



**Linton Village College
Full Governing Body Meeting**

**Tuesday 11th October, 2022 at 6.00 pm
Venue: LVC Staffroom**

MINUTES

Present:, Peter Woodroffe, Helena Marsh, Clare Gorman, Jill Carter, Vanessa Whitcombe, Ali Harris

Associate Members: George Jenkins, Shahla Matarazzo, Tim Darby, Cameron Fehr
Clerk: Tracy Coston

1. **To elect a Chair and Vice-Chair:** Peter Woodroffe was duly elected as Chair and Clare Gorman was elected as Vice-Chair.
2. **Welcome to the meeting:** Peter Woodroffe welcomed everyone to the meeting. The Governors thanked Denise Hall and Andrew Docherty who have resigned from the Governors. Peter Smyth's staff governor term has expired, Ali Harris is the newly elected staff governor is Ali Harris.
3. **To receive and accept apologies for absence:** Clive Turner, Carolyn Babinsky.
4. **To receive Declarations of Interest/Pecuniary interest forms (to be completed):** The Clerk asked for all Governors to complete the form and return ASAP. *All*
5. **To agree the FGM minutes of the last meeting held on 12th July, 2022:** The previously circulated minutes were approved and signed by the Chair.
6. **To deal with any matters arising not on the agenda:**
 - a) **Governor Training:** All Governors have a subscription from NGA and some training is on Connect. *PW, HM*
Helena Marsh, Peter Woodroffe and the Clerk will create an essential list of training for Governors
 - b) **The NGA skills audit:** to be sent out by the Clerk. *TC*
7. **To receive the Principal's report/Risk register:**

Helena Marsh sent out an updated version of the risk register with 16 risks. There is more green than last time. Safer recruitment is now lower risk as Rachel Drennan is the HR Officer. More work is to be done on the critical incidents policy.

There is an increase in risks associated with quality assurance and business continuity due to leadership capacity/ prioritisation issues. What is being considered to negate this risk?
Tim Darby and Carey Mayzes have an action.

Academy financial plans have decreased as the forecasts are down but there are regular forecasts.

Complaints:

Another Ofsted complaint has been received. No complaints have escalated to Stage 2 and 3. It is very frustrating the amount of time that the complaints have taken. The SEND LA team should take charge.

The illegal exclusion complaint isn't upheld but the same complainant has made contact again.

There have been more than usual reports of strangers on site, which shows that staff are being vigilant.

A student has sent malicious emails to staff members: The student is on the SEND register, but not formally excluded. The student's education is to be directed elsewhere. George Jenkins is meeting with parents this week.

Another child was involved that wasn't at LVC.

8. **Ratify/adopt policies (30 mins)**

- **Behaviour and Discipline (GJ):** The policy was due to be reviewed and needed to be more explicit of how to achieve the expectations. Parental feedback is reflected in the policy. The 2022 searching and screening updates have been included. Searching protocol to be written and more staff to be trained so it is not always SLT who are called.

Include regular training of staff in the policy to give parents confidence that is joined up approach.

Are staff applying systems and processes to be constant?

The warning system has been changed and more training is required.

The warning system is now 'remind, ask and remove' with more skills embedded within the actions.

Supply and cover teachers need to have an updated crib sheet. George Jenkins to update.

GJ

Behaviour Governor to consider the feedback and review from stakeholders.

The remodelled Linton Learner to be redesigned.

Presentation evening was discussed, and it was suggested to have a summer term reward evening for all year groups.

Contents page to be added to the policy.

GJ

- **Exclusions (GJ):** The exclusion policy is due to be reviewed but a new document from DfE is to be included. Changes have been highlighted and checked with Stone King. Fixed term exclusions are not called suspensions. The focus is on vulnerable students. Discussions will take place about AL having a Trust wide policy.
- **Safeguarding (SM):** This is an AL policy, personalised to Linton. The policy needs to be proofread by AL for grammatical errors. The Governors adopted the policy.
- **Personal Mobile Devices (TD):** The policy has been adjusted due to challenging behaviour from students and to keep parents on board. Stage 4 is the parent collecting or keeping the phone for a week. Sanction of handing the phone into reception. A discussion to be had about smart watches. Communication to pupils via posters/assembly. A list of pupils who can use a phone due to medical issues needs to be made readily available. The Governors adopted the policy.
- **Curriculum (TD):** The introduction was rewritten and the implementation section. Page 1 and 2 contents to be updated. The EBac plan is being encouraged in the options process in Year 9 and the figures that the Government have asked for are unrealistic.

