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**Linton Village College**

**Local Governing Body**

**Meeting Minutes**

Tuesday 5th December 2023 at 6pm

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**Governors Present:** Helena Marsh (HM, Principal); Peter Woodroffe (PW, Chair); David Blackman (DB); Clive Turner (CT); Ali Dellar (AD), Carolyn Babinsky (CB); Ronan O’Leary (ROL); Jill Carter (JC); Chris Hine (CH), Clare Gorman (CG), Georgina Ellis (GE); Vanessa Whitcombe (VW)

**Others Present:** Cam Fehr (CM SLT); Tim Darby (TD Deputy Principal); Louise Kerr (LK) Safeguarding); Kay Pearce (KP Clerk)

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|  | **ITEM** | **ACTION** |
| **1.** | **Acceptance of Apologies for Absence** |  |
|  | There were no apologies as all Governors were present.  PW introduced two new governors DB and CH. |  |
| **2.** | **Declarations of Interest** |  |
|  | There were no declarations of interest |  |
| **3.** | **Agree minutes of last meeting and Matters arising not on this agenda** |  |
|  | The minutes of the 16th of October were **agreed** as **accurate.** All matters for action had been dealt with.  Within Section 6 there was still some concern of the link to Ofsted in the wording. |  |
| **4.** | **Strategic Plan** |  |
|  | This has been included with the Headteachers report. |  |
| **5.** | **Safeguarding Executive Summary** |  |
|  | The summary was uploaded onto TEAMs ahead of the meeting.  Following a recent audit, some advice from Camila Saunders was to ensure the categorising of incidents was done more clearly, and that more incidents were recorded as child-on-child abuse.  LK is currently going through the audit which will take time to do, but the focus for categorising is:   * Child on Child abuse * Mental Heath * Bullying   The audit was RAG rated and as well as ensuring staff receive safeguarding training, more bespoke training needs to be offered in e-safety and bullying.  Mental Health  There is an allocated specialist team from Centre 33 which have input. Assessments have now been done and counselling is now being provided. There are currently 17 Tier 3 students accessing counselling via Centre 33 with 6 more on the waiting list.  There are over 40 students currently on Tier 2 who are being seen and some are on a 6-week programme.  Senior mental health designated training is to be undertaken by LK.  Governors **asked** how this is monitored, and how long a student needs to be in counselling.  LK **advised** there were 8 students who have 6-12 weeks of counselling. Currently Year 11 are priority.  Governors also **asked** how needs were determined. LK **informed** governors that they came from GP referrals, CAMHs, also knowing students and having discussions with both the student and parents.  A DSL handover has now happened as well as the Single Central Record being quality assurance checked.  The SLT are to all be Safer Recruitment trained.  Attendance was mentioned with this being a Trust wide issue. Those students who attend an alternative provision for education, have the placement scrutinised thoroughly from a safeguarding requirement.  LK advised that an anti-bullying strategy is due to be started and that reporting of prejudice incidents was still in place.  The SENSO monitoring system has been very useful, having captured the use of inappropriate words.  There is now the task of pulling together all systems to ensure staff workload is not too much.  Governors **wanted to know** if all staff were being consistent across the board regarding how behaviour was dealt with.  LK **assured** governors this was the case, and all staff use the same wording.  Safeguarding Headlines  The figures still include suspensions of 30%. The figures also included paper files from primary schools being added as ‘historic concerns’.  LVC is to liaise with primary schools to ensure the year 7 data coming through allows for a smoother transition in terms of behaviour, treatment of peers and the safe moving around school.  There are more concerns being logged all the time, with Year 11 concerns up on last year, as this is a more vulnerable year group.  There will be reporting again in February 2024, which will give a clearer picture.  There was a surprise with no e-safety incidents recorded, but LD advised this may be categorised under bullying.  The same may be true with child-on-child abuse, this may get reported as bullying or physical assault.  There have been 9 prejudice-based incidences reported which have included disability/SEND related, homophobic, as well as misogyny.  Governors **expressed concern** at the number of students with suicidal thoughts, **asking** why this was and what was being done.  LK **acknowledged** these were high and informed governors that students received counselling and LVC were in contact with parents. Safety plans were in place for those with a flight risk or self-harm risk.  Risk management plans are also in place to lessen the risk as to who goes where.  Referrals to Social Care were already at 10 this school year and governors were advised this would likely exceed the 2022-2023 figure.  There is one student on child protection and 2 students are categorised as looked after children (Section 20).  Peer Postcards have increased with a lot of Year 7 students concerned about friendships.  A list actions arising from the Trust Peer Safeguarding Audit was also shared with governors.  Governors **asked** where there any actions that LVC don’t have resources to achieve.  LK **said** time was the biggest one, with her Year 9 responsibilities being handed over to someone else in the New year, she hoped this would allow her more time to action the findings.  Link Governor Report  This was discussed at the meeting held on 16th October. The November report was uploaded to TEAMs ahead of the meeting.  Trust Peer Review  Following the review, it was found that the safeguarding culture at LVC was very strong. LK had visited two other schools in the Trust regarding safeguarding. These were Joyce Franklin and Bassingbourn Village College.  LK left the meeting at 18.56. |  |
| **6.** | **Pupil Premium Strategy** |  |
|  | For the benefit of the new governors HM explained what PP was, advising that in previous years PP was around 9-11% of students, with this year being 15% of students, with each cohort presenting very differently each year. Year 11 cohort is currently 16 with the biggest year group being Year 7. In total there are 124 pupil premium students in school. HM also explained that a Pupil Premium statement must be visible on the school website.  CF went through the Pupil Premium presentation.  The Trust dashboard can filter the PP students, who often have attendance issues, issues in attainment and progress, with positive and negative data points. There are trackers in every year group so that Heads of Learning can filter PP to look at levels of support they need.  CF explained that every PP student will have a ‘passport’. This is currently being developed and will be in use by the end of December.  CF went on to explain about the protocol around parent evenings, which LVC have decided will remain online. Generally, the feedback from parents has been positive, we some parents wanting face-to-face meetings.  Governors **asked** if more PP parents were engaging online than face-to-face. CF **advised** there was no data available yet.  The plans for this year’s parents’ evenings are to pre-empt conversations with PP families, as there is the feeling that families engage less with parents’ evenings. There will be the options for personalised conversations and appointments and the recognise which parents are not engaging and invite them in for one-to-one meetings.  CF then spoke about the PP Strategy outlining 3 areas, as follows:   * Statement of Intent * Challenges * Intended Outcomes   Governors **enquired** about the success criteria and if it was realistic. CF **informed** governors, that it was not, and pupils are expected to make progress in line with non-pupil premium students at other schools.  Governors **asked** about costs and were advised this would be the next step.  Governor Link Visit  The visit report was uploaded to TEAMs ahead of the meeting.  This role is not a one-person job and is more proactive now, looking at everything together over the whole year to produce an impact.  The nature of PP changes every year, the strategy will need to change to show impact.  It was mentioned that there should be a category in the passports to define strategies.  GE told the meeting that attendance is the most important thing in helping PP students, as without that, there can be no learning. It was also felt that the statement “being born into PP poverty, should also be defined as falling into PP poverty”.  It would also be useful to group both PP and SEND pupils (who have both) so they can be meshed.  Governors **asked** how CF was coping with PP. He **replied** it was a lot of work as well as being new to this area but was happy. He said it was also about having the resources and keeping the system simple and ‘not creating a beast’.  CF left the meeting at 19.27 |  |
| **7.** | **Policies** |  |
|  | Behaviour Policy – this was **agreed** and **adopted**.  Feedback from staff was due to the necessity of staffing that the onus is put back on subject leaders. All staff are aware of where the problems are.  Restorative conversations need to be worked on. Staff will continue to be surveyed in the future.  Suspensions and Exclusion Policy – this was **agreed** and **adopted**.  Data needs to be kept up to date.  On call are ensuring all missing in lesson are found and they whereabouts is known.  This is an increasing problem in school and is currently being worked on with help from the Trust.  Governors **asked** if the principal had the ability to overrule the decision of the exclusion panel. They were **advised** that the principal makes the decision to PEX. This triggers a Discipline committee to review the decision, that can either reinstate or refuse to reinstate.  It would need to think very carefully about overruling the principal though.  If not reinstated, the parents can ask for an independent panel.  The IP can either uphold the decision, recommend a reinstatement, or force a reinstatement, but only if there was a flawed process.  SEND Link Governor Report  This was uploaded onto TEAMs. There were no questions from governors. JC advised that she had attended the Inclusion link meeting, and the role can be split up.  Inclusion Visit Report  This was uploaded onto TEAMs in advance of the meeting. GE carried out a learning walk and this was shared meaningfully with staff. |  |
| **8**. | **Inclusion Data** |  |
|  | This was presented to governors, with the information for the first half of the term. The last reporting period was 10 weeks, but had been adjusted to 70% for comparison, whereas this reporting period is only 7 weeks. The picture for the next half term will look very different.  Out of lesson behaviour seems to be much better.  There were positive attributes for attendance. This currently sits at 91.97%. Some absences are very low due to issues with coding.  There are 3 students struggling to have their needs met, due to them being very challenging.  There have been modified timetables for some students and the heads of years meet with the attendance officer to look for patterns in absence.  Year 11 cohort have a lot of attendance issues, these being due to illness and appointments. There is also the barrier of anxiety. It appears this cohort have less resilience.  Governors **asked** what level of absence in Year 11 was appointments? This information was not available, but governors were advised that students and parents were asked to make appointments outside of school time.  There is currently a link to Microsoft forms being developed for recording absence.  TD showed governors the comparison data of LVC to all other schools in the Trust. |  |
| **9.** | **Principals Report** |  |
|  | This was uploaded to TEAMs ahead of the meeting.  HM advised there had been complaints about the Year 11 mock exams, which she has dealt with.  Governors wanted it recorded that a recent incident was dealt with very well by the principal.  Whilst governors no longer make decisions on the budget, they still need to have an oversight to ensure impact on staff workload.  Benchmarking exercise completed.  The CEO met with PW and HM to discuss some changes the Trust are doing. There will be some big decisions to be made. |  |
| **10.** | **Governor Business** |  |
| At the recent AGF the Trust spoke about their Ethos and values. The Scheme of Delegation was mentioned but nothing will change now as LGB moves forward. | | |
| **11.** | **Any Other Business** |  |
|  | Trustees visit to LGB – a date is to be set for this. It was asked if the new chair of Trustees could attend.  Catering Company visit to LGB meeting. The date of 14th May 2024 has been agreed. This is to be confirmed and governors are to be updated at the next meeting. | **KP**  **KP** |
| **12.** | **Date of Next Meeting** |  |
|  | Meeting ended at 20.20 hours.  The date of the next meeting is **30th January 2024** |  |

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| **Items for Future Meetings** | |
| **Meeting** | **Item** |
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| **Action Log** | | | |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 11 | Trustees visit to LGB | January 2024 | Clerk |
|  | Catering visit to LGB | January 2024 | Clerk |
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| **Rolling Action Log** | | | |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
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