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**Linton Village College**

**Local Governing Body**

**Meeting Minutes**

Thursday 21st May at 6pm

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

**Others Present:** Carey Mayzes (CM); David Lamkin (Trustee); Martin Coughlan (IFG); Carol Pettit (CP); and Kay Pearce (KP Clerk)

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|  | **ITEM** | **ACTION** |
| **1.** | **Acceptance of Apologies for Absence** |  |
|  | The Chair welcomed David, Martin and Carol to the meeting and governors introduced themselves.  Apologies were received from Clive. Governors **agreed** to his absence. There were no apologies from Ali. |  |
| **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 meeting on 19th March 2024 were recorded as accurate and **agreed.**  KP to speak with Alison regarding photographs for lanyards. |  |
| **4.** | **Catering Company Visit (IFG)** |  |
|  | Martin for IFG attended the meeting to talk about catering within AL.  The taster menus and theme days recently held had a good uptake of students, with many encouraged to try something new. The next taster session is on 4th July.  FSM uptake is very low, with 120 pupil premium students only 70 are using their squid card each day to eat lunch. The amount is £2.60 per student and if not used each day, it is carried forward until the end of the week and then disappears from their accounts. After school any left-over food is sold after school and students buying are not usually pupil premium pupils.  Governors **requested** that LVC investigate why pupil premium pupils are not taking up their entitlement. HM to contact these parents.  Catering offer power bites at £1.30. These are smaller portions, and there are around 2-25 different items for students to choose from.  A biometric system is being put in place and will be up and running soon.  There was high praise for CP who is in charge of catering within LVC, and her team is very busy. An additional member of staff would be welcomed.  Martin also mentioned about LECO, which is a charity that feeds the local community with food not used in school, as food poverty is a problem both nationally and within the local community.  Governors **asked** about cost implications of making food in relation to selling food. Martin advised that food prices had increased, with no sign of them coming down in the future but increase in prices had not been passed on to students/parents.  It was suggested that a catering survey be carried out to see what students think about and want from food in school. A lot of students would like to see eating areas with more greenery in them to give a social feel and there is possibly a grant that could be applied for to help with this.  Governors thanked both Carol and Martin for attending the meeting and they left at 6.20pm. | HM |
| **5.** | **Ofsted inspection and reflections, feedback and next steps** |  |
|  | Governors **thanked** HM and all her staff for their work in connection with the recent Ofsted inspection.  HM confirmed it had been a positive experience with the 4 of the inspectors currently holding headteacher positions. HM said that the inspection team really listened and understood. The whole school had pulled together for this inspection. The staff survey had 49 responses. The draft report is being checked, with only minor spelling mistakes to adjust.  There is some work to do in connection with parents as 230 (38%) said they would not recommend LVC. The inspectors, whilst looking around school could not see why this was the case.  The inspectors did feel that not all tasks were suited to the learning intent and there should be a better understanding of the behaviour policy by both students and parents.  The partnership with parents is to be looked at and redefined, as with communication to and from school, LVC will look at better ways of communicating with parents.  Governors **suggested** restart events, revisiting the home school agreement, and advising parents about governor involvement.  When the student and staff panels were held, there were discussion and questions on behaviour.  Whilst there is currently a large volume of cover due to staff being away from school, this was explained to the inspectors and was noted accordingly.  HM thanked governors for all their assistance during the inspection and for attending the feedback meeting. |  |
| **6.** | **Initial Review of CIP 2023/2024 and strategic planning for 2024/2025** |  |
|  | This was uploaded to TEAMs ahead of the meeting.  HM felt the report captured the previous 4 years, with a caveat that priorities for the SLT part 1 self-evaluation is being done this term (11th June) and part 2 of the self-evaluation later in the school year.  Attendance remains an area for concern within school and questions still need to ask why students are not coming into school. There needs to be some work on creating a sense of belonging.  The inclusive classroom has staff on board, and some have training needs.  The reading strategy, staff are to have training in connection with this.  HM mentioned that she plans to revisit Ready, Respectful, Safe in Linton learning to ensure closing the gap, and how the curriculum allows learning.  Within leadership, the SLT will be looking at work force behaviours and how year 7 are struggling both emotionally and socially.  There was then a discussion around how the sixth form colleges have lowered their entrance criteria, therefore lowered expectations and there needs to be some work on how these can be driven up again. This is both nationally and locally and sixth forms need to be contacted, and a discussion had on how this is improved.  The next draft will be available ahead of the next LGB meeting in July. | **HM** |
| **7.** | **Professional Learning Review** |  |
