

These minutes are a true and accurate record of the meeting. Approved by the LGB and signed by the Chair.

Chair's signature.....Polly Stanton..... Date: 20/06/2023

Sawston Village College Local Governing Body Meeting Minutes

2nd May 2023
6pm – 8pm, Walnut Gallery



Governors Present:

Polly Stanton (PS), Jonathan Russell (JRU), Alan Sutton (ASU), Eleanor Clapp (EC), Gloria Reed (GR), Priya Schoenfelder (PSC), Sam Abbs (SA), Colin Sausman (CS – virtually), John Godwood (JG), Sophie Palmer (SP) (Clerk).

Others Present: Pieter Wallace (PWA), Sue Gelder (SGE)

Apologies Received: Isabel Thomas (IT), Rachel Kerr (RK).

This meeting was organised using the Anglian Learning Planning Tool and was quorate throughout.

Item number	Paper number	Item	Action
1		Standing Items	Polly Stanton
1.1	LGB5 1.3	Welcome and apologies PS welcomed everyone to the meeting.	JRU to send a follow up email to LGB with details. SA to follow up CIC with MGR
1.2		Declaration of conflicts of interest – none to report.	
1.3		Minutes of 28th March for approval Minutes of 28 th March 2023 were approved as a true and accurate record and will be signed by PS.	
1.4		Matters arising <ul style="list-style-type: none">• Feedback from providing children with breakfast (JRU) – JRU will follow up with an email to LGB on the uptake of/feedback.• Children in Care (RK) – there is one child in care who is not attending school and not in yr11. This is a complex case. SA is aware and will follow up with MGR from safeguarding and pastoral approach. A second case is on-going and may result in CiC.• Library stock and diversity (JRU) – The library has a diverse range of stock. Equality and diversity are included in the planning of stock and the library website lists a top 20 reading list. Governors noticed on the Governors Day that the library has changed the way it displays information. SLT confirmed the library regularly updates its focus on specific	

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		<p>topics.</p> <ul style="list-style-type: none"> • Young Carers - A Governor asked how many young carers the school has. SA to follow up with the College and provide feedback at the next meeting. 	SA to follow up with College information on young carers
2		Chair / Clerks business	Polly Stanton Sophie Palmer
2.1		AGF feedback – PS to report at next meeting.	
2.2		Development of AIP 2024 – Currently going into year 3 of the CIP. The College carries out a continued review of the CIP and development of the next CIP will be carried out next academic year.	
2.3		<p>AL Connect: Governors find it difficult to navigate key information on the AL Connect website. SP to draft a guide of where relevant information can be found.</p>	SP to draft a guide for Governors on where to find information on Connect
3		College Improvement Plan – Community	Sue Gelder
3.1		<p>Wellbeing for all – pupils and staff. This section covers how students and staff are feeling, and to ensure we are listening to areas that matter with information gathered through survey feedback. In the last two academic years we have been more active in this area than previously. This includes building of platforms such as Pupil Voice which were implemented during COVID.</p> <p>Pupils were asked to provide their feedback in Spring 2022 and 2023, on areas that have the biggest impact on their wellbeing. Areas raised include sexism, racism, behaviour and wellbeing. MGR and SGE presented the student feedback to staff who have been asked to respond to the areas raised. There was good uptake in the number of pupils completing the survey.</p> <p>We are currently trialling the second stage of the Tranquiliti pilot with MGR leading. This is a phone app which pupils use to answer set questions on a weekly basis. Mentors receive a summary of the answers providing them the opportunity/tools to start conversations where needed. Tranquiliti's utility will be reviewed and its ease of use will be evaluated at the end of term. It will then potentially be implemented wider.</p> <p>A Governor asked if the same questions are asked each week. JRU/SGE confirmed the questions were drafted by a specialist consultant. Once a response from pupils has been given it has to be acted on and responded to. There are no questions about safeguarding. There are other similar apps which are more developed.</p> <p>JG commented that the staff survey results are generally very positive especially around manager</p>	

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3.2	<p>support and trust in leadership.</p> <p>Mechanisms put in place to support pupils and staff include children's mental health week; peer mentors; safe-space; refresh garden; a new PSHE curriculum; a year lead/pastoral team member in every year group; all pupils are asked who their trusted adult is; parent workshop about self-harm and increased outreach to other stakeholders.</p> <p>Specifically for staff there is an employee assistance programme; senior staff provide 1:1 support; staff workload is considered in all strategic decision making; whole class feedback, removal of staff meetings during marking periods and training days; staff wellbeing activities and external supervision is offered to SLT.</p> <p>A Governor asked who provides the SLT external supervision. SGE confirmed it is an experienced individual who has worked in education and offers confidential external support.</p> <p>A Governor asked if the College has trained mental health first aiders. JRU confirmed that the College has staff who have carried out the training but it is possible there is a need for refresher training.</p> <p>Next steps for this section include: assemblies to pupils; implementation of some pupil suggestions for example wellbeing drop in; anonymous postcards/worry box; staff training package; to review the second round of Tranquillity and consider roll out; consider job satisfaction; CPD and induction programmes to be specific for non-teaching staff and to develop a staff wellbeing charter to outline actions taken to reduce workload and how to access support.</p> <p>A Governor asked how the school will respond to Government guidance on transgender. JRU commented that the College will follow the guidance and that transgender discussions have always been approached with caution, carefully and sensitively.</p> <p>Leadership for all – The College is expanding school pupil leadership positions offered to the whole school and in particular KS3. This provides opportunities for all.</p> <p>The current position includes House Ambassadors appointed in yr9; yr10 peer support mentors; anti bullying ambassadors across all year groups; arts ambassadors for spring yr8 – spring yr9 pupils, housemates in the current yr7 to support yr6 pupils on induction day and to provide support in September when they start as the new yr7 and a more formal buddy where needed.</p> <p>The House Ambassadors work with the Head of House to develop the house competition and ethos and</p>	<p>JRU to check staff Mental Health training and if refresher training is required.</p>
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Chair's signature.....Polly Stanton..... Date: 20/06/2023

3.3		<p>celebration displays.</p> <p>The Arts Ambassadors have been introduced to carry out more arts outreach. This is important for the Artsmark Platinum award.</p> <p>Anti Bullying training of the first cohort of pupils was given before Summer. This was hosted by the Diana Award charity and gave a well-structured full training day for pupils and staff. This included lots of activities to combat bullying in the College school.</p> <p>Next steps for this section include; peer mentors working with the first cohort of younger pupils during mentor time to offer support; develop the training for all pupil leadership positions; ensure housemates are given specific buddy; use clubs and activities tracker to track and monitor pupils involved with leadership role - mentors to use this data to encourage with pupils not taking part in activities, particularly for those pupils who are at a disadvantage.</p> <p>A Governor asked if training and badges earned are fed into pupil passport. SGE confirmed it is.</p> <p>A Governor asked if the SLT/mentors have the data. JRU confirmed this is being gathered and by the end of summer term quantitative data will be fully available.</p> <p>Opportunities for all This section encourages participation by all. It includes pledges and CARE passport. Currently pupils are receiving their bronze award (badges and certificates) with a prize celebration assembly for prize giving.</p> <p>Staff complete the activity tracker on a half termly basis. This is handed to Reception who then populates an overarching tracker with which children are doing what activities. This information feeds back into the pledges.</p> <p>Next steps for this section include mentors to use tracking data to intervene and encourage pupils who are not taking part; to include pledges in prize giving evenings; to build pledges in the transition programme in yr6 and work with pupils who achieve awards to promote pledges via assemblies.</p> <p>A Governor asked if trusted pupils could complete the tracker register for staff? This is to be considered.</p> <p>JRU thanked SGE for her continuous hard work, drive and support with this area.</p>	
4		Blueprint Review	Jonathan Russell
4.1	LGB5 4.1	<p>Review People and Leadership Blueprint This is the fourth and final blueprint. The blueprints provide a framework for the College to evaluate itself against. This is an ongoing process. JRU to meet with</p>	

Chair's signature.....Polly Stanton..... Date: 20/06/2023

		<p>the AL Exec leadership central team and AL headteachers/principals to discuss how the blueprints fit in with driving developments at the Trust.</p> <p>This blueprint supports what the College is trying to achieve generally in the areas of providing a supportive culture, looking after each other, working collaboratively and we can evidence what we do.</p> <p>JRU commented that he believes the College can be open and honest with the LGB and provide the LGB the information it needs to carry out its governance function.</p> <p>A Governor asked if JRU feels this is two way. Does the LGB ask critical questions in a supportive way? JRU replied, yes and that the Governors days provide the LGB the opportunity to ask questions, look for evidence and see for itself the college working in realtime. These ensure the LGB understands the College much better than before by seeing it in practice and understanding it.</p> <p>The College has a good relationship with local employers including the Unity Campus, Form and Future and the Babraham Campus.</p> <p>The College could do more outreach at a local level and engage with many of the other opportunities in this area including NHS, computer science. For these relationships to be sustainable it needs to ensure there is continuity if the person responsible at an employing organisation moves on.</p> <p>A Governor commented we need to ensure we are on the mailing lists for particular organisations. We could approach other employers using Babraham as the proof of concept.</p>	
5		Principal's Update (verbal)	Jonathan Russell
5.1		Complaints & Whistleblowing reporting – none to report.	
5.2		Staffing Update/Staff Report Recruitment and retainment of staff is still very challenging for the school and at a local and national level. There is a narrow pool of teachers and not many are moving to the Cambridge area.	
5.3		Industrial Action There was industrial action on 27 th April and 2 nd May. The College has remained open to yr10 and yr11, pupils of critical workers and SEND. Approx 95% of yr10 and 91.24% of yr11 were in attendance. The College was able to teach the normal curriculum and yr10 exams went ahead with cover. This has been a positive and well-handled experience and staff are under no pressure to provide cover.	

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5.4	LGB5 5.4	<p>PS on behalf of the LGB thanked JRU, the SLT and all staff for their hard work and commitment to keep the College open and functional.</p> <p>DfE Capital Project This project is moving into its year long procurement phase following imminent sign off. JRU presented the concept drawings to LGB. Development is due to start Summer 2024 with completion Autumn 2026.</p> <p>The concept design includes a bus bay positioned at the front of school (phase 1). Development of this could be problematic due to flow of traffic on New Road and we may need to rethink how to get through school gates to the bus bay.</p> <p>A two-storey building will be built on the existing playground. This will house a new kitchen and dining hall and classrooms for computer science, art, food, DT, language, maths and SEND.</p> <p>The sports hall will be refurbished in two phases.</p> <p>OWL will be demolished and replaced with a carpark.</p> <p>The mobile, Edinburgh Wing and existing language block and dining hall will be demolished.</p> <p>The Marven Centre will be refurbished.</p> <p>This project will ensure most of the school buildings are one side of a managed one-way road. It will meet carbon net zero ambitions.</p>	
6		Quality of Education	John Godwood
6.1	LGB5 6.1	<p>Quality Assurance Link Governor Report The key points from the QA link Governor Report are that the College has a very thorough and rigorous programme in place. The SLT has good knowledge of the strengths and progress.</p> <p>JG is reviewing the available information from JRU and guidance of what Governors should be doing and would like to bring the key points from each piece of guidance together in a simplified and focused way.</p> <p>JG will meet with PWA and JRU and PS half termly reviewing what other schools have in place.</p> <p>JG will bring to the next LGB what is coming out of the QA programme.</p> <p>The QA link Governor role will take time to be developed. JG hopes to provide the LGB with a short summary of the main strengths of development in each OFSTED area.</p>	JG to bring to the next LGB what is coming out of the QA programme.

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		<p>JG will continue meetings and discussions with JRU, PWA and PS to plan the best way to ensure LGB are given a clear summary of what is going well with each activity and what can be improved; how everything fits together.</p> <p>A Governor confirmed their understanding of the points raised – that JG is reviewing how LGB is engaged and can track and show evidence of progress. Another Governor agreed that summaries are a good idea and enable the LGB to ask sensible questions based on the data; to be reassured what is being done to progress forward and to hold further SLT to account.</p> <p>A Governor agreed it would be good to have visibility of what areas need improving, which are more important than others, what the external pressures are, what is the greatest risk and how we are tracking and how LGB can add value and how relevant KPI that are useful can be developed.</p>	
7		Governance	Colin Sausman Polly Stanton John Godwood
7.1		<p>Budget and financial position</p> <p>We are financially in a good position. JRU met with Duncan Cooper and Charity Main last week to review the budget position. We should have surplus this year and be close to a balanced budget for next year without making changes other than curriculum capitation return to pre-pandemic amounts. Energy prices, and additional £250k for 23-4, and staff pay will likely cause difficulties the following year.</p>	CS to review the budget in detail and report to the next meeting
7.2		<p>How LGB can best provide support</p> <p>The support and challenge diagram shows how LGB can operate in different roles and how the link governor visits and reports can be used to ask questions in a positive way.</p>	
7.3	LGB5 7.3	<p>Governor Link template</p> <p>JG would like to develop the link governor template so that it reflects on key areas to focus on and ensure that relevant areas of discussion are covered during a link governor visit (how evidence and progress is seen).</p>	JG and JRU to meet to further discuss developing the link governor report template.
8		Policies	Polly Stanton
8.1	LGB5 8.1	Music Remission Policy – approved with no changes.	
8		Any other business	Polly Stanton
		PS thanked JRU and all College staff for their continued commitment and hard work.	

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Dates of 2022-23 meetings

Summer 2 Tuesday 20th June (in-person)
Governors' Day Monday 3rd July

Agreements/Approvals

Agenda Item	Item approved/agreed
8.1	Music Remission Policy – approved with no changes.

Actions

Agenda Item	Item	Responsibility
1.4	JRU to send a follow up email to LGB with details.	JRU
1.4	SA to follow up CIC with MGR	SA
1.4	SA to follow up with College information on young carers	SA
2.3	SP to draft a guide for Governors on where to find information on Connect	SP
3.1	JRU to check staff Mental Health training and if refresher training is required.	JRU
6.1	JG to bring to the next LGB what is coming out of the QA programme	JG
7.1	CS to review the budget in detail and report to the next meeting	CS
7.3	JG and JRU to meet to further discuss developing the link governor report template.	JRU and JG

Future Agenda Items

Agenda Item	Future LGB	Responsibility
JG to bring to the next LGB what is coming out of the QA programme	LGB6	JG
CS to review the budget in detail and report to the next meeting	LGB6	CS