

### Minutes

<b>Title:</b>	<b>Bosworth Academy Full Governors Meeting</b>				
<b>Date</b>	24th September 2020	<b>Location/Time:</b>	Via Google Meet - 6pm		
<b>Chair:</b>	Emma Hollis-Brown	<b>Clerk:</b>	Rachel Richardson		

### Governors

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Simon Brown (HOS or SBN)	Present	Emma Hollis-Brown (EHB / COG)	Present	Colin Crane (CCR)	Present
Rosalind Goldson (RGO)	Present	Kate Groocock (KGR)	Present	Geoff Hurst (GHU)	Present
Rakesh Kanabar (RKA)	Present	Liz Mills (LMI)	Present	Balbir Singh Ram (BRA)	Apologies
Mike Winterton (MWI)	Present	Hazel Cole	Present		

### In Attendance

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Rachel Richardson (RRI/Clerk)	Present				

### NOTES

#	Agenda Item	Actions	Who	Date
<b>1</b>	<b>Welcome, Attendance and Apologies</b>			
1.1	Meeting commenced at 6pm. Chair welcomed everyone to the meeting. She said she was grateful to everyone for continuing with the meetings via technology. We hope to meet again face to face soon but we don't know when that will be. Both committees (Learning and Teaching and People and Stakeholders) agreed this would be their way of meeting until further notice			
1.2	Clerk reported that apologies had been received from BRA. Governors accepted these apologies			

<b>2</b>	<b>Minutes from previous meetings (June and July)</b>			
2.1	<p>Both sets of minutes had been shared with Governors and available in the shared drive</p> <p>Minutes from 10<sup>th</sup> June were checked and agreed as a true representation</p> <p>Colin Crane raised that his identification code was wrong</p> <p>Action points were updated</p> <p>2.2 RGO confirmed she has spoken with SENCO and will still do a visit and this will be before October half term. She reported she has spoken with the Senco and there are no cause for concerns</p> <p>3 – Transport agenda item for this meeting. ASM was invited to the meeting by EHB</p> <p>5 – canteen facilities added to risk register</p> <p>8.2 – governor recruitment docs sent to EHB</p> <p>9. Impact statements need to be uploaded to website – HCO has sent</p>	<p>Change the code for Colin to CCR</p> <p>Meet with SENCO (LCR) virtually</p> <p>Upload 19/20 Impact Statement to website</p>	<p>In meeting</p> <p>Before p&amp;s meeting</p> <p>ASAP</p>	<p>Clerk</p> <p>RGO</p> <p>Clerk</p>
2.2	<p>Minutes from 7<sup>th</sup> July were checked and agreed as a true representation of the meeting</p> <p>1.3 presentation from SPD has been shared</p> <p>3.1 online resources shared</p> <p>5.2 – transport complaints – ongoing to be discussed at the meeting</p> <p>CCR confirmed he had attended joined the meeting late</p>	<p>Amend CCR attendance on the minutes</p>	<p>In meeting</p>	<p>Clerk</p>
<b>3.</b>	<b>Nomination of Chair, Vice Chair and other posts</b>			
3.1	<p>Nominations were sought for Chair, Vice Chair</p> <p>EHB clarified the situation the governing body find themselves in due to HCO stepping down as chair last academic year to be a Director. She said she would be happy to continue as Chair. EHB left her room and the governors were unanimous in accepting that EHB would continue as Chair. CCR nominated and RGO seconded</p> <p>EHB returned to the meeting and was confirmed as Chair</p> <p>Vice Chair - RGO said she would be happy to continue in the same capacity as before – CCR nominated and KGR seconded Governors accepted RGO as Vice Chair</p> <p>It was confirmed that the Chair of the Teaching and Learning People and Stakeholders committees would be voted in at their first meeting</p> <p>Nominations were also sought for</p> <p>Safeguarding – currently CCR – he confirmed he was happy to continue</p>	<p>Add to agenda at committee meetings</p>		

	SEND – currently RGO – she confirmed she was happy to continue Careers - currently MWI and he confirmed he is more than happy to continue and has enjoyed this role Finance - GHU confirmed he will continue as finance governor Training and Development – currently EHB for the MAT and she is happy to continue with this role			
<b>4.</b>	<b>Terms of Office and governor recruitment</b>			
4.1	We have 2 governors whose term of office is expiring/has expired EHB asked if they were both happy to stay on as Governors. CCR said he would continue until other governors were recruited RGO confirmed she is more than happy to remain as a Governor. All governors were happy for this to continue Discussion took place around governor recruitment. EHB advised we can go to GDS or other agencies for recruitment of Governors Recruitment is an ongoing issue HCO said this time of year is good as we can try to recruit new year 7 parents but we do not need too many parent governors. It was also confirmed we need a broad skill set EHB asked HCO to raise governor recruitment with the directors	Item in school newsletter for recruitment of governor  Raise Governor recruitment with Directors	HOS/Clerk  HCO	By half term in October  Next meeting
<b>5.</b>	<b>Transformational/recovery curriculum</b>			
<b>5.1</b>	SBN said we had been on a curriculum journey before lockdown, updating our sequences for learning and interweaving our approach and we have continued this work – Transformational Curriculum is less negative in meaning to the term frequently used ‘Recovery Curriculum’. We need a bespoke approach to see where our students are. Need to build on relationships and a sense of community – challenges. We need to be transparent with students. He reported to governors that considering all of our new procedures in place the students have coped incredibly well – all staff and students have bought into the new way of school life. Some students will need more support than others and we will have a plan, by October we hope to implement revised intervention plans. SBN confirmed he had put an overview in his report shared before the meeting SBN/EHB invited questions from Governors EHB asked SBN to talk about the plans in place for students in Science. He explained that all students start off with triple science and some will now be entered for double science with parental backing. This shows how we can adjust our curriculum.			

<p>Governor questioned his comment that students are not disadvantaged if they do double rather than triple. It is better to get 2 good grades rather than 3 lower ones and with 13 weeks missed this is likely for students in lower science sets. Simon gave his view as a Science teacher and confirmed this is not a disadvantage at a level. Bosworth would have triple entries similar to the national percentage with this change.</p> <p>EHB asked SBN to confirm if subject leaders have a confirmed statement of intent for the 3 I's. SBN confirmed this is all in place and is ongoing. Every team has updated their sequencing so they all have the same starting point. Lots of incredible things happening</p> <p>EHB asked T&amp;L to look at this and get statement of intent from a couple of team leaders</p> <p>EHB asked parent governors for feedback about their children's experience in the first half of this term – KGR confirmed all good. RKA agreed they are really glad to be back. One daughter is new to the school in year 7 and has settled in really well and made new friends.</p> <p>CCR said he is interested in the well being tutor and asked how this has come about. SBN confirmed we have recruited on the back of government announcement about 'catch up' and we got £100k to use for tutoring/well being etc. This has benefited students in all year groups not just exam groups. The funding and posts are temporary for one year.</p> <p>EHB confirmed that as well as Catch up funding the DfE are funding a national tutoring organisation that schools will be able to access. Governors asked how we can ensure no year 7 slip under the radar as we do not have SATs data – SBN confirmed we have plans in place and have data from primary schools. We have also bought literacy packages to optimise support with reading and writing.</p> <p>LMI confirmed spelling, reading and writing tests have been done and this is all positive and no students have felt under any pressure.</p> <p>HCO asked if there is one person to ensure work is collated for all subjects for students who are sent home due to Covid isolation – SBN confirmed we have plans in place to coordinate this and we have learnt there are better ways recently. Teachers will deliver 'live' lessons to KS3 classes. KS4/5 all work will be on the google classroom</p> <p>Work done on all of our 'tiers'. She also asked what communications parents will get – SBN confirmed this is all done via show my homework and the website. Parents are fully involved and more information will be communicated via our weekly newsletter. She said self isolation is very different from lockdown as you are stuck at home. Second week is really hard to deal with – SBN agreed this is</p>	<p>Agenda item for T&amp;L</p> <p>Request statement of intent from a couple of team leaders</p>	<p>KGR</p> <p>KGR</p>	<p>Next meeting</p> <p>Next meeting</p>
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	<p>difficult for parents. SBN confirmed we are evolving with staff, students and processes.</p> <p>Parents can be invited in to join in the classroom (virtually).</p> <p>EHB said governors recognise and appreciate the amount of work that HOS and his team have done</p>			
<b>6</b>	<b>Summative outcomes for GCSE and A level 2019-20</b>			
<b>6.1</b>	<p>Headlines are different to previous years. We are not being measured this year. The grades awarded were fair and holistic</p> <p>SBN gave a summary of the highlights Governors recognised the results were tremendously positive</p> <p>Governor asked if there were many students resitting and if there were many appeals</p> <p>SBN confirmed we do not have many that have requested a resit.</p> <p>Just a couple of appeals. Lots of lessons learnt over the quality of data so our drive this year will be to improve the quality of data – sharing best practice amongst teams. Governor said we need to think about the 2021 cohort</p> <p>Chair asked staff governors what support they are getting in their subject areas to ensure the evidence base of their assessment is really robust – LMI confirmed they have a faculty meeting to discuss strategies for assessment/moderation – this has made her feel more positive</p> <p>MWI confirmed that cross moderation has always been done in his faculty so they are confident in their data – external moderation is also done</p> <p>RGO left the meeting at 19.36pm</p>	<p>KS4/5 report shared as an addendum to the minutes</p> <p>2021 cohort - T&amp;L agenda item</p>	<p>Clerk</p> <p>KGR</p>	<p>By half term</p> <p>Next meeting</p>
<b>7.</b>	<b>Risk Mitigation planning for 2021 cohorts – Governor review</b>			
<b>7.1</b>	T&L agenda item	T&L agenda item	KGR	Next meeting
<b>8.</b>	<b>Equity and Equality strategy</b>			
<b>8.1</b>	<p>EHB asked SBN to confirm what we already have in place</p> <p>SBN said this was a big discussion at strategic planning day – not with a focus on BLM but with a general spoke on equity and equality so that it embraces everything we do</p> <p>It is a key part of our strategic development. There is a cross MAT team to look at all things around this. There are plans to advertise a TLR post for the promotion of ‘diversity’. Student and staff voice will be sought. Chair invited LMI to comment on student voice – she gave staff governors’ feedback on her findings which is all very positive</p>	Share strategic development plan in the governor’s drive	CHA	asap

[illegible]

	<p>Governors agreed that the school have acted reasonably  EHB thanked CCR for undertaking this and for his documentary evidence  EHB invited comments  SBN also thanked CCR for his investigation – it is a huge amount of work and a massive task to run the school transport  EHB confirmed we had thanked Ben for his work on this but still ended up with some parental complaints</p> <p>EHB asked if Governors accepted the report and uphold the school's actions.  Governor asked what the next stage would be if parents do not accept this decision – EHB said they will have a right to appeal and this would need to go to Directors  HCO confirmed we need to refer to the next step of the complaints policy  SBN confirmed we are at stage 3 of the policy – stage 4 is heard by a governing body complaints appeal panel – 2 governors to look at and be independent and not part of the original investigation therefore this would be directors  RRI reported that we have a parent is asking for family discount. EHB said we may need to go to consultation for family discount as we need to treat all parents the same. This was discussed  SBN explained the rationale around the costs. We did announce that hardship cases would be considered. EHB asked GHU – Finance governor - to raise transport issues with Directors and the costs incurred during school closure. We are unique as a school with the amount of our buses therefore this would not be a MAT decision. It was agreed that:  1 Agreed to discuss with ASM the shortfall and then to  2 Draft a policy and decide how we /if we go through consultation – P&amp;S decision</p>	<p>Write to parents with outcome of the investigation</p> <p>Speak with finance Director re transport costs</p> <p>P&amp;S agenda item  Discuss again in December</p>	<p>Chair/CCR</p> <p>GHU</p>	<p>Asap</p> <p>Before next meeting</p>
	RGO re-joined the meeting at 20.00pm			
<b>12</b>	<b>Risk Register</b>			
<b>12.1</b>	<p>This is discussed at every LGB meeting and also the 2 committees  EHB asked for suggestions to be added  Risk to outcomes specifically if Covid affects attendance or lockdown  Widening the disadvantaged gap  Staff absence/cover costs  Transport</p>	Review risk register	EHB	
<b>13</b>	<b>Scheme of Delegation</b>			
<b>13.1</b>	In the shared drive for governors reference	Ensure these are read		

<b>14</b>	<b>Terms of reference</b>			
<b>14.1</b>	In the shared drive for governors reference	Familiarise yourselves with this doc	ALL	
<b>15</b>	<b>Impact Statement</b>			
	Impact statement to be completed for this meeting	Look at Impact statement for this meeting All committees to add to the Impact statements at every meeting Create a new Impact statement doc for 20/21	EHB  Clerk	
<b>16</b>	<b>AOB</b>			
<b>16.1</b>	Dates for next meeting circulated We will have extra meetings if they are needed but will also stick to the dates circulated Governors thanked Simon and his team for his highly effective management of current pressures. Governors will continue to support as and when they are needed She asked SBN to think about his work life balance			
<b>16.2</b>	Local governor confirmed it is nice to see happy smiley faces coming into school			
<b>16.3</b>	Governors Parents evening – how will they be conducted – SBN confirmed the details will be in a newsletter – meet the tutor for year 7/12 will be done virtually but we have to purchase new software for this			
<b>16.4</b>	Has the academy decided what we do about open evening/visits? –HOS confirmed we have produced a promotional video and this will be on our website and shared with primary schools the same way as we did for Post 16. Ready early October. Cost involved is approx. equal to one student. Governors need to be aware of the pressure that we are under and to keep staff and students safe, therefore we cannot not have lots of extra people in school			
	Meeting closed at 20.38pm			

**MINUTES AGREED & SIGNED**



<b>Chair:</b>	Emma Hollis-Brown	<b>Date:</b>	18th May 2021
<b>Signed:</b>	Emma Hollis-Brown Signed Electronically		