

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



31st January 2023  
 6pm – 8pm, virtual

**Governors Present:**

Polly Stanton (PS), Jonathan Russell (JRU), Alan Sutton (ASU), Eleanor Clapp (EC), Gloria Reed (GR), Priya Schoenfelder (PSC), Rachel Kerr (RK), Colin Sausman (CS), Isabel Thomas (ITH), John Godwood (JG), Sophie Palmer (SP) (Clerk)

**In attendance**

Dan Burgess (DBU), Pieter Wallace (PWA)

**Apologies Received:**

Sam Abbs (SA)

Item number	Paper number	Item	Action
<b>1</b>		<b>Standing Items</b>	
1.1		<b>Welcome and apologies</b> PS welcomed everyone to the meeting.	
1.2		<b>Declarations of conflicts of interest</b> EC declared a conflict of interest with the Letting Policy (10.1). EC is the chair of a preschool which hires premises from SVC for discos.	
1.3	LGB 01 03	<b>Minutes of the LGB meeting 8<sup>th</sup> November 2022</b> A couple of minor changes were noted. Minutes of 8th November 2022 were approved as a true and accurate record pending changes and will be signed by PS.	SP to correct minutes, PS to sign. SP to upload minutes to the website.
1.4		<b>Update on actions from 8<sup>th</sup> November 2022</b> The parent Engage! Event will be rescheduled due to the planned national industrial action.	Engage! Event to be rescheduled.
1.5		Anglian Learning Virtual Network (ALVN) – we do now have pupils using ALVIN. This is run out of Netherhall and the College pays approx. £20K per annum to access.	

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		<p><b>Matters Arising</b> There are ongoing discussions with DfE and ALT r.e. the rebuilding schools project.</p> <p>RK asked PS/JRU for an outline for how Governors are engaged in College development. This is saved in the google drive in the OFSTED section entitled 'LGB Engagement'.</p>	PS asked LGB to let her know of any further info that could be added to this document or to add themselves.
<b>2</b>		<b>Chair / Clerks business</b>	
2.1		<p><b>Election of Trust Governor</b> PS introduced the new Trust Governor John Godwood whose appointment was approved by ALT on 9<sup>th</sup> January 2023.</p> <p>We are continuing to look for additional Governors. PS and SP to re-advertise the positions after the February half term.</p>	Further re-advertisement of additional Governors to be continued after February half term.
<b>3</b>		<b>Industrial Action</b>	
		<p>There are four days of industrial action currently scheduled (1<sup>st</sup> February, 1<sup>st</sup> March and 15<sup>th</sup> and 16<sup>th</sup> March).</p> <p>Teachers and teaching assistants do not need to inform the College if they plan to strike. The College has therefore planned accordingly.</p> <p>Communication was sent out to parents on Thursday 26<sup>th</sup> and Friday 27<sup>th</sup> January.</p> <p>The College will be open to Y11, vulnerable pupils, those with complex situations or those with no online access. Safeguarding pupils will be a priority. These pupils will either be taught by their teacher in the classroom, or they will take their classes online merged in the hall (if the teacher is on strike).</p> <p>Pupils have been given generic online work consisting of 5 lessons (English, maths, science, PE/wellbeing, and a specialist subject).</p> <p>Free school meal vouchers are available for pupils who are not attending College and the school bus will run as normal.</p> <p>The plan the College has put in place is in line with the union and DfE guidelines.</p>	
<b>4</b>		<b>CEIAG</b>	

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4.1		<p><b>Compliance with Baker Clause</b></p> <p>The Baker Clause stipulates that schools must allow colleges and training providers access to every student in years 8- 13 to discuss non-academic routes that are available to them.</p> <p>JRU confirmed the College is fully compliant with the Baker Clause and shared the policy which was ratified.</p>	
<b>5</b>		<b>Review of the Governor Day (2nd Dec 2022)</b>	
5.1	LGB 05 01	<p><b>Governor Day Reports</b></p> <p>PS, EC, GR, ITH, PSC attended the Governor Day.</p> <p>PS provided an overview of the Governor Day. This was a successful event with Governors in attendance being impressed with the teaching. The College has a no hands up policy (as default - teachers may use hands up where appropriate) for answering questions. It was great to see the teacher was compliant with the no hands up policy in parallel to being sensitive to the needs of the pupils.</p> <p>Governors attended an art class which was very impressive with both the ongoing modelling and how pupils were invited to comment in lessons.</p> <p>PSC was impressed with the organisation of the day and how it followed on well from the previous Governor Day. There was impressive art going on in science and the staff were keen to discuss how they worked with the parents.</p> <p>EC found the day very informative. It was interesting to hear how pupils are identified and supported in the College with tutoring and support through Compass House. This highlights how supportive the College is.</p> <p>GR commented that it was good to meet with the anti-bullying ambassadors. The individual leading this was enormously enthusiastic and had a good rapport with the anti-bullying ambassadors. The ambassadors were articulate about this difficult subject based on their own past experiences using the support they were given to drive the support they can give. GR was pleased with this ongoing work under the safeguarding umbrella. It was innovative and is one of the Colleges strengths. Overall, GR was impressed with the atmosphere and the sense of all working to a common cause.</p> <p>ITH felt lucky to be able to attend a Governor Day so early</p>	

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		<p>in her LGB term. She believes this was the best induction enabling her to learn so much about the College. ITH was pleased to talk with year leads about pastoral support and how this is led. She felt this work is not well understood by parents and it would be lovely if parents could get insight even if it doesn't directly apply to their child. This could be a topic to cover in the next parent Engage! Meeting.</p> <p>JRU commented that it was lovely to invite LGB into College and to hear such positive feedback. The format works well so we will carry on with this for the next Governor day. Having read the Governor documents, JRU provided an update:</p> <p>Pupil Premium coordinator – unfortunately Megan Tuckwood is absent through illness therefore this position will be advertised internally. In the meantime, DBU is caretaking this role.</p> <p>Tranquillity App – ALT is yet to start work on this due to problems at Trust level.</p>	
<b>6</b>		<b>Curriculum Blueprint</b>	
6.1	LGB 06 01	<p><b>Review of self-evaluation against ALT Curriculum Blueprint</b></p> <p>JRU presented detailed documentation to the LGB.</p> <p>The Curriculum Blueprint is the second blueprint the College has been asked to complete. These were originally set up as aspirations describing what the ALT is trying to achieve as a Trust and ensures a shared approach with all schools/colleges within the Trust. The series of blueprints have now moved into a quality assurance documentation and the College (along with all ALT colleges/schools) have been asked to self-evaluate against the curriculum's five criteria.</p> <p>PST explained the self-evaluation data will be mapped around a wheel that has five concentric circles. This provides an instant visual of where each school is in each area and can be used to recommend changes for specific areas.</p> <p>The SLT found it difficult to self-evaluate itself against the five criteria because the statements used describe 'all pupils' and needed unpacking. It is impossible for the College to guarantee all its pupils' meet the criteria; the five evaluative statements by which each objective is to be assessed are vague. This has been raised with the AL</p>	

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		<p>central leadership team.</p> <p>JRU explained the College, as with all schools nationally, is going through a transition. Moreover, we are just coming out of COVID and some criteria may have been ranked with a high assurance pre-COVID.</p> <p>PS commented that this was an enormous amount of writing and there are similarities between the documentation.</p> <p>GR asked how the College assessed spirituality (as listed in the blueprint). JRU explained that the College encourages curiosity and creativity and that RE provides pupils with a holistic view of different religions. Spirituality is hard to evidence.</p> <p>PSC agreed that the definitions are subjective and erring on the side of caution is a sensible approach.</p> <p>CS asked JRU if the curriculum self-evaluation provided JRU with any insights by looking through a different lens. JRU replied that the self-evaluation didn't provide anything the College hadn't already been thinking about or discussing but it was helpful to steer conversation with others back to a particular area. There were no surprises, but it was useful to focus conversations on how the College could improve low-assurance areas and what supporting data could be gathered. PWA agreed and added that the blueprint criteria doesn't flesh out what the College is discussing and planning.</p> <p>JG has briefly compared the blueprint criteria against the OFSTED handbook criteria. This does match up, but it is difficult to match up the blueprint statements with OFSTED. JG asked JRU if he has comments to make on how the blueprints and OFSTED compare. JRU replied that he hasn't yet carried out the comparison work and it would be useful to see what JG has found.</p> <p>EC praised JRU for putting all the information together. It would be difficult to become fully embedded in all areas and it provides areas to focus on next. In addition, EC agrees with the approach of linking the blueprint with the Colleges already structured self-evaluation.</p>	JG to meet with JRU and PWA to go through his blueprint v OFSTED criteria comparison.
<b>7</b>		<b>Executive Summaries and SEF</b>	
7.1	LGB 07 01 (various)	<b>Review of executive summaries and Self-evaluation framework</b>	

