



**Linton Village College
Full Governing Body Meeting**

**Tuesday 15th March, 2022 at 6.00 pm
Venue: Remote Meeting via Zoom**

MINUTES

Present: Helena Marsh, John Batchelor, Clare Gorman, Denise Hall, Peter Smyth, Clive Turner, Carolyn Babinsky, Jill Carter and Vanessa Whitcombe.

Associate Members: Tim Darby, George Jenkins, Anna Garner, Shahla Matarazzo and Cheney Payne.

Clerk: Tracy Coston

1. **Welcome to the meeting:** Carolyn Babinsky welcomed everyone to the meeting and explained that as Vice-Chair she will Chair the meeting as Peter Woodroffe was unable to attend.
2. **To receive and accept apologies for absence:**
Peter Woodroffe and Andrew Docherty.
3. **To receive Declarations of Interest:**
Helena March: Trustee of Stour Valley Education Trust
Andrew Docherty: Cambridge University Press & Assessment, incorporating the OCR exam board.
John Batchelor: Linton District Councillor
4. **To agree the FGM minutes of the last meeting held on 7th December, 2021.** The previously circulated minutes were approved and signed by the Chair.
5. **To deal with any matters arising not on the agenda – Report from the SEND training (8th March)**
The training will be sent out to all Governors to watch if they weren't present. Governors were asked to inform the Clerk when they had watched it. ALL
6. **Governor questions on the Inclusion report (SM/AG/GJ)***
 - **Safeguarding inspection/policy update (SM):** The policy has been updated and AL has asked for some feedback to the LVC Policy and submitted to the EFA. Sexual harassment, sexual violence and guidance has been added to the appendices. The policy was adopted by the Governors.
Update to the School Inspection Guidance: Some new paragraphs have been added about how the culture of the school impacts. The school's approach to inappropriate behaviour will be judged through all inspections.
It is difficult to police incidents that occur out of school which are

mostly about sexual harassment and pier on pier abuse.

If Ofsted came in tomorrow how confident would you feel?

I would feel very confident with walking the procedure with an inspector and reaching out to all stakeholders. Shahla Matarazzo has presented to AL and they are using it as best practice to the Trust. Chaney Payne is lead of PHSE working with Shahla Matarazzo as DSL is best practice.

Denise Hall met with Shahla Matarazzo and recognised all the best practise put in place. There were concerns that the policy came from the Trust but the team had to do a lot of work to tidy up the document.

• **Healthy relationships working party update (CPa)**

Updates have been circulated and the data behind the student surveys has been unpicked. 25 students volunteered to be interviewed and lots of information was obtained. They have asked if they can be a working party with the students which shows that there is an interest with the students to get it right. A protocol for reporting the inappropriate language has been laid out and reporting system.

Protocols have been laid out to help staff tackle sexist language, which is the predominate factor reported by students, speak to the victim and perpetrator and deal with the whole incident according to the set protocol. A tutor time programme has been developed to unpick the inappropriate language. Students would like to update a noticeboard for healthy relationships and an awareness week in the summer term. KS4 students have more accounts of inappropriate language and clear split across the age groups than KS3. It is so good to have the students involved. Real life scenarios will be put together and used for staff training.

70% of students haven't heard any inappropriate language/sexualised behaviour, but it is only 70% of the 500 that responded. The approach must be drip fed and little and often and not forced. If something isn't reported you should still assume it is happening. Students are reporting the issues, but they shouldn't be made a bigger issue.

Do you think it will become a point that it is a behaviour issue? The first and second conversation is important to be educational but repeat offenders will be dealt with via the behaviour system.

Are you seeing an improvement? All the evidence suggests that if it doesn't exist it is still happening. Students must realise that incidents are not acceptable. Students have the language to express the language that shouldn't have been made. It is important that students know how to report issues and feel safe doing so and have a clear understanding of what sexual harassment and is pier on pier abuse means. It is hoped to see different results if a survey is carried out next year. Hopefully patterns of behaviour improving.

Helena Marsh witnessed a series of Year 7 tutor groups were talking about the words and expression and understanding the language and education of not using it in a very mature way, so it is hoped that the dynamics will be changed as Year 7 are being exposed and educated, but it is difficult to measure.

