

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

Priya Schoenfelder

Chair's signature..... Date: 05/12/2023

Sawston Village College Local Governing Body 1

Minutes

26th September 2023



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

Apologies: Colin Sausman, Isabel Thomas

In attendance: Erika Wagstaff (EWA), Martha Gregg (MGR), Pieter Wallace (PWA)

Item No.	Paper No.	Item	Action
1		Standing Items	
1.1	LGB1 1.3	Apologies Noted as above.	
1.2		Conflicts of interest None	
1.3		Minutes from the last meeting Accepted as a true and accurate record.	
1.4		Young Carers – This is a work in progress which the college is actively pursuing this academic year. ALT CEO will join the LGB 2 on 5th December. PS to write a letter of thanks to all staff on behalf of LGB - complete QA session at Governors' Day – PWA complete.	
1.5		Matters arising None noted.	
2		Chair / Clerk's Business	
2.1	LGB1 2.1	Pecuniary Interests	Governors to complete

2.2		<p>Governors should complete the pecuniary interests form and forward to the Clerk.</p> <p>Annual Compliance Training There are pieces of training and reading Governors should complete as part of annual training.</p> <p>Governance Drive: https://anglianlearning.sharepoint.com/sites/GovernorPortal</p> <p>Cyber training - https://www.youtube.com/watch?v=pP2VKWSagE0</p> <p>Chair's Business</p> <p>Issues with Communications/AL IT updates over Summer Issues with email access after 18th August affected several governors (5 of 9) - these impacted communications confirming Board appointment of Chair following nominations in August and emails since the start of term causing problems with the preparation for this meeting with regards to LGB meeting documentation on the Google drive. SP, PSc and PS had been working with IT as they became aware from individual governors. Not yet completely resolved. Brief discussion about migration of Google Drive and going live on SharePoint - decision to first confirm all governors' email access and proceed for next meeting if resolved.</p> <p>Staff Governor Alan Sutton has decided to step down as the Staff Governor. This provides a good opportunity for someone else to take on this role.</p> <p>AGF This is a regular ALT meeting of Chairs and the central ALT team. The main theme from the meeting was the LGB can't be responsible if they don't have access to the data. For example, the updated scheme of delegation has taken access away for specific pieces of information such as finance, but the LGB is still expected to monitor.</p> <p>A Governor asked if LGB could raise questions on such areas in advance so that PSC and JRU can provide answers at the meeting. For the LGB to be supportive and ensure the College is doing the correct things, the right comms have to be in place.</p> <p>The LGB will review 3 risks identified by JRU and SLT to monitor each term; AL guidance will confirm process to JRU and SLT. Recruitment and retention will be one of these. These will give some reassurance to the LGB.</p> <p>Governors' Day report</p>	<p>pecuniary interests form.</p> <p>Clerk to centralise training requirements and email Governors with guidance.</p> <p>Clerk and Chair to progress IT checks and if resolved, migration to SharePoint.</p> <p>Clerk to follow up with College the process to advertise for a staff governor.</p>
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		The LGB passed on their thank you to staff for their involvement in the Governors' Day at the end of the summer term.	
3		Principal's Update including College Improvement Plan	
3.1		<p>Verbal update on staffing, premises and start of term</p> <p>There are 238 pupils in Year 7 who have settled in well. We have a waiting list and are hopeful we can fill the final two places, but this is not certain given pupils on the waiting list have already started at other schools and rarely change over.</p> <p>Freshers' week was well received with 90 clubs being on offer. We have started a new AL Chess Academy, for intermediate and advanced players - 28 attended the first evening.</p> <p>Last week 20 pupils took part in the Silver Duke of Edinburgh Award and 90 this week are taking part in the Bronze Award.</p> <p>The College has successfully migrated to teams/SharePoint but are still resolving some issues and the migration was not without additional strain on staff. At the start of term there were no phone lines in the College due to a BT OpenReach fault in the village. This has been resolved but brought challenges for the first few weeks.</p> <p>Most pupils are doing well but there are several in-school truants among the same group of pupils whose behaviour falls short of SVC's expectations.</p> <p>The Spicer Wing has a new floor and has been painted. The Fountain Court is painted, and the tennis courts have a new surface and lines. More CCTV have been installed or will be installed this autumn term.</p> <p>The planning of the building works is progressing. The DfE contractors intend to go to planning in December with public consultation in November. The two boilers which heat the swimming pool need replacing but may be included or linked to the new capital project.</p> <p>Like schools nationally, the College is struggling to recruit new staff. The teaching timetable has been amended to compensate. One MFL teacher is on medical absence.</p> <p>New members of staff are starting between September and January. This includes a team member who has SENDco experience and will take responsibility for EHCP. This is initially a 12-month position.</p>	

