absence	
	Apologies were received from Nik Cunniffe and accepted by the LGB.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
3	Minutes of last meeting (12.12.24)	
	All governors had read the previously circulated minutes, and these were accepted as a true record and agreed.	
4.	Matters arising from minutes of 12.12.24 not on this agenda	
	<p>Item 4 – Matter arising from the minutes of the 16.05.24 meeting. There was a question raised by a governor prior to the 17.10.24 meeting which had not been answered at that meeting.</p> <p>(Q) Why is the section on authorised absences in red in the minutes of 16.05.24 meeting? Does this need reviewing?</p> <p>(A) It was confirmed that the highlighted sections were areas marked by the previous Principal where changes had been made.</p> <p>Prior to the meeting on 17.10.24, a question had been asked as to whether it would be possible to see a histogram showing distribution of A8 grade by pupil, to understand more about outcomes at the top end?</p> <p>IS had confirmed this would be possible and would arrange the histogram for a later governor meeting. At the meeting on 12.12.24, IS could not remember if the histogram was to be for last year or this year. It was confirmed the histogram was for last year. IS confirmed it would be prepared and provided for the LGB.</p>	

<p>Action: histogram to be provided for the LGB.</p> <p>The update on data was provided by JB under item 5 of the agenda for the 12.12.24 meeting.</p> <p>Other matters arising: -</p> <p>NC carried out the data training with the LGB on 11 February. The session had been recorded and would be uploaded to the Teams folder for information.</p>	<p>IS</p>
<p>Action: LS to upload recording to Teams folder for the LGB.</p> <p>HL had added details of the training in the Anglian Learning calendars for the governors. Also, the dates of the LGB meetings had been included. Any future relevant dates will also be added.</p> <p>Governor recruitment – IS confirmed he had visited Bassingbourn Barracks and there was a possible officer that would be a good recruit to bring appropriate skills to the LGB. The LGB agreed that IS should make contact and explore further with the officer.</p>	<p>LS</p>
<p>Action: IS to explore possible recruitment of new governor</p> <p>EL joined the meeting at 6.07pm.</p> <p>It was confirmed that there was a new governor to join the LGB that AM and LS had met prior to the LGB meeting. The details of the new recruit would be sent through for HL to put through the recruitment process as a Trust Appointed governor.</p>	<p>IS</p>
<p>Action: HL to deal with the recruitment process for the new governor.</p> <p>SA had completed the online Safer Recruitment training.</p> <p>The governors now receive the weekly communications that are sent out to parents.</p> <p>Pupil Premium information was provided under item 7 of the agenda for the 12.12.24 meeting.</p> <p>Item 5 – Behaviour Policy – The policy had not been updated for the meeting. As the Policy represents a cultural change to the school it is continually being returned to as a work in progress.</p> <p>IS confirmed they are doing specialist training connected with behaviour looking at completely restorative therapeutic behaviour at one end of the scale and lots of clear systems in place but no room to manoeuvre at the other end. The school is openly and transparently currently moving between the two.</p> <p>The school is balancing current behaviour approach v Policy and procedures and there is a lack of consistency between the two. There needs to be a tighter and clearer policy for staff.</p>	<p>HL</p>

	<p>(Q) – A governor asked if the school is still using STEPS?</p> <p>(A) – The school has been, but it has been misunderstood and therefore there are less boundaries.</p> <p>The school and staff will have to flex their approach to the Policy.</p> <p>The LGB are in support of the direction the school is going but Behaviour and the Policy will need to be revisited at each meeting.</p> <p>It was requested that this be a standing agenda item.</p> <p>Action: HL to ensure Behaviour Policy included as a standing agenda item for each meeting.</p> <p>Item 6 – SIP Update:-</p> <p>Full list of staff has been uploaded to the LGB Teams folder.</p> <p>IS will share the staff priorities in connection with the 100-day plan with the LGB.</p> <p>Action: IS to share staff priorities with the LGB</p> <p>Item 7 – Curriculum – IS will provide a substantial report on the Curriculum teaching and learning plan at the LGB meeting on 27 March 2025.</p> <p>Action: IS to provide a substantial report on the Curriculum teaching and learning plan at the LGB meeting on 27 March 2025.</p> <p>Item 9 – Inclusion – IS confirmed that the Inclusion Blueprint evaluation has been rated on a scale but it is not strictly a RAG rating.</p>	<p>HL</p> <p>IS</p> <p>IS</p>
<p>5.</p>	<p>Data – an update</p>	
	<p>JB attended the meeting to provide the LGB with an update on data.</p> <p>Practice exams had been undertaken in Nov/Dec for year 11 only. There was a two-week review for each subject leader following the exams and the outcomes were very much about what can BVC learn from the data.</p> <p>Subject leaders were asked to provide their thoughts and also share any concerns at that stage to allow for appropriate interventions to be planned.</p> <p>JB confirmed that Pupil Premium funding would be utilised for any of the SEND students identified as requiring interventions from this process.</p>	

