

**MINUTES OF THE MEETING OF THE BOSWORTH ACADEMY LOCAL GOVERNING BODY
MEETING HELD ON THE 22ND OF SEPTEMBER 2022 AT 18:00 AT BOSWORTH ACADEMY**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	IN ATTENDANCE
Emma Hollis-Brown (EHB)	Community	15.09.2022	Chair	Y
Rosalind Goldson (RG)	Community	20.09.2024	Vice Chair/Support spoke and Special Educational Needs and/or Disabilities (SEND)	Y
Simon Brown (SB)	Headteacher	Ongoing	Headteacher	Y
Kathrine Grocock (KG)	Parent	09.12.2023	Learning spoke	Y
Colin Crane (CC)	Community	05.12.2024	Safeguarding and Support spoke	Y
Balbir Singh Ram (BSR)	Parent	05.07.2022	Leadership spoke	N
Michael Winterton (MW)	Staff	05.07.2022	Experience spoke	Y
Sadia Soni (SS)	Community	15.09.2025	Experience spoke	Y (Virtually)
Vacancy	Staff			
In Attendance				
Rebecca Miles (RM)			Clerk	Y
Peter G Crowe (PC)	OBSERVER		Leadership	Y
Gareth Lapworth (GL)	OBSERVER		Learning	Y

NON CONFIDENTIAL

ITEM NO		ACTIONS
1.	<p>WELCOME AND APOLOGIES</p> <p>The Chair advised in advance that she would be late to the meeting due to a work commitment.</p> <p>The Vice Chair welcomed all Governors including two observers- PC and GL, who would like to join the Local Governing Body (LGB). A round of introductions took place.</p> <p>The absence of BSR was noted.</p>	<p>EHB to contact BSR.</p>
2.	<p>DECLARATIONS OF INTERESTS</p> <p>The Governors were asked to declare any potential pecuniary interest or conflict of interest with the business to be discussed during the meeting. EHB declared an interest in agenda item number 9 as she is contracted by the trust to deliver the trust wide training programme.</p>	
3.	<p>ELECTION OF CHAIR AND VICE-CHAIR</p> <p>a. The only nomination received for the role of Chair for 2022-23 was from EHB. This was proposed by RG and seconded by CC.</p> <p>b. RG was elected as Vice-Chair (no other nominations were received). This was proposed by KG and seconded by CC.</p> <p>c. Governors noted the election of MW as staff (teaching) governor from 8th July 2022.</p> <p>d. Governors noted the election of BRS as parent governor from 8th July 2022.</p> <p>e. Governors noted the reappointment of EHB as a community governor for a term of 4 years from 1st September 2021.</p> <p>f. CC was elected as safeguarding governor. This was proposed by RG and seconded by KG.</p> <p>g. RG was elected as SEND governor. This was proposed by KG and seconded by CC.</p> <p>Governors were allocated to roles from the strategic wheel as follows:</p>	

h.	<ul style="list-style-type: none">- Leadership- PC and BSR- Learning- KG and GL- Support- RG and CC- Experience- MW with a focus on enriching students and EHB with a focus on inclusion, equity and celebrating diversity. <p>It was agreed that governor visits should take place once per term and visit reporting forms should be completed and added to Governorhub.</p>	SB to provide a copy of the Strategic Wheel 2022/23.																																			
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 26.05.2022 were approved and confirmed as an accurate record.</p> <p>Actions from the previous meeting were reviewed as below:</p> <table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>UPDATE</th></tr><tr><td>26.05.22</td><td>1</td><td>Complete skills audit</td><td>CC</td><td>ALL governors will complete Skills audits 22/23.</td></tr><tr><td>26.05.22</td><td>2</td><td>Governor recruitment</td><td>SB/EHB</td><td>Up-dates provided at item 3 and 5.</td></tr><tr><td>26.05.22</td><td>3</td><td>Share list of policies with governors (SB to provide list)</td><td>SB</td><td>Work has been undertaken to up-date a number of policies. The safeguarding policy was then discussed and approved by Governors. Governors noted that Lara Hall would be a new lead for safeguarding within the trust.</td></tr><tr><td>26.05.22</td><td>4</td><td>Governors requested the MAT issues a list for BA policies</td><td>MAT</td><td>The Head of Governance is leading on policy work across the trust and it was agreed that an update would be provided at the next meeting.</td></tr><tr><td>26.05.22</td><td>5</td><td>Policies to be identified</td><td></td><td>As above.</td></tr><tr><td>26.05.22</td><td>8</td><td>Focus on Reading</td><td></td><td>It was confirmed that this had been actioned and was complete.</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	UPDATE	26.05.22	1	Complete skills audit	CC	ALL governors will complete Skills audits 22/23.	26.05.22	2	Governor recruitment	SB/EHB	Up-dates provided at item 3 and 5.	26.05.22	3	Share list of policies with governors (SB to provide list)	SB	Work has been undertaken to up-date a number of policies. The safeguarding policy was then discussed and approved by Governors. Governors noted that Lara Hall would be a new lead for safeguarding within the trust.	26.05.22	4	Governors requested the MAT issues a list for BA policies	MAT	The Head of Governance is leading on policy work across the trust and it was agreed that an update would be provided at the next meeting.	26.05.22	5	Policies to be identified		As above.	26.05.22	8	Focus on Reading		It was confirmed that this had been actioned and was complete.	See actions log on page 7.
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			item - Policy name to be changed to enhance the focus on Reading			
	26.05.22	9	Share with all staff the outcomes of the recent Challenge Partners review	SB	Complete.	
	26.05.22	10	Risk register item on staffing vacancies	EHB	SB advised that this action was complete as all vacancies had been filled.	
	26.05.22	11	Share our approach to Curriculum Enquiry in a future meeting	SB/EHB	It was agreed that this would be an agenda item for the next meeting- termed- 'Curriculum enquiry update'.	
	26.05.22	12	Meeting with M Starr	KG	It was agreed that this would need to be carried over if KG were assigned to the same spoke.	
	26.05.22	15	High Ability Report and PSHE Curriculum to be carried over to a future meeting	EHB	This was agreed as an agenda item for the next meeting.	
	Update – Governors approved the Safeguarding Policy.					
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					

