

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



Tuesday 19th March at 6pm

Governors Present: Helena Marsh (HM, Principal); Peter Woodroffe (PW, Chair); Clive Turner (CT); Carolyn Babinsky (CB); Chris Hine (CH), Georgina Ellis (GE)

Others Present: Tim Daly (TD); Kay Pearce (KP Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were received from Vanessa, Jill and Ronan. Governors agreed to these absences. There were no apologies from David and Ali.	
2.	Declarations of Interest	
	There were no declarations of interest	
3.	Agree minutes of last meeting and Matters arising not on this agenda	
	<p>The minutes of the 30th of March 2024 were agreed as accurate. All matters for action had been dealt with.</p> <p>A misspelling of a name has been amended along with a couple of corrections in Item 7.</p> <p>The amount for the cleaning costs should have read £19,000 per month.</p> <p>Item 5 – Opting out of subjects – governors wanted to know if there were national studies on this matter and if sixth form colleges had the same issue? There was no data available, but governors discussed further and were advised that students were better to take the exam rather than opting out, so they would get a grade. There was mention of students who were taking THRIVE course currently and Year 10’s was looking at this also.</p> <p>Governors asked how often courses were reviewed. TD advised annually to see what LVC could offer students.</p>	
4.	Strategic Plan	
	This item has been included in the Principals Report and there will be a focus on this in the summer term.	
5.	Inclusion Executive Summary and Blueprint	
	This was uploaded in the meeting file and discussed throughout the next items.	
6.	Inclusion Blueprint – behaviour executive summary	
	SLT are attempting to move forward all aspects of behaviour and trying to build community relationships with parents. There is a RAG rated action plan which is currently being looked at. TD has undertaken the Therapeutic training, although nothing significant	

has been done on this in school yet, it is something to be considered for the future.

Students are being asked to think about their behaviour and understand the certainty of a consequence. All staff have scripts to use for restorative conversations and there is a consistent approach across the school. Sam Kerley has been working a lot on this.

Governors **wanted to know** if there are staff who are less consistent. TD **confirmed** that this was being investigated further and LSAs would have additional training.

The reestablishing of staff doing a meet and greet of students in corridors and when they arrive in class seems to be working well, with most recent data showing a more consistent experience for students during form time, with a calmer and more settled environment.

Routines at the start of lessons are now embedded. There are a minority of students where the system is not working.

The number of students who have had zero negative points has risen from 45.2% in the Autumn half term 1 to 57.7% in the Spring half term 1.

Since last term there has been an increase in the number of students who have had more negative points than positive ones (7.8% to 9.00%). The majority of these are within Year 11.

There are some teachers who are giving more points, whilst others rarely give any points.

Jonathan Russell, Head of Sawston Village College visited school and was impressed with student behaviour. This was also the case when a dance teacher working with Year 11 from KEGS, Bury St Edmunds, praised the behaviour of our students both in the lesson and around the site.

One of the future training days may be to visit other schools to look at how their behaviour strategies work.

The number of suspensions fell to 20 in the first half of the Spring term. The data shows this as a percentage of 9.28% against other schools in the Trust (5.34%) and against National (7.43%).

Throughout the Trust there are various thresholds for suspensions, so it is difficult to get a fair percentage against other schools within Anglian Learning. At LVC reasonable adjustments are made for disadvantaged pupils.

Internal truancy has increased as has lateness to lessons.

Parents were updated on the number of lost learning minutes their child had missed, but this takes a lot of time and staff to do this.

	<p>The impact of this is going to be a focus during the summer term.</p> <p>There are currently two students on managed moves. If these are not successful, then LVC will need to find alternative provision for these students, and this could involve LVC paying for transport. A governor mentioned that at one of their schools, the minibus is used to take students to their alternative school. There was also the suggestion to hold behaviour surgeries.</p> <p>Year 11 have had half the number of suspensions compared to last year, whilst in Year 10 suspensions are being given to more girls.</p> <p>In Year 8 there are 3 girls who have had suspensions although there are currently some assessments being done.</p> <p>There are several procedures currently in place. These include:</p> <ul style="list-style-type: none"> • The removal of the on-call system to encourage staff to deal with matters rather than them being passed on to someone else. • Focus on registration time. • Using the logging documentation to its full potential • Behaviour is a standard agenda item on the Head of Year management meetings. • Formal lunchtime social isolation has been introduced with the removal of the principal's detention. • Strategy for reminders and warnings around scripts. • Messages are passed on by staff to pupils. • Internal truancy procedure. • The employment of a pastoral support officer. <p>Governors wanted the SLT to pass on to staff about the positive message.</p> <p>A staff survey will also be sent out in due course.</p> <p>The main three areas to focus on are going to be:</p> <ul style="list-style-type: none"> • Define the systems to ensure all consequences are clearly communicated to pupils. • Establish consistent systems and approaches to students on reports, including support available. • Monitor expectations within lessons. 	
7.	Inclusion data digest – attendance and suspension data	
	<p>This was uploaded to the meeting folder.</p> <p>At present attendance is a concern within school. Although it should be noted that attendance is up for the fourth consecutive week.</p>	

