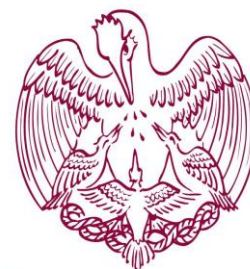


**Minutes of the Local Governing Body  
meeting held on  
Tuesday 21<sup>st</sup> June 2022 at  
6.00 pm by way of a Google meet  
Conference meeting**



**Sawston**  
Village College

**Subject to ratification**

<b>Governors Present</b>	Polly Stanton (PS), Chair Jonathan Russell (JRU), Principal Barrie Ashurst (BA) Eleanor Clapp (EC) Huw Thomas (HT) Gloria Reed (GR) Colin Sausman (CS) Priya Schoenfelder (PSC) Sam Abbs (SA) Rachel Kerr (RK)
<b>Others Present</b>	Duncan Cooper (DC) AL Deputy CEO and Director of Secondary Education. Sue Gelder (SG) Natalie Morris (NM) SENDCo Gareth Johnson (GJ)
<b>Apologies</b>	Alan Sutton (AS)
<b>Quorum</b>	The meeting was quorate throughout.

		<b>OUTCOME ACTIONS</b>
<b>1.</b>	<b>Welcome and apologies</b>	
1.1	PS Welcomed everyone to the meeting.	
1.2	PS Special welcome to Duncan Cooper who will give us an overview on Ofsted. In the Autumn we will need to choose some Governors who will be available to be more informed about the questions we may be asked.	
1.3	PS Special welcome to Natalie Morris who will be presenting her annual SEND report.	
<b>2.</b>	<b>Declaration of conflicts of interest</b>	
2.1	There were no declarations of interest.	
<b>3.</b>	<b>Chairs/Clerks business</b>	
3.1	GJ The Trust require Governors to complete a Declaration of Eligibility form to serve as a Governor.	

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3.2	PS The Trust Central Team has joined us up to NGA Membership, which will give Governors access to training. If Governors have any problems logging in to this, please let PS know.	GJ to send forms to Governors
3.3	PS KCSIE is being revamped and we will have a lot to look at in the first meeting of the Autumn Term.	
<b>4.</b>	<b>Minutes of the LGB meeting of the 29<sup>th</sup> March 2022.</b> See Document LGB 04/01	
4.1	The minutes for the meeting had been circulated in advance. They are also available to view in the secure folder on the Google drive.	GJ to forward to PS for signing
4.2	Governors agreed they were a true and accurate record and the minutes will be signed by PS as Chair.	
<b>5</b>	<b>Matters arising</b>	
5.1	PS The Transgender Policy, in likelihood as part of an updated safeguarding policy, is being processed by the Trust; this will come back to us to ratify in due course.	
<b>6.</b>	<b>Ofsted Training</b>	
	Duncan Cooper gave a slide show presentation to the meeting and talked through the main points to give the LGB an overview of Ofsted and the priorities for the LGB to look at. See the slides in the meeting folder for full details, Document LGB 05 01.	
6.1	There are two types of inspection:	
6.2	Section 8 A two-day inspection with a few inspectors. Ofsted will look at the overall picture of the main areas of effectiveness in the Quality of Education, including; Safeguarding Behaviour and Attitudes Extent of curriculum Staff workload and wellbeing Personal Development Leadership and Management	
6.3	This inspection cannot change the Grade, if Ofsted wanted to change the grade, they would have to do a Section 5 Inspection.	
6.4	Section 5. Which is a more thorough process and will review all grades, involving more inspectors. This will review all elements of the inspection framework and there are more types of inspection activity.	
6.5	Before the LGB meets the inspection team, the Trust will hold a meeting with some Governors of the LGB to plan and look at the priorities that are being seen from Inspections.	

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6.6	The Core responsibility of the LGB is; To establish the vision and ethos of the school	
6.6	Monitoring the safety of children Holding leaders to account Represent the views of stakeholders Monitoring the financial health of the school Planning for succession	
6.7	Understanding the impact of the role of LGB. How does the LGB know where the school is at and how does it know what it is being told is correct. The LGB needs to reference examples of how it does this, good examples for Sawston are the; Governors' Day The College Improvement Plan Link Governor Policy Presentations at meetings from middle leaders.	
6.8	What will the Ofsted Inspection activity cover: Inspectors will look at the school website. They will look at the quality of the minutes of the last three LGB meetings to show that Governors are asking questions to know what they are being told is correct and that follow up actions are being done.	
6.9	On the first day there will be a short meeting with Inspectors and they will discuss what evidence they will be looking for.	
6.10	Key areas to look at will be; How the school is fulfilling Statutory duties The clarity of vision, what it currently looks like Clear context of the Community it serves and its history Being clear about its strengths.	
6.11	Ofsted will also look at financial considerations. Are priorities and the targeted use of additional funding being used effectively? Are pupils' interests and the needs of those groups being best served? (Pupil Premium, SEND)	
6.12	The LGB role in the Inspection. The LGB will be informed that an Inspection will take place and will need to establish a panel in September to meet with the Trust to do practice sessions, discuss feedback from other schools and to do a Questions and Answers session.	
6.13	Some helpful questions to reflect on for the LGB; Is there a clear strategic vision Are statutory equalities and safeguarding duties being met Reflect where have we done things this year to review these Do we know the strengths and areas for development. Where do we need more clarity, are there any gaps.	
6.14	This is a good opportunity for the LGB to take stock of what it has done well and where it needs to improve.  EC Asked how many Governors do we need for the Ofsted meeting and is the meeting during the day.	

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	<p>DC Usually 3-4 Governors and the meeting is usually held on the second day, during the day          PS This could be difficult due to the short notice of advice of Inspection with Governors who have day jobs.          JRU Is keen to have the Safeguarding Governor and Chair on the Ofsted panel, if available.          SA Confirmed she is happy to be involved.          EC Is happy to be on the Panel.</p> <p>GR The proposed Governors Day with Parents would be good evidence.          JRU We are looking to hold the Parents Day early in the Autumn Term.          PS It makes sense to hold the Parents Day with new parents.</p> <p>PS Should any Governors have further questions for Duncan, please channel them through her.</p> <p>JR Suggested that at the LGB meeting on the 19<sup>th</sup> July we should discuss the last slide of Duncan's presentation, go through the Stakeholders survey and agree which Governors will be on the Ofsted panel.</p> <p>PS Thanked Duncan for his presentation.</p>	
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p>	<p><b>SEND Annual report</b></p> <p>Natalie Morris gave the meeting a slide show presentation and update as to where we are now on the current SEND position since her last report to the LGB.</p> <p>We had 2 EHCP'S agreed, with both students going on to specialist placements.</p> <p>We had 2 Parental applications which were declined.</p> <p>We have 3 in the process and 5 waiting to send off.</p> <p>Nationally there continues to be a rise in EHCP numbers, up from 3.7% to 4% and in SEND numbers which are now at 13%.</p> <p>The SEND need in school continues to grow.</p> <p>We have today increased our staffing numbers by 2 and in September we will have a growing team of 20 staff, which will give us more opportunity to have interventions in class and for TA's to progress within the team.</p> <p>HLTA's have doubled within the last year. This has brought more expertise in to the team. We are now able to give teachers more support in specialist areas in class and to give more support to TA's who are learning and taking on interventions. It will also help staff within the team to support one another.</p> <p>There is a growing need in SEMH for students with anxiety and Mental Health issues.</p> <p>The Green Paper came out earlier this year in regard to SEND and this is helping us to focus next year on improving main stream provision. A large</p>	

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	<p>part of the paper is focussed on excellent teacher training and sharing best practices in schools.</p>	
7.10	We are looking at identifying students as early as possible who might have a SEND or intervention need.	
7.11	We are working on how we can design an inclusive classroom.	
7.12	We have started doing more Sandwell assessments.	
7.13	We are expanding the use of the literacy assessments online.	
7.14	We have purchased a Provision Map, which helps us to continue to record interventions and the support pupils are given. Parents can have access to this information.	
7.15	We are continuing the Morning Nurture Group.	
7.16	We using LEGO based therapy.	
7.17	The dogs continue to be part of our team.	
	<p>GR Asked do students with Mental Health issues have a formal diagnosis and how do you get them assessed. NM There is a long waiting list for external diagnosis, up to 18 months. We assess on what we observe, such as attendance struggles and not coping in class.</p> <p>RK Asked if the increased numbers in year 7 and year 8 are COVID related and how do you identify training needs and who does it. NM Personally feels that the Pandemic has contributed to the increase. With our training, our aim is for teachers and TA'S to get similar training. We did a survey with staff to find out what training needs they had. The school and Anglia Learning will be offering more professional learning, some of which will be online.</p> <p>PSC What are the most common types of needs you are dealing with and are they increasing. NM Most common area of need has remained the same, specific learning difficulties around literacy and numeracy and numbers are increasing. If we diagnose each need, a lot would fall under Dyslexia, which is why we are going for a push on dyslexic friendly classrooms.</p> <p>JRU Structurally we are now in a sound position. We have invested in new staff and built-in succession planning with progression within the team. The biggest thing for next year will be the focus on inclusive classrooms.</p> <p>JRU NM and the team have done a great job in the very challenging year, under very difficult circumstances, with turnover of staff, increasing demands and dealing with the amount of paperwork involved in the applications.</p> <p>PS It has been very encouraging to see the way in which the team has risen to the challenges it has faced.</p> <p>PS Thanked NM for her presentation.</p>	

	NM would welcome any further questions that Governors may have.	
<b>8.</b>	<p><b>Governors' Day Feedback</b></p> <p>A feedback report on the Governors' Day had been distributed before the meeting. See Document LGB 08 01 in the meeting folder for full comments.</p> <p>EC The pupil panel was very interesting, especially hearing their voices. Pupils seemed happy in school and they knew what a good lesson was. Everyone seemed relaxed, respectful, confident and supported.</p> <p>BA Felt the school was such a happy place for staff and pupils.</p> <p>PSC The Community aspect of the day was stunning. It was so impressive to hear of the initiatives being taken by students.</p> <p>PS It is very clear that all staff, teachers, admin and office accept responsibility for the care of the pupils. The pupils respond very well to this. The sense of community is very strong</p> <p>RK Enjoyed seeing the different styles of teaching and pupils engaging in their subjects.</p> <p>JRU Enjoyed the day and welcomes the Governors coming in to see in practice what we say we are doing and thanked the Governors for their positive feedback. At the next Governors' Day there will be a focus on Inclusive Classrooms.</p>	
<b>9.</b>	<p><b>Behaviour report</b></p> <p>SG had distributed a paper prior to the meeting. See Document LGB 09 01 in the meeting folder.</p> <p>SG Highlighted the following;</p> <p>9.1 This report for 2021-22 is the first for three years not to include the impact of COVID lockdown so comparisons are difficult to make.</p> <p>9.2 We have seen a reduction in Fixed Term Exclusion Events, from 34 in 20-21 to 23 this year. At the beginning of the year, 3 year 8 pupils left our role, 1 to specialist provision and 2 leaving the area. They had had a lot of events between them.</p> <p>9.3 Isolation events have increased, largely in year 8 and year 11 males. There are a lot of repeat offenders in year 11.</p> <p>9.4 There were 3 male pupils and 1 female pupil who finished their time in Compass House or similar provision. It was good to see that they all came in to sit their exams, which was a very big positive. This was largely due to the excellent work done by David Hunt, Compass House and the Pastoral team.</p> <p>9.5</p>	

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<p>9.6</p>	<p>This year's Year 10 have significantly less poor behaviour and it will be interesting to see how this pans out next year.</p> <p>There is a significant amount of MyConcern issues logged, which shows we have a culture of vigilance and reporting.  PS Asked if the rapid response to MyConcern logs catches issues before they get serious.  SG Yes, a lot of the time issues are minor and most are allocated to year leads and often it is just a wellbeing conversation.</p> <p>BA Asked when we receive a managed moved on pupil what finance do we receive  SG For the first 16 weeks the pupil stays on the previous school's role. If things work out the pupils is transferred to our role. The income is lagged and we will get it at a later date.  JRU The sending school pays the cost of transport for the first 16 weeks.</p> <p>EC Asked if the MyConcern data highlights pupils who have several concerns logged.  SG The report we use highlights in the child section how many times that pupils is shown in the log.  SA You can run the report to identify individual pupils and also to show trends.</p> <p>JRU DH has done a tremendous job with taking this on this year.</p>	
<p>10.</p>	<p><b>Anglian Learning QASI Report</b></p> <p>JRU had distributed the updated report prior to the meeting. See Document LGB 10 01 in the meeting folder.</p> <p>JRU The current report shows that we have an Amber position on attendance, which is where we were on the previous report. Our position is in line with attendance at other Trust schools and other secondary schools in the County.</p> <p>JRU The report also shows an Amber position on Finance which has changed because of the projected increase in Energy costs.</p> <p>JRU All other categories remain Green.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><b>Uniform</b></p> <p>SG had distributed the proposed Uniform Policy prior to the meeting. See Document LGB 11 01 in the meeting folder.</p> <p>SG Would like to get approval from the LGB for the Policy.</p> <p>The Government has issued new statutory guidance on the cost of school uniform. The new guidelines are mainly around the affordability of uniforms for parents.</p> <p>The Trust set up a working group which has suggested time scales for what we should do to review uniform policies.  We should be looking at:</p>	

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<p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>The total cost of the uniform How many branded items we have Have a clear published policy in place Reviewing supplier arrangements Making second hand uniform available</p> <p>We have reviewed our branded items and have improved the clarity of what we are asking parents to buy. Trust guidelines have set a maximum of two branded items for P E kit and three branded items for the main school uniform.</p> <p>The Trust will be doing a Trust level tendering process for the provision of school uniform. We are tied into our contract with school suppliers until 2024, after then the Trust will tell us who to use.</p> <p>A survey was sent to parents on the new guidelines and most comments received back were positive.</p> <p>Changes made to the Policy are mainly presentational and a new section on second hand uniform has been added.</p> <p>There is a visual version on the website</p> <p>EC Pointed out that in the sports section of the Policy, a change of wording is needed from shorts/skirts/shorts to shorts/skirts/shirts. SG Will make the change.</p> <p>BA Asked for some clarity on the wording under make-up. SG Will review this section.</p> <p>JRU We used to make a small commission on sales and funds received were used to buy additional uniforms to give away. We will not now receive commission to help keep the price down.</p> <p>PS With amendments mentioned the meeting approved the new policy.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p><b>Budget</b></p> <p>CS Advised that BA and CS have met with Hugo Brown and have gone through the current financial position and the budget with him.</p> <p>Hugo has explained how the budget was constructed and has answered lots of detailed questions from CS and BA. It is balanced and sensibly constructed and we have confidence in how it has been prepared.</p> <p>There is a note on the risk going forward on Energy costs. We are locked into current prices until 2023. BA Hugo has based the budget on 5% inflation CS 5% could be too low, we will need to monitor</p> <p>JRU Consideration will need to be made when the Sports Centre has to close during rebuilding works.</p> <p>JRU Current improved fluctuation is partly due to the Sports Centre doing better than anticipated since reopening.</p>	



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<p>12.5</p> <p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p>JRU Energy Costs are very difficult to forecast, there has been no position from the Government of what will happen when new energy costs begin. The Trust may be asked to cover some of the increased costs, from reserves, in the first two years but not after that.</p> <p>JRU Our energy costs should go down in 2025 with the new Carbon Neutral building.</p> <p>JRU The Trust have no significant concerns over our budget and no changes were suggested.</p> <p>JRU The Trust have asked that the LGB recommended the proposed budget.</p> <p>The full details of the budget are to be circulated to Governors</p> <p>The meeting agreed to recommend the budget.</p>	<p>Action CS to circulate to Governors</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p>	<p><b>Policies</b></p> <p>The Behaviour and Discipline policy had been circulated to Governors prior to the meeting. See Document LGB 13 01 in the meeting folder.</p> <p>SG Would like the LGB to ratify the updated Policy.</p> <p>SG Advised that there had been no significant changes to the Policy.</p> <p>What has been added to the policy is reference to Sexual Harassment and Bullying to bring the Policy into line with the Anti Bullying Policy.</p> <p>PS Had a concern over searches on Transgender pupils. SG An interesting question and she will look into this.</p> <p>CS Asked SG if she has the right tools to manage behaviour. SG The simple answer is yes. We are clear with our staff about what we want them to do.</p> <p>JRU There are some areas of concern around punctuality, recurring detentions and attendance at After School detentions. We may need to operate differently and to establish why some of these issues are happening.</p> <p>The LGB approved the amended Policy.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p><b>Risks associated with Agenda items</b></p> <p>PS had asked CS to comment on the Risk Register.</p> <p>CS Advised that during tonight's meeting he had been cross referencing the areas of risk discussed during the individual agenda items. There are 16 risks on the Register and whilst not specific agenda items most areas of risk had been covered during the meeting.</p>	

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14.3	PS Feels that CS's approach is more relevant than having a stand-alone agenda item and thanked CS for this.	
14.4	CS Confirmed he is happy to continue this approach at future meetings. JRU Advised that those risk areas not covered at tonight's meeting will be on the Agenda for the July meeting.	
15.	<b>Any other business</b>  JRU Advised that the SLT and extended team had had a very constructive awayday yesterday to review the CIP as it is and to prioritise for next year, with no significant changes.	
16.	<b>Dates of next Meetings</b>  PS Thanked everyone for coming and looked forward to seeing everyone again at the July meeting  Tuesday 19th July 2022 (Virtual)	

The meeting closed at 8.19 p.m.