

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



3 July 2025 at 6pm at the college

Governors Present: Alison Maley (AM) Chair
 Ian Stoneham (IS)
 Laura Sims (LS)
 Jo Lambert (JL)
 Sarah Anderson (SA)
 Elizabeth Lock (EL)
 Nicholas Cunniffe (NC)
 Kim Caldwell (KC)

Others Present: Jonathan Rockey (JR), Deputy Director of Secondary Education for AL
 Heather Lander (HL) Governance Professional

| | ITEM | ACTION |
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| 1. | Apologies for Absence | |
| | There were no apologies for absence. IS had been delayed for the start of the meeting but arrived later, as minuted under agenda item 5. | |
| 2. | Declarations of Interest | |
| | There were no declarations for any item on the agenda. | |
| 3 | Minutes of last meeting (08.05.2025) | |
| | All governors had read the previously circulated minutes, and these were accepted as a true record and agreed. A request was made by the Governors to have draft minutes available earlier for both information purposes and to pick up the actions. See further comments made under agenda item 7 in this regard. | |
| 4. | Matters arising from minutes of 08.05.2025 not on this agenda | |
| | The Behaviour Policy is a standing agenda item for each LGB meeting. There was nothing new to report on the Policy. AM updated the LGB on the recruitment of a new Governor from Bassingbourn Barracks. AM and LS had attended a meeting at the Barracks and met with the Unit Welfare Officer (UWO) and a member of their team. The UWO formally accepted the invitation to join the LGB and will be introduced in person at the first LGB meeting of 2025/26. The recruitment process is being undertaken by HL. Action: HL to complete recruitment process of new Governor. It was confirmed that the appointment will be an asset to both the LGB and Bassingbourn VC and will provide a proactive inter-relationship for all. The team member of the UWO will be able to give support to PP children from the Barracks. A Governor asked how many PP pupils there were? | HL |

Approved at the LGB meeting on 2 October 2025

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| | <p>The number has not yet been confirmed.</p> <p>A Governor asked whether the consideration of recruiting a member of staff with SEND/Safeguarding experience from another school to join the LGB could be revisited? This is noted as an action to follow up on.</p> <p>Action: follow up on the possible recruitment of a member of staff from another school with SEND/Safeguarding experience as a Governor.</p> | IS/AM |
| 5. | Safeguarding | |
| | <p>JR introduced himself to the LGB before giving a presentation on an Ofsted view of the Governing role which covered: -</p> <ul style="list-style-type: none"> • Key responsibilities of Governors, • KCSIE 2025: Key Updates, • What Governors Should Do, • Tools and Resources – a safeguarding question bank for Governors was provided, • Ofsted and Inspection Readiness, • Summary and Next Steps. <p>IS arrived at the meeting at 6.20pm.</p> <p>Questions raised by the Governors during the presentation were: - (Q) – What training should we do? We did the internal training from the DSL at the start of 2024/25. (A) – Specific safeguarding training for Governors not the training for staff. JR will look into Safeguarding training courses the Governors can do via the NC.</p> <p>Action: JR to look into NC training.</p> <p>Note – it has since been confirmed that LGBs receive Safeguarding training at the first LGB meeting in the autumn term. It is a PowerPoint prepared by Camilla Saunders (CS) and is delivered by the DSL for the school. It is aimed at Governors and will be different to the staff training. Any Governor who misses this training will be required to complete Governor Safeguarding on the National College (NC). New Governors complete the NC course as part of their induction. For 2024/25, the LGB received annual safeguarding training prepared by CS and presented by the DSL at their meeting on 17 October 2024. The slides from the training, KCSIE 2024 and a link to the Safeguarding Quiz were uploaded to Teams for the LGB after that meeting.</p> <p>(Q) – The Trust provides a link to training on the NC but we cannot access it? (A) – JR confirmed that they would follow this up. Note – since the meeting, a quick link to the NC has been added to the section of Connect for Governors and a quick guide to the login process using single sign-on has been provided to the LGB. Governors have been able to access NC but it should be noted that only the training modules of NC are used, not the Compliance aspect.</p> <p>Action: JR will follow up regarding access to the NC.</p> | JR |

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| <p>(Q) – Can an example from a school within the MAT where safeguarding information is good be provided? (A) – That information is not available at present as JR has only been in post for a few months, but he will action this for the LGB. Action: JR to provide an example of what good safeguarding looks like from another school within the MAT.</p> <p>(Q) – Under the KCSIE 2025 there are new duties for the local authorities relating to children not in school. Who is this for? (A) – For the local authority to be able to track and intervene.</p> <p>JR confirmed that school policies should be tightened up.</p> <p>IS stated safeguarding can be a grey area where staff are also parents, but everyone has a collective responsibility for how safe children feel in school.</p> <p>JR confirmed that the key document is the Safeguarding Policy together with the Child Protection Policy.</p> <p>Early in the autumn term the Governors should know what safeguarding training the staff have done and are encouraged to ask that question if the information has not been provided.</p> <p>A Governor asked if procedures are in place for mid-year staff? It was confirmed Safeguarding training for staff from the National College is used in this case.</p> <p>A key question for Governors to ask later in the academic year is whether staff have remembered what was covered in the safeguarding training.</p> <p>IS confirmed that staff are sent a set of questions around safeguarding later in the academic year.</p> <p>A Governor asked who monitored the results of these questions? IS confirmed that the DSL monitors and any low scores are followed up directly with the member of staff. The results provided the school with any trends coming through that can then be addressed.</p> <p>JR confirmed that there would be a new inspection framework for Ofsted from September 2025 where the focus would be on leadership, culture and safeguarding impact. The direction of travel is to be based on the lived experience of each child and ensure that the most vulnerable are the safest. Governors should know who is ensuring these areas are being implemented but not be involved with the day-to-day operations. Action: EL to ensure this is covered in Link meetings and report to the LGB.</p> <p>JR emphasised that safeguarding is a shared responsibility. Governors should ask key questions and see the evidence; the DSL is responsible and IS is accountable.</p> | <p>JR</p> <p>JR</p> <p>EL</p> |
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| <p>JR confirmed that his role for Bassingbourn VC is to ensure a whole school improvement achieved through his regular time spent there. CS is responsible for safeguarding/inclusion throughout the MAT and is less often in the school.</p> <p>A Governor asked if it would be possible to be provided with a list of responsibilities of the SLT? IS confirmed this was currently in a state of flux with staff movements but it will be provided when finalised. Action: list of SLT responsibilities to be provided to the LGB.</p> <p>JR confirmed that they were happy to come back to future LGB meetings and review further safeguarding with the Governors. The aim is that the DSL for the school should come to some of the LGB meetings to report to the Governors from the start of the next academic year as part of their responsibilities.</p> <p>MyConcern Trends – IS confirmed that the annual pattern had not yet been finished. It would be available in September for the complete academic year.</p> <p>Current known trends are:-</p> <ol style="list-style-type: none"> 1. The volume of concerns is 3 times as many in June 25 compared to September 24. June has been very volatile. Staff are still reporting but duplicate concerns are affecting the numbers. There is currently a depleted safeguarding team, but support is being provided by other DSLs in the Trust. 2. There has been a concerning increase in right wing extremism via online access and external sources. Boys are particularly affected. The school must be very careful with its approach through challenge and tracking. It is a Trust wide trend. <p>A Governor asked what the strategy was to deal with the extremism going forwards? IS confirmed the approach has to be multi-faceted. Staff need to be attuned to and have at the forefront of their minds the language being used. PSHE is focussed on some of these areas including questioning where does information come from. Planned management for staff is incorporated into the inset programme for the start of the next academic year. Thought is being given to appropriate communications in this area.</p> <p>A Governor asked if there was anyone IS could take advice from? IS confirmed that a number of schools in the Trust were dealing with this and advice can be shared between them.</p> <p>A Governor raised a point that upskilling PSHE staff plus the whole staff team would be beneficial. IS agreed.</p> | <p>IS</p> |
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IS confirmed that there had been no change to the cohort, the view of the targets had been reconsidered by using the Fischer Family Trust (FFT) dashboard as a resource. Targets need to be ambitious but realistic.

- 2. If data points do not match targets, what - if any - action follows by subject leads and/or SLT?
IS clarified the process. Data is generated for the senior team to review and create trends. There is a 2-week period to review and the senior team will then unpick the results and pick up through line management with the appropriate staff.*
- 3. Similarly, if the GCSE results are lower than the targets, what does that mean, and what will happen?
IS clarified the position.*
- 4. Why is 2023 rather than 2024 given as comparator (column AM in Subjects tab)?
2024 data is not available.*

A Governor asked if this will be an issue?
IS confirmed it would not be helpful but continues to address the matter.

- 5. Are there any subjects about which you have concerns, given the results of the Year 11 practice exam. What has been done to support them?
IS confirmed there were 4 subjects where there were concerns.
Where interventions have been put in place, there is a correlation between them and gaps where staff have not been available.
This has had an impact on all classes where staff are being spread to cover gaps.
For computing, a new member of staff has been appointed. The current computing member of staff will be moving on. As there will then only be one computing teacher, they will be treated as a member of the maths team to receive support in their role.*

A Governor asked about the position of science staff going forwards?

IS confirmed that the school will be 3 short in September but the long-term focus is on Keystage 4. There is a need to fully staff in science.

More robust science resources will be bought in to the school. They have attempted to cover the science gaps with specialists, but this has made the standard of teaching difficult. The priority has been Keystage 4 at this time.

A Governor asked about the monitoring impact on pupils with the reduced staff cover?

IS confirmed tracking is carried out through excel spreadsheets. There is software that can now be provided

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| | <p>to track against timetables for pupils. This will be reported on in future to the LGB.</p> <p>A Governor asked about the data for other pupils? IS confirmed this information will be shared with the LGB. The data process is the same for all year groups but at Keystage 4 it is set nationally.</p> <p>6. <i>From the "groups of learners" tab, SEN maths 4-9 percentage in Year 11 data point is concerning given the (albeit ambitious) target. What is being done to help these students succeed?</i> <i>Targeted groups can be picked up from the data and a process put in place with the appropriate interventions. That information will then feed into the next years cohort.</i></p> <p>The Governors requested that the approach for questions raised in advance of the LGB meetings revert back to how it used to be. Questions raised prior to the meeting are uploaded to the Teams folder and IS adds answers in advance. That avoids the need to cover those questions in the meeting but does allow for any further discussion based on the responses. Action: questions from the LGB prior to meetings to be collated in a document in Teams to be answered in advance.</p> <p>The Governors also raised comments at this point regarding the provision of information for LGB meetings. They would like to have more time to review documents for meetings and to raise upfront questions to ensure the meetings are more focussed.</p> <p>IS confirmed the position had not been ideal for the last academic year but there will be a new SLT in place for September. Moving forwards it will make for a better position. Staff currently available have been in operational mode with no capacity for additional involvement.</p> <p>A realistic time frame and workload balance has to be struck. Providing information for the LGB in 5 days will be a challenge but providing information more in advance is achievable.</p> <p>IS and the LGB agreed to change the process for 2025/26 LGB meetings as follows: -</p> <ul style="list-style-type: none"> • Papers for the LGB meeting to be provided 2 weeks in advance in the Teams folder, • Questions from the Governors to IS a week before the LGB meeting, collated into a document uploaded and available in the Teams folder for this purpose. Governors can then see other questions that have already been raised that may be similar, • IS to add answers to the document by the day before the meeting for all Governors to see. <p>Action: HL to ensure agreed process is implemented for 2025/26.</p> | <p style="text-align: center;">HL</p> <p style="text-align: center;">HL</p> |
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| | <p>IS confirmed that the subject of broader experiences, trips etc will have an allocated senior member of staff who will report to the LGB on this area going forwards.</p> <p>End of year/annual awards is a matter that the school want to get right and have as a priority for next year.</p> | |
| 8. | Inclusion | |
| | <p>IS had provided an Inclusion document to cover attendance and suspension data.</p> <p>The SEND annual report was not available. There had been a change of SENCo during the year, and a lot of action had taken place around this area, but it would need a much larger conversation.</p> <p>LS is the Link Governor for SEND and can drill into the detail at Link Governor meetings to report back to the LGB.</p> <p>A Governor asked about SEND and documents that should be available for the LGB to see.</p> <p>JR confirmed that the Draft SEND Policy and SEND Information Report, both for 2024/25 were available on the school website. There was discussion around a SEND annual summary that had in the past been provided to the LGB.</p> <p>After the meeting, JR confirmed that there is no statutory requirement for a SEND annual report. Termly SEND reports from the Link meetings will be sufficient to inform the LGB.</p> <p>There was no Inclusion Link Governor report. A meeting has been planned for the following week.</p> | |
| 9. | People & Leadership | |
| | <p>Staff and Pupil surveys had been provided for the LGB together with an action plan for strategic consideration.</p> <p>IS is reviewing and analysing the results and speaking with staff members to identify consistencies needed.</p> <p>One of the areas in the survey covered safety around the corridors/site. IS is identifying the behaviour culture that they are trying to end up with but there are gaps in the systems.</p> <p>A Governor asked how long will it take to come up with a strategy, particularly where high-profile pupils are involved?</p> <p>IS clarified that it needs to be a clear system on how a pupil will be managed where currently there is a lack of clarity.</p> <p>There are pupils who have good plans, but others are falling between gaps.</p> <p>Plans need to be known by everyone involved and trained staff need to be in place otherwise this can cause inconsistencies.</p> <p>The timeframe is a challenge as there is not the same level of need for each pupil.</p> | |