- **Behaviour and attendance data update (GJ and AG)**

The data was shared. Clawing back attendance which has been the huge problem this year coming out of the pandemic. The new attendance officer is doing a fantastic job and working closely to find the most efficient way to work. The Form tutor's role is being assessed it is hoped that the lower level attendance issues will be addressed by the form tutor from September to save work for the Head of House.

Are there any patterns or noticeable barriers as to why PP and FSM figures are lower for attendance? They are in-line with the national trend and Heads of House are prioritising as they are the cohort that least engaged during lockdown.

Are they more vulnerable? What is happening in families? Cannot answer as only just started being more vigorous with challenging attendance coming out of Covid and focussing on attendance levels of the persistent absentees and overlapping with the PP strategy.

Concern about persistent absentees and school refusers was expressed at Standards. Is this still a concern? High level school refusers are still under 10 students and two of which are receiving EHCP's. The prosecution route is being looked at now out of covid, which has been very difficult to manage.

Suggested to look at persistent absence figures every half term and need to see the story? A report will be received at the next meeting.

How involved are the parents with persistent absentees and are they supportive? Each case is individual, for some parents it is totally new, and some are the same parents. Parents are being educated about all the positives about coming into school and about the importance of attending.

Helena Marsh mentioned that there will be recognition soon of Munchausen by proxy syndrome linked to Covid.

Have you made it clear late attendance is ok? Flexible timetables are designed for the most anxious students. George Jenkins has been sending up letters to students/parents that are not punctual, and sanctions will be issued.

Behaviour data circulated: House points are used as a behaviour consistency and a new approach is required, which is being worked on. 10% higher amount of house points have been awarded this year which is good.

A direct approach is being used and asking for transparency amongst the staff and George Jenkins is going to visit Castle Manor to work with their data manager to see their approach and working with Pete Smyth to see why colleagues aren't issuing house points.

The trend is large number of behaviour points issued to small number of the same pupils. The key drive is to make sure data is being logged. Removals from lessons and 2nd verbal warnings numbers are similar and they are being issued by the same teachers.

The climate walk behaviour data was since January. There has been an improvement of lesson behaviour but need to visit more lessons. There has been an improvement in behaviour in Year 9 and 11. There has been an increased in the number of exclusions as a result of the focus on raising standards. 19 days of exclusion which is higher than last

year. There has been a PEX for a student for bringing in item. Two students which are both PP/SEND support in Year 9 account for 16 of the 20 days and one on a managed move to another school, which hasn't been successful.

7. **To receive key points from the Resources Meeting on 11th January, 2022 including budget and management accounts update (CB – Teresa Carter to observe/introduce herself)** Carolyn Babinsky wrote to Jon Culpin and Duncan Cooper concerning budgetary issues. Jon Culpin recognises the issues and support needed from Anglian Learning. AL are working to look for an effective and affordable curriculum. Duncan Cooper would be happy to speak to the LVC Governors when he has a better understanding of the situation. Helena Marsh introduced Teresa Carter who is taking over from Rebecca McKenzie as finance manager. The budget is looking more promising than it was. It was reported at the last meeting that there was going to be a £ 250,000 deficit next academic year, but the last set of management accounts is showing it will be £ 113,000 deficit next year with a potential in year surplus of £ 73,000 but there are a number of staffing changes it is more likely to be a £ 80,000 deficit. The challenge is to improve standards with less money. Teresa Carter, Carolyn Babinsky and Rebecca McKenzie are meeting to discuss finances at the end of March.

TC/
CB/
RMc

8. **To receive key points from the Standards Meeting on 8th February, 2022. (DH):** The Educational Visits policy was ratified, and the curriculum standards snapshot was viewed. A lot of the executive standards summaries were shared, which were very helpful and will give a link governor a good basis to look at questions and vision for the future. The proposed option changes to Year 8 are not going forward to the moment. Concerns were raised about the SCR and the risk register and the concerns with HR. Clare Gorman has become the Careers, Education, Information and advice link governor with Tim Darby.

9. **To receive Governor Visit reports:**
Pupil Premium – Clare Gorman has been on a visit and a report to be sent.
SEND – JC: Jill Carter attended training for LAC training. One of the issues that needs following up is post LAC children who are PP plus and need to identify how their designated money has been spent, finance is tight, but it is important to identify, especially for future inspections.
PP Plus has a separate budget and provision map shows the money?
Anna Garner wasn't sure how the additional money was spent, but it was clear how the LAC student's money had been spent. Clare Gorman will investigate when she has another visit to George Jenkins.
Safeguarding – DH Visit today
Behaviour for Learning – VW To submit report.