3.2		<p>All staff vacancies need a form completing and submitting to ALT for finance approval to recruit.</p> <p>Trying to achieve everything required by EHCP has become very challenging. It is now commonplace in schools to have more than one SENDco teacher ideally with one position having experience of completing the forms.</p> <p>Revisit and confirm core vision, mission & values The College is now in year 3 of the College Improvement Plan (CIP) with very strong results from the Ofsted inspection. The College is starting to prepare for the next 3-year CIP which may take a different steer but will include attendance and PP/SEND progress.</p>	
4		KS4 Outcomes 2023	
4.1	LGB1 4.1	<p>Exam results – EWA</p> <p>The pupils in the last academic year 11 received a strong set of results, above the target position based on FFT20, and performed particularly well in higher attaining pupils achieving 5+ grade 7's.</p> <p>All subjects were very positive and, in most cases, have a positive value added across the board. However, there are some areas where performance is slightly down from where we might have hoped. Overall, we are expecting the College to achieve a P8 between 0.6 and 0.8 which will be very strong for the College.</p> <p>In the initial FFT analysis, Pupil Premium and SEND pupils achieved a positive figure compared to where they were last year. This figure shows the College has made progress with Pupil Premium and SEND pupils, a key outcome of the CIP.</p> <p>Pupils with less positive results include Computer Science, Creative Media and Art. This is due to teacher absence/changes for the first two and historic underperformance at the top end for the latter. Plans are in place for to improve. The College will review the RE score as this has traditionally been a stronger performing subject. The College saw significant improvement in Business Studies</p> <p>Governors congratulated the College on such strong results and requested a copy of EWA's presentation as a record. A Governor commented if there is anything the LGB should monitor this year? Could the LGB monitor the data sets for Year 11 and review what this is telling us throughout the year?</p> <p>The greatest risk that QA should monitor is the impact of staffing changes. The College has a good track</p>	JRU can confirm official data at the next meeting

		<p>record of turning around areas where they recognise, they are not so good.</p> <p>Languages and Food DT have been affected by teacher shortage and there may need to be a review the position nearer Christmas. The school is keen to maintain the current KS4 offer but resourcing is becoming more difficult in some areas.</p> <p>A Governor commented that English was changing the emphasis of the text they were using. It was also noted that English had performed especially well given the staff absences and challenges of the year.</p> <p>Photography has replaced Creative iMedia and is a GCSE qualification. Currently, the estimates and outcomes look positive.</p> <p>The Chair asked if JRU could pass on to staff that the LGB are pleased with the phenomenal results and are proud of the pupils and teachers.</p> <p>JRU commented that we should receive the national data at the end of this month. After which would be a good opportunity to do this.</p>	<p>PSC to write to staff to congratulate them when the national data is published on October 20th.</p>
5		Quality Assurance	
5.1	LGB1 5.1	<p>Curriculum Blueprint and QA update</p> <p>QA PWA/JG have reviewed the quality of teaching and pupil attendance. The initial data shows in general a high quality, element of practice which is improving the picture.</p> <p>Attendance stands out with Pupil Premium not being where we would like it to be and is a key factor in pupil progress. JRU commented this data was on last term and the College is continuing to monitor as a priority. A Governor asked if the impact of lockdowns has reduced. JRU is unsure if this is the case or if we have become more resilient.</p> <p>Curriculum Blueprint - PWA The curriculum blueprint provides a picture of where ALT would like all Academies to be. The College will use the blueprints to evaluate its progress.</p> <p>No fundamental scoring changes have been made since the last scoring, certainly no scores have reduced. Governors noted that sometimes it is hard to find the best fit for the College; it is hard to quantify because of the language used in the curriculum blueprint with so many individual clauses and sentences within each strand. The AL central team has stressed that the senior team and LGB should use best fit judgements.</p>	

		<p>Governors asked JRU for a PDF version of the scoring that can be shared with the LGB.</p> <p>Headlines include the College having high, strong models of progression, assessment, appropriate provision, diversity and inclusion.</p> <p>The curiosity and engagement area are still being established and will be explored further. This is being piloted and developed by Geography through the Creative Collaboratives project.</p> <p>During the academic year, the College will be visited, and peer reviewed by Principals and members of ALT. These visits take a significant investment of time but promote the development of leaders and sharing best practice. The hope is it will benefit the College and prove developmental.</p> <p>Governors asked if the next Governor Day could focus on the blueprints.</p>	JRU to share documents that support self-evaluation; there is a handbook that offers some guidance.
6		Governance	
6.1		<p>Safeguarding training MGR delivered safeguarding training to Governors.</p>	<p>MGR to follow up Safeguarding training with IT and CS.</p>
6.2		<p>Work streams ahead Governors agreed to retain current Link Governor responsibilities. The Chair noted our unique position retaining all of our current LGB team (despite professional and family commitments) and thanked all for their continued commitment, notably PS as the outgoing Chair.</p>	<p>Clerk to check all Governors have an ID access card and the correctly coloured lanyard.</p> <p>MGR to forward ALT quiz for Governors to complete.</p>
7		Policies	
7.1 7.2 7.3	LGB1 7.1 LGB1 7.2 LGB1 7.3	<p>Safeguarding Policy - approved</p> <p>Behaviour and Discipline Policy - approved</p> <p>Home School Communication Policy - approved</p>	
8		AOB	
		Please notify the Chair of any other business no later than 1.00 p.m. on the day of the meeting.	
9		Agenda items for next LGB	
9.1		Safeguarding link governor report	

9.2 9.3		SEND report link governor report Parental survey feedback	
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Meeting Dates

LGB1	Tuesday 26th September
Governors' Day	Tuesday 7th November
LGB2	Tuesday 5th December
LGB3	Tuesday 6th February
LGB4	Tuesday 19th March
LGB5	Tuesday 30th April
LGB6	Tuesday 11th June
Governors' Day	Friday 5th July

AL Link Governor Meetings

Safeguarding Link group meeting dates: 12 Oct, 5 Mar, 19 Jun

Inclusion Link (to replace separate SEND and PP) group meeting dates: 9 Nov, 12 Mar, 10 June

Agenda Item	Item approved/agreed
7.1	Safeguarding Policy - approved
7.2	Behaviour and Discipline Policy - approved
7.3	Home School Communication Policy - approved

Actions

Agenda Item	Item	Responsibility
2.1	Governors to complete pecuniary interests form.	Governors
2.2	Clerk to centralise training requirements and email Governors with guidance.	Clerk
2.2	Clerk to follow up with College the process to advertise for a staff governor.	Clerk
4.1	JRU can confirm official data at the next meeting	JRU
4.1	PSC to write to staff to congratulate them when the national data is published on October 20th.	PSC
5.1	JRU to share documents that support self-evaluation; there is a handbook that offers some guidance.	JRU

6.1	MGR to follow up Safeguarding training with IT and CS.	MGR
6.1	Clerk to check all Governors have an ID access card and the correctly coloured lanyard.	Clerk
6.1	MGR to forward ALT quiz for Governors to complete.	MGR

Future Agenda Items

Agenda Item	Future LGB	Responsibility
Governors asked if the next Governor Day could focus on the blueprints	Governors Day	Principal
Safeguarding link governor report	LGB 2	SA/GR
SEND report link governor report	LGB 2	RK
Parental survey feedback	LGB 2	