

**MINUTES OF THE MEETING OF THE BOSWORTH ACADEMY LOCAL GOVERNING BODY
MEETING HELD ON THE 24th of NOVEMBER 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	31.08.2025	Chair/Learning	Y
Rosalind Goldson (RG)	Community	20.09.2024	Vice Chair/Support spoke- SEND	Y
Simon Brown (SB)	Headteacher	Ongoing	Headteacher	Y
Kate Grocock (KG)	Parent	09.12.2023	Quality of Education/Learning spoke	Y
Colin Crane (CC)	Community	05.12.2024	Safeguarding/Support spoke	N
Balbir Singh Ram (BSR)	Parent	07.07.2026	Experience spoke	N
Michael Winterton (MW)	Staff	07.07.2026	Careers/Experience spoke	Y
Sadia Soni (SS)	Community	15.09.2025	Pastoral/Support spoke	Y
Peter Crowe (PC)	Community		Leadership spoke	Y
Gareth Lapworth (GL)	Community		Finance/Leadership spoke	Y
Vacancy	Staff			
In Attendance				
Rebecca Miles (RM)			Clerk	Y
Liz Warren (LW)			Chair of Trustees- observing	Y (E)
Surinder Kaur (SK)			Business Manager	Y (E)

NON CONFIDENTIAL

ITEM NO		ACTIONS
1.	WELCOME AND APOLOGIES The Chair advised in advance that she would be late to the meeting due to a work commitment.	

	<p>The Chair welcomed all Governors including the Chair of Trustees as an observer and the school business manager who would provide a finance up-date. A round of introductions took place.</p> <p>The absence of BSR and CC was noted and apologies were <u>accepted</u>.</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.</p> <p>EHB declared the training contract that she holds with the trust for training of governors and trustees.</p>																									
3.	<p>COMMUNITY GOVERNOR APPOINTMENTS</p> <p>a. The LGB <u>agreed</u> the appointment of PC as community Governor. The term of office will commence from 24.11.2022-23.11.2026.</p> <p>b. To LGB <u>agreed</u> the appointment of GL as community Governor. The term of office will commence from 24.11.2022-23.11.2026.</p>																									
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 22.09.2022 were <u>approved</u> 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 WHEN</th><th>BY WHO</th><th>UPDATE</th></tr><tr><td>22.09.22</td><td>4</td><td>Complete skills audit</td><td>24.11.2022</td><td>ALL</td><td>Outstanding audits from MW, BSR, CC, SS, EHB.</td></tr><tr><td>22.09.22</td><td>4</td><td>Governor recruitment</td><td>24.11.2022</td><td>SB</td><td>SB to follow up on the recruitment of a staff governor.</td></tr><tr><td>22.09.22</td><td>4</td><td>Policy up-date</td><td>24.11.2022</td><td>SB</td><td>To be considered under item 10. Trust guidance on the distinction between school and trust policies has been provided and will be shared again. Agreed policies needed to be shared via Governorhub and not google drive.</td></tr></table>	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	22.09.22	4	Complete skills audit	24.11.2022	ALL	Outstanding audits from MW, BSR, CC, SS, EHB.	22.09.22	4	Governor recruitment	24.11.2022	SB	SB to follow up on the recruitment of a staff governor.	22.09.22	4	Policy up-date	24.11.2022	SB	To be considered under item 10. Trust guidance on the distinction between school and trust policies has been provided and will be shared again. Agreed policies needed to be shared via Governorhub and not google drive.	<p>Overview of Governorhub to be provided on 26.01.23.</p>
DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE																					
22.09.22	4	Complete skills audit	24.11.2022	ALL	Outstanding audits from MW, BSR, CC, SS, EHB.																					
22.09.22	4	Governor recruitment	24.11.2022	SB	SB to follow up on the recruitment of a staff governor.																					
22.09.22	4	Policy up-date	24.11.2022	SB	To be considered under item 10. Trust guidance on the distinction between school and trust policies has been provided and will be shared again. Agreed policies needed to be shared via Governorhub and not google drive.																					

