

**Minutes of the Local Governing Body  
meeting held on  
Tuesday 21<sup>st</sup> September 2021 at  
6.00 pm by way of a Google meet  
Conference meeting**



**Sawston**  
Village College

**Subject to ratification**

<b>Governors Present</b>	Polly Stanton (PS), Chair Jonathan Russell (JRU), Principal Alan Sutton (ASU) Barrie Ashurst (BA) Colin Sausman (CS) Sam Abbs (SA) Eleanor Clapp (EC) Huw Thomas (HT) Joined at 7.08 p.m.
<b>Others Present</b>	Pieter Wallace (PW) Sue Gelder (SG) David Hunt (DH) Gloria Reed (GR)
<b>Apologies</b>	Apologies were received from Rachel Kerr (RK) and Gareth Johnson (GJ)
<b>Quorum</b>	The meeting was quorate throughout.

		<b>OUTCOMES ACTIONS</b>
<b>1.</b>	<b>Confirmation of Local Governing Body Chair and Vice Chair from September 2021</b>	
1.1	In the absence of the Clerk, ASU advised that Polly Stanton had been nominated as Chair and Colin Sausman had been nominated as Vice Chair. The meeting confirmed them as Chair and Vice Chair respectively.	GJ to advise Trust.
<b>2.</b>	<b>Welcome and apologies</b>	
2.1	PS welcomed everyone to the meeting. Apologies had been received from Rachel Kerr and Gareth Johnson.	
2.2	PS welcomed Sam Abbs as a new Trust Governor. SA advised she is now an Education Safeguarding Adviser to the Local Authority, delivering training, including Governing training.	
2.3	PS Welcomed David Hunt, who advised that his role is Director of Inclusion and Alternative Provision and for tonight's meeting he would be covering the Safeguarding presentation for Martha Gregg who is on maternity leave.	

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2.4	PS Welcomed Gloria Reed to the meeting as an observer. Gloria had applied to become a Trust Governor following the recent advert and we have sent a recommendation to the Trust for approval. Gloria advised that she is a retired Social Worker, specialising in children's mental health and a former chair of governors in an early years set up.	
3.	<b>Declaration of conflicts of interest</b>	
3.1	There were no declarations of interest.	
4.	<p><b>Chairs/Clerks business</b></p> <p><b>Clerks' business</b></p> <p>GJ had advised the Chair of the following:</p> <p>4.1 All Governor records and information have been updated with GIAS, CCC and on the school website.</p> <p>4.2 New Trust guidance is that the minutes of LGB meetings must now be uploaded to the school website.</p> <p>4.3 When GR is appointed, we will have 10 Governors. Principal, 1 staff, 2 parent and 6 Trust. (We are allowed to have between 9 and 14).</p> <p>4.4 Form LGB 04/01 Declaration of Business and Pecuniary Interests had been sent to Governors in advance for completion.</p> <p><b>Chairs' business.</b></p> <p>PS Advised the following Trust information:</p> <p>4.5 Kerrie Jones has been appointed the new Trust Head of Governance Support.</p> <p>4.6 James Woodcock has been appointed the Trust Assistant Director of Education and Learning and will work 60% for Trust and 40% for the school.</p> <p>4.7 The Trust has 6 Secondary schools, 8 Primary schools and the new Marleigh school is due to open in September 2022.</p> <p>4.8 The Trust has been awarded the National Governance award, Governors should take pride in this award as the LGB is a part of the process.</p> <p>4.9 Some Governors across the Trust are having trouble in logging into ALIS and to training links. If any of our Governors are having problems, would they please advise PS and GJ will then liaise with the IT team.</p>	
5.	<b>Minutes of the LGB meetings of the 15<sup>th</sup> June 2021. See Document LGB 05/01</b>	
5.1	The minutes for the meeting had been circulated in advance. They are also available to view in the secure folder on the Google drive.	

