

Minutes

Title:	Bosworth Academy Full Governors Meeting		
Date	3rd December 2020	Location/Time:	Via Google Meet - 6pm
Chair:	Emma Hollis-Brown	Clerk:	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 Grocock (KGR)	No apologies	Geoff Hurst (GHU)	Present
Rakesh Kanabar (RKA)	Apologies	Liz Mills (LMI)	Apologies	Balbir Singh Ram (BRA)	Present
Mike Winterton (MWI)	Present				

In Attendance

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

NOTES

#	Agenda Item	Actions	Who	Date
1	Welcome, Attendance and Apologies			
1.1	Meeting commenced at 6.10pm. Chair welcomed everyone to the meeting. Chair had difficulties with her technology so left the meeting to re-join on another device. RGO started the meeting			
1.2	Clerk reported that apologies had been received from LMI and RKA. Governors accepted these apologies BRA said he needed to leave the meeting at 6.55pm			
1.3	All governors!!! with the scheme of delegation			

2	Terms of Office			
2.1	Clerk reported that GHU's term of office had lapsed. He confirmed that this had been renewed at the last meeting	Confirm this with CHA	Clerk	4/12
3.	Minutes from previous meeting			
3.1	Minutes had been shared with Governors and available in the shared drive All action points were updated and any outstanding action points will be added to the action points summary document The minutes were accepted as a true representation of the meeting held	Action point document updated and outstanding action points to be carried over	Clerk	Before next meeting
4.	Covid 19			
4.1	Risk assessment and rates of pupil and staff absence			
	<p>Simon reported that Leicestershire traded services had done an independent visit, during which they had raised some issues that have all been actioned. Some of the actions were:</p> <ul style="list-style-type: none"> - We have employed a cleaner to go round the school all day cleaning touch pads – doors, etc. - Revaluator for school meals will be removed so we become completely cashless <p>HOS reported to Governors that attendance during this term has been good Students 5.4% absence Leicestershire is 8% this does not count isolating students which is 89% in the building but this is going up in the last couple of weeks since the recent lockdown. A graph showing the attendance across the MAT was presented Staff attendance has been good not many positive cases no evidence of positive case from the school. We have managed without much cover needed If staff are isolating we are able to provide cover in school so that teachers can teach the lessons from home Good system of reporting cases even at the weekend so students don't come in if there has been a case in their bubble There will inevitably be cases in the first week of the Christmas holidays Governors thanked the leadership team for all their hard work over and above to track and trace especially over the weekend Governors acknowledged that attendance is testament to our systems in place. Simon said our catchment makes things hard as some of our students live in the high level districts Governors recorded Keep up the good work keeping the school safe – all staff and students and parents we look forward to their continued support</p>	<p>Pass on thanks to leadership team for going over and above to track and trace students over the weekend Thanks all staff and students for adhering to the RMP</p>	Simon	Monday briefing slides

	Governor questioned how we will manage when students return after the Christmas break when families have been mixing – do we need to remind people about airing on the side of caution – Simon confirmed he will give this message to staff students via the weekly newsletter			
4.2	Governor Visit			
	<p>CCR had recently visited the school and reported that the RMP is on Version 4 currently in the shared Governors drive. Changes have been made in line with DfE guidance. CCR reported that he was impressed by the signage on entry, hand sanitizer station upon arrival. He had a meeting with HOS to assess how students, staff and parents have been made aware of the RMP. Colin also visited the bus park for student arrivals and walked round the school. A subsequent visit has been done for an afternoon visit to the bus park and all bus companies are fully on board with the RMP. The school's one-way system is working well. Visits to lessons concurred that staff are sticking to their areas at the front of the school. Premises staff ensure cleaning resources are always replaced. Students, when asked, said they feel safe. Only issues are that when there is a changeover of lesson that the corridors are mixed bubbles and that it is overcrowded but this is not preventable. Lunch facilities are working well</p> <p>Very impressed with the Science technicians.</p> <p>Governors would like to thank all staff for their hard work this term</p> <p>Colin reported to the Governing body that he is happy that the RMP is working.</p> <p>Governors are happy that the plan in place is working well</p> <p>EHB reported that unions are asking for schools to finish early but the Government are not happy to do this</p>	Arrange a further visit	CCR	Spring term
	BRA left the meeting at 7.03pm			
5.	Head teachers report			
5.1	<p>The report had been shared with Governors prior to the meeting</p> <p>HOS reported to governors that there has been lots of work on 'sharing best practice' within teams</p> <p>No notice observations have been postponed for staff well being</p> <p>Planned observations are taking place</p> <p>Training around career professional pathways were paused but have now started this half term</p> <p>Lots of work done on hybrid learning for students who are self-isolating.</p> <p>Webcams have been set up in all classrooms to enable live lessons to happen if teachers are self-isolating this has been a massive learning experience for all staff</p>			

	<p>Return to work meetings are arranged for any students that have been isolating but they have not engaged in lesson. Once this meeting has taken place students then attend a series of afterschool catch-up lessons. HOS reported that on the whole students are very engaged.</p> <p>Staff governor confirmed that the system is working well. Routine with lessons is key then the expectation is there from students.</p> <p><u>Safeguarding</u> – HOS gave an update on the tragic events that happened with a post 16 student recently. Lots of work done on training staff. ‘Movember’ gave us the chance to raise some money for suicide awareness.</p> <p>Attendance – students who have not returned have had home visits</p> <p>Mental health wellbeing tutor – student referrals in place</p> <p>FSM students get an offer of a voucher if they are self-isolating</p> <p>Summary of KS3/4 given</p> <p>More behavioural issues with years 9/10 than year 11</p> <p>Post 16 Year 12 are weaker than usual because of last year’s exam situation, there are more students down to 3 subjects than normal. Year 13 are working well but more work is needed with mask wearing</p> <p>Biggest intake in year 12 this year</p> <p>Tracking year to date per year group data analysis is being worked on in the current round of tracking</p> <p>Governor said the IDSR has a paused 3 year trajectory and Ofsted have paused all inspections but will restart in April with either 17/18/19 or 18/19/21 data used</p> <p>Governors said they will look forward to receiving the data at the next meeting</p>			
6	Feedback from People and Stakeholders committee and SEND visit update			
6.1	<p>RGO reported a full meeting had been held by the committee</p> <p>Not yet managed to meet with chair of T&L so they don’t discuss the same agenda items</p> <p>RGO has visited the school on two occasions and has been impressed with our systems in place</p> <p>She commended staff for being upbeat</p> <p>Concerns were raised for gaps in learning for disadvantaged students and felt this should be raised with full governors</p> <p>Visit to the new OP unit and was very impressed. Staff and student discussions took place. SENCO and her team are pleased with the new area which has given vulnerable students a safe environment to be in.</p> <p>A well-being coach has been appointed and RGO would like this one-year post to be a permanent post. HOS said they well-being coach is currently paid for by the</p>	<p>Arrange a meeting with T&L chair</p>	<p>RGO</p>	<p>Asap</p>

	<p>catch up money but it is a high salary so this would have a consequence. RGO thanked HOS for this information and said she understood the situation</p> <p>Governors suggested this should go to Directors via GHU as this is a MAT wide resource</p> <p>RGO reported that she visited last week and met with all the tutors in science Maths, English and Humanities – this was very uplifting the quality of delivery was very different in each are but very good. Students welcomed the learning chances</p> <p>HOS said Ofsted many ask ‘How has the school invested the catch up funding – we have a full timetable of the resources used therefore we can evaluate impact</p> <p>Governors asked for the pupil premium statement and expenditure statement</p>	<p>Take to directors the possibility of a well-being coach as a shared resource of the MAT</p> <p>Agenda item in Spring term</p>	GHU	
6.2	<p>Widening the gap between disadvantaged and other students</p> <p>Concern was with disadvantaged students not being able or willing to engage with resources/classwork – this could be for a manner of reasons. Expectation is that schools provide remote learning where required and we need to audit any digital deficits – EHB asked HOS to comment on this. He said we are lucky as all our students are given ipads in year 7 and anyone who does not have access to the internet are given a ‘dongle’. He assured governors that he is aware of the gap and directs support via tutors so the gap doesn’t widen further. Catch up sessions are very well received. Staff governor agreed</p> <p>Governors accepted the challenge some families will be faced with</p> <p>HOS explained the process we had used over the first lockdown</p>			
7.	Feedback from Teaching and Learning committee and link governance			
7.1	KGR was not in attendance at the meeting so no update given	Ask for an update in writing for governors to go out with the minutes	EHB/KGR	
8.	Feedback from Board of Trustees			
8.1	<p>EHB gave a brief feedback from the Board of Directors meeting held recently</p> <p>They asked after the wellbeing of Headteachers in the MAT</p> <p>Developments within the trust – growth plans are still in place and more governing bodies will be joining. Succession planning is needed</p>			
9	Careers Education – link governor update			
9.1	<p>MWI gave an update on the work done this term</p> <p>Lots going on - successful mock interview programme done with the help from Blaby DC and LLEP</p> <p>Post 16 continue with UCAS applications</p> <p>New links forming and regular events updates on the school website</p>			

	<p>Lots of digital resources available</p> <p>MWI intends to attend an LLEP meeting in the future</p> <p>Work experience continues and hopefully this will not be virtually</p> <p>HOS raised that our Careers advisor has done really well but this is a maternity cover therefore we would like to keep her for one day a week. We would then be able to have a careers advisor for 3 days rather than 2 when Emily returns from Maternity leave – possible cost is £3/4k</p> <p>Governors agreed and EHB said this would need to go the Directors finance via GHU</p>			
10	Governor training and recruitment			
10.1	<p>EHB has added a document to the shared drive</p> <p>Two GDS sessions have taken place – EHB welcomed feedback about the sessions – CCR said it would have been nice for the link to have been sent earlier, Governors agreed it was a good session</p> <p>How / where do we get our training – Issues with GDS over the recent training and links etc.</p> <p>EHB was approached by CPA to provide governors training in-house and this is with directors to consider. Chair of Directors has said that it is not right for EHB to be training and development for the MAT and remain as chair of the LGB. EHB will remain as Chair of the LGB and will report to governors our training links</p>	CCR to attend H&S training		
11	Impact assessment and risk register			
11.1	<p>Important we have the 19/20 impact statement on the website</p> <p>Risk register updated at the last meeting – EHB invited other topics for the register</p> <p>HOS would like staff absence around Covid adding, teaching from the front, mental health/well being</p>	Check the risk register and amend	EHB	
12	Governor self-evaluation			
12.1	<p>Role descriptors importance of self-evaluation</p> <p>This has not been done for a while – EHB encouraged all governors to do a self-evaluation</p>	EHB to construct a template for discussion at next meeting for all governors to complete	EHB	
13	Admission policy 20-21			
13.1	<p>Policy had been shared with governors in the drive and ADO had asked for this to be ratified by Governors</p> <p>SBN challenged whether this is the most up to date policy as we have added staff children</p> <p>Governors unable to ratify until this has been done</p>	Clerk to check if this is the correct document – check with ADO		

14	Staff Well being			
14.1	<p>Governors confident that we have wellbeing in place</p> <p>She asked for an update</p> <p>HOS gave an update</p> <p>Staff have had anxiety training, faculties take on their own version of wellbeing and this has been shared with middle leaders, teachers are invited to take presumed professional periods. Staff have been nudged to take these periods and the offer of a tutor group cover is given to enable this</p> <p>He reported that we haven't had any exams analysis and no open/parents evenings – the first one was virtual frequent risk assessment of staff who are vulnerable.</p> <p>Anyone connected with Covid issues Simon meets to see what we can do to facilitate this</p> <p>Staff governors said virtual parents evening worked well and the interaction was good. Teaching from the front is challenging</p>			
15	AOB			
15.1	<p>Pay progression should have been an agenda item - Governor's delegated responsibility for pay progression to the Headteacher.</p> <p>Chair and HOS to meet</p>	Pay progression meeting	EHB/HOS	
15.2	Impact statement			
	<p>Governors have audited the RMP and feel reassured by the plans in place in the school. Governors are satisfied with how the catch-up funding money has been spent. Careers education is good. Remote learning is recognised Areas identified for ongoing</p> <p>Meeting closed at 20.32pm</p> <p>Emma thanked all governors for attending and all staff for their hard work and wished everyone a very merry Christmas especially the leadership team</p> <p>Simon thanked governors for their time</p>			
	Date of next meeting – 4 th March 2021			

MINUTES AGREED & SIGNED

Chair:	Emma Hollis-Brown	Date:	18th May 2021
Signed:	Emma Hollis-Brown Signed Electronically		