	<p>Attendance in year 11 is currently not good, particularly with pupil premium students, which will feed through into exam results. There are 16 pupil premium students in Year 11 and 10 of these are persistently absent. There are varying challenges to absence and LVC are attempting to meet with and listen to parents and students as to what the barriers to attending may be.</p> <p>It is very important to follow the attendance process.</p> <p>Governors asked if there was a breakdown of why students do not attend school. TD answered that there was, each student can be looked at as to reasons for not attending.</p>	
8.	Principals Report	
	<p>This was uploaded onto TEAMS ahead of the meeting.</p> <p>There are currently 830 students on roll and for Year 7 in September 2024 there are 150 places, with 14 currently on a waiting list.</p> <p>A joint INSET training day was held with Sawston Village College. HM to send information to governors.</p> <p>HM advised governors there were interviews being held this coming week for various positions within school.</p> <p>Governors asked about low-level concerns and if staff were responding to feedback. HM assured governors that most were, with only a few needing further follow up.</p> <p>Governors wanted it recorded that Helen Fenn has been excellent and asked HM to pass on their thanks to her.</p> <p>The budget has been as struggle, with some staffing situations still unknown, which may affect the budget position by the end of the year.</p> <p>The uncertainty of an Ofsted inspection and it's timing is having an impact on mental health and well-being of staff.</p>	HM
9.	Inclusion Link Governor Report	
	<p>Attendance: there was a clear narrative with discussion on trends and patterns, impact on education, behaviour and progress.</p> <p>Governors enquired as to how many students below 90% attendance was connected to either behaviour or curriculum.</p> <p>There are now systems in place for recording absences and the data will be tracked to see what the results of these are.</p> <p>It was suggested that the feeder school families might be contacted to welcome them to LVC, to help build a positive community prior to students starting in Year 7.</p>	
10.	Safeguarding Link Governor Report	
	<p>The report was uploaded onto TEAMS. PW advised that the next visit would be in the summer term.</p>	

	HM asked about concern of rogue safeguarding complaints. PW advised that any allegations need to be investigated. If their source is suspect, then discuss with LADO or police, depending on the allegation. If they advise ignoring it, then get that in writing.	
11.	Policies – Attendance	
	Copies of letter templates the school shares with parents are to be annexed to the policy. Governors agreed and adopted the policy. The policy is to be reviewed every two years.	
12	Governor Business	
	There was not feedback from the AGF or other networking committees. Staff are to be made aware of who the link governors are: Community Engagement – Chris Hine (meeting report to be discussed further at the next meeting) Attendance and Behaviour – Clare Gorman Wellbeing - Ronan O’Leary Safeguarding – Peter Woodroffe KP advised that the catering company would be attending the LGB in May. David Lamkin (Trustee) would also be joining the meeting in May.	
13.	Any Other Business	
	Governors wanted it recorded how well information was prepared by HM and the SLT, regarding attention to detail, and how good policies are within school. Visiting other schools, this appeared not to be the case. There was a suggestion that governors should have more interaction with parents, particularly at school events. Whilst this was agreed and how to do this will be explored, there was a reminder between being strategic and not operational. Lanyards for governors, these may need to be updated with new photographs. KP to speak to LS. KP LGB calendar with key school events – governors to have access to this. KP to speak to LS. KP Quiz Night at LVC is on 26 th April and a governor team would be welcomed. Year 11 Prom and staff training are being held on 28 th June 2024.	
14.	Date of Next Meeting	
	Meeting ended at 8.10pm	
	The date of the next meeting is 14th May 2024 at 6pm	

	The meeting in July will need to be changed. KP to send alternative dates.	KP
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Items for Future Meetings	
Meeting	Item
Community Engagement Link Governor	Link report to be discussed at May meeting.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
	Accessibility plan – changes to be sent to Anna	ASAP	KP
8.	Joint INSET day with SVC to be forwarded to governors	ASAP	HM/KP
12	Photographs for governor lanyards and access to key school events on LGB calendar	ASAP	KP
14.	July meeting date to be rearranged.	ASAP	KP

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE