

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

Chair's signature... Priya Schoenfelder

Date: 17/12/2024

**Sawston Village College
Local Governing Body 1
Approved Minutes**



8th October 2024

Present: Priya Schoenfelder (PSC, Chair), Jonathan Russell (JRU), Sam Abbs (SA), Polly Stanton (PS), Jerry Reed (JRE), Eleanor Clapp (EC), Gloria Reed (GR), Isabel Thomas (IT), John Godwood (JG), Sophie Palmer (SP) (Clerk)

Apologies: Rachel Kerr (RK)

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

PLEASE NOTE: A Safeguarding resource (video or narrated powerpoint) was circulated ahead of the meeting and governors were asked to watch this in advance.

The meeting was recorded for minute taking.

Item No.	Paper No.	Item	Action
1		Standing Items	
1.1		Apologies As noted above.	
1.2		Conflicts of interest None noted.	
1.3	LGB1 1.3	Minutes from the last meeting Approved as a true and accurate record.	
1.4		Outstanding actions. RK action closed as no questions. 2.1 - in progress with AL. 2.2 - recruitment etc to do. Mid-year update on training. AL moving	

		<p>training to compliance will be an online system. Half term. Centralised on connect. Email from trust after half term.</p> <p>Skills audit. Governors to notify the Governance Professional of any changes.</p>	
1.5		<p>Matters arising None.</p>	
2		Safeguarding	
2.1		<p>Annual Training and questions LGB received the link for safeguarding training prior to the meeting.</p> <p>LGB have all watched the safeguarding recording and read the associated documentation. A Google form will be sent to the LGB to confirm this.</p> <p>In the last academic year there were 15 referrals to children's social care, 7 pupils under section 17 assessment and 6 pupils under section 47.</p> <p>Over the year there were 1000+ MyConcerns logged with the most logged category being wellbeing, attendance, behaviour and mental health and self-harm. There may be multiple concerns for one pupil logged.</p> <p>For pupils on an alternative education plan, this year the school is planning to raise a concern when they go onto the plan, upload more documents to their profile and close the concern when the plan is closed. This will stop the numbers being inflated.</p> <p>A Governor asked for confirmation that all documentation will be kept in the same place. MGR confirmed that for a pupil's profile there is a list of concerns raised related to that pupil. This provides a high-level summary of the chronology. Logging a meeting as a concern adds the meeting to the pupil's profile. This provides data to feed into topics to cover in assemblies etc.</p>	<p>Clerk to forward Google form to LGB to confirm safeguarding training. SA to be informed when this is complete.</p>

		<p>So far this academic year there have been 114 concerns raised</p> <p>There has been 1 referral to children's social care with no further action taken. There is 1 pupil with child protection, 2 pupil's undergoing section 17 assessment and 1 section 47 investigation.</p> <p>So far this year the school has had 15 staff qualified as mental health first aiders.</p> <p>An AL quiz has been sent out to all staff. This will highlight any necessary training needs.</p> <p>We are focusing on our safeguarding framework. This has been reviewed over the last year with the review being in the final stages.</p> <p>There will be peer review visits for the Safeguarding Blueprint. SVC is teamed up with Bassingbourn.</p> <p>Internally, the meeting structure is being reviewed to develop ways to best support the team members. There will likely be weekly safeguarding meetings, one with the safeguarding team and one with the year leads who are dealing with safeguarding concerns on a daily basis.</p> <p>A Governor asked if SVC operates in a similar way to other AL schools. MGR confirmed, there are differences, but AL schools do work similarly.</p> <p>A Governor asked a question. MGR explained there are differences between year groups. Yrs 9 and 10 are where there are the most concerns. Yr 10 has the highest number of IAEPs which will impact the number of concerns raised.</p> <p>LGB passed on their thanks to Clare Greaney for a great job as MGR maternity cover.</p> <p>JRU added that the Single Central Record now uses iTrent overseen by the central AL HR team but inputted by SVC staff. This has resulted in significant set-up time and capacity and some concerns with the user</p>	<p>JRU and SA to further discuss the SCR at the Governors' Day to ensure SVC is fully compliant.</p>
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		<p>experience. JRU and SA to further discuss the SCR at the Governors' Day to ensure SVC is fully compliant.</p> <p>Following the Southport protests in the summer, JRU raised that at the start of the academic year there were concerns in how we approach an increase in unpleasantness and unkindness and how would this manifest itself in schools nationally for example young people's attitudes. There has been no clear increase but this is being monitored.</p> <p>A Governor spoke with the Prevent Lead at the DfE. There will be information to come out to schools.</p>	
3		Chair / Governance Professional's Business	
3.1	LGB1 3.1	<p>Annual Compliance</p> <ul style="list-style-type: none"> - Pecuniary Interests – Completed. - Safeguarding - Powerpoint presentation https://vimeo.com/1010655395 Password: s***** 	
3.2		<p>Chair's Business</p> <p>Summer 2023 AGF – PSC unavailable, PS attended. PS provided a summary of the meeting updates, including re. Sense of Belonging (People and Pupils) discussed by the CEO and Director of Secondary Education, respectively. Hard copies of the Confederation of School Trusts' "<i>School trusts as civic institutions</i>" and "<i>Community Anchoring – School as Anchor Institutions</i>" were also shared.</p>	(Scan and) Upload 2 Confederation of School Trusts documents shared at AGF for governor reference – to the meeting folder.
3.3		<p>Agree training programme for Governors: See here for training opportunities available.</p> <p>Hold on pending AL centralised training.</p>	Mandatory training and more focused training to be discussed at Governors' Day.
4		Principal's Update including College Improvement Plan	JRU
4.1		Verbal update on staffing, premises and start of term	

		<p>General – start of term has been very good. Outstanding GCSE results from last academic year highest achieved so far with P8 at 0.87.</p> <p>Yr 7 cohort has started well with 241 pupils enrolled and onsite. The school now has 1192 pupils total which is 8 short of maximum. There are pupils joining throughout the year, but it would be good to be a position where we are full.</p> <p>JRU thanked LGB for attending Open Evening. We had over 300 families book in for the tour., This suggests we are likely to be full next academic year. JRU has received positive feedback from the evening.</p> <p>We have had highly successful Duke of Edinburgh weekends and this is really flourishing. It would be good to capture the number of students who go on to DoE gold – something that cannot be achieved or offered at 11-16 school.</p> <p>Freshers' fair went very well. We have held 3 training days already and these were well attended by Teaching Assistants (paid to attend) as well as being mandatory for teachers.</p> <p>We have had new positions start including a Pastoral Support Administrator and a new Post-16 Lead providing 2 days additional CEIAG support.</p> <p>Exclusions are lower than this time last year. New behaviour systems were implemented earlier this year. Since September, detentions have been decentralised. The school continues to focus on building positive relationships and a sense of belonging. The early signs in September are positive.</p> <p>Next week there are 16 headteachers visiting SVC as part of AL showcase two days.</p> <p>We have experienced problems with the new phone system. This has involved switching from analogue to digital Teams phones.</p>	
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		<p>Staffing Update: Staffing remains in constant flux and is a daily challenge.</p> <p>Head of Art has resigned as he is relocating after Christmas. Today, JRU has recruited an ECT Teacher of Art starting in November and a new Head of Art to start in January. There is long term absence in English and PWA is currently interim Head of English. We are still trying to recruit a cover supervisor, a caretaker which both are proving difficult to recruit. We have recruited several strong Teaching Assistants with a couple to start shortly. One of the PE teachers is going on sabbatical after half term and will be replaced by an ECT. There are a number of maternity covers in the new year.</p> <p>PSC noted to escalate to AL the technical issues. PSC also noted that parents and prospective pupils enjoyed the Open Evening and stayed beyond the end. JRU added that it always gets talked about in glowing terms and goes from strength to strength.</p> <p>Site update: There is a new Premises Manager.</p> <p>A new mobile unit has been installed outside of the Edinburgh Block as the Hygiene Room for a pupil who uses a wheelchair and has additional physical needs.</p> <p>Compass House now has an outdoor reading area. The wellbeing space within Compass House has been completed.</p> <p>The gutters are causing some problems particularly in the Sports Centre but are to be cleaned in the half-term break..</p> <p>There have been some toilet issues with broken units and a need to have additional supervision. We have had to replace boilers, water tanks and heating.</p> <p>There have been pest control issues which have now been resolved.</p>	
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		<p>A number of areas need painting but work will be limited and remedial as there is no value for money investing significantly in buildings earmarked for demolishing and the College has not received any additional conditional improvement funding whilst waiting on the Regeneration Project.</p> <p>The Regeneration Project is yet to go to planning. There has been further delay in planning documentation being added to the portal. We are pending updates to the phasing of the building and a realistic starting date. The builders must work around exams season.</p>	
4.2	LGB1 4.2	<p>Revisit and confirm core vision, mission & values</p> <p>An overview of the College Improvement Plan (CIP) was included in the meeting documentation. This provides an overview of what should be achieved in Y1, 2 and 3 and what the priorities are. Mental health and wellbeing, Pupil Premium, SEND, Inclusive Classrooms and attendance remain high priority this year.</p>	
4.3	LGB1 4.3	<p>AL Curriculum Blueprint</p> <p>The curriculum blueprint sets out principles and objectives to be met by all AL schools. SVC is asked once a year by AL to review itself against the blueprint and rate itself on a 1 – 5 scale.</p> <p>The self-evaluation was shared and discussed with Governors and approved.</p> <p>In relation to the assessment objective, a Governor asked if predictive and target grades are in place and still encouraging. PWA confirmed this is still there. The work that needs to be carried out is the extent to which assessment shows where the pupils are in that subject.</p>	
5		KS4 Outcomes 2024	EWA
5.1		<p>Exam results</p> <p>Last academic year we received a very positive, record-breaking set of results achieved by the young people.</p>	

		<p>The results are well above target with 45% of pupils receiving 5+ grade 7+. 99.5% of pupils received at least one qualification. 39% of pupils achieved the EBAC threshold.</p> <p>FFT20 puts SVC in the top 5% of schools nationally. Progress 8 is expected to be approx. 0.9. This means pupils are achieving almost one grade higher than expected.</p> <p>EWA provided the changes in results over time from 2018 to 2024. This includes years 2020 and 2021 when the process for grading was different. It is interesting to see how this fits in line with externally examined pupils. The data shows there is an increase each year in the % pupils receiving grade 7 or higher. English and maths results were higher during COVID when TAGs and CAGs were used but there has been an increase in the years where pupils sat exams with 83% of pupils achieving a grade 4+ last academic year continuing this positive trajectory. This trend is repeated at grade 5+ with 73% of pupils achieving English and Maths at this level both of which are the highest passes in the last six years.</p> <p>The percentage of pupils achieving the EBACC threshold for all related subjects shows a slight downward trend overtime. 39% is still a strong achievement. This percentage is lower because not all pupils take a language to contribute to EBACC. The EBACC scores of pupils who do take additional qualifications continues to rise and shows a strong trajectory.</p> <p>Attainment 8 is positive this year continuing to increase above 2021. This shows the attainment of our pupils is very strong.</p> <p>Progress 8 over time shows an average upwards trend but looking at the past 3 years the rate of increase is significant.</p> <p>FFT data analysis gives us an indication of how we compare to schools nationally. This supports the school being in the top 5 nationally and well within the top 10% for</p>	
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		<p>most measures. For progress we are in the top 4%. Results will be validated later in the year.</p> <p>For SEND pupils the progress 8 data over time continues to increase. This year this is 0.52 increase which is very positive and shows our SEND pupils are making huge progress and gives testament to the hard work NMO and her team and all staff do to support SEND in their subjects. In most measures SEND outcomes are above the target. EBACC are dependent on subject choices.</p> <p>Pupil Premium (PP) continues to be the area we most need to work on which is reflected in that it is a high priority area in the next CIP. Our progress 8 data is still very strong compared to national data. JRU added that Progress 8 compares PP against all pupils nationally hence why the figure is slightly negative but measures very positively against similar local schools. A Governor asked if there was a national figure. PWA confirmed that there is not.</p> <p>A Governor added that the data showed PP progress as well as all other pupils showing progress. EWA explained that we have already started to work with PP in Y11 and began this work earlier than last year in light of internal data. JRU added that attendance has a direct correlation with outcomes of schools.</p> <p>Photography was the first time through for a new course.</p> <p>BTEC courses are structured and assessed differently. Some of these changes have had a negative impact.</p> <p>Computer Science has had a disruptive year with the absence of the Subject Lead. A Governor asked if the improvement in English and Maths results was due to improved and more stable staffing? EWA confirmed that this will likely have contributed however there was still instability in English staffing last year.</p> <p>A Governor asked if the increase in Progress 8 aligns with the school putting in</p>	
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		<p>place Inclusive Classrooms? JRU suggested that it is possible all of the developments achieved through the last CIP 3 year plan may have contributed to the strong outcomes.</p> <p>A Governor asked if the LGB will get the opportunity to see what is learnt from this and what is preserved from the last year? EWA confirmed the first year 11 report shortly. This data will be shared and analysed. JRU reminded LGB that the report data was shared with LGB in Spring 2024. There were concerns raised about the then year 10 (current year 11). The data set improved in the summer term but is still not where it is expected so it will be interesting to see what comes from the most recent set of data. The current Y11 has a lower KS2 average score compared with the 2024 cohort which will contribute to a drop in attendance. In addition to this JRU meets regularly with each Head of Department and look at the results set they have analysed and how these feeds into their department improvement plan. Data set can be shared with LGB later in the academic year. Individual department plans could be shared on Governors 'Day. LGB confirmed they were happy that the data was being reviewed and used for improvement.</p> <p>A Governor asked what does VA mean. EWA confirmed Value Added compared with FFT20 (top 20% of schools). VA being positive means our pupils are doing better in that subject than the top 20.</p> <p>A Governor asked if the current year 11 SATS could be useful? EWA explained the current year 11 when year 7 sat CAT tests. The school has used these to try and form a retrospective picture. The nature of the CAT tests is different to the SATS.</p> <p>LGB thanked EWA and congratulated the pupils and staff on the excellent results.</p>	
6		Governance	
6.1		Revisit workstreams for year ahead – as per revisit of the CIP in 4.2 above, it was	

		agreed that the 2024-25 workstream review was completed and agreed at the Governors' Day in Summer.	
6.2		<p>Review key risks</p> <p>The school has a risk register where we have been asked to identify 3 or 4 key risks. These are:</p> <ol style="list-style-type: none"> 1. Recruitment and retention which remains a risk to the business of the school. It is a local and national problem. Furthermore, the need to pull on the SLT for additional capacity is increasing in order to achieve the activities discussed tonight and where we have staff absence to try and plug gaps. 2. New build is a risk as it will demand logistical changes and further draw on the capacity of the Principal. 3. Decline in academic outcomes – this was concern again around the changing nature of our young people, different needs, COVID and seeing the decline in academic outcomes and what this can lead to. We are hoping this becomes less of a risk as we move through this year and work with the current Y11 but staff absence and other factors may impact. To achieve everything we achieve and on top of that achieve outstanding outcomes is hard to sustain but that is what we need to try to do. <p>Finances would have also been included but we are no longer responsible for finances as a school.</p> <p>JRU believes these are the correct three risks.</p> <p>A Governor asked if not meeting the maximum number of pupils is a risk. JRU commented that we have achieve PAN ion all recent years. We are seeing increased mobility.</p>	
7		Policies	
7.1	LGB1 7.1	Safeguarding Policy (adopt)	

		<p>Governors suggested some changes (date updating, page numbers)</p> <p>Approved with changes.</p>	
7.2	LGB1 7.2	<p>Behaviour and Discipline Policy</p> <p>Governor had a comment on the end of page 15. Should 'our' be italics as it seems a bit aggressive.</p> <p>Approved with changes.</p>	
7.3	LGB1 7.3	<p>Intimate Care Policy</p> <p>Governor had a comment on part 4, paragraph 2. It mentions a care plan will be reviewed annually. Where in part 10 paragraph 4 it refers to an intimate care plan being reviewed twice per year (consistency required in language used and frequency of reviewing). JRU replied that the intimate care plan is linked to EHCP.</p> <p>A Governor raised in part 3 the final sentence before it goes onto principal just stops.</p> <p>Approved with changes</p>	
7.4	LGB1 7.4	<p>Attendance Policy</p> <p>Approved.</p>	
7.5	LGB1 7.5	<p>Health & Safety Policy (adopt)</p> <p>Page 12 there are some gaps in information, some inconsistency throughout document (dates, categories, version number etc). JG to forward changes to JRU.</p> <p>Health and Safety committee runs three times per year by the school. Chaired by JRU, The high risk areas come to this committee including representation from the Sports Centre, D&T, Science, Food and PE. PS also attends. This reports on compliance, accidents etc. This feeds back to AL and the LGB. Minutes are taken and these come to the LGB. The school health and safety is reviewed and audited</p> <p>Approved with changes.</p>	JG to forward changes to JRU.

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 9.2 9.3		Safeguarding link governor report SEND report link governor report Parental survey feedback	

Meeting Dates

Governor Day – 21st November

LGB 2 Meeting - Tuesday 17th December

LGB 3 Meeting - Tuesday 11th February

LGB 4 Meeting - Tuesday 18th March

LGB 5 Meeting - Tuesday 6th May

Governor Day – 24th June

LGB 6 Meeting - Tuesday 15th July

AL Meetings

AGF Meeting dates 2024-25

Meeting	Date	Time	Venue
AGF 1	Tue 22 Oct	6-7.30pm	tbc
AGF 2	Mon 10 Feb	6-7.30pm	Virtual
AGF 3	Thu 22 May	6-7.30pm	Virtual
AGF 4	Thu 10 Jul	6-7.30pm	tbc

Link networks:

Safeguarding

Meeting	Date	Time	Venue
Safeguarding	Wed 6 Nov	6-7.00pm	Virtual
Safeguarding	Tue 11 Feb	6-7.00pm	Virtual
Safeguarding	Web 14 May	6-7.00pm	virtual

Inclusion

Meeting	Date	Time	Venue
SEND	Thu 23 Sep	6-7.00pm	Virtual
Pupil Premium	Tue 10 Dec	6-7.00pm	Virtual
SEND	Mon 17 Mar	6-7.00pm	virtual
Pupil Premium	Tue 24 Jun	6-7.00pm	Virtual