	<p>a. Governors noted the Constitution and Terms of Reference of Trust Local Governing Bodies and the LiFE Scheme of Delegation approved by the Trust Board on the 27th June, 2022.</p> <p>b. Governors noted the staff governor vacancy, and it was <u>decided</u> that this would be advertised in the staff briefing.</p> <p>c. Governors noted that there were no terms of office due to cease.</p> <p>d. Governors <u>agreed</u> that decisions regarding staff and HT pay should be managed by the trust (rather than the LGB set up a pay committee). The HT agreed to inform the LGB of the outcome.</p> <p>e. Governors <u>agreed</u> to complete their declarations of interest and to confirm that they had read and understood KCSIE 2022 and the Code of Conduct on Governorhub by the end of September 2022 and to contact the clerk if there are any difficulties.</p> <p>f. The Governors noted that CC and RG had completed trust wide safeguarding training held on 22.09.2022. KG agreed to update Governorhub with the work-related safeguarding training she had undertaken. All governors were asked to record completed training on Governorhub.</p> <p>g. The Governors noted the visit undertaken by RG in relation to Pupil Premium on the date of the last meeting (26.05.2022).</p> <p>h. Governors <u>agreed</u> to complete Skills Audits for 2022/23 to help inform recruitment and future training needs.</p>	<p>RM to share staff governor vacancy process and a staff election to take place.</p> <p>ALL governors to complete their declarations and skills audits on Governorhub by 30.09.2022</p>
6.	<p>HEADTEACHERS REPORT</p> <p>The Headteachers report was provided on Governorhub prior to the meeting.</p> <p>Attendance: As in the report, the HT advised that compared to levels immediately after COVID, attendance had improved, but remained at 95% compared to 97% pre-COVID. Levels had been impacted by a sickness bug and an increase in pupils taking holidays during term-time. Statutory guidance would be used to help address the latter.</p> <p>Governors noted that persistent absence (defined as absence for 10% or more of the academic year), was at 14.5% which is very close to the national average. Persistent absence levels were better for pupils eligible for Free School Meals (FSM), compared to those who were not. Staff absence continues to be higher than pre-COVID levels, the staff absence policy is currently being updated.</p> <p>Behaviour standards: The Academy hosted a Trust-wide event for headteachers which was very successful. Positive feedback from attendees about culture for learning observed. The staff development and training offer is being developed with</p>	

	<p>an emphasis on 'achieving a positive culture for learning'. Governors were invited to attend the next student celebration evening.</p> <p>EHB arrived at 7:05pm.</p> <p>Achievement: Governors were advised that challenges remain with achievement data due to the higher centre-assessed grades students received during the COVID period. Progress is evident in English, Maths and Science. Disadvantaged students are doing particularly well in Combined Science. Although progress has been made since 2019, there are still areas to work on. The HT felt that the lower number of high attainers amongst the most recent year 11 had reduced the number of pupils moving into the sixth form.</p> <p>Team leaders are focusing on undertaking exam analysis to identify patterns. Important to remember that the vast majority of students study a language, even lower prior attainers that often do not in other schools. The HT suggested that pupils may have given priority to core subjects during COVID, and this had led to lower levels of attainment for non-core subjects. Analysis will be undertaken to consider attainment for pupils with SEND alongside attendance. Attainment in History and Geography remains low despite good teaching, the HT suggested that further work would be undertaken on the feedback loop as good teaching was not resulting in good grades.</p> <p>Governors asked the following questions:</p> <p><i>Governor question: Is the schools push on students studying a more challenging curriculum through the English Baccalaureate (EBacc) compromising the grades that students achieve?</i></p> <p><i>Answer: The HT stated that this was not the case. The school is ambitious, and studying a language is valued. The Academy believes that pupils leaving with a language is more important than achieving a higher grade in another subject.</i></p> <p><i>Governor question: Is the offer within the open bucket, right?</i></p> <p><i>Answer: The HT stated that is. Attainment levels achieved this year were not reflective of previous years.</i></p>	
7.	<p>OFSTED REPORT</p> <p>Governors noted the positive elements of the recent Ofsted inspection and report. The academy remains outstanding across three areas of the framework. The Academy will be due a full inspection within two years because of the view given on</p>	

	<p>pupil's 'behaviour for learning'. Extensive and wide ranging discussion of the inspection foci and process.</p> <p><i>Governor question: How has staff morale been impacted by the prospect of another inspection?</i></p> <p><i>Answer: Staff governor shared that this was not the case. It was confirmed that staff were focused on strengthening their professional skills on 'behaviour for learning' now that there are further challenges in schools post-Covid.</i></p> <p>Governors wished to recognise the hard work of all staff for achieving a positive Ofsted inspection.</p>	
8.	<p>PUPIL PREMIUM REPORT</p> <p>The pupil premium (PP) report was provided on Govenorhub prior to the meeting. Governors felt that the intended outcomes outlined within the report were very clear. It was noted that the twenty-day challenge had been successful, and the strategies described were very valid. Governors wished to feedback that the statement of intent was slightly generic, and more detail would be beneficial i.e., exactly what training and support had been provided to support PP students. It was also felt that there was potential for further creativity around interventions.</p> <p>Action- EH to review and comment.</p>	
9.	<p>CONTINUING PROFESSIONAL DEVELOPMENT</p> <p>Governors were informed that the comprehensive trust wide training programme provided by Hollis for 2022/23 was available to view and book on Governorhub. It was highlighted that governors should attend courses based on need and that recordings of the sessions were available to view. The Chair confirmed that the latest statutory guidance (<i>Keeping Children Safe in Education</i>, September 2022) requires governors to undertake safeguarding training every 2 years and governors were encouraged to ensure that this was completed.</p> <p>It was decided that RM would send a link to the training on Governorhub to enable everyone to book on to relevant courses. It was highlighted that governors also have access to resources/training provided by the National Governance Association (NGA).</p>	<p>Governors who have not attended safeguarding training within the last 2 years to watch the recording from the session on 21.09.2022.</p> <p>RM to send the link to</p>

		training on Governorhub.
10.	<p>RISK REGISTER AND IMPACT ANALYSIS</p> <p>Risk register: Governors agreed the risks associated with the items listed below:</p> <ul style="list-style-type: none"> - Policies: remain as a risk due to new guidance from the DfE that requires policy updates - Governor safeguarding training remains a risk due to changes to the statutory guidance. Post 16 recruitment: remains a risk as the number of pupils budgeted for was 210 but the actual number attending is 190. The academy is finding it difficult to compete with city colleges that offer courses allowing pupils to do a 3-day week and work part-time alongside. Consideration is being given to subsidising bus travel to improve post-16 recruitment, but this would have a financial impact. <p>In response to a governor question, it was confirmed that students are being retained into year 13 so there was no potential for improving the financial position.</p> <p>Impact analysis: The impact made by governors within the meeting was listed as below:</p> <ul style="list-style-type: none"> - PP feedback will support the PP lead with strategies moving forward - Governor skills were examined and used to inform the allocation of roles - The risk register was updated - The challenge around attainment in History and Geography was discussed - Policies were secured to a large extent - The recent Ofsted report was discussed 	EHB to circulate the updated risk register and impact analysis document.
11.	<p>AOB</p> <p>PC and GL confirmed that they would like to apply to become community governors. It was confirmed that Carly Harper would complete the DBS checks. Application forms have already been completed.</p>	Application forms and DBS checks to be completed by PC and GL
12.	<p>Date of next meeting</p> <p>The Governors noted the time and date of the next meeting on the 24th November at 6PM at Bosworth Academy.</p>	

The meeting closed at 8:41PM.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
22.09.22	4	Complete skills audit	24.11.2022	ALL	ALL governors will complete
22.09.22	4	Governor recruitment	24.11.2022	SB	A staff election will take place. RM has provided details of the process.
22.09.22	4	Policy up-date	24.11.2022	SB	
22.09.22	1	EHB to contact BSR.	24.11.2022	EHB	Complete
	3	SB to provide a copy of the Strategic Wheel	24.11.2022	SB	
26.05.22	11	Provide an 'Curriculum enquiry update' at the next meeting	24.11.2022	SB/EHB	Complete
26.05.22	15	Provide an update on High Ability Report and PSHE Curriculum at the next meeting	24.11.2022	SB	Complete
26.05.22	12	Meet with M Starr	End of term	KG	
22.09.22	5	RM to share staff governor vacancy process and a staff election to take place.	Sept 2022	RM	Complete
22.09.22	5	ALL governors to complete their declarations	Sept 2022	ALL	
22.09.22	9	Governors who have not attended safeguarding training within the last 2 years to watch the recording from the session on 21.09.2022.	24.11.2022	ALL	
22.09.22	9	RM to send the link to training on Governorhub.	Sept 2022	RM	Complete
22.09.22	10	EHB to circulate the updated risk register and impact analysis document.	24.11.2022	EHB	



BOSWORTH ACADEMY



22.09.22	11	Application forms and DBS checks to be completed by PC and GL	24.11.2022	RM/Carly Harper/PC/GL	Complete
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