

Minutes

| | | | | | |
|---------------|--|-----------------------|-------------------|--|--|
| Title: | Bosworth Academy Full Governors Meeting | | | | |
| Date | 26 th May 2022 | Location/Time: | Compass/Remote | | |
| Chair: | Ros Goldson/Emma Hollis-Brown | Clerk: | Rachel Richardson | | |

Attendance

| Name | Present /Apologies | Name | Present / Apologies | Name | Present /Apologies |
|------------------------------|---------------------|------------------------------|--------------------------------------|------------------|--------------------|
| Simon Brown (HOS or SB) | Present | Emma Hollis-Brown (EB / COG) | Present remotely | Colin Crane (CC) | |
| Rosalind Goldson (RG) | Present | Kate Groocock (KG) | Present | Liz Mills (LM) | Apologies |
| Balbir Singh Ram (BR) | Present from 7.25pm | Mike Winterton (MW) | Present | Sadia Soni (SS) | Present |
| Rachel Richardson (RR/Clerk) | Present | Margaret Starr | Present until agenda item 4 – 7.25pm | Hatle Mehta | Present |

NOTES

| # | Agenda Item | Actions | Who | Date |
|------------|--|---------|-----|------|
| 1 | Welcome, Apologies | | | |
| 1.1 | Meeting commenced at 6 pm. RG welcomed all to the meeting EB joined the meeting remotely via Google Meet Clerk informed the meeting they had received apologies from CC, LM had not sent in apologies BR will be joining the meeting at 7pm | | | |
| 2 | Declarations of business Interests | | | |
| 2.1 | EB declared her leadership of the Trust-wide governor training contract No other declarations of interest were declared | | | |
| 3. | Minutes from previous meeting, matters arising | | | |

| | | | | |
|-----|---|--|-------------------------------------|--|
| 3.1 | Minutes were accepted as a true representation of the meeting held on 31 st March 2022 | | | |
| 3.2 | <p>Action points were updated</p> <p>3.2 CC is yet to complete the skills audit and this needs to be done –</p> <p>8.1 New communications officer at the school who will advertise for us</p> <p>12.1 Policies need to be ratified and governors can raise issues directly for them to be amended. There is now a spreadsheet with a list of policies and the dates on which they need to be reviewed which does not clarify which are the specific responsibility of the school.</p> <p>Governors raised that not all of these policies are for the LGB as they are trust policies and not in line with the scheme of delegation – this was discussed</p> <p>EB stated that the trust policies should just have BA names inserted and they should remain trust policies and ratified by Governors</p> <p>SB has been contacted by the ESFA so say that we are not compliant</p> <p>Chair suggested that the scheme of delegation sets out the locus of responsibility for policy scrutiny and authorisation but does not provide the detail of which policies are the school's responsibility. Governors agreed to identify the school policies which need to be ratified this academic year and seek clarity from the trust on which of the more generic policies can be separately ratified at a later date.</p> <p>Suggestion that a short policy meeting is arranged to discuss policies needing ratification w/c 27/6 this would then give governors a 4 week window to have the meeting to discuss</p> <p>Deadline for comments is Friday 17th June. Meeting of EB, SB, MW time to be arranged.</p> | <p>Reminder to CC to complete skills audit</p> <p>Arrange adverts for publication</p> <p>Share list of policies with Governors</p> <p>Governors requested that the MAT issues a specific list for BA policies – urgent response needed</p> <p>Policies to be identified for the meeting</p> <p>Deadline for comments to policies 20/5/22</p> <p>Policy ratification meeting to be arranged</p> | <p>EB</p> <p>Clerk</p> <p>Clerk</p> | |
| 4. | Focus on Reading | | | |
| 4.1 | <p>Margaret Starr (MS) produced a report for governors and she had shared it with them prior to the meeting. She went through the action plan and invited questions from Governors</p> <p>She explained that there a lots of good things happening and lots of networking done</p> <p>Literacy policy is currently being worked on</p> <p>Impact across the school – day to day classroom. We are currently in the process of holding a 'curriculum enquiry' (including deep dive activities) with each faculty this will measure impact, 3D network regularly.</p> | | | |

| | | | | |
|--|---|--|--|--|
| | <p>Reading ages have been shared with all teachers to enable them to see support needed in classes. Governor asked if there is a slow down in reading MS said that reading figures have dropped nationally. We do many interventions to enable us to test. This has shown us an improvement since lockdown ended. Year 8 are showing as better readers than year 7. Challenge for us is to get more students reading</p> <p>She informed governors about Bedrock learning and the Accelerated reader programme which assists with Vocabulary</p> <p>A governor asked if the school uses phonics – MS confirmed we do and it only raised that we had 3 students who needed extra help and they have now moved beyond the parameters of the programme. All students are making fantastic progress from all of the interventions which have been implemented.</p> <p>The team of additional KS3 English tutors provide targetted support which enhances English provision. We also have a PE coach who is contributing to the work on reading as he reads the Marcus Rashford book to a small group of students. We are looking to pair a year 7 and 12 tutor group together for reading next academic year</p> <p>Real Life Crew have a 1 hour lesson every day and they are doing really well with their reading and top the league tables, this is due to the crew time, tutor is on the case and there is also a dedicated LSA in the group</p> <p>Governor challenged if there is a link between struggling with reading and not progressing on other subject and how is the school helping students. MS said reading is they key and we track these students with all of the previously said interventions. All English classes are mixed ability and teachers have all the resources to enable them to understand what level students are working at. We have Global communications option group</p> <p>Governors asked about the Fresh Start group – as there is only one pop that have this intervention will they get it in year 8 – this was discussed and interventions will be available for them. We will also have more data available to work with.</p> <p>A governor confirmed that Accelerated Reader is increasingly being used in primary schools with good evidence of impact.</p> <p>Book borrowing has increased dramatically and we are aiming for higher and to get more borrowing from KS4/5</p> <p>Governors raised the issue of a library assistant –SB said this is not currently budgeted or planned for.</p> <p>Governor asked if reading outcomes are better amongst girls than boys – MS confirmed there is no significant gap.</p> | | | |
|--|---|--|--|--|

| | | | | |
|------------|--|--|--|--|
| | Gov asked what is the expectation for students moving forward – MS confirmed we have in excess of 80% Grade 1-9 and national average is around 60% Governors thanked MS for her contribution to the meeting MS left the meeting at 7.25 pm BR joined the meeting at 7.25pm | Policy name to be changed to enhance the focus on Reading | | |
| 5 | Outcomes from External Reviews | | | |
| 5.1 | Challenge Partners Quality Assurance SB had shared the report with Governors before the meeting He explained for the purposes of the new Governors at the meeting what Challenge Partners is and what the range of possible outcomes are. SB reported to governors that this was the first review we have had for a while and we were quite apprehensive about this but we had a good review He went through the highlights of the report SB confirmed to a governor that other schools in the trust are part of this review initiative. We get a lot back as our staff go to other schools and benefit from this and bring back ideas that we can improve on. Outcome of this review was 'leading', the highest possible outcome. | SB to share with all staff the outcomes. | | |
| 5.2 | Investors in People SB confirmed this had taken place back in November We retained Gold status and were pleased with this since it was after covid It was reported that we are one of only a few institutions that have retained the level we were at previously Next review will be in year 3 years Governors said it is good for recruitment – SB he will use some of the quotes in our recruitment pack Governor challenged that support staff PIPs have been raised again – this is being worked on and they are currently in place | SBN/CHA and senior leaders are implementing some action points suggested | | |
| 6. | Budget Overview and plans | | | |
| 6.1 | BR confirmed that the next MAT meeting is on 20 th June. SB has met with Surinder Kaur – Business Manager Total spend to end of April is 67% - we are on track We are looking at a surplus end of year of £320k and this is assigned to some capital projects including courts to be made back into courts and a hard area for breaks, 6 th form social area to include catering services, pull out seating for assemblies/dance shows in the main hall, general classroom upgrades. SS left the meeting at 7.52pm | | | |

| | | | | |
|------------|---|--|--|--|
| | SB has sought help from Andy Smith finance Director and he will put together a business plan for this work. EB asked BR if he has spoken with AS and he had confirmed that not much has changed in the balance sheet. He confirmed that he will be attending the meeting on 20 th Car Park refurbishment is also ongoing and should be done by mid-August Local residents have reported car parking issues so this will be good for the community Governor asked how long a surplus is carried over for – SB confirmed that it is? | | | |
| 7. | Summary Headteacher's report | | | |
| 7.1 | SB had shared the report with governors prior to the meeting This is an interim report as the full report will go to Directors in June He went through the highlights of the report Governor questioned whether attendance figures include time off for exam revision SB confirmed it doesn't. Year 11 attendance not included to the end of the year. SB confirmed he continues to receive numerous holiday requests which he does not authorise – unless exceptional circumstances He gave an update on vacancies which continues to be challenging Governor asked if SB has a back-up plan for the vacancies – he confirmed he has this in hand Governor said he has some contacts for a recruitment company and he will pass on the details to SB Achievement data is pleasing and going in the right direction - higher than previous years at the equivalent point. Curriculum enquiry taking place but no results as yet - all faculties in place before summer term. | Risk register item on staffing vacancies Share our approach to this in a future Gov meeting | | |
| 8 | Reports from spoke linked governors: | | | |
| 8.1 | Leadership - learning centred leadership - Emma, Bally 6 th form visit very positive. Report will give detailed report in drive | | | |
| 8.2 | Learning - 3D/Real/AfL, curriculum - Kate Nothing to report yet but will be done after enquiry questions have finished – deadline is 8 th June | KG to meet with MS | | |
| 8.3 | Support - wellbeing, tutoring, pupil premium, SEND, safeguarding - Ros and Colin, Sadia | | | |

| | | | | |
|-------------|--|--|--------------------|--|
| | RG spent time with Anna Hewitt on Pupil Premium – she was very impressed – report to go in drive. Attendance is key to this initiative SEND visit today – LC who explained funding for SEND and also HA students of EHCP students, also the new year 7 intake of which there could be 11. LC will no longer be working at TWS just Bosworth | | | |
| 8.4 | Experience - 6C, OECD values, wider curriculum, careers - Mike and Liz Changes in Careers staffing – positive All going to plan for provision of end of year 11 LLEP have changed amount of support given to us – meeting coming up soon | | | |
| 9 | Policy Review | | | |
| 9.1 | Policies are in the shared drive and governors need to ratify them See item 3.2 for discussion around policies | | | |
| 10. | Meeting dates for next Academic year | | | |
| 10.1 | Draft meetings dates had been circulated to governors before the meeting these were discussed and agreed Governors stated a preference for one specific day – this was agreed as Thursday Meeting dates were discussed and agreed to have 6 meetings and dates to be worked on by EB and circulated | Share with Life MAT PA Share 2022/23 academic dates with EB | Clerk Clerk | |
| 11. | Review of the single LGB | | | |
| 11.1 | It was agreed that we would review the new system of meetings after the first academic year. This seems to be the pattern in most trusts Governors discussed whether we wish to continue with this system It was discussed that we are taking too long on items on the agenda but that we do need a 2 ½ hour meeting each time Hattle had joined the meeting to decide if he wishes to join the LGB | | | |
| 12 | Agenda Items being carried forward; High Ability Report PSHE Curriculum | | | |
| 12.1 | These were on the agenda so they were not lost as a further meeting agenda item | To be carried over to next meeting with reps from the school | | |
| 13. | Risk register | | | |
| 13.1 | Staff vacancies – agreed by all governors to be added | | | |
| 14 | Impact analysis | | | |
| 14.1 | EB to finalise | | | |

| | | | | |
|-------------|---|--|--|--|
| 15. | AOB | | | |
| 15.1 | <ul style="list-style-type: none"> • LiFE MAT Strategic Planning Day 7th June; 1 Governor to attend • Bosworth Academy Strategic Planning Day 15th June; 2 / 3 Governors to attend • Colin will attend both • BR will attend Life MAT | | | |
| | EB thanked Hattle for attending the meeting and will chat with him personally Meeting closed at 20.50pm | | | |

| MINUTES AGREED & SIGNED | | | |
|-------------------------|--|--------------|--|
| Chair: | | Date: | |
| Signed: | | | |