	22.09.22	1	EHB to contact BSR.	24.11.2022	EHB	Complete- BSR has advised that due to ongoing family illness his attendance may be impacted.
	22.09.22	3	SB to provide a copy of the Strategic Wheel	24.11.2022	SB	Complete and uploaded to Governorhub.
	26.05.22	11	Provide an 'Curriculum enquiry update' at the next meeting	24.11.2022	SB/EHB	Item 7 of the present agenda.
	26.05.22	15	Provide an update on High Ability Report and PSHE Curriculum at the next meeting	24.11.2022	SB	Item 8 of the present agenda.
	26.05.22	12	Meet with M Starr	End of term	KG	Meeting took place on 2.11.22- KG to ensure report is uploaded to Governorhub.
	22.09.22	5	ALL governors to complete their declarations (inc. KCSIE 2022).	Sept 2022	ALL	Outstanding from CC, BSR. PC and GL to complete once Governorhub access provided.
	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	It was confirmed that everyone had completed the training. BSR may still be outstanding and PC and GL will be required to complete as new governors. EHB to organise to have recordings of all governor training sessions in year to date to PC and GL.
	22.09.22	10	EHB to circulate the updated risk register and impact analysis document.	24.11.2022	EHB	The risk register is available on Governorhub and EHB will share the latest impact analysis.
	It was decided that an overview of Governorhub would be provided at the next meeting on 26.01.2022.					
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					

	<p>a. The Staff Governor vacancy was noted. Governors were informed that it had not been possible to galvanise any interest amongst staff to apply for the position. It was agreed that the HT would run an election in the new year 2023.</p> <p>b. It was confirmed that all governors had completed safeguarding training, although BSR may need to still complete this. PG and GL were asked to complete this once they had gained access to Governorhub.</p> <p>c. To consider any Governor Visits which have been undertaken since the last meeting. Governors were advised to complete governor visits based on their spoke area (HT can provide staff link names) forms and save these to Governorhub.</p>	
6.	<p>FINANCE UP-DATE</p> <p>The budget forecast was provided to governors in advance of the meeting via Governorhub. Governors were informed that the budget showed a balance of £180,000 in May 2022 and the working budget forecast now shows a balance of £95,000. Governors were advised that the census determines funding for the following academic year and that a forecast had been produced for the next few years. It was confirmed that General Annual Grant (GAG) funding received is for the current academic year.</p> <p>Governors were advised that the lower numbers entering into year 12 this year, would impact next year's funding. The finance report for the LGB included on Governorhub, highlights a drop of income of £285,000 by 2024/25 due to a drop in year 12 students. Explanations provided were increasing numbers of students choosing to attend the city college and due to the cost of transport to Bosworth. The HT advised that consideration is being given to subsidising transport and revamping the sixth form area.</p> <p>In response to governor questions, it was confirmed that the figures for 2022/23 include the staff pay award (2.5% increase), resulting in a difference of £80/90,000 between the accounts produced in May and the working budget. It was confirmed that £260,000 had been budgeted for energy costs. The Business Manager advised that since the budget was set, the government had suggested that further support may be provided but further information is not currently available.</p> <p>The 'finance report for LGB' was also shared via Governorhub prior to the meeting. Governors considered that the report highlights a deficit of £232,000 next year and an in-year saving of £159,000. The Business Manager advised that different scenarios would be considered based on the Autumn statement 2022. It was highlighted that the pupil premium budget was not yet all spent.</p>	<p>Chair of Trustees would liaise with the Chief Finance Officer (CFO) to consider how to provide the finance information differently.</p> <p>GL to meet with the Business Manager</p> <p>Additional time to be allocated to the finance update at the next meeting</p>

	<p>Following a discussion around difficulties governors had experienced interpreting the financial data, it was <u>decided</u> that the Chair of Trustees would liaise with the Chief Finance Officer (CFO) to consider how to provide the finance information differently.</p> <p>It was <u>agreed</u> that GL would take over from BSR as the Finance Link and would meet with the Business Manager. It was also <u>agreed</u> that more time would be dedicated to finance at the next LGB meeting on 26.01.2022 and every other meeting would include be a finance update going forward. The Business Manager confirmed that monitoring reports would be added to the finance folder for governors once they are produced.</p>	
7.	<p>HEADTEACHERS REPORT</p> <p>The HT's report was shared via Governorhub, prior to the meeting. Governors received and considered the report and additional points were made as outlined below.</p> <p>Governors were informed that successes are communicated via newsletters which are published on the website. Open evenings were well attended. Students are running assemblies and taking on additional responsibilities which has been a positive. Outdoor areas have reopened and additional car parking has been provided. Feedback from student voice had been very positive.</p> <p>LW left the meeting at 19:05.</p> <p>The HT advised that Nikki Whittaker is the new Designated Safeguarding Lead (DSL). The safeguarding review conducted by the trust was very positive and the strength of safeguarding at Bosworth was reflected in the recent Ofsted report. All staff have completed Hays safeguarding training. Safeguarding briefings are delivered on Monday mornings and encourage staff to report safeguarding concerns. It is believed that the combination of approaches, has led to increased vigilance and higher levels of reporting. CPOMS has been introduced and is used to log concerns, the roll out is going well. The academy is working hard on closing the loop when incidents occur so that the parents of victims are aware of action taken and checking and wellbeing checks are completed with victims several weeks after incidents have occurred.</p> <p><i>Q: Is it possible to see the progress of actions in safeguarding cases over time?</i> <i>A: The HT <u>agreed</u> that it would be worth tracking cases over time and making comparisons for different terms.</i></p>	