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5.2	Governors agreed they were a true and accurate record and the minutes will be signed by PS as Chair.	GJ to forward to PS for signing
6.	<p><b>Matters arising</b></p> <p>6.1 Transgender Policy. JRU Advised that we want to check with the Trust to see if they are going to adopt a Trust wide policy, if they do not, we will bring the Sawston policy back to the next LGB meeting.</p> <p>6.2 BA Asked if we knew when AL Trust Governors will attend LGB meetings? PS Suggested that we should look at agenda items for each meeting to see if it would be appropriate for an AL Trust Governor to attend.</p>	PS to liaise with KJ at Trust
7.	<p><b>Safeguarding Training and Policy</b></p> <p>David Hunt gave the meeting a presentation on where the school is at the moment with Safeguarding.</p> <p><b>The current Core Team</b></p> <p>7.1 Managing day to day safeguarding is the team of Martha Gregg (Safeguarding lead), David Hunt (Deputy Safeguarding lead), Dan Burgess (Assistant Principal) and Vicky Linsell (Inclusion Manager). JRU is also trained as a designated Safeguarding lead as are 2 year leads.</p> <p>7.2 The team meets fortnightly to review current issues and on the alternate fortnight David and Vicky meet to discuss how to drive things forward and to be confident that safeguarding is improving. Each term there is a safeguarding review with representatives from all areas across the site.</p> <p>7.3 On a daily basis one of the team monitors the MyConcern dashboard making sure any concerns are dealt with in a timely fashion.</p> <p>7.4 Year leads are now being asked to monitor what pupils are doing when using school computers and systems.</p> <p><b>Start of term training</b></p> <p>7.5 This year we are focusing on 3 areas:  <ol style="list-style-type: none"> <li>1. Walking staff through the revised version of Keeping Children Safe In Education</li> <li>2. Sexual harassment and violence.</li> <li>3. Mental Health</li> </ol> </p> <p>7.6 There is a sub folder on safeguarding in the meeting folder on the Drive to cover what staff training has been done.</p> <p>7.7 Governors will need to watch the training video in the folder and to read the KCSIE paper. There is also a copy of the Child Protection policy to read and there is a link to a quiz for Governors to do.</p> <p>PS We used to sign to say we had read the policy, will completion of the quiz take its place.  DH Yes, it will indicate you have read it and Louise Milne will record this as being done.</p>	

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	<p><b>What are we currently seeing?</b></p> <p>DH shared a snapshot of slide of what has been logged on MyConcern since the start of term.</p> <p>7.8 There is an average of 6 concerns being logged daily. This is up by 2 from last year.</p> <p>7.9 The slide showing a breakdown of concerns shows a very wide range of issues being raised. Many of the issues are being dealt with at the time with staff engaging with the concern being raised.</p> <p>7.10 There is a large block of Mental Health issues. Some are linked to the COVID impact as pupils return to normal school life and some are linked to pupils grieving over the sad loss of a fellow pupil in the summer. Staff have been dealing with these issues in a very effective manner.</p> <p>7.11 3 pupils are currently being educated exclusively off site. Their attendance has been outstanding.</p> <p>BA Asked where the 3 pupils are being educated? DH 2 are at the Olive Alternative Provision Academy and 1 is at CRC.</p> <p><b>Plans for the future</b></p> <p>7.12 This year's Safeguarding team is smaller, we are expanding the team with further training for Sue Gelder and 2 other year leads.</p> <p>7.13 We are also reviewing how we use MyConcern, also using it to relate to welfare which may not be an immediate safeguarding issue but could lead to it.</p> <p>7.14 We are looking to develop our practices for dealing with sexual harassment and violence. (There is a slide in the safeguarding video in the folder giving full details.)</p> <p>EC What provision is there at school for pupils to report concerns over their own friends and other children. DH Our advice is for pupils to raise concerns with their own mentor or someone who they are comfortable in dealing with. We are also using screens around school to give safeguarding messages to pupils. JRU Signs are on display in areas around the school and we are looking at a peer support programme where pupils are trained to be able to pass concerns on.</p> <p>PS Thanked DH for his comprehensive report and asked all Governors to watch the safeguarding video and read all the papers in the safeguarding folder and get 100% for the quiz.</p>	<p>All Governors to complete the quiz</p>
<p><b>8.</b></p>	<p><b>Principal's update</b> Comprehensive briefing papers had been distributed by JRU. See papers LGB 08/01 Principal's update, LGB 08/02 Staff report.</p> <p>JRU talked through the main points in his briefing papers.</p>	

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	<p><b>Principal's update</b></p>	
8.1	The start to the new term has gone well.	
8.2	We have a slightly larger intake at 1130. This has caused some strain on catering, which has not been helped by an issue with catering cards.	
8.3	We had some concerns about how the community would come together again after 19 months apart but it feels like it always did, which is great.	
8.4	Behaviour has held up well and pupils have come back and adapted well to the new routines and embraced their new freedoms.	
8.5	There is good mixing and clubs have restarted, which is lovely to see.	
8.6	Teachers are enjoying being back in their own classrooms.	
8.7	With regard to COVID, we continue to remain cautious in our approach, being careful and sensible.	
8.8	<p>Nearly 2000 tests were delivered at the Asymptomatic Test Site over 5 days and only 2 tests were positive.</p> <p>PS Rachel Kerr had helped in the ATS and had been very impressed with how well organised it had been and how pupils responded. JRU Pupils and volunteers were brilliant throughout, pupils were very well behaved and respectful to volunteers and staff. Kim Ellis has done a wonderful job in organising all this.</p> <p>EC Asked if we have any data on pupils doing home tests and do we know when vaccinations will start at school for 12 to 15 year olds?                  JRU From last week's figures, 51% of pupils and 71% of staff were logging home tests. In terms of vaccinations, we have received no information or correspondence to know when this will start or when parental letters will be sent out.</p>	
8.9	28 pupils attended Summer School. Thanks to Alan Sutton and Lesley Morgan who ran this. Pupils targeted were those most likely to benefit from the event to help them to settle into school quickly.	
8.10	CARE values have been introduced into school and new signs, banners and branding can be seen around school.	
8.11	TAGs Pieter Wallace has done brilliant job in leading this.	
8.12	The new website is an Anglian Learning template and is to be launched later this term.	
8.13	New school signs have gone up at the main entrance and the sports centre entrance.	
	<p><b>Staffing</b></p>	
8.14	We are losing our Head of English who is relocating in December. We are seeking to replace in January.	

