



**Linton Village College
Full Governing Body Meeting**

**Tuesday 7th December, 2021 at 6.00 pm
Venue: Remote Meeting via Zoom**

MINUTES

Present: Peter Woodroffe, Helena Marsh, John Batchelor, Clare Gorman, Denise Hall, Clive Turner, Andrew Docherty, Carolyn Babinsky and Jill Carter.

Associate Members: Tim Darby, George Jenkins, Anna Garner and Cheney Payne.
Ken Murphy (Anglian Learning Trustee)

Clerk: Tracy Coston

1. Welcome to the meeting.

Welcome to Ken Murphy – Anglian Learning Trustee
The Trust welcome Clare Gorman to the Governing Body.
Rachel Hickey has an approved sabbatical from the Governors until January 2022.

2. To receive and accept apologies for absence: Vanessa Whitcombe, Rachel Hickey and Peter Smyth.

3. To receive Declarations of Interest:

Andrew Docherty: Cambridge University Press & Assessment, incorporating the OCR exam board.
John Batchelor: District Councillor

4. To agree the FGM minutes of the last meeting held on 14th September, 2021: The previously circulated minutes were approved and signed by the Chair.

5. To deal with any matters arising not on the agenda

- **Changes to the Admissions Policy 2023/24:** A copy of the new admissions policy was circulated. The consultation due to close in February. The main change is that feeder primary schools must be in catchment. All schools have been informed and strong links will continue with the schools. Pupils do not have to attend feeder primaries for 2 years when the policy is changed. There are 163 first choice applications which is 45 more than last year and over 300 in total. No changes are going to be made to the PAN at present.

Admissions Committee: The Governors formed an Admissions Committee: Clive Turner, Clare Gorman, Jill Carter.

- Uniform providers: Helena March to check with Shahla Matarazzo and report back.

6. Pupil Premium: Governor questions on the Pupil Premium Report (GJ)*: George Jenkins was thanked for his report.

How has staff absence affected the catch-up tutoring? The Support Hub hasn't been fully staffed yet and one member of staff is at an alternative provision for 3 days a week. When staffing levels allows more catch-up sessions will be organised for disadvantaged students.

The report mentioned concerns about the reading ability of students? Is there a particular area of concern and a particular feeder school? Outreach is important and to assess feeder schools early on in thought process. George Jenkins will be working with Anna Garner and Shahla Matarazzo.

A lot of students are scheduled to have a number of catch-up sessions, but where is the time coming from? Students won't come out of the same subject and one subject will be completed before the next one is moved onto. There is a priority for certain students.

79 children are receiving help and there is an increasing number in the lower year groups. There are a small number in Year 10 and in Years 7-9 there are 55 pupils.

Budget allocations? No measure for value for money? The value will be determined if outcomes are reached. Use of PP funding and DofE rules are changing, and the policy will evolve in 3-year programme. The English department are using Provision Maps which are used in other Anglia Learning schools and will prove and measure impact.

Is inputting the data time consuming? Looking at using admin support to input the data after staff training to have consistent inputting. Anna Garner will investigate with the software company to be asked for workload estimate.

Would it be better to have interim targets over 3 years?

'Key Developments' is used for disadvantaged students which is a common template that all centres will be using.

7. SEND: Governor questions on the SEND report and SEND action plan (AG). The connection with Granta has changed due to a new Head and Covid but they still offer an outreach programme. It is important to make sure teachers are providing everything needed to ensure that they are delivering for SEND pupils. The SEND working party consisting of 14 members have met and discussed how to create inclusive classrooms after all the building blocks.

Anna Garner has purchased Loom and will create a non-readable version of SEND report.

SEND action plan: The 6-month review was completed last month.

The framework was completed aligned with the Ofsted headlines. Holistic scaffolding: Assessment about what is being delivered and what support LSA's are offering in the classrooms. This is important as there isn't a model to measure quality assurance of the support. Less is more effective to the students, so they develop their own strategies.

SEND Governors training was offered? Anna Garner will work with Tracy Coston to arrange a date for all Governors.

**AG/T
C**

Is the general feeling that Staff are on board? It is difficult to measure when so many members of staff. There is no confusion about the role but still working with Staff.
There are obligations of all staff and expectations of LSA's/teachers to align best practice.

8. To receive an update on the Healthy Relationships working party (sexual harassment) (CP):

Report will be written with questions for the next meeting.

The working party has 15 members and have met four times. It is a big piece of work. Lots of discussions and one of the challenges is who big the piece of work is and the work has to be prioritised. It is important to get everyone on the fact mission, what information is going home, what are the parent's thoughts. A survey has gone out to parents/carers to assess the information. There have been 82 parental responses 19 staff and all students. Findings are being analysed and there is lots of data.

Key findings of KS3 is the use of homophobic language which continues in KS4 and thinking of what education can be given and the impact of the teaching.

Tutor time programme has been developed once a fortnight with positive examples.

One of the questions: Do you feel comfortable to speak to someone at the school? Clear consistent response of safeguarding team/Think pink.

SLT have discussed younger students using and sense of shock value and a pattern: It maybe because of lockdown, older students are more informed. Worth looking at if it is a pattern.