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	<p>PS commented that the executive summaries and self-evaluation framework are a lot of work.</p> <p><b>Self-evaluation framework (SEF)</b> SEF is no longer an OFSTED expectation for all schools. SEF is now an internal document which enables the College to self-evaluate itself against the College Improvement Plan (CIP) which comprises 12 key objectives in a 3-year plan. SEF provides our current position, where we want to go and what we are doing. This document is regularly reviewed and updated.</p> <p><b>Executive Summaries (ES)</b> There are 15 executive summaries which are continuously updated. They are an important part of our self-evaluation process and help us identify areas for improvement. These also provide LGB with detailed information on each area and would be ideal when/if LGB are holding conversations with external visitors and/or subject leads. The ES captures where the College is now and highlights important areas the College should focus on. The ES provide talk in a common way; a whole picture which can be used to support, give reassurance, and help the LGB.</p> <p>CS commended JRU on the level of transparent information. This is incredibly useful and enables Governors to do their job. This is valuable material as a Governor and SLT focusing efforts on and tracking efforts against the CIP is the right decision.</p> <p>JRU agreed and explained that the material supports LGB visiting the College during Governor Days. JRU feels the LGB works well as a supportive and challenging body and wants to give LGB the tools to effectively do its job.</p> <p>CS asked, from a risk perspective, is it possible there is so much information, that the importance of the whole is missed. JRU explained that the Governor Day is an opportunity for the LGB to view the College in action.</p> <p>JG's initial impression is that there is a great level of thoroughness and rigour which he finds very impressive and positive. The information and JRU explanation is very helpful and answered JG questions before he asked. The documentation provides a clear sense of where we are and an overall view of how well we think we are doing. JG asked if JRU has considered grading each area using OFSTED. JRU confirmed that and RAG ratings have been considered. Going through JG review of OFSTED criteria will help decide if this is helpful. PWA added that it would be difficult to compare SVC against other Colleges without</p>	
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8		<p>having a detailed understanding of them. It is something that could be considered and JRU welcomes JG's thoughts on this.</p> <p>RK agreed that the information is very useful to have as a Governor and enables us to do our job and to use time wisely in the college to ask relevant questions. It would be helpful to see JG mapping of self-evaluation against OFSTED criteria. JG - How much should frameworks be reorientated against OFSTED? It was agreed that self-evaluation should only serve to move the College forward and not be done for OFSTED. Setting objectives against CIP allows the College to be more ambitious and creative. JRU agreed that and that checking back against OFSTED happens in the background to ensure the College is inline, but the CIP goes above and beyond OFSTED. The College is driven by CIP, therefore it only seems right the College self-evaluates and sets objectives against this.</p> <p>JG reminded LGB that he isn't so familiar with the new OFSTED benchmarking. As a College, we should do what we want to but be mindful of OFSTED criteria. JG is happy to contribute to this and agrees with CS that there is a risk of potentially having a lot of evaluation criteria. JG is impressed with the intellectual rigour that the College approaches these.</p> <p>PSC thanked all involved. The ES are valuable and provide a clear sense of where we are and where we are going.</p> <p>EC commented that it was good to have access to this information and asked if the documentation could be held in a central place on the drive.</p> <p>ITH asked if and how, for our own individual areas, we triangulate information for Governors from the College (SEF, ES, self-evaluation etc) and from Governors (Governor Days, link Governor reports, visiting the College etc). PS commented that this triangulation is cumulative throughout individual LGB meetings, and we should review bringing this together. PS asked ITH to share with her an example of the documentation she has previously used. EC commented that we have link Governor reports and the Governor days which are more qualitative. JRU added that the College has quality assurance data which is subject to reviews. JRU replied that it is important for LGB to question what they hear and see and hopefully LGB will see that all are part of a cohesive whole.</p>	<p>SP to move ES, blueprints and SEF to a central folder on the drive (DONE).</p> <p>ITH to share with PS an example of a draft document which enables the triangulation of information.</p>
GDPR			

