

**MINUTES OF THE MEETING OF THE BOSWORTH ACADEMY LOCAL GOVERNING BODY
MEETING HELD ON THE 30th of MARCH 2023 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	Learning spoke	Y
Colin Crane (CC)	Community	05.12.2024	Support spoke- Safeguarding	N
Balbir Singh Ram (BSR)	Parent	07.07.2026	Experience spoke	Y
Michael Winterton (MW)	Staff	07.07.2026	Experience spoke	Y
Sadia Soni (SS)	Community	15.09.2025	Support spoke	N
Peter Crowe (PC)	Community		Leadership spoke	Y
Gareth Lapworth (GL)	Community		Leadership spoke- Finance	Y
Vacancy	Staff			
In Attendance				
Rebecca Miles (RM)			Clerk	Y
Rick Moore (RMO)			Assistant Headteacher	Y
Samina O'Malley (SOM)				Y

NON CONFIDENTIAL

ITEM NO		ACTIONS
1.	WELCOME AND APOLOGIES The Chair welcomed all Governors and RMO and SOM. Apologies were noted from CC and SS and were <u>accepted</u> .	
2.	BEHAVIOUR	

	<p>Governors received a presentation from RMo and SOM on behaviour. The slides were provided prior to the meeting via Governorhub.</p> <p>The presentation highlighted that there had been an emphasis on developing positive cultures both in lessons and between lessons. This had involved supporting staff to improve areas of teaching and learning. A rationale for the behavior curriculum was outlined and one of the points made, was that parents are increasingly refusing to take responsibility for their child's behavior. In response, school staff have received training on dealing with challenging adults from the Leicestershire network (a service ran by the police).</p> <p>Governors were provided with data on behavior (i.e. numbers of inclusions, suspensions, removals etc.) and were made aware that some behavior is due to undiagnosed Special Educational Needs and/or Disabilities (SEND) needs.</p> <p>An overview was also provided on how the behavior curriculum is delivered and the interventions that are used. Areas of further development were outlined including a review of the detention system, a review of higher level sanctions beyond On Call and exploring options to ensure the inclusion base is able to meet student's needs. A discussion took place around the difficulties with parents collecting students from after school detentions. Governors were informed that the school were considering offering to take students home but this would extend the detention time.</p> <p><i>Q: How many after school detentions are there on average per week?</i> <i>A: It was confirmed that at most, this is normally 8-10 per night.</i></p> <p><i>Q: Do you know which students are displaying challenging behaviour and are you analysing it?</i> <i>A: It was confirmed that there is a good understanding of which students are receiving interventions for their behaviour and a tracking document is used to look at behavior in relation to different domains.</i></p> <p><i>Q: One governor stated that the behavior curriculum was practical and made sense and that the accompanying documents were very good. The question asked was: how will you prioritise your focus on behavior after the Easter break?</i> <i>A: It was confirmed that the recent focus had been to deliver the behavior curriculum at breaks and lunchtimes and that this would continue. It had also been agreed that there would be a pastoral focus on chewing gum and raised voices in corridors. Data from Arbor would be used to help identify priority areas.</i></p>	
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	<p><i>Q: Does the information provided to parents with upcoming year 7s, explain the detention system and that the school reserves right to keep children after school?</i></p> <p><i>A: It was confirmed that it was but there was an intention to strengthen this and look at the behavior policy again after Easter. A full refreshment of the information for new year 7s would take place ready for the next academic year. Governors were informed that the team wish to consider support for SEND and mental health needs and the difficulties in the county around the lack of alternative provision. It was shared that headteachers from across the county would be writing to the Local Authority to highlight the need for more funding if they want schools to provide the support in school.</i></p> <p><i>Q: Do you keep statistics in relation to positive behavior?</i></p> <p><i>A: It was confirmed that 140,000-150,000 reward points had been issued this academic year. In response to a follow on question, it was confirmed that this figure had increased from previous years.</i></p> <p><i>Q: Do you have a multiplier where those with difficult behavior receive a greater weighting on reward points to provide an emphasis on positive reinforcement?</i></p> <p><i>A: It was confirmed that throughout the year, there are times when a focus is given to earning extra points (i.e. double or triple) for a certain thing (i.e. the prom).</i></p> <p>The presentation provided data on behavior incidents over the year by year group.</p> <p>Governors thanked RMo and SOM for their presentations and felt that the behavior curriculum was positive and in line with national thinking. Feedback was given on the behavior policy and it was agreed that amendments would be required to:</p> <ul style="list-style-type: none"> - Point 4.2- responding to mis-behavior - Point 8.2- around sexual violence <p>It was confirmed that a working group would be looking at the draft policy after Easter.</p>	
3.	<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>	

4. **MINUTES OF LAST MEETING AND MATTERS ARISING**
- The part 1 non-confidential and part 2 confidential minutes of the Governing Board meeting held on the 26.01.2023 were **approved** and confirmed as an accurate record.

Actions from the previous meeting were reviewed as below:

DATE	NO.	ACTION	BY WHEN	BY WHO	UPDATE
C/F 22.09.22	4	Complete skills audit	30.03.23	BSR, CC	RM to email BSR and CC with the skills audit.
C/F 22.09.22	4	Governor recruitment	26.03.23	SB	The ongoing staff governor vacancy, was noted. It was also noted that KG's will step down as parent governor in July 2023 and CC would also like to step down as community governor. The LGB <u>agreed</u> to raise the need for external advertising for a community governor to the trust. It was decided that SB would include the vacancies in school newsletters and talk to parents at the year 7 induction. A stand would also be available at the colours evening on 19 th April and governors could attend to support. Governors were also asked to speak to contacts.
C/F 22.09.22	5	ALL governors to complete their declarations (inc. KCSIE 2022).	30.03.23	CC, BSR, PC	RM to send a reminder.
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.	30.03.23	BSR, PC	It was confirmed that PC had completed his safeguarding training. EHB to ask Jo to send the recorded training to BSR.
24.11.22	4	Provide an overview of Governorhub and recirculate help guides	30.03.23	RM	Complete- Help guides recirculated and a Governorhub training session took place on 29.03.23. RM to share recording once available.
24.11.22	6	Meet with the Business Manager	30.03.23	GL	Completed. It was noted that the Business Manager has since resigned and GL agreed to meet with the incoming Business Manager.

	24.11.22	6	Additional time to be allocated to the finance update at the next meeting	30.03.23		Complete- Included on the agenda.	
	24.11.22	10	Personal Development Curriculum to be added to the agenda for 30.03.23.	30.03.23	SB	Complete- Included on the agenda.	
	24.11.22		Advise BSR that he has been allocated to the experience spoke.	30.03.23	EH	Complete.	
	26.01.23	12	Clerk to request policies to be approved at the next meeting.	30.03.23	RM	Complete- Email request sent to Andy Dolinski. However, it was noted that policies need to be received in time for governors to read them.	
	26.01.23	13	HT to invite a member of staff to the next LGB meeting to discuss behaviour.	30.03.23	SB	Complete- Rick Moore/Samina O'Malley will attend.	
	<p>In regard to KG's intention to step down as parent governor at the end of the academic year, it was formally noted that KG is highly regarded in her school and her field and is of high caliber so would be a huge loss to the LGB.</p>						
5.	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. It was noted that PC had completed safeguarding training via the National College and Safer Recruitment training and had attended the Governorhub training session.</p> <p>b. Governor Visits undertaken since the last meeting were noted. The visits completed by GL and PC were acknowledged and summaries were provided. GL noted that the school office had been very welcoming. PC had enjoyed attending the 'Colours' evening and felt that this was a very positive event. PC stated that his visit to consider Leadership had also been a real credit to the school.</p> <p>RG advised that she had made a visit on attendance and had praised strategies being used. RG had learnt that COVID had made a big impact on attendance. Data on attendance was provided by the Headteacher and the comparison against national averages. RG shared that the attendance team feel that they could make more of an impact if they had additional capacity and the Headteacher noted that the school was aware of this. RG agreed to share her visit report on Governorhub.</p>						RG to share attendance visit report.

	<p>MW advised that he had undertaken a visit on the strike day to consider how this was managed. The Chair thanked MW for this.</p> <p><i>Q: Will attendance be impacted by the strike days?</i> <i>A: It was confirmed that the strike days do have an impact, although attendance had been higher than expected.</i></p>	
6.	<p>FINANCE UP-DATE Deferred to the next meeting.</p>	
7.	<p>PERSONAL DEVELOPMENT CURRICULUM A document on the personal development curriculum was tabled at the meeting. The different areas of the personal development curriculum and statements of knowledge students need to acquire, were outlined within the document. Governors were informed that a curriculum enquiry would take place after Easter to consider how well the curriculum is being delivered and any improvements that can be made.</p> <p>In response to governor questions, it was confirmed that the curriculum is delivered by the form tutor with 'drop down' interventions delivered at other times. It was also confirmed that Andy Dolinski oversees whether the personal development curriculum is being delivered along with the curriculum lead, but it was acknowledged that this had not been fully mapped yet. Governors suggested that a grading system on how well each area had been delivered could be considered. It was also noted by governors that the work was well sequenced and well thought through.</p> <p><i>Q: How much information on the personal development curriculum is published on the website?</i> <i>A: It was confirmed that a belated parent consultation had taken place but no comments were received. Key points from the data were shared.</i></p> <p><i>Q: Would it be useful to have a colour scheme to represent how much detail each subject goes into on the different areas?</i> <i>A: It was stated that this would come out in the curriculum enquiry.</i></p> <p>It was agreed that Governors with responsibility for the experience spoke could follow up on the personal development curriculum as part of future visits.</p>	<p>Governors responsible for the experience spoke to conduct a visit on the personal development curriculum</p>

8.	<p>SCHOOL IMPROVEMENT PLAN (SIP)- SPRING EVALUATION / SEF UPDATE</p> <p>The termly progress report against the agreed Plan/Strategic Wheel was deferred to the next meeting.</p> <p>The HT report was shared prior to the meeting via Governorhub and summarised at the meeting. It was reported that the student councils were providing positive feedback and influencing change at the school and peer mentoring had been very positive. It was highlighted that work on racism had made a positive impact.</p> <p>Admissions for year 7 had increased and the school was oversubscribed by approximately 150 spaces.</p> <p><i>Q: How are post 16 admissions looking?</i> <i>A: It was confirmed that marketing was continuing and staff are interviewing potential students in the community. The Headteacher made governors aware that it continues to be difficult to know whether the current numbers would be sustained. Improvements to the 6th form building have been put on hold due to the impact on the budget from increased energy costs and the impact of the staff pay award.</i></p> <p>It was highlighted that persistent absence in post 16 was having an impact on attendance overall and interventions were being put in place in light of this. Governors were made aware that staff absence had been higher than it would have been previously and the need to provide cover had made an impact on staff workloads.</p> <p>The Headteacher advised that he had raised concerns to the trust at a lack of parity between job role advertising across the trust and the impact of this on staffing. Governors agreed that this would need to be raised with the trust in the trust board report.</p> <p>Headlines from the achievement data were shared.</p> <p><i>Q: How often is it debated within the Senior Leadership Team about how many students are doing the English Baccalaureate (EBACC) if they are not achieving grades comparable with what they might achieve in another subject? Does it have currency in their next steps?</i> <i>A: It was confirmed that this is debated and it is agreed that the school values students gaining a language. It is also recognised that the percentage of students</i></p>	
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	<p><i>moving into further Education, Employment or Training after leaving Bosworth Academy is higher than the national average.</i></p> <p>Governors acknowledged that improvements had been made in the Humanities achievement data.</p> <p>Work undertaken on the Headteachers report was acknowledged and thanks were given.</p>	
9.	<p>TRUST UPDATES AND REPORT FROM THE CHAIR</p> <p>A discussion took place around the inability of the Chair or Vice Chair to attend the Chairs meeting due to existing commitments. It was agreed that the school does need representation at the meeting and it was <u>decided</u> that governors would coordinate and confirm whether someone else could attend instead.</p> <p>It was confirmed that the next Chairs meeting would be on Wednesday 26th April 2023 at 6pm. It was <u>agreed</u> that concerns at the lack of parity across the trust in regard to the grades that different roles are advertised at, need to be raised.</p>	<p>A representative of the governing body to attend the Chairs meeting on 26.04.2023 at 6pm.</p>
10.	<p>OPERATIONAL RISK REGISTER</p> <p>The risk register was considered and it was agreed that the section titled '2021/22' and the 'committee archive' would be moved to a separate document on Governorhub and archived. Several risks were discussed and it was <u>decided</u> that EHB would send an updated risk assessment to share on Governorhub.</p>	<p>EHB to send an updated risk assessment to be shared on Governorhub.</p>
11.	<p>INTERNAL AUDIT REPORTS (IF ANY)</p> <p>None.</p>	
12.	<p>WELLBEING</p> <p>It was felt that an update on staff and pupil wellbeing had been referred to during the meeting and would be considered in more detail at the next meeting.</p>	
13.	<p>POLICIES</p> <ul style="list-style-type: none"> a. Leave of absence policy b. Medical Needs policy c. SEND report d. SEND policy e. Accessibility policy 2023 LiFE MAT f. Curriculum policy- comprehensive and well written. 	<p>Comments on policies to be made by 07.04.23 to EHB and SB.</p>

	<p>g. LAC & PLAC policy h. Children with health needs who cannot attend school i. Local Offer j. Attendance policy- it was noted that the policy was last reviewed in December 2022 but it was highlighted that the revision did not reflect current DfE guidance. Additionally, it was noted that:</p> <ul style="list-style-type: none"> - There was no template for requesting leave of absence - Under 4.1, the stages of escalation were unclear - Under 4.5, rewording was required around the welcome back section. <p>It was agreed that any comments on the policies needed to be made by governors by Friday 7th April 2023 and should be sent to EHB and SB who would liaise to finalise them.</p> <p>It was decided that EHB would update the impact analysis document.</p>	EHB to update the impact analysis document.
14.	<p>AOB</p> <p>A governor raised concerns around comments that had been made by parents on Facebook regarding accessing parents evening appointments. Following further discussion, it was acknowledged that further work was required to communicate to parents that there are 3 different points in the year available to see teachers but parents are only able to access parents evening once per year and not all 3. It has been recognised that some parents are booking more than once per year which does not leave spaces for others.</p>	
15.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>To note the time and date of the next meeting on Thursday 22nd June 2023 at 6PM.</p> <p>Governors were made aware that dates for next year's meetings would need to be agreed at the next meeting.</p>	

The meeting closed at 20:35 PM.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
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C/F 22.09.22	4	Complete skills audit- RM to email BSR and CC with the skills audit.	22.06.23	RM, BSR, CC	Reminder sent with skills audit.
C/F 22.09.22	4	Governor recruitment	26.03.23	SB	School to run a staff and parent election. Report to trust board includes LGB's suggestion re: external advertising for a community governor SB to include the vacancies in school newsletters and talk to parents at the year 7 induction. A stand would also be available at the colours evening on 19 th April and governors could attend to support.
C/F 22.09.22	5	RM to send reminder to CC and BSR to complete their declarations (inc. KCSIE 2022).	21.04.23	RM, CC, BSR	Reminder sent with guidance and offer to help.
30.03.23	9	Jo to send safeguarding training recording to BSR.	21.04.23	EHB	
30.03.23	4	Share recording of governorhub support session once available.		RM	
30.03.23	5	RG to share attendance visit report.	21.04.23	RG	
30.03.23	7	Governors responsible for the experience spoke to conduct a visit on the personal development curriculum	Autumn Term 2023	BSR, MW	
30.03.23	9	A representative of the governing body to attend the Chairs meeting on 26.04.2023 at 6pm.	26.04.2023		
30.03.23	10	EHB to send an updated risk assessment to be shared on Governorhub.	26.04.2023	EHB, RM	
30.03.23	13	Comments on policies to be made by 07.04.23 to EHB and SB.	07.04.2023	ALL	
30.03.23	13	EHB to update the impact analysis document.	22.06.2023	EHB	