

Sawston Village College
Local Governing Body 1
Minutes



23rd September 2025, Carnegie Room
6pm, in person

Present: Priya Schoenfelder (PSC, Chair), Jonathan Russell (JRU), Polly Stanton (PS), Jerry Reed (JRE), Isabel Thomas (IT), John Godwood (JG), Sam Abbs (SA), Max Kenworthy (MK), Heather Lander (HL) (Governance Professional)

In attendance: Martha Gregg (MGR), Pieter Wallace (PWA), Erica Wagstaff (EWA), Sue Gelder (SGE).

Item No.	Paper No.	Item	Action
1		Standing Items	Chair
1.1		Welcome & Apologies and New Governance Professional Introduction There were no apologies. All Governors were in attendance. HL was introduced as the new GP and provided a brief background.	
1.2		Conflicts of interest None noted.	
1.3	LGB1 1.3	Minutes from the last meeting Minutes agreed as a true and accurate record. A Governor asked if the decision had been made to go to 5 LGB meetings instead of 6. It was confirmed 5 meetings would tie in with the LGB planner for 2025/26 and align with the Strategy and Governance Days.	
1.4		Update on actions 2.1 – PSC confirmed there had been 2 responses to the advert for co-opted governors over the summer. PSC asked HL to update the advert to include HL email address and share with PS to circulate to the appropriate contacts and/or HL to add appropriate contacts to distribution list in recruitment folder. 5.1 – Thematic review paperwork will be	HL/PSC to follow up with the applicants. HL to update advert Share with PS to share with appropriate contacts

		provided for the LGB2 meeting and will cover PP and Mentor reviews. Items 6.1 and 6.2 (apart from dates for the Governor Day and the Spring meeting) will be taken to the November Governor Strategy Day for discussion. 6.4 – Safeguarding report was provided for LGB1 – complete.	Thematic review paperwork to be added to the December LGB2 folder. For discussion at the Strategy Day.
1.5		Matters arising None.	
2		Safeguarding	
2.1		MGR presented the annual Safeguarding training specifically for the Governors. Slides from the presentation will be available in the Governors Teams folder together with the presentation slides used for the whole school staff, for information. Governors had been sent the Keeping Children Safe in Education 2025 (KCSIE 2025) ahead of the LGB meeting and had been asked to read the document. MGR provided a paper form of example Concerns for the Governors information. Staff have all had their Safeguarding training and MGR confirmed this has been recorded separately to the SCR. MGR advised there would be a Google Form sent to Governors to complete confirming that they had read the KCSIE 2025 document. There is also an Anglian Learning Safeguarding Quiz which will be issued. It is not mandatory for the Governors to complete it, but they can if they would like to.	MGR to make available the annual Safeguarding slides from both Governor and Staff perspective. MGR to arrange for a Google Form to be sent to Governors to confirm their reading of the KCSIE 2025. AL Safeguarding Quiz to be issued to Governors.

		A Governor asked whether there was a system in place to monitor/check on those students who were out of school on Alternative Provision (AP). It was confirmed that there was a system in place which included home visits and logging the AP on MyConcern. A Governor asked whether the home visits involved two members of staff attending. It was confirmed that they did although, depending on the circumstances of each case, the visit may only require a single member of staff. All home visits are recorded at reception when the staff members leave and return. A Governor asked whether a general risk assessment was carried out for each visit. It was confirmed that there was not a general risk assessment carried out. There was a discussion around whether that would be an idea to put into practice and it was confirmed that SA could provide a template for the school to consider using. A Governor reported positive feedback from parents regarding concerns handled well and students who felt happy and settled in the school environment. A Governor commented that the systems in place come across as very good and congratulated the staff.	SA to implement a general risk assessment template for home visits.
3		Chair/Governance Professional Business	Chair/GP
3.1	LGB1 3.1	Annual compliance – training and documents HL clarified that there was now no requirement for Governors to complete an annual pecuniary interest form for 2025-26 onwards. Governors have no financial responsibilities and do not make significant executive decisions on spending and buying. Declarations on any agenda items are still relevant to be notified. HL clarified the mandatory annual training and policies to sign were listed at the foot of the agenda and most would come direct from Secure Schools for Governors to complete.	

		HL asked Governors to provide notification of training completed for LGB records including the Secure Schools training. If there is an option for a completion certificate, this can be forwarded to HL, otherwise an email is sufficient. HL confirmed the most recent versions of the Scheme of Delegation and LGB Guidance Handbook had been saved in the General Teams folder. HL clarified the minor changes that had been made from the previous versions. PSC confirmed there were a few anomalies in the documents that AL are aware of.	Governors to provide confirmation of any training completed to HL.
3.2		Chair's Business Reappointment of SA as a Trust Appointed Governor and PS as an Associate Governor have been submitted in the summer (these would be taken to the Board meeting at the end of September).. Election of Vice-Chair: PSC called for nominations. SA was willing to stand again as Vice Chair subject to any other Governor that would like to put themselves forward for the role. Following discussion, it was agreed and seconded that SA would be reappointed. HL to complete form and send to AL for SA's re-appointment as Vice-Chair for 2025-26. the Trust Board to record the reappointment. Several governors have met Jonathan Rockey (JRO) (Deputy Director of Secondary Education for AL) at the Summer 2025 AGF. JRO will attend future LGB meetings for all schools with whom he works.	HL to complete form and send to AL for SA's re-appointment as Vice-Chair for 2025-26
3.3		Training programme HL confirmed there was a link to the Governance Training Opportunities for 2025-26 included in the agenda. The link will be included in future meeting communications for reference. JRE confirmed that he did not have access to the Training Opportunities Link. HL will investigate this.	HL to check Governor access to the Training Opportunities document.

4		Principal's Update including College Improvement Plan	Principal
4.1	LGB1 4.1	Update on staffing, premises and start of term JRU took questions from the Governors on the Principal's update covering these areas. A Governor asked if the changes to the SLT responsibilities included in the update were complete or additions only? JRU confirmed they were additions only. A Governor asked if a complete list of SLT responsibilities could be provided. JRU confirmed yes. A Governor noted that reference to the KCSIE was dated 2026 rather than 2025. JRU confirmed this would be amended.	JRU to provide a complete list of SLT responsibilities
4.2	LGB1 4.2	Revisit and confirm core vision, mission & values. The CIP had been shared with Governors before the meeting. JRU confirmed there are 10 key objectives categorised under the CARE values in the CIP to cover a period of 3 years. 2025-26 was year 2. There was nothing new to the plan but each slide in the update explained the focus, a summary target and the strategies for staff to support and contribute to achieving the goals. JRU took questions from the Governors. A Governor asked if it was possible to link the CIP with the AL Core Standards. JRU confirmed the key objectives had not yet been linked but they were linkable and would need to be aligned to the Core Standards. That piece of work was not yet ready but would be worked on over the academic year and brought to the Governors when complete. JRU confirmed they had been able to put in an additional training day for staff through the reallocation of disaggregated hours to enable staff to complete mandatory training which has increased this year.	

		A Governor asked what does “best provision for all” mean in relation to SEND provision. JRU confirmed financial constraints restrict everything that would be required but by making best use of resources available they can make the best provision for all. JRU explained there was a significant increase in numbers of students requiring Alternative Provision and this was continuing to increase. Finance costs for some individual provisions are a significant amount. A Governor asked about the focus on reducing sanctions to consequences. JRU clarified they were looking at the wording around this in the plan. The ambition is to get to zero suspensions and a lot of work is being carried out around this. The school is trying to move away from traditional sanctions and through positive regard approaches and further developing inclusive teaching practice to make a more tailored and positive, relational approach. JRU updated the Governors on the Oracy Strategy and that a noted speaker, Geoff Barton, would be delivering some training to staff. JRU confirmed that JRO was coming into Sawston VC on a fortnightly basis to focus on work around school improvement	
5		Curriculum and Outcomes	EWA
5.1	LGB1 5.1	Achievement Executive Summary - KS4 Outcomes - Y11 data EWA talked through the Executive Summary outcomes and confirmed the most recent results were not as high as expected and PP results were below the level the school had wanted them to be. It had been a challenging cohort. A lot of time has been spent by teachers analysing the results which is shared with their Head of Department. Heads of Department complete a subject-level results analysis prior to a results analysis meeting with JRU and Line Managers. Factors that had contributed to the outcomes included attendance being at a lower level than	

		the previous year, significant absence of students, staff absence, behaviour challenges, a high level of both student complex needs and access needs for exams. Additional pastoral support was required for students. The SLT have been considering the challenges for the current Year 11 cohort. They have been looking at what the students are doing and implementing intervention programmes earlier to address issues. A Governor commented that in the Executive Summary the data provides results on where we are now and the vision of where SVC wants to be by August 2027. The two have been measured differently. How can Governors see this. It was confirmed the Executive Summary will be updated and acknowledged it comes from an AL template A Governor asked what FFT was. FFT is the Fischer Family Trust model which can be used to give an indication of early results on a national basis. When looking at the results, the Year 11 cohort were the "Covid cohort" who did not complete KS2 SATs due to the pandemic. Projections for results using FFT were based on CATs data completed on entry to Year 7. FFT gives encouragement that the results are above national average at this stage. Further clarification around the results was provided. Progress will not be reflected in the performance for next year. Attainment is good and will be reported in national performance measures. Students engaging in interventions has worked but attendance at intervention sessions was far lower for 2025 Year 11 cohort. It is a similar situation for the current Year 11. A Governor asked if what has been said could be articulated later. It was confirmed that SLT would be happy to come back with headlines in Spring 2026 after the receipt of validated results and any necessary appeal process has been completed. A Governor stated that girls stand out from the previous year to the current year and asked how SVC sees changing what they did last year. It was confirmed for the new Year 11 the overall	Update Executive Summary data for comparable now and then. Update Governors with headline results in Spring 2026.
--	--	---	---

		results were reviewed and lessons to learn were determined. Current Year 11 students were surveyed in the summer term following their Year 10 exams about how they felt, and their comments were taken on board and fed back to their teams. The revision process will be started earlier and guidance given to students on what and how to revise in subjects. There will be earlier communications with parents with specific dates, top tips etc to help both parents and students. Communication will be clearer and more proactive. Mentor time for single students will have specific 20-minute intervention sessions while Years 7 – 10 have assemblies. Setting SMART objectives and there will be a focus on post 16 transitions. There will be sessions for specific subjects from Spring 2026 with additional time made available from staff. A focus group of 32 students has been established, split into 3 groups for targeted interventions. Not all the students in the group are PP. Staff feedback on performance and student engagement, together with any additional in-class support will be provided. The impact will be reviewed and evaluated after the Year 11 mock exams in November. A Governor asked if there were any examples of last year's student results where there was/was not full attendance. It was confirmed a case study could be provided for Governors to see. A Governor asked if there was a point in the year where parents are advised of lower-than-expected grades. It was confirmed that parents receive 3 separate reports and parent evenings are an opportunity to discuss those grades with staff. The position is not helped by some post-16 centres who tend to only focus on grades for English and Maths, but grades are important for all subjects. A Governor referred to the data produced from exam results and whether there were any metrics the school does not have that they would like. National PP figures would be a good indicator. There is a lot of granular analysis around all of	Provide a case study of student results with/without full attendance.
--	--	---	--

		the results taking place. There is a higher level of need in the current Year 11. SLT are also looking at Years 8, 9 and 10 plus Year 7 where the need levels are lower. A Governor observed that when the validated results have come through there will be further analysis and further questions, particularly around combined sessions for science and positive attainment being moved into different pots. Staffing stability will be a key factor. Observations will be shared with the Governors at future meetings. A Governor asked about the Year 10 data and the colour coding of green used for target figures however, in the subjects, blue has been used for positive and pink for negative. The Governor observed in general all were positive. It was confirmed that PP tracking is not consistent and reflected as underperforming in certain subjects. Measures are reflected differently. Colour coding has come from two different sets of data.	
6		Governance	
6.1	LGB1 6.1	Strategic Governor Development & Workstreams Review PSC referred to the Link Governance draft spreadsheet and the Governor Reflection and Development 2025 document, which included a survey completed by the Governors. The contents of the documents will be discussed in further detail and finalised by the Governors at their strategy and Governor Days (and as noted in 4.1, will also include SLT links 2025-26) There was a discussion around dates for a strategy day in November (instead of the Autumn Governors' Day, which will move to Spring 2026). Governors were asked to provide PSC with available dates for a 1.5-2-hour slot in the week of 24 November. The Spring 1 LGB meeting on 27th January 2026 will now be a Spring Governor Day (in lieu of the Autumn Governor Day date, which was 18 Nov 2025)	PSC All Governors to provide available dates for a November Strategy Day. PSC to finalise and share confirmation details. LBG Meeting Updates: HL to remove 18 Nov Gov

		PSC referred to the Link Governance excel spreadsheet in the Teams folder. This is currently a work in progress to be linked with the CIP focus. Governor agreed after discussion: JR will be Community link governor and MK Arts Development link governor for 2025-26. PS will continue to support but will be Safeguarding 2 link governor for 2025-26. IT, as link Governor for Inclusion/SEND clarified they would require support from another Governor in the link role. PSC confirmed with the recruitment of new Governors there would most likely be an opportunity for a second Inclusion link Governor to work alongside IT. A Governor referred to one line within the Governor Reflection and Development document – PSC to check and clarify reported line. <i>(After the meeting, line checked and corrected: 'Governors felt satisfied with how effectively the LGB achieves its strategic objectives [there were no responses at 4 or 5 (5-most dissatisfied), 7 responses at 1 or 2 (1- most satisfied), and 1 response at 3]'</i>	Day from calendar; Replace Spring 1 LGB with Spring Governor Day in calendar PSC to check and clarify reported line
6.2		Review key risks JRU confirmed that the current use of reporting for risk is being paused by the Trust. There will be a new process for reporting to come. JRU confirmed the key risks to the school at the start of the academic year continue to be: - • Staff retention and recruitment • Financial pressures • The ongoing new build • Decline in academic standards Governors were asked to make sure the risks are being highlighted and updated in meetings.	JRU
6.3	LGB6 6.4	Safeguarding Link Governor Report – (from Summer 2 2025 LGB6) There were no questions from the Governors on the Report. A Governor asked if there were any trends coming from County level. Areas that had been noticed were discussed with the Governors.	SA

7		Policies	Chair
7.1	LGB1 7.1	Safeguarding Policy (adopt) SA shared suggestions/comments to MG- these were forwarded to AL and accepted. The policy was adopted, with these changes.	
7.2	LGB1 7.2	Behaviour and Discipline Policy (ratify) Governors ratified the policy.	
7.3	LGB1 7.3	Intimate Care Policy (ratify) There were changes suggested by the Governors that were noted by JRJ. Governors ratified the policy, subject to the changes.	
7.4	LGB1 7.4	Health & Safety Policy (note) A query was raised by a Governor regarding reference to “the responsibility of the governing body” within a checklist in the policy. In accordance with the most recent LGB handbook, Health & Safety is not the responsibility of the Governing Body. As this is an AL Policy template it was agreed that HL would feedback the query to AL. <i>(After the meeting, HL fed back the query and it was confirmed that the wording would be changed in the AL Policy template. It was also noted that the Governing Body were not required to adopt this Policy as they have no responsibility for Health & Safety).</i>	HL to query reference to the Governing Body in the Health and Safety Policy.
8		AOB	
		Please notify the Chair of any other business no later than 1.00 p.m. on the day of the meeting.	
9		Dates for LGB 2025 - 26	
		December 4th, 2025 Autumn 2 (subsequently reverted back to December 2nd) January 27th, 2026 Spring Governors’ Day - TBC March 17th, 2026 Spring LGB May 12th, 2026 Summer 1 June 10th, 2026 Summer Governors' Day - TBC June 30th, 2026 Summer 2	

		The meeting ended at 8:04pm.	
--	--	------------------------------	--

Meeting Item	Action	Owner
1.4 (2.1)	Follow up with Governor applicants.	PSC/HL
1.4 (2.1)	Update Governor advert for new GP contact Share updated advert with PS to share with appropriate contacts	HL HL/PS
1.4 (5.1)	Thematic review paperwork for LGB2 meeting.	JRU
1.4 (6.1 and 6.2)	Documentation for discussion at the Governor Strategy Day.	PSC/All Governors
2.1	Safeguarding – follow up slides, Google form and Safeguarding quiz.	MGR
2.1	Provide a general risk assessment template for home visits. (<i>school action, LGB for note only</i>)	SA (Operational – note only for LGB)
3.1	Governors to provide HL with confirmation of training undertaken – ongoing.	All Governors
3.2	HL to complete form and send to AL for SA's re-appointment as Vice-Chair for 2025-26	HL
3.3	Check Governor access to Training Opportunities document.	HL
4.1	Provide a complete list of SLT responsibilities.	JRU
5.1	Update Executive Summary outcomes with now and then comparable data.	EWA
5.1	Update Governors with headline exam results in Spring 2026.	EWA
5.1	Provide a case study based on with/without full attendance.	EWA
6.1	Provide PSC with dates available for a 2-hour slot in the week beginning 24 November for a Strategy Day.	All Governors
6.1	Update various changes to Governor meeting dates	HL
6.1	Check and clarify one line in Governor Reflection and Development document.	PSC
7.4	Query the reference to the Governing Body in the Health & Safety Policy.	HL