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8.1	LGB 08 01	<p><b>Confirmation of process, risks and FOI/SAR requests</b></p> <p>The ALT learning process covers data protection and GDPR in addition to a freedom of information policy.</p> <p>Hugo Brown - SVC GDPR lead. Mark Povey - ALT GDPR lead. Staff all receive GDPR training, and the College is well trained and supported by ALT.</p> <p>We have had two recordable breaches where information was inadvertently shared with others.</p> <p>All incidences are recorded and discussed as per the guidelines, and we learn from mistakes.</p> <p>PS asked if these mistakes are due to process or human error? JRU confirmed they are due to human error.</p>	
<b>9</b>		<b>Governance</b>	
9.1		<p><b>Review key risks linked to agenda items</b></p> <p>We have a list of 16 risks from the risk register. CS takes note of the risks discussed at each meeting and over the course of the academic year ensures each risk is raised during the academic year.</p> <p>CS - We haven't spoken about fraud prevention and misreporting. We need to think about how we report on this on a general basis. ALT and the senior IT are well connected in data protection. JRU isn't aware of any fraud or misreporting.</p> <p>EC asked if the data protection includes off-rolling students when they move to further education from a GDPR perspective. CS believes it is financial fraud and misreporting.</p> <p>PS suggested it would be useful to get an understanding of the SVC financial reporting process, where the info is sent and who is responsible for checking. We could do a once per year deep dive on finances.</p> <p>PSC commented we should perhaps review the scheme of delegated central services at the ALT as this is evolving – where responsibilities lie in the fine print. CS added we can only implement mitigations over what we have direct control over.</p>	<p>JRU - Report required on fraud prevention and misreporting at the next meeting.</p> <p>Annual deep dive on financial reporting at next meeting, JRU/CS/Hugo.</p> <p>Review the scheme of delegated central services – where responsibilities lie. Next LGB meeting. CS/ITH</p> <p>Consider when to review management and performance.</p>

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		CS – the last risk we need to further discuss in more detail is management and performance.	
<b>10</b>		<b>Policies</b>	
10.1	LGB 10 01	<b>Lettings Policy</b> – approved with amendments provided by EC and PSC. JRU to raise with ALT as this is their template.	Approved following changes.
10.2			Approved following changes.
10.3	LGB 10 02	<b>Mobile Device Policy</b> – JRU to review comments and update the policy wording.	Approved.
10.4	LGB 10 03	<b>Provider Fair Access Policy</b> – approved.	Approved.
	LGB 10 04	<b>Accessibility Plan</b> – approved.	
<b>11</b>		<b>Any other business</b>	
		Please notify the Chair of any other business no later than 1.00 p.m. on the day of the meeting.	

#### Dates of the remaining 2022-23 meetings

Spring 2	Tuesday 28th March (in-person)
Summer 1	Tuesday 2nd May (virtual)
Summer 2	Tuesday 13th June (in-person)
Governors' Day	Monday 3rd July

Action Log	
ITEM	ACTION
1.3	SP to correct minutes, PS to sign and SP to upload to website
1.4	Engage! Event to be rescheduled.
1.5	PS asked LGB to let her know of any further info that could be added to the Governor Engagement document to add themselves.
2.1	Further re-advertisement of additional Governors to be continued after February half term.
6.1	JG to meet with JRU and PWA to go through his blueprint v OFSTED criteria comparison.
7.1	SP to move ES, blueprints and SEF to a central folder on the drive.
7.1	ITH to share with PS an example of a draft document which enables the triangulation of information.
9.1	Report required on fraud prevention and misreporting at the next LGB meeting.
9.1	Annual deep dive on financial reporting.
9.1	Review the scheme of delegated central services – where responsibilities lie. Next LGB meeting

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10.1	JRU to raise LGB comments on Letting Policy with ALT as this is their template.
10.2	Mobile Device Policy – JRU to review comments and update the policy wording.

APPROVALS LOG
<b>Lettings Policy</b> – approved with amendments provided by EC and PSC. JRU to raise with ALT as this is their template.
<b>Mobile Device Policy</b> – JRU to review comments and update the policy wording.
<b>Provider Fair Access Policy</b> – approved.
<b>Accessibility Plan</b> – approved.

AGENDA ITEMS FOR FUTURE LGB	LEADER
Report required on fraud prevention and misreporting at the next meeting	JRU
Annual deep dive on financial reporting at next meeting.	JRU
Review the scheme of delegated central services – where responsibilities lie.	CS/
Consider when to review management and performance.	TBC

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