

Minutes			
Title:	Bosworth Academy Full Governors Meeting		
Date	4 th March 2021	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 Groocock (KGR)	Present 5.40pm	Geoff Hurst (GHU)	Absent
Rakesh Kanabar (RKA)	Present	Liz Mills (LMI)	Present	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. BRA said he would be leaving the meeting at 7pm Hopefully the next meeting in May will be done face to face			

2	Declarations of Interest			
2.1	No declarations of interest			
3.	Register of Business Interests			
3.1	Chair asked all governors if they have registered their business interest as per the email from Carly Harper. Two governors were unsure whether they had, during the meeting SBN asked Carly to resend the link to governors			
4.	Minutes from previous meeting/accuracy and action points update			
4.1	Minutes had been shared with Governors and available in the shared drive	Action point document updated and outstanding action points to be carried over	Clerk	Before next meeting
4.2	The minutes were accepted as a true representation of the meeting held; All action points were updated and any outstanding action points will be added to the action points summary document			
4.3	KGR joined the meeting at 18.40pm			
4.4	All outstanding action points will be carried over	Action points document to be updated	Clerk	By next meeting
5.	Head teachers report			
5.1	Headteacher gave a summary of the report sent to governors prior to the meeting Report was written early due to the commitments around reopening therefore he did a quick headline summary Attendance for key worker and critically vulnerable students was lower this time as we were able to offer a wider range of remote learning opportunities – we are currently on around 40/50 students in daily He confirmed home visits were conducted for vulnerable students to ensure we were happy for them to be at home. LSAs have worked fantastically with our vulnerable students and students have produced some incredible work Engagement in learning - exceptional engagements from students CCR asked the head to confirm whether the 95% includes all lessons delivered throughout the day and he confirmed this was for all lessons through the day even tutor group CCR said staff and students should be congratulated on this effort Staff governor confirmed it has been really positive with both attendance and positive behaviour in all lessons	Pass on Governors congratulations for attendance	Headteacher	asap

	<p>Other staff governor said the technology we have available allows you to feel like you are in the classroom</p> <p>Any concerns we have about students work at home are brought into school</p> <p>We have introduced a well-being afternoon which allows students to have a break from screens this encourages staff, students and parents to take part in a sport or creative activity and has had a positive impact</p>			
5.2	<p><u>Reopening plans</u></p> <p>Students have been invited in to school to have 2 lateral flow tests. They will then start lessons in a staggered return with all students being back in school by Friday 12th March</p> <p>All plans have been shared with parents – only one parent has questioned why their child cannot come in earlier. Uptake of lateral flow testing has been 98% CCR asked if anyone has refused and what happens to them.</p> <p>SBN confirmed that students do not have to be tested and they will re-join their lessons – we only have a very small number of students whose parents have declined</p> <p>Face masks will be expected to be worn in lessons and only those with exemptions will not. They will be given a sunflower lanyard which will then be visible as to why you don't have a mask on. If parents refuse for children to wear a face covering with no valid reason they will be removed from their normal classes; SBN asked for governors to be aware of this</p> <p>Governor confirmed that we should be sympathetic to exemptions but students will be at greater risks from students not wearing masks even if these students have SEND – discussion took place on face coverings – governors asked how we will challenge face coverings during sport – we have followed all government guidance and they will not be worn</p> <p>Updates to parents are still communicated in the weekly newsletter</p> <p>Simon asked for governors to back him on the RMP around face coverings.</p> <p>Governors are happy that correct procedures are being met and understand that the school is in a difficult position and are happy to support the school</p>			
5.3	<p><u>Assessment matters and current tracking information</u></p> <p>Trial exams took place before Christmas as we thought lockdown would happen</p> <p>Students have worked incredibly hard since last year's cancelled exam season</p> <p>Progress at the start of year 11 was -1/3 off their target grade which is better when we compare with previous cohorts. Prior attainment for this cohort is weaker but they are achieving more strongly</p>			

	<p>Chair talked about exams situation and the variety between subjects and exam boards</p> <p>SBN confirmed that an assessment group from the Life mat has been formed so we can build in moderation between schools and collaborative work/planning</p> <p>When students return we will look at where students are but this will be done after the Easter break. Up to Easter will be preparation and getting back into live lessons</p> <p>Governor challenged whether we have systems in place to collate evidence on how we reached results in anticipation for any appeals. HOS confirmed that we have lots of practical work taking place and there will be a range of materials for non-practical students</p>			
5.4	<p><u>Staffing matters</u></p> <p>Sudden loss of a member of staff very sad. In time a replacement will be needed.</p> <p>Head Chef also needed</p> <p>Staffing is stable for the next academic year and one possible appointment is needed</p> <p>Panel coming up for a long term absence</p> <p>Medical issue to be solved</p> <p>Governors passed on their sympathies on the recent loss of the member of staff</p> <p>Concern was raised by Governors that school leaders are dealing with this as well as other issues</p> <p>Chair passed on her gratitude that Simon and his team are dealing with and their empathy to every situation</p> <p>SBN confirmed there will be consideration of a memorial event – Chair asked SBN to keep governors updated</p>	HT to update		
6	Review of financial matters and use of additional funding			
6.1	<p>Chair reported that GHU has felt his work load and other domestic circumstance have meant that he is unable to continue as a governor</p> <p>He has been asked to take a sabbatical rather than to leave the governing body and we are awaiting his decision</p> <p>Chair has reported the resignation to Directors, but this means we are now without a finance link to represent us at directors meetings</p> <p>She asked for a volunteer to take on this role</p> <p>BRA said he would be willing to help but his knowledge of finance is limited</p> <p>He confirmed after discussion that he will be happy to speak with Emma about this after the meeting</p>			

6.2	<p>Chair said as governors we have to hold the school to account for their use of additional funding</p> <p>On an annual basis we need use of premium and SEND funding – this could come from P&S and PP could come from T&L</p> <p>Chair asked when pupil funding was discussed in P&S – RGO confirmed there was no budget information.</p> <p>Evaluation of the use of the monies needs to be recorded by Governors</p> <p>SEND funding should be discussed with SENCO in governor visit and also in committee meeting</p>			
7.	Impact assessment and risk register			
7.1	<p>Risk register was presented to the meeting and discussed</p> <p>Items were discussed and recommendations made</p> <p>Changes were made to the register where agreed during the meeting</p>			
7.2	Impact assessment was discussed by Governors	Write Impact assessment Community work done by the school as an agenda item	EHB	asap
8.	Safeguarding			
8.1	<p>RMP has been updated</p> <p>Safeguarding report discussed in section 5 nothing else to add</p>			
9	Review of committee structure and purpose			
9.1	<p>Chair explained the need to have a review of the structure of committees</p> <p>Because of the MAT some of our responsibilities are at director level. The scheme of delegation is in the shared drive</p> <p>Numbers of governors have shrunk and our range of responsibilities has also shrunk so therefore:</p> <ol style="list-style-type: none"> 1. Are we in a position to have a committee structure to divide workload and ensure clarity in management of issue 2. If yes what should the committees look like we should not be duplicating agenda items <p>Currently have 2 committees T&L and P&S</p> <p>Q1 was discussed – how would this work would we have more LGB meetings?</p> <p>Chair confirmed we still need to discuss financial matters at LGB level (as per item 6.2)</p> <p>SBN said we have had the committee names for many years and maybe they should change to reflect the 4 quadrants on the strategic wheel i.e. experience, teaching, leadership, support</p>			

	<p>KGR said it is becoming more difficult each time about what goes to each committee. Historically we did need two smaller committees as we had so many governors but as we are a smaller governing body we all seem to attend the same meetings</p> <p>Discussion took place</p> <p>Do we need more governors – Yes definitely - wide- ranging discussion of issues arising from previous discussion of governor recruitment including the capacity required to run an appropriate recruitment process and possible appropriate sources of advertising</p> <p>Chair said no she did think LGB should be retained - to some extent governor capacity is limited - it seems sensible to remove committees which repeat business and to invest in developing the LGB</p> <p>What do we need to do to make the LGB as effective as possible?</p> <p>It is important we have succession planning for key roles.</p> <p>CCR ask for an interim report from directors on recruitment and succession planning</p> <p>SBN suggested that the new HR lead could take on governor recruitment</p> <p>Could we trial working as one body for a year to see if it is effective</p> <p>Chair invited comments from governors who had not had an input</p> <p>Suggestion is that from Summer term we discuss the trial of a whole academic year with one LGB per half term linked to the strategic wheel and evaluate it after the full year - next LGB meeting to be delayed to July to take in account developmental work on strategic wheel</p> <p>Timings of the meetings were discussed</p> <p>Run 6 meetings review after 1 year</p> <p>Allocate governor link roles</p> <p>Governors linked to spokes on the wheel</p> <p>Clerk raised the issue of clerking these 6 meetings</p>			
	<p>Look at clerking issues - discuss with CT</p>	EHB t	Next term	
10	Updates from link governors			
10.1	<p>Learning and Teaching – KGR gave an update from the spring meeting</p> <p>Main item was curriculum building. DCL had given an update, Steve Hall and Andy Dolinski gave an update on the curriculum</p> <p>Lots of information given</p> <p>BRA had met with Andy prior to the meeting</p> <p>Home learning was discussed</p> <p>Impact statement was completed and staff/students work load was raised</p> <p>The meeting was well attended</p>			

	Pupil premium has been monitored annually at this committee Difficult to know where SEND and Pupil premium sits within committees			
10.2	<p>People and Stakeholders – RGO gave an update from the spring meeting. Because of pandemic they were unable to meet in the same way</p> <p>Home to school transport letter discussed</p> <p>Expectation was for CCR to join the meeting to discuss parental transport letter but he was unable to so this was not discussed. Also GHU did not attend</p> <p>Bigger picture of student and staff well-being was discussed</p> <p>Staff governor said he thought a lot had been covered in the meeting</p> <p>CCR reported he had sent in a report and was not aware that he needed to attend the meeting. Confusion around whether a letter to parents had been sent.</p> <p>Pressing decision now is we have put out a tender for an external company to run the transport for us – we need a governor decision in this quite urgently. Sub meeting to be created urgently</p> <p>Chair asked for confirmation if parents that had complained had received a letter with the outcome of their complaint – CCR confirmed this has not been done and he offered his apologies.</p>	<p>Follow up with Geoff</p> <p>Imminent decision re transport with ASM BWH and SBN</p> <p>Send letter to parents over transport complaint</p>	<p>EHB</p> <p>ASM/SBN</p>	
10.3	<p>SEND – RGO reported the SEND policy needs to be ratified. Due to Covid she had not been into school as originally planned</p> <p>Planning on meeting the Well being tutor</p>			
10.4	<p>Careers and Development – MWI reported he had attended a meeting with LLEBC which was very useful so see how the careers provision is dealt with</p> <p>Discussion around growing provision based on students numbers and cross mat provision.</p> <p>Virtual interviews have taken place for lots of students. Overall and almost exclusively positive feedback from students and employers</p> <p>SBN confirmed he had sat in on some interviews this afternoon</p> <p>Careers week this week driven in faculties</p>			
11	Policies for ratification			
11.1	<p><u>Admissions 22-23</u></p> <p>Policy had been shared with Governors</p> <p>Governors said the policy meets the needs of the schools</p> <p>Recommendation is that the policy is adopted</p> <p>Discussion around current intake for September</p>	Advise BWH that the policy has been ratified by Governors	Clerk	5/3/21
11.2	<p><u>SEND Policy</u></p> <p>RGO reported that she supported the document</p> <p>No further comments made by Governors</p>			

	Important document that will be scrutinised by Ofsted Document is comprehensive OP has improved our provision for SEND students and this is a major step forward Governors ratified this policy			
12	Governor training and recruitment			
12.1	Governors recruitment discussed in section 9			
13	AOB			
13.1	Beautiful work displays to be judged by Governors	Steer from DCL		completed
	Chair thanked everyone for attending the meeting			
	Meeting closed at 20.10pm			
	Date of next meeting – 8/7/21			

MINUTES AGREED & SIGNED

Chair:		Date:	
Signed:			