It is important that the boys so not feel like they are being targeted.
The Governors thanked Cheney Payne and thee working party.

9. To approve the H & S policy and Statement of Intent (TD)*

Anglian Learning have made some tweaks for LVC.

Safeguarding must be in the H & S policy but at what level is required?
It is more of a Premise issue due to the lack of fence.

The Governors unanimously agreed the policy.

10. To receive key points from the Standards Meeting on 12th October, 2021. (DH)

There was concern over the high number safeguarding referrals and it is hoped that this will reduce. There are concerns that the police are not taking county lines seriously and are relying on the school to find information.

SLT to discuss numbers of FSM.

The 2022 exam procedures were discussed.

11. To receive key points from the Resources Meeting on 9th November, 2021. (CB)

Paul Jackson has resigned and Carolyn Babinsky is the link governor for finance.

There is £172,000 in year surplus which wasn't expected to be that high in current climate. LVC are having discussions with AL to allow them to keep the surplus. AL now states that the in-year surplus must be spent. LVC submission for spending reserves has been approved by AL. LVC asked if the £50,000 payment to the Central pot could be cancelled but they won't allow it. Supply staff costs are concerning. The LVC sports centre is being moved over the AL system. The Appraisal cycle and pay progression approved. T The back stage ceiling in the main hall has collapsed and is closed off. The previous repair wasn't carried out properly and should be straightforward to put right. The curriculum proposal: Governors need to aware that the two stages of the options programme are to be removed. A consultation will be arranged in January.

12. Principal's report: Governor questions on the Principal's report:

A new format has been used and Helena Marsh asked for feedback. The parent's newsletter was also shared with Governors.

1218 Cover lessons: The main area that is affected is music and SLT are challenged to pick up additional cover. Alison Rothwell is doing an amazing job organising the cover. Some colleagues are off with long covid and looking after their children.

How many times do you communicate with parents? A weekly newsletter on Friday which includes good news stories and updates and a termly newsletter as a catch all. Social media is an easier way to communicate but the newsletter catches all the parent community. Twitter feed is good at reflecting what is happening at the school.

How is the quality of cover measured? Cover is checked to ensure quality of provision to make sure there aren't any increasing gaps. Cover in music is more of a challenge because of lack of specialists.

Has there been any reaction to the savings made of special allowances made of staff? It hasn't been shared with the staff in a bulletin and there haven't been any redundancies. Helena Marsh isn't aware of any reaction.

Covid numbers are getting worse, will a year be closed down? Public Health England information is followed. A year may need to be closed due to staffing issues. Cases are lower than other schools. Helena Marsh was thanked for her comprehensive report.

13. To receive an update regarding changes to the Risk Management process (HM)

The Trust Risk Management Policy was circulated, it is migrating from a spread sheet approach to a more interactive way of regularly looking at lists.

It is on a new platform that the Trust has invested in called 4Risk which has been prepopulated.

Ken Murphy - Trust Board: The Trust feels more comfortable with the new process to analyse and realise the risk

Is risk on every agenda? Governors need to discuss at every meeting and link the item to the relevant item on the risk register. Higher risks

should note that they are being discussed at the end of the agenda to feed back into the Risk Register.

14. Breakout rooms to discuss the Governance strains from the Risk Register.

Room 1: Skills Audit Right strengths/right people?

Concerns were raised that although Governors are required with skills it is often difficult to recruit governors. An associate governor could bring in particular skills. The associate role to be explored further.

Room 2: Governor papers on time: This is high impact as information is key to the meeting. The Trust Governor planner is used and papers must be sent out on time to reduce impact and likelihood. It was discussed to set the agenda and ask for papers well before the meeting. This meeting was better, but there is still more work to do. Consideration will be given to moving to 6 x FGM's and no committees, which maybe more effective in terms of governance.

Room 3: Governor training: Is there a correlation between training and gaps in skills audit? Training is broad and not targeted. Concern was if there was an over emphasis on skills it would be difficult to recruit Governors.

All of leadership and governance are low to medium on risk register but in Ofsted it was a priority. Interesting observation and new format and will be discussed with Chair and Head in their two weekly meetings.

15. To receive Governor Visit reports*

Safeguarding visit report: (Denise Hall) (rec'd)

SEND (Jill Carter) (rec'd)

Behaviour for Learning: (Vanessa Whitcombe) – January 2022

Curriculum for Learning: (Peter Woodroffe) (rec'd)

Health & Safety (Clive Turner) (rec'd)

Pupil Premium (Clare Gorman) (rec'd)

Operational Strategy (Andrew Docherty) (rec'd)

The Governors agreed to refer the Governor visit reports to the start of next Committee meetings.

Governors to put any questions beforehand concerning the visits before the next meetings.

16. To receive AOB:

Ken Murphy was thanked for attending the meeting.

Denise Hall stated that she was thinking about resigning due to IT issues. This meetings format was much better, but she had struggled with IT, emails and having to log onto different platform.

Helena Marsh and Peter Woodroffe confirmed that Denise Hall has a great impact as a Governor and IT support will be given.

**HM/
PW**

17. Date of next FGB meeting: 15th March, 2022

* = Report to be sent with papers prior to the meeting



Signed

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Dated 15/03/22