<p>The SLT considered how to move forward with the results of the various reviews. The result was an action plan which JB shared with the LGB.</p> <p>JB explained that the action plan was looked at from the students perspective. A tier list was established for the students and they were ranked coming in on English and Maths using 9-4 rank.</p> <p>(Q) – Was there any impact on English and Maths?</p> <p>(A) – No not really.</p> <p>The action plan gives opportunities for intervention at an early stage and allows tracking of the student’s progress. JB confirmed students could be moved between ranks right up to the day before the exam but stressed it is based on what is in the best interest of the individual student.</p> <p>(Q) – Are the results predictable?</p> <p>(A) – In the second tier the aspirations for students are a 9. In the third tier not on English/maths as this result is an underachiever from what BVC expects. Students identified in the third tier are having weekly meetings which includes appropriate interventions.</p> <p>(Q) – Who carries out the meetings?</p> <p>(A) – The mentors.</p> <p>This approach puts the onus on the adults/staff rather than just sitting and speaking with the students. Evidence of the meetings is gathered on a weekly basis and is included in the supporting documents for each student.</p> <p>(Q) – Will there be a follow through on this evidence?</p> <p>(A) – Yes, absolutely.</p> <p>(Q) – Why has this not been done before?</p> <p>(A) – New management has brought these ideas in.</p> <p>(Q) – Is there an equivalent plan for year 10?</p> <p>(A) – No.</p> <p>(Q) – Will there be?</p> <p>(A) – Currently the immediate focus is on the year 11s but there will be consideration for other years as part of the Strategy Plan.</p> <p>JB confirmed that a subject plan had also been rolled out to record the interventions which gives a fixed point for the line managers.</p>	
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	<p>Every two weeks there will be a discussion about the action plan/interventions and discussions about the students' progress.</p> <p>The LGB were shown the documents that have been set up for this process.</p> <p>(Q) – Other students not on the interventions plan, are they ok?</p> <p>(A) - All students are covered in the plan.</p> <p>(Q) – Are the interventions held at lunchtime or after school?</p> <p>(A) – Maths interventions are during school time in the mentor sessions. Students are invited to those sessions. English is during lunchtime and there is also science. All 3 subjects offer evening sessions, but they are voluntary.</p> <p>The whole process had been checked to take forwards/follow up and staff had been prepared to put in the time to make it a success.</p>	
6.	Curriculum	
	<p>IS will cover the Curriculum teaching and learning plan in a substantial report at the next LGB meeting on 27 March 2025.</p> <p>Action: Report on the Curriculum teaching and learning plan to be provided for the LGB meeting on 27 March 2025.</p>	IS
7.	Inclusion – Update and Pupil Premium (PP) funding and spending	
	<p>A PP strategy statement had been provided for the LGB to see prior to the meeting. JB confirmed that he had revised the reporting compared with previous statements so that it now included an impact strategy. Figures at 6 February 2025 were provided for the LGB to review.</p> <p>(Q) – Is the percentage of PP pupils high?</p> <p>(A) – No. As there are several military students, they will always get PP.</p> <p>(Q) – Do you get that money even if the pupil is a high attainer?</p> <p>(A) – Yes.</p> <p>JB confirmed PP military students are taken out of the exam scores when considering that data.</p> <p>Year 8 has a high number of PP and there is a 3-year plan for this.</p> <p>(Q) – Is there a high correlation between PP and SEND?</p> <p>(A) – JB had not looked at this but confirmed they would provide an analysis for the LGB.</p>	