|  | CM spoke about post Ofsted 2020-2021 and about the curriculum, send and behaviour, using The Rosenshine principals essential to learning and going back to basics.  The context of the inclusive classroom was also looked at, using Walkthrus, which are step by step guides.   * Explaining and modelling * Literacy * Practice and retrieval   This was all done over a one-year period, and staff were asked for suggestions on what they wanted.  2023-2024 Walkthrus  These are subject based on departmental priorities and linked to the DIP. Staff work in peer pairs and there is discussion and feedback in departmental meetings.  LVC has a subscription to the National College which is subject specific and there is allocated funding for staff to join subject associations.  Deep dives have been done on MFL, DT and Geography, with professional learning walk through journals being launched in a few weeks’ time. These will be brought back in September to take forward into the new school year. This will allow time to capture reflections.  Coaching within middle leaders is working on motivation, with John Kane working with them and the pastoral leaders. There will be some upskilling of the middle leaders.  Career Progression  Within school there are:   * ECT * NPQ * Apprenticeships * ITT and succession planning * Masters * National College * New Staff induction * Associated SLT secondments   There was a joint training day with SVC developing inclusive culture, which had very positive feedback.  There are also Trust days that staff can attend. This all comes from the CPD budget.  Governors **asked** if staff feel more valued because of training. CM answered that most are, although not pastoral due to operational pressures.  They also **asked** who were taking up training opportunities. CM advised Heads of Year, middle leaders and pastoral leads.  Lots of support staff have taken up apprenticeships and have been doing online training.  Recent in-house training was on complaints and the procedures for dealing with these.  Operations and administration managers have not had as much training.  Computing is a subject for concern, which has links to the Hub regards training and more targeted one to one support through the Trust.  People and Leadership Executive Summary  Governors focused on the May 2024 impact review.  HM said there needed to be open and honest regarding people and leadership. The SLT needs to keep going back to values.  LVC will be 90 years old in 3 years’ time, and discussion around what that will look like is ongoing.  The areas to focus on:   * Pride in LVC from our communication * Consistency in high levels of teaching and learning   LVC will investigate the parent and student survey and address the responses.  It was also suggested that within the parent forums, a communication relationship needs to be built and a trust with school. Governors can be part of this forum and a diary for dates will be made at the next meeting.  All areas for development are to remain on the risk register. Governors are to have an input into this document. | **HM/Governors** |
| **8**. | **Principals Report** |  |
|  | This was uploaded ahead of the meeting.  HM advised the budget is a changing document. NJC has been confirmed and it has been suggested that the teachers’ pay increase of 2% will not be fully funded.  Staff absence has been high particularly with middle leaders.  LVC have been part of a workload challenge pilot scheme.  Governors joined the SLT at the recent quiz night.  There were no questions from governors on the report. |  |
| **9.** | **Governor Business** |  |
|  | With link governor roles questions asked should be linked to next governor visits.  SEND Link Report  When this is sent through, governors are to prepare any questions ahead of the meeting.  The after-school club is transferring to Linton Heights Junior School, and there maybe additional funding or grants that can be applied for.  HR are currently involved around an incident with a teacher. Trust involvement has made the process longer than it needed to be (May 2023).  Community Engagement  This was uploaded to the meeting folder and CH reported that this was the first one, but there will be investigation as to how this moves forward.  To consider effective planning for the future, a focus group could be formed something along the line of the Big Help Out, which is a volunteer scheme. Our Parents and possibly Year 11 should be part of this group.  HR and Wellbeing Report  ROL spent time in school and his report was uploaded ahead of the meeting.  Questions being asked from the visit where what does school get back from the Trust for the money that is paid. The amount being taken, whilst lower than some schools, still needs to be monitored and ask what the Trust is doing with or for that amount.  The monitoring of SLT workload is all important, as teachers have directed time and the SLT are scooping up remaining workloads. There needs to be healthy benchmarks.  Some discussion with other headteachers and HR needs to happen on how often meetings are required and the time recording of these. | **Governors** |
| **10.** | **Any Other Business** |  |
|  | Afternoon Tea Party is being held on 21st June at 3.15pm, governors have been asked to attend, if available. |  |
| **14.** | **Date of Next Meeting** |  |
|  | The meeting ended at 8.05pm  The date of the next meeting is 1st July 2024 at 6pm. There is governor training in advance of the meeting at 5pm. |  |

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| **Items for Future Meetings** | |
| **Meeting** | **Item** |
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| **Action Log** | | | |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 4. | investigate why pupil premium pupils are not taking up their entitlement. HM to contact these parents. | July 2024 | HM |
| 6. | Strategic plan for 2024/2025 to be shared with governors | July 2024 | HM |
| 7. | Diary dates for parent’s forum | July 2004 | HM/Governors |
| 9. | Prepare any questions for SEND link report | July 2024 | Governors |

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| **Rolling Action Log** | | | |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
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