Governors were informed that the attendance rate nationally in the year to date had dropped to 92.2%. The attendance at Bosworth was currently 94.2% compared to 2019 which was above national average (96.5%). It was noted that the attendance at Bosworth was higher than all secondary schools in the trust. The school had been impacted by a sickness bug which had impacted staffing, the school had instigated additional cleaning measures in response. The HT explained that steps were being taken to improve attendance given the correlation between better outcomes and higher attendance. Governors discussed the difficulties around enforcing fines for non-attendance. It was confirmed that the general pattern tended to be a decline in attendance as students got older.

Q: Has there been a change in student attitudes as a result of home learning that took place during the coronavirus pandemic?

A: The HT confirmed that this was the case and there generally appeared to be less concern amongst families over non-attendance.

The HT confirmed that Persistent Absence levels at the school were around 20% which is close to the national average. A number of interventions have been implemented, i.e. attendance awards etc. The Chair commended the school as it was felt that the initiatives were very strategic. Staff attendance was reported at 95.8%, which is slightly lower than normal. Staff returning from long-term sickness on a phased return is having an impact. The HT confirmed that staff absence is managed by moving resource around to ensure that particular groups are not impacted. Governors were informed that the school is currently supporting seven new Ukrainian students who require additional support.

In relation to behavior standards, the HT advised that it was complex but the key focus was ensuring the 'culture for learning' was where the school wants it to be. Staff are receiving ongoing training to increase confidence in managing behavior. The policy includes more robust consequences with an extra and more instant level of action. A key message to students is that there are routines that must be followed. It is acknowledged that managing behaviour and low level disruption are a big part of the Ofsted framework. In response to advice received from Ofsted regarding sharing good practice, the HT confirmed that he would be visiting an outstanding school in London. Governors agreed that the school had taken steps to strengthen systems and processes in response to the key AFI on the Ofsted report.

Q: Is it less experienced staff that require additional support and training?

	<p><i>A: The HT confirmed that it was a mixture of new and experienced staff who are being supported by lead practitioners.</i></p> <p><i>Q: Is difficult behavior occurring within particular year groups?</i> <i>A: It was confirmed that it is witnessed across all year groups.</i></p> <p>Governors were advised that more robust data relating to achievement would be available at the next LGB meeting as trial assessments were currently taking place. The headline data shows that attainment is higher which was expected as the year group is more able. The challenge lies with Humanities. The HT highlighted that more focus is needed on 'stretch and challenge' at A-level to ensure that students love the subjects that they are studying to encourage higher attainment. Governors noted that exam analysis is taking place on every area. It is felt that the curriculum is well structured.</p>	
8.	<p>Spoke report - CURRICULUM ENQUIRY UPDATE and governor visits</p> <p>Information relating to 'curriculum enquiry' and KG's recent curriculum visit report, were shared with governors via Governorhub, prior to the meeting.</p> <p>The curriculum enquiry process was described. Governors were informed that a member of the Senior Leadership Team (SLT) leads the curriculum enquiry. The HT explained that initially, the enquiry lead meets with the curriculum leader and a planning meeting takes place to determine the focus of the enquiry and to discuss any concerns. A plan is made about which lessons and teachers will be visited across the week. Visits take place without notice and teachers receive individual feedback. The enquiry lead asks questions to the teacher and students and books are also reviewed. The team then meets again and an overarching document is used to look at the different curriculum areas and pick out the strengths. It is planned that every team across the school will participate in a curriculum enquiry. Governors noted that this represented a lot of work.</p> <p><i>Q: The stages appear to be very lengthy?</i> <i>A: The HT explained that the pilot had identified that 2 weeks was not long enough and 3 weeks worked a lot better. It provides more flexibility for planning the least disruptive times to talk to students and teachers.</i></p> <p><i>Q: Why does the HT lead on all three core subjects of English, Maths, Science?</i> <i>A: The HT explained that as the coach for the subjects, it ensures that the experience is more consistent. The Deputy HT leads on Humanities and Languages. Governors</i></p>	<p>Curriculum enquiry Summary report to be provided at the next LGB meeting on 26.01.23 and a representation of staff voice.</p>