	<p>Action: JB to provide an analysis tracking the correlation between PP and SEND students</p> <p>The PP Strategy Statement had a gap for a named governor to be included as the PP Link Governor. It was agreed this would be LS for the time being.</p> <p>Action: LS to be included as the PP Link Governor for now.</p> <p>(Q) – Is the PP funding being spent on the PP children?</p> <p>(A) – Yes.</p> <p>(Q) – When will the LGB next see the Strategy Statement?</p> <p>(A) – It will be presented annually.</p> <p>It was confirmed by the LGB that they need to be able to see the follow through from one year to the next.</p> <p>(Q) – When can the LGB see progress against the Strategy Statement?</p> <p>(A) – Progress can be provided in July 2025 to the LGB but the Link Governor will be able to consider in depth at appropriate link governor visits.</p> <p>JB provided details of the cohorts and the gap between the whole school and PP students.</p> <p>IS provided an explanation of how the PP funds are spent. IS explained that the funds are not just used to access specific activities for SEND students. Funds are also used to pay a proportion of staff wages who are involved in providing their time to support PP students.</p> <p>In some instances, funds are being used from the whole school pot where a balance is needed for broader strategies for all students e.g. metacognition.</p>	<p>JB</p> <p>JB</p>
<p>8.</p>	<p>Safeguarding - Update</p>	
	<p>IS confirmed there had been 2 formal complaints since the last LGB meeting, both were Safeguarding related but different situations.</p> <p>One has not been fully resolved but has provided learning for the school from a Safeguarding perspective.</p> <p>The other was a one-off concern raised about the Safeguarding process of the school.</p> <p>Camilla Saunders has carried out a review of safeguarding systems in the school and provided a report.</p>	

9.	People & Leadership – ICFP Review	
	<p>ICFP – Integrated Curriculum Financial Planning</p> <p>IS confirmed this was a review covering planning for the school’s finance. The process involves the planned curriculum being mapped against staff required/available. They are about 90% through the process.</p> <p>Some of the curriculum structure needs to be looked at.</p> <p>Currently, based on the planning, the review is projecting a significant deficit.</p> <p>There is some flex around funding the staffing required to meet the curriculum that is needed, but the school does not have sufficient funds to staff the curriculum that they would like to offer.</p> <p>IS can take the LGB through this in more detail at the next meeting.</p> <p>Action: IS to provide detailed information around the ICFP review.</p>	IS
10.	Risk – Review key risks	
	<p>IS confirmed the key risks had not changed but there were significant actions happening regarding the school site.</p> <p>IS explained they were working on a staged plan regarding the footpaths across the school to either re-route or close.</p> <p>Currently not enough has been done using soft measures i.e. signage etc.</p> <p>IS is working with them to go through the process.</p> <p>Another suggestion being looked at is the installation of a system that can deal with different scenarios within certain areas of the school, which would also incorporate panic alarms for staff.</p>	
11.	School Strategy Plan	
	<p>IS confirmed that so far, the Strategy Plan had only been talked about in short terms i.e. 100 days plan to act as a starting point to bridge the gap. By Easter the school needs to have a longer plan. April to April is a better time frame for planning purposes. It allows for an Inset day in June/July which covers plans for the next academic year.</p> <p>IS has been putting together an initial 4-year plan which was presented to the LGB to consider. The focus of the plan is how do they get BVC to 75 years in 2029.</p> <p>IS asked the LGB for their input on the plan as it had currently been drafted. There was discussion from the LGB. Some of the areas discussed were around specific wording and ensuring that behaviour is included within the strategic priorities.</p> <p>The LGB need to input to the process and have chance to discuss. IS confirmed that the plan remains a live document and invited the LGB to add their comments/thoughts by the end of February.</p>	

	<p>Action: The LGB to meet to discuss and add comments to the plan or individuals to add their own thoughts.</p> <p>(After the LGB meeting, the chair organised a separate meeting to be held on 24 February for those governors who were available to discuss the plan further)</p>	LGB
12.	AOB	
	<p>AM confirmed that there would be a visit from Ken Murphy, one of the Trust Board trustees who was coming to observe how the LGB in BVC works.</p> <p>It was also confirmed that the Blueprint Training scheduled for the 26 March had been postponed. As soon as a new date had been arranged the LGB would be notified.</p> <p>The meeting ended at 8:32pm</p>	
13.	Date and time of next LGB meeting	
	27 March 2025 – 6pm to 8pm	

Items for Future Meetings	
Meeting	Item
27 March 2025	Behaviour Policy as a standing agenda item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Histogram for last year to be provided	27/03/2025	IS
4	Recording of LGB data training to be uploaded to Teams	ASAP	LS
4	Follow up possible new governor recruit	ASAP	IS
4	New governor recruitment process	ASAP	HL
4	Share staff priorities for the 100-day plan	ASAP	IS

4 & 6	Substantial report on Curriculum teaching and learning plan to share	27/03/2025	IS
7	Provide an analysis tracking the correlation between PP and SEND students	ASAP	JB/IS
7	Add LS as the link governor for PP	ASAP	JB
9	Provide detailed information around the ICFP review.	27/03/2025	IS
11	LGB to provide comments on the 4-year Strategy Plan.	28/02/2025	LGB

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE