

Sawston Village College
Local Governing Body 2
Minutes



2nd December 2025, Carnegie Room
6pm, in person

Present: Priya Schoenfelder (PSC, Chair), Jonathan Russell (JRU, Principal), Polly Stanton (PS), Jerry Reed (JRE), Isabel Thomas (IT), John Godwood (JG), Claire Greening (CG), Nathalie Morris (NM), Janet Goldsworthy (JG, Governance Professional)

In attendance: Pieter Wallace (PWA, Deputy Principal - Curriculum), Sue Gelder (SGE, Deputy Principal – Personal Development), Clare Greaney (CGR, Assistant Principal - Inclusion)

Item No.	Paper No.	Item	Action
1		Standing Items	Chair
1.1		Welcome & Apologies Max Kenworthy had sent his apologies and governors approved the absence. JG was introduced to governors – she was covering for HL who had a clash of meetings with another AL school.	
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.	
1.4	LGB1 1.4	Update on actions 2.1 (Minutes 15.07.25) HL had updated the advert and it had been shared with appropriate contacts. 2.1 (Minutes 15.07.25) PSC, SA and PS had met with two potential surveyal applicants for the position of trust governor. Both candidates were parents and, therefore, it was not possible to appoint both at this time. Governors discussed the strengths of each candidate, both of whom bring professional experience and skills that would support the work of the Local Governing Body, including parent governor experience. One candidate was identified as directly addressing a gap highlighted in the skills audit, particularly in relation to SEND, inclusion and wellbeing. Following discussion, it was agreed to recommend that Jamie Nightingale be appointed as Trust Governor. It was also agreed that the other applicant should be encouraged to apply for any future vacancies. 5.1 (Minutes 15.07.25) Thematic review paperwork had been added to the December LGB2 paperwork for governors to review. 6.1 and 6.2 (Minutes 15.07.25) Governors had reviewed the report on the Governor Strategy Day and the additional questions. 2.1 Safeguarding slides, Google form and Safeguarding Quiz	HL

		provided to governors. 3.1 Ongoing requirement for Governors to provide HL with any training completed. 3.2 HL to confirm completion of form for SA's re-appointment as VC 3.3 HL to confirm access to Training Opportunities document. 4.1 List of SLT responsibilities has been included in December LGB2 paperwork (this meeting). 5.1 JRU updated governors on this item. The Executive Summaries and Core Standards were due to be discussed at the last AGF. However, Jonathan Rocky was absent and so Jonathan Culpin agreed that the Executive Summaries could be developed by each school ready for sharing in early Spring with SLTs. JRU to share draft versions of Executive Summaries with governors at next Governor Visit Day. 5.1 Headline exam results will be shared with governors in Spring 2026. 5.1 Governors were provided with data linking attendance and outcomes. 6.1 Governor Day changed to Spring (see below) 6.1 With the change to one Spring LGB meeting and in lieu of Autumn Governor Day, governors agreed to a Spring Governor Day. PSC requested alternative dates around 27th January and before the Spring LGB meeting on 17th March: JRU advised that he and the SLT could be flexible to accommodate governors outside of the following dates which would be difficult: 2/2, 4/2, 5/2 and 12/2. College closed on 13/2. PSC will circulate potential dates for another LGB before 17th February. Governors to respond. Post-meeting Update 07.01.2026: Proposed Governor Day 7th February 2026 pending governor response to confirm attendees.	All Governors HL HL JRU EWA All Governors
1.5		Matters arising None.	
2		Trust/Chair/Governance Professional Business	
2.1		Governance Professional's Business It was requested that Governors email their Prevent Certificates to HL in order that she can assess who needs to complete the training again this year.	All Governors
2.2		Chair's Business Feedback from AGF - BromCom is starting to replace SIMS in each school. The new system has longer term financial benefits as it can also potentially replace other systems. - CEO updates on the implementation of Core Standards, foundation expectations and LGBs working with their academies during rollout, the 3 strands of the Trust Strategy and on reform of governance within AL, which has been delayed until Spring 2026. Kerrie Jones will retire in 2026 and new Head of Governance starts in January 2026. - Finances are reported to be challenging at trust and school level with a potential reduction in resources available as savings need to be found. - Ofsted Framework briefing by Nicola Pickford, serving	

		inspector and Exec HT at Meadow and Wimbish Primary). Suggestion to invite NP to future LGB meeting.	
2.3	LGB2 2.3	Arts Appeal Charity Mandate for adding Trustees has been submitted – in progress for completion. A meeting of trustees needs to be arranged to agree the change to the articles.	PS, PSC, JRU (and LMO outside of this meeting)
3		Principal's update	JRU
3.1	LGB2 3.1	JRU had circulated the Principal's report to Governors prior to the meeting. Key points of note:- • Staff have been working hard with regards to developing 'positive regard'. • Work continues to give staff a range of tools and strategies to work with to develop relational practice and address need. The academy is developing a series of intervention packages which it is hoped will positively impact on outcomes.	
4		Safeguarding, Behaviour and Inclusion	
4.1	LGB2 4.1	Behaviour and Attitudes Attendance and suspension data A report on Behaviour, Welfare and Attendance had been reviewed by Governors prior to the meeting. Q There are 42 pupils with an IEP. How is this being managed? A Meetings are held with year leads each half term to discuss and review these pupils. Provision for these pupils is also developed, sometimes online. Provision is to be quality assured by the end of term. Q Are FSM pupils following the general trend of non-FSM pupils? A There remains a gap between FSM and non-FSM students in spite of an improvement in outcomes. A new project is under consideration for this group. Governors congratulated staff on the improvement in attendance figures, commenting how important it is for pupils to attend school in order to learn.	
4.2	LGB2 4.2	Safeguarding Audit Summary The Safeguarding Audit Summary initially issued by CS has now been amended by CS post review by SVC. Staff are now reviewing the updated version for accuracy to ensure that it clearly reflects practice within the academy. Safeguarding within SVC has received positive feedback. Q How clear are staff in how to report low level concerns? A There is some lack of clarity in this area and staff will receive a refresher in the new year. Q Is it an expectation that concerns reported by pupils themselves will be followed up? A Yes – it will be interesting to note the key themes reported by pupils in this way. Q Was the audit a collaborative and constructive exercise? A This was the case although the AL's wording of their view did not always align with the view expressed by the school itself. Q Is there anything to be learned from the audit? A It would have been helpful for the Safeguarding team to have had sight of the report before it had been more widely shared within AL. AL have received feedback in this regard.	

5		Curriculum	EWA
5.1	LGB2 5.1	PW had provided the KS4 option choices 2025-2026 for governors to review. Although this is still subject to change, no radical changes are proposed. Q The Ebacc is to be discontinued in 2 years. What will be the impact of this on the school? A The reforms return the curriculum back to where it once was. Most of the impact will be on the option of separate sciences and whether or not this should continue. Q It appears that there are more pupils wanting to opt for the more practical subjects. The impact of this will be considered when the Curriculum Blueprint is reviewed. The main issue may be that more food workshops are required and the school does not currently have sufficient facilities to provide this. Q Is there usually a large group wishing to opt for triple science? A There are annual conversations with a few parents and pupils who wish to take Triple Science but are not placed in the Triple Science groups and who are advised that they are better placed in the Combined course. Q Has the new build impacted at all on the curriculum options? A No not at all. Q Is there any data on how PP students view the behaviour system and the way it relates to them? A A review is taking place of the behaviour system and how it is regarded by pupils. Q The LGB Planner includes a review by governors of the Curriculum and Teaching Executive Summary this meeting. Are we sure that we are meeting AL requirements in this respect? A See agenda item 1.4 (5.1) above. Q How is recruitment going? A AL has requested that all recruitment decisions are reviewed at trust level by completing a form with a clear rationale and evidence for the position. Q Should governors be contacting the trust regarding the issue of recruitment? A It is thought that this isn't necessary. Q How is the school monitoring participation in extra-curricular clubs? A The school has produced an in-house tracker to check participation rates.	
6		Governance	
6.1	LGB2 6.1	Safeguarding and Alternative Provision governor report Key points of note:- - Safeguarding is very strong at the school. - The safeguarding audit report had not been issued when this safeguarding visit was taking place so could not be discussed. - There are 42 pupils with a good range of provision tailored to their needs.	
6.2	LGB2 6.2	Inclusion link governor report Key points of note:- There is some concern that there may be duplication of SEND	

		reporting tasks. • Discussion of the need for staff to attend LGB meetings if AL have already monitored in other ways.	
6.3	LGB2 6.3	Core Standards, Foundation Expectations and LGB link governance PSC and JRU gave a presentation to governors regarding how the LGB could structure link governance in relation to the new Core Standards, CIP and/or new Ofsted framework. Three options were presented and following discussion, all governors agreed with option 3: six core link governor areas of responsibility based on Ofsted framework. The discussion will continue at Governor Day/next LGB meeting, including the initial discussion regarding Achievement as a 7 th area of link governance or within the core 6 link areas.	JRU/PSC/All
7		Policies	Chair
7.1	LGB2 7.1	SVC Invacuation/Lockdown Policy (to ratify) Governors ratified the policy.	
7.2	LGB2 7.2	SVC Anti Bullying Policy (to ratify) Governors ratified the policy.	
7.3	LGB2 7.3	SVC Relationship and Sex Education (RSE) Policy (to ratify) Governors ratified the policy.	
7.4	LGB2 7.4	SVC Mobile Devices Policy (to adopt) Governors adopted the policy.	
7.5	LGB2 7.5	SVC Educational Visits Policy (to adopt) Governors adopted the policy	
7.6	LGB2 7.6	SVC SEND Policy (to ratify) Governors ratified the policy.	
7.7	LGB2 7.7	SVC Attendance Policy (to adopt) Governors adopted the policy.	
7.8	LGB2 7.8	SVC Homework Policy (to adopt) Governors adopted the policy	
7.9	LGB2 7.9	AL Workplace Whistleblowing Policy and Procedure (for information)	
7.10	LGB2 7.10	AL Low Level Concern Policy (for information)	
7.11	LGB2 7.11	AL Sexual Harassment Policy (for information)	
7.12	LGB2 7.12	AL Social Media and Instant Messaging Policy (for information)	
8		AOB	
		A governor mentioned that the Central Library in Cambridge were asking for short films from the community to promote their application for Artsmark. An AL trustee, Phil Carrow, will be attending the Spring LGB on 17.03.26. Governor Day date suggestion/s and planning will follow by email. Governors to respond to request for date availability, to confirm attendance and with any areas/items they would like included in the day's schedule.	JRU/PSC
9		Dates for LGB 2026	

		TBD – date between February and March - Spring Governors' Day except for 2/2, 4-5/2, 12/2 (13/2 closed) <i>UPDATE: Now confirmed 6th Feb, 2026</i> March 17th, 2026 Spring LGB3 May 12th, 2026 Summer LGB 4 June 10th, 2026 Summer Governors' Day – date tbc June 30th, 2026 Summer LGB 5	
		The meeting ended at 8:20pm.	

Meeting Item	Action	Owner
1.4 (6.1 and 6.2)	Documentation for discussion at the Governor Strategy Day.	PSC/All Governors
1.4 (5.1)	Share draft versions of Executive Summaries at Governor Visit Day on 6 th February.	JRU
1.4 (3.1)	Governors to provide HL with confirmation of training undertaken – ongoing.	All Governors
1.4 (3.2)	HL to complete form and send to AL for SA's re-appointment as Vice-Chair for 2025-26	HL
1.4 (3.3)	Check Governor access to Training Opportunities document.	HL
1.4 (5.1)	Update Executive Summary outcomes with now and then comparable data.	EWA
1.4 (5.1)	Update Governors with headline exam results in Spring 2026.	EWA
1.4 (5.1)	Provide a case study based on with/without full attendance.	EWA
1.4 (6.1)	Update various changes to Governor meeting dates & governors to respond to Spring Governor Day date proposal by email	HL All
2.1	Email Prevent certificates to HL	All Governors
2.3	Arrange meeting of Arts Appeal Charity trustees	PSC/JRU/PS/LMO
4.2	Confirm to IT that Safeguarding policies have been read	All Governors
6.3	Share details of LGB link governance at next Governor Visit Day	JRU/PSC
7.4	Query the reference to the Governing Body in the Health & Safety Policy.	HL
8	Follow up re Spring Governors Day to agree date, confirm attendees and schedule	JRU/PSC/All