	<p><i>expressed interest in seeing the outcome of enquiries in Humanities and Languages, considering the challenges in these areas.</i></p> <p><i>Q: The reports are fantastic and in depth. As the visits are all happening this term it should be possible to draw common themes across different areas which will help when looking at the strategic plan?</i></p> <p><i>A: It was confirmed that a spreadsheet is being used to enable comparisons to be made.</i></p> <p><i>Q: How is this received by staff?</i></p> <p><i>A: The HT confirmed that it was well received by staff.</i></p> <p>It was agreed that from a governor point of view, staff voice would be important. It was agreed that a summary report would be provided at the next LGB meeting on 26.01.22 and there would be a representation of staff voice.</p>	
9.	<p>HIGH ABILITY REPORT and governor visits</p> <p>Governors received the report prior to the meeting, via Governorhub. Additional points were raised as outlined below.</p> <p>Governors were informed that new staff appointments had been made to key stages 3, 4 and 5 and a different model was being employed. Students in key stage 4 had visited Oxford University and the Houses of Parliament. Students requiring additional mentoring would be identified. Societies are being introduced in key stage 5, i.e. medicine society. The HT advised that 'stretch and challenge' in the sixth form, largely comes from what takes place in the classroom. It was confirmed that METALL (Monitoring and Evaluating, Teaching and Leadership of Learning) relates to how well the school is leading on something. Culture for learning was recently considered as a METALL. The LGB agreed that the trips provided to students were aspirational and would be culture capital building.</p>	
10.	<p>Personal Development CURRICULUM presentation and governor visits</p> <p>Deferred to next meeting due to change in lead staff member's role.</p>	<p>Personal Development Curriculum to be added to the agenda for 26.01.23.</p>
11.	<p>POLICIES</p> <p>To note policies that were approved at the sub group meeting in the summer. The policies were provided to governors prior to the meeting, via Governorhub.</p>	

	<ul style="list-style-type: none"> 1. Medical needs 2. PSHE and careers 3. Literacy 4. Admissions into sixth form 	
12.	<p>RISK REGISTER AND IMPACT ANALYSIS</p> <p>It was confirmed that following detailed discussion at the last meeting, the updated risk register was available to governors via Governorhub. It was decided that the Chair would share the impact analysis as an action from the meeting.</p>	EHB to share impact analysis.
13.	<p>TRUST UPDATES</p> <p>The attendance of the Chair of Trustees was noted and welcomed. The LGB were advised that the Chair and Vice Chair were unable to attend the Trust's Chairs group due to work commitments. The opportunity to attend was offered to others if they would like to attend: the next chairs meeting will be held on the same date as the Bosworth LGB. The following meeting is due to take place on 7th March 2023 at 6pm.</p> <p>The Chair confirmed that a 'training' folder had been added to the Bosworth section of Governorhub to outline available cross- trust training and encouraged governors to book on to this.</p>	
14.	<p>AOB</p> <p>SEE CONFIDENTIAL MINUTES</p>	
15.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>To note the time and date of the next meeting on Thursday 26th January 2023 at 6PM.</p>	

The meeting closed at 20:37 PM.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
C/F 22.09.22	4	Complete skills audit	26.01.23	MW, BSR, CC, SS	

C/F 22.09.22	4	Governor recruitment	26.01.23	SB	
C/F 22.09.22	5	ALL governors to complete their declarations (inc. KCSIE 2022).	26.01.23	CC, BSR, PC and GL	
C/F 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.	26.01.23	BSR, PC and GL	
24.11.22	4	Provide an overview of Governorhub	26.01.23	RM	Included on agenda
24.11.22	6	Chair of Trustees to liaise with the Chief Finance Officer (CFO) to consider how to provide the finance information differently.	26.01.23	Chair of Trustees (LW)	
24.11.22	6	Meet with the Business Manager	26.01.23	GL	
24.11.22	6	Additional time to be allocated to the finance update at the next meeting	26.01.23		Included on agenda
24.11.22	8	Curriculum enquiry Summary report to be provided at the next LGB meeting on 26.01.22 and a representation of staff voice.	26.01.23	SB	Included on agenda
24.11.22	10	Personal Development Curriculum to be added to the agenda for 26.01.22.	26.01.23	SB	Included on agenda
24.11.22	12	Share impact analysis.	26.01.23	EHB	
24.11.22	14	Staffing item to be included on next agenda	26.01.23	SB	Included on agenda
24.11.22		Advise BSR that he has been allocated to the experience spoke.	26.01.23	EHB	