Mental Health – DH Visit today

10. Governor questions on the Principal's report*

Covid: Concern that the numbers are increasing and it must be undermining the management of the school?

The school has to continue, and the numbers are spiking when tests are not free of charge. The peak at LVC was 48 children and 12 members of staff with positives. The rules are very confusing and biggest concern is over cover. There have been 824 lessons covered this term. Trying to increase standards and behaviour and impacting on the budget. A plea had to be put out to staff and the staff were amazing to offer to cover.

What is bothering you the most and need Governor's help? HR

capacity is really challenging to make the appointments. SCR is an issue. It is difficult to know what the Governors can do to help.

Risk register: Lots of orange/yellow (medium risk) are you confident with systems in place and management to minimise the risk? It is a new system and the set up what previously green goes into a medium risk as the new system is more sensitive. The system is subjective, and Kerrie Jones (Trust) has said not to worry and the detailed piece of work will show more about the situation.

There seem to be a lot of complaints, 7 stage one? Are they from the same people and a common subject? They are varied and one complaint has a pattern, a regular complainer is about vaccinations and masks and some about the lack of communication from staff. Any correspondence that the parent wants action is logged as a complaint, resulting in more complaints being logged.

11. Governance self-evaluation – 30 min break out rooms to discuss:

- **LGB skills audit, attendance and training record* (TC);**
- **Leadership executive summary* (governance impact statement) (HM);**
- **Risk register* (governance risk) (HM);**
- **Proposal for new LGB meeting structure* (PW/CG):**

Clare Gorman explained that the idea is to change the structure to six FGM's year and a deep dive and a continuous monitoring of other areas. This will reduce the amount of time that SLT will attending meetings and produce documents.

Key statements and impact statements to be looked at on a regular basis and be the focus of meetings.

- Documents used during the breakout rooms,
 - LGB skills audit, attendance and training record (self-evaluation)
 - Leadership executive summary
 - Risk register

12. Feedback from break out room discussions and decision on LGB meeting structure:

Group 1:

What are the impact statements and how are they going to be received? Will the information be received in time for Governors to read? Positive that change is required but are there enough governors to make the changes work? Concern if there is enough time for finance to be discussed.

Group 2:

Generally like the new structure, need to have enough time for deep dive, there needs to be key points for schedule of deep dive, need to be agile and step back to see what is working well, assess how working and amend as necessary. Governor education is important, and the governor portal needs to be reorganised as there is a lot to read.

New governors – standard education for new governors.

OK to have a skills audit and what should the follow up be?

Group 3:

Concerns about calling it a deep dive as that is an Ofsted term and could be renamed as strategic focus. Concern about regular monitoring for finance, policies that need to be renewed are planned for, trial and see what is working, concern about the order and safeguarding and SEND needs to be looked at more than once a year and the areas could have a dual focus. Important to look forward and not looking at past and becoming more strategic.

Clarify the impact statement/rolling records and raw data should include.

Subgroup other than a committee/working party for specific projects/issues.

It was agreed to give it a go and re-evaluate and review and reflect is necessary. The timing of the different focuses has to fit in with the school year has to be SLT driven when the data is available to share.

Options needs to be at a specific time. A timetable for organising governor link visits to be drawn up.

Action: Suggestions to be included in the proposals. The proposal to be shared with Kerrie Jones and Duncan Cooper at Anglian Learning.

13. To receive AOB:

Theft A theft from the Finance Office school safe over the weekend, which has to involve a key holder. Statements are being taken from everyone involved. The alarm company and cleaning company are being investigated. £ 305 gone missing.

Rebecca McKenzie: The Governors thanked Becky for all her hard work and the Governors wish her well. Carolyn Babinsky/Peter Woodroffe to write to thank Becky.

Training: There is a training AL training platform and other training is listed.

Staff/Parent election: Clerk to clarify the procedure required for a staff and parent election. A parent election is required as Rachel Hickey has resigned. If a parent doesn't apply for election a parent can be put in a community governor role. Clerk to clarify the situation with Kellie Jones (Trust Clerk).

14. Date of next FGB meeting: 12th July, 2022



Signed

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Date: 12/07/22