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<p>8.15</p> <p>8.16</p> <p>8.17</p> <p>8.18</p> <p>8.19</p> <p>8.20</p> <p>8.30</p>	<p><b>Premises</b></p> <p>A lot of work has been going on over the summer linked to the Rebuilding Schools' work.</p> <p>BA Asked if there was any news on the Marven Centre upgrade being funded by the Trust?                  JRU All funding by the Trust is waiting for the outcome of the DFE feasibility project. For the Marven Centre they are looking to improve the infrastructure but not total refurbishment. The main problem is that there is still flooding at the door and the drains around it. The Trust will be investing in the expansion of the dining hall.</p> <p>BA With regard to the flooding wondered if we had approached CCC about the gulleys?                  JRU We have got drain surveyors coming on to site to look at all our drains and the connections with New Road.</p> <p><b>Finance</b></p> <p>It is looking like we will have a positive surplus.</p> <p>CS and BA will be meeting with Hugo Brown before the next LGB meeting to review.</p> <p>BA Have we had any news from the Trust on the Sports Centre recharge?                  JRU No movement from the Trust at the moment. The Sports Centre remains under SVC management and Michelle remains SVC Manager. When he receives any confirmation from the Trust he will advise Governors.</p> <p><b>Adult Education</b></p> <p>This is now up and running and Sue King is busy and enjoying her role getting everyone back into adult learning.</p> <p><b>Sports Centre</b></p> <p>It is now open 7 days a week.</p> <p>Membership is still below pre COVID rates but lots of members are coming back.</p> <p>Other revenue streams such as swimming lessons, birthday parties and lettings are now happening and getting the Sports Centre on track to achieve its forecasted figures.</p>	
<p>9.</p> <p>9.1</p>	<p><b>College Improvement Plan</b></p> <p>JRU gave a slide show presentation to update and remind Governors of what the CIP key objectives are and to help with later discussion on governance and Link Governors and for setting agenda items for future LGB meetings.</p> <p>Our CIP is linked to the CARE values, each of which has three objectives in each strand. JRU went through the values and discussed the Key Performance Indicators and the college plans and ideas for each strand.</p>	

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9.2	<p>Community            C1 Wellbeing for all            C2 Leadership for all            C3 Opportunities for all            JRU would like to review this in the March LGB meeting.</p>	GJ to include in March agenda
9.3	<p>Ambition            A1 Reading for all            A2 Enhanced SEND provision            A3 Professional learning for all            JRU would like to review this in the November LGB meeting</p>	GJ to include in November agenda
9.4	<p>Respect            R1 Improved diversity, equity and inclusion            R2 Improved behaviour, attitude and language use            R3 Enhanced celebration and reward            JRU would like to discuss this in the June LGB meeting</p>	GJ to include in June agenda
9.5	<p>Endeavour            E1 Better curriculum            E2 Better teaching            E3 Better assessment            JRU would like to see this reviewed in the February LGB meeting.</p>	GJ to include in February agenda
9.6	<p>Environment            We are keeping this as it is important for what we want to achieve and pupils want to focus on it.            G1 Improved recycling            G2 Improved energy efficiency            G3 Developing a 2050 Carbon neutral strategy            JRU would like to review this at the end of the year to see how we have got on, possibly inviting pupils.</p>	GJ to include in July agenda
9.7	<p>JRU feels that it would be useful for items in future LGB meeting agendas to be linked to the CIP, covering each strand with the nominated Link Governor being involved.</p>	
9.8	<p>We have 2 Governors' days in school in autumn and in the spring, these should give Governors the opportunity to see how the CIP is working in practice.</p> <p>EC Enquired as to how much of this is being fed into pupil's college plans moving forward?            JRU This is part of the strategy and we want to see pupils contribute and take part in the discussions we are having. Would like to see Link Governors attend some of the clubs and join in discussions with pupils.</p> <p>PS Asked if the building programme will have a link into the Greener agenda?            JRU Yes, the whole driver of the school rebuilding project is decarbonisation.</p>	

<b>10.</b>	<b>TAG Results and Appeals</b>	
	PW gave a presentation to update the LGB on results and appeals.	
10.1	There were 197 pupils on the roll and there were 1870 TAGs.	
10.2	The Exam Boards took random samples from schools and for Sawston this was English Language and Geography. No concerns were seen and no TAGs submitted were queried by the Exam Boards.	
10.3	The results published to pupils on the 12 <sup>th</sup> August were exactly the grades teachers had put in.	
10.4	He was very grateful to the 35 staff that came in on the 12 <sup>th</sup> August to help on results day and there were lots of very happy pupils on site.	
10.5	There had not been a great deal of difference to last year's grades.  CS Asked if we have any data relative to other schools? PW There is no local data to share. Nationally Grades at 4 plus are up by 9% and Grades at 7 plus are up by 7%.	
10.6	When we look at 2021 results relative to the school adjusted targets, with the exception of Geography, every other subject showed a positive score.	
10.7	From the data we have, our results are slightly up on where we have been in previous years. Average GCSE Grade 5.9, national average 5.1.	
10.8	Our pupils appear to be achieving a 1/2 a grade higher than their comparative peers across the country, which is roughly where they were in 2018 and 2019.  <b>Appeals</b>	
10.9	We had received 10 enquiries regarding appeals and Cheryl Wombwell had dealt with all of these and given good guidance.	
10.10	There were 3 appeals, of which 2 were not upheld and the 3 <sup>rd</sup> appeal is at stage 2 pending.	
10.11	The number of appeals was lower than we expected, which is a credit to the school staff and the rigour of the process we followed.	
10.12	We have 5 pupils coming back for Autumn examinations.  HT The results show the team got the process exactly right, well done.  PS Thanked PW for the presentation and his team for all the hard work that has gone into the process and for the tremendous results achieved. Please pass on our thanks to all the staff.	



<p><b>11.</b></p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p>	<p><b>Governance</b></p> <p><b>Risk Register</b> PS advised:</p> <p>There is a risk register and JRU has posted the updated version to the LGB folder in the Drive.</p> <p>Many risks under the COVID risk assessment have now lessened with reds now moving to yellow.</p> <p>We had been advised by the Trust that they would be producing a new system for risk registers.</p> <p>As the term progresses the register will need to be reviewed especially when the new system comes in.</p> <p>CS will now be taking over responsibility for the risk register, especially for the impact on finance.</p> <p>If Governors have any questions on the risk register, please email PS.</p> <p><b>Link Governors</b></p> <p>PS Thanked those Governors who have agreed to be Link Governors</p> <p>The CIP presentation from JRU helps us to see where we are going with staff links.</p> <p>EC Asked how proactive Link Governors have to be in contacting staff? JRU Confirmed he will prompt staff links to make contact with Link Governors.</p> <p><b>Training</b></p> <p>ALIS is struggling with email contact and links to training. Stephen Timms is working with the Trust to resolve this.</p> <p>There is a small budget for training. If Governors are aware of any local authority training that may be appropriate to them, please let PS know.</p>	
<p><b>12.</b></p>	<p><b>Policies</b></p> <p>a. Safeguarding Policy.</p> <p>This policy is in the Safeguarding folder on the Drive.</p> <p>SA Advised that we need to be mindful about the reporting of low level concerns. She will give more guidance when further information comes out.</p> <p>JRU All staff are to be advised that all concerns must be passed on, whether they are low level or not.</p> <p>The Governors approved the policy.</p>	

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	<p>b. Behaviour and Discipline Policy</p> <p>See document LGB 12 02 in the meeting folder on the Drive.</p> <p>The Governors approved this policy.</p>	
<b>13.</b>	<p><b>Any other business</b></p> <p>There was no other business raised.</p>	
<b>14.</b>	<p><b>Date of next Meetings</b></p> <p>At the moment we are showing future meetings as virtual. The Trust is encouraging some face-to-face meetings to take place. For this term we will continue with virtual meetings and will review future meetings in the New Year.</p> <p>Meeting dates for the rest of the year are as follows:</p> <p>Tuesday 9th November 2021 (Virtual) Tuesday 2nd December 2021 Governors' Day (In College) Tuesday 1st February 2022 (Virtual) Tuesday 29th March 2022 (Virtual) Tuesday 3rd May 2022 Governors' Day (In College) Tuesday 14th June 2022 (Virtual) Tuesday 19th July 2022 (Virtual)</p>	

**The meeting closed at 8.06 p.m.**