- **SEND Information report (AG):** The report was updated from last year and all Governors read the report.

9. **Receive and discuss strategic focus items (50 mins)**

- **Exam results analysis (CFe):** Girls are outperforming the boys which is the national position. The figures are compared to 2019.

The PE grades have improved. The girls joined LVC a grade higher than boys.

Maths and English: 81% 4+ which needs to improve. 37% achieved 7+ which is an improvement. 20% didn't pass maths.

English Language: 7+ = 28% 7+ English lit 32%.

Did the re-marks make many changes? 4 reviews were positive which were one mark away in maths

Art will require a significant overhaul due to a reduction in results.

Attendance: shows attendance makes attainment.

Did the teachers compare estimated versus actual results?

Subject leaders are doing as part of exam review.

The gender gap is significant and also was on intake. It is important to identify key students and coordinate support, intervention and exam preparation, QA and line management.

The Governors congratulated the staff.

- **School improvement (including reaffirming vision and values) (HM):**

How AIE fits into and streamlined Linton Learner and Anglian Learning values. There are 5 College Improvement priorities.

Culture was a main feature and mental health discussions.

SLT are discussing the action plans.

Strengths, opportunities, threats and weaknesses are all detailed out.

Consistency and new middle leaders to establish themselves.

Individual plans have been put in place for some staff.

10. **Receive executive summary snapshot reports (20 mins)**

The Governors said that less information will be required next time.

Format needs to be kept the same.

- **People and Leadership (HM):** The report was received.
 - **Inclusion – Behaviour (GJ):** More information is required next time.
 - **Inclusion – SEND (AG)**
 - **Inclusion – Attendance (AG):** Attendance: Key actions. 95 to 90% attendance to form tutors which is one afternoon a week. Form tutors to take the first action. Most of the absences are authorised.
 - **Safeguarding (SM):** The summary report was discussed.
 - **Curriculum (TD):** The summary report was discussed.
 - **Finance (TC):** The deficit has grown due to the unaccounted increases. The challenge is that lots of cuts have been made. The budget is proving challenging and raising standards.
- What is the trust position about spending additional funds?** All additional expenditure has to be agreed with the Trust Central Team if it isn't budgeted for and LVC would like more flexibility is required. This year is the last year on the electricity deal. Governors thanked SLT for producing the summaries.

11. **Agree Governance business (15 mins)**
- **Update on Governor resignations/elections (TC):** The parent elections have been arranged and the voting closes on 24th October. **TC**
 - **Agree Link governor roles and termly visits (PW):**
Safeguarding: Peter Woodroffe
Quality of Education and Curriculum: Vanessa Whitcombe
CEOAG: Clare Gorman
Finance: Peter Woodroffe
Impact of Leadership: Carolyn Babinsky
SEN: Jill Carter
H&S: Clive Turner
 - **Agree required Governor training (TC):** The Clerk has emailed out the training information for all Governors. All Governors to confirm that they have read the safeguarding information. **ALL**
 - **Update on the risk register (HM):** The risk for school improvement has been reduced.
 The risk reduced for the Governors but now there have been new resignations.
 The training record in red and Governors to investigate training and update the Clerk. **ALL**
12. **To receive AOB:** None.
13. **Date of next FGB meeting:** 29th November, 2022
 Pay Committee: Vanessa Whitcombe, Jill Carter and Clare Gorman at 6pm
 Tuesday 8th Nov via Teams.
 Next meeting focus: Behaviour/pupil premium.

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

Meeting finished at 8.25 pm.

Signed

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Dated

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