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| | <p>A Governor asked who will do the work on this? IS confirmed the new Inclusion Deputy Principal will deal with this. There is a need to take a longer time to allocate staff and systems to address this.</p> <p>A Governor asked what the timescale for interventions of the priorities was? IS confirmed year 1 of the development plan. It will have to be considered at a high level of granularity.</p> <p>A Governor noted that comments from staff were around the same area, behaviour inconsistencies. IS commented that changing behaviour is not an overnight solution, it has been in place for years. The challenge is about consistency that where something will happen the approach is the same for all involved. This has to be about engagement from everyone.</p> <p>A Governor asked if staff were onboard with the behaviour policy? IS confirmed that not all are on the same page but the majority are trying, and it looks better for September 2025.</p> <p>IS ran through the staff changes with the LGB and confirmed that there is a strong team in place for 2025/26.</p> <p>IS also confirmed that an attendance officer had been appointed and was already making a difference.</p> <p>IS confirmed there was no whistleblowing to report.</p> <p>There had been 2 complaints at stage 1.</p> | |
| 10. | Governance & Central Team Matters | |
| | <p>AM provided brief feedback from the AGF meeting in May. The Trust strategy is now evolving, and all Governors are invited to attend the Summer AGF on 10 July. This will cover AL Strategy 2030 and a talk about “Reimagining Governance” with a focus on how governance can evolve to best support implementation of the strategy.</p> <p>The LGB Self Evaluation activity was postponed until it was understood what was required. This has since been considered as a possible activity for Governor Day 1.</p> | |
| 11. | AOB | |
| | <p>A Governor asked about the end of year barbecue for staff. IS confirmed he would have a definitive date for this later. It was subsequently confirmed the date was Thursday 17th July, after school. Invites were sent to the Governors.</p> <p>The meeting ended at 8:34pm.</p> | |
| 12. | Date and time of next LGB meeting | |
| | Dates for the 2025/26 academic year would be considered and sent through after consultation with events already in the school calendar. | |

| Items for Future Meetings | |
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| Meeting | Item |
| 2025/26 Academic Year | Behaviour Policy as a standing agenda item |
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| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| 4 | Complete the recruitment process for new Governor | ASAP | HL |
| 4 | Follow up on possible recruitment of a member of staff from another school with SEND/Safeguarding experience to the LGB | ASAP | IS/AM |
| 5 | Look into NC safeguarding training and access to NC for the LGB | ASAP | JR |
| 5 | Provide safeguarding information from another school as an example | After review of other schools | JR |
| 5 | Safeguarding Link Governor to ensure new Ofsted framework regarding lived experience of each child and the implementation of those areas is covered at Link meetings and reported to the LGB. | Ongoing from Sept 2025. | EL |
| 5 | Provide Annual Safeguarding Monitoring Report | Sept 2025 | IS |
| 5 | Provide a list of responsibilities of SLT | Sept 2025 | IS |
| 6 | Provide a named member of staff responsible for year 11 strategy and outcomes | Sept 2025 | IS |
| 6 | Consider a sub team for strategy | ASAP | LGB |
| 7 | Change of format for LGB meetings for 2025/26 | Sept 2025 | HL |
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| Rolling Action Log | | | |
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| ACTION | DEADLINE | RESPONSIBILITY | UPDATE |
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Approved at the LGB meeting on 2 October 2025

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