

**MEETING OF THE LOCAL GOVERNING BODY (LGB) MEETING
TO BE HELD ON THURSDAY 21st SEPTEMBER 2023, 5:30PM AT BOSWORTH ACADEMY**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED SPOKE ROLE	IN ATTENDANCE
Emma Hollis Brown (EHB)	Community	31.08.2025	Chair and Learning spoke	Y
Rosalind Goldson (RG)	Community	20.09.2024	Vice Chair/SEND/Support spoke	Y
Simon Brown (SB)	Headteacher	Ongoing	Headteacher	Y
Colin Crane (CC)	Community	05.12.2024	Support spoke- Safeguarding	Y
Balbir Singh Ram (BSR)	Parent	07.07.2026	Leadership spoke- focus on student and staff wellbeing	Y
Sadia Soni (SS)	Community	15.09.2025	Support spoke- pupil premium Reading	Y
Peter G Crowe (PC)	Community	23.11.2026	Leadership spoke- focus on teams Reading	Y
Gareth Lapworth (GL)	Community	23.11.2026	Experience spoke (including equality and diversity) Finance	Y
Vacancy	Staff			
Vacancy	Staff			
Vacancy	Parent		Equality and diversity	
Michael Winterton (MW)	Associate member	07.07.2026	Support- STEM	Y
In Attendance				
Rebecca Miles (RM)			Governance Professional	

**Minutes
NON CONFIDENTIAL**

ITEM NO	ITEM	ACTION
1.	WELCOME AND APOLOGIES The Chair welcomed all Governors to the meeting. There were no apologies.	
2.	DECLARATIONS OF INTERESTS The Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting	

	No additional declarations were made.																																											
3.	ELECTION OF CHAIR AND VICE CHAIR One nomination was received for the Chair of Governors position for the academic year 2023 – 2024. The nominee left the room whilst governors voted. It was unanimously agreed that EH should be re-elected as Chair for 2023-2024. One nomination was received for the Vice Chair of Governors position for the academic year 2023 – 2024. The nominee left the room whilst governors voted. It was unanimously agreed that RG should be re-elected as Vice Chair for 2023-2024.																																											
4.	MINUTES OF LAST MEETING AND MATTERS ARISING The non-confidential minutes of the Governing Board meeting held on the 22.06.2023 were <u>approved</u> and confirmed as an accurate record. Actions from the previous meeting were reviewed and updated: <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>C/F 22.09.22</td><td>4</td><td>Governor recruitment</td><td>21.09.2023</td><td>SB</td><td>The LGB were advised that 2 applications were received for the staff governor vacancy and 1 application was made for the parent governor vacancy. It was decided that a request would be made for MW to become an associate member for STEM and he would relinquish his staff governor role. Confirmed complete.</td></tr><tr><td>30.03.23</td><td>9</td><td>Jo to send safeguarding training recording to BSR.</td><td>End of summer term</td><td>Jo Hollis</td><td>Jo to re-send safeguarding training recording to BSR or BSR to complete Multi Academy Trust (MAT) training.</td></tr><tr><td>30.03.23</td><td>7</td><td>Governors responsible for the experience spoke to conduct a visit on the personal development curriculum</td><td>Autumn Term 2023</td><td>BSR, MW</td><td>Complete</td></tr><tr><td>30.03.23</td><td>13</td><td>EHB to update the impact analysis document.</td><td>22.06.2023</td><td>EHB and SB</td><td>EHB and SB to update the new template.</td></tr><tr><td>22.06.23</td><td>7</td><td>Meet with business manager regarding finance</td><td>21.09.2023</td><td>GL</td><td>SB to introduce new business manager to GL.</td></tr><tr><td>22.06.23</td><td>9</td><td>Governance professional to contact governors involved, with further details around the bus pass hardship panel.</td><td>Prior to 07.07.23</td><td>Governance professional</td><td>Complete. 10 further applications were received in September for governors to</td></tr></table>	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	C/F 22.09.22	4	Governor recruitment	21.09.2023	SB	The LGB were advised that 2 applications were received for the staff governor vacancy and 1 application was made for the parent governor vacancy. It was decided that a request would be made for MW to become an associate member for STEM and he would relinquish his staff governor role. Confirmed complete.	30.03.23	9	Jo to send safeguarding training recording to BSR.	End of summer term	Jo Hollis	Jo to re-send safeguarding training recording to BSR or BSR to complete Multi Academy Trust (MAT) training.	30.03.23	7	Governors responsible for the experience spoke to conduct a visit on the personal development curriculum	Autumn Term 2023	BSR, MW	Complete	30.03.23	13	EHB to update the impact analysis document.	22.06.2023	EHB and SB	EHB and SB to update the new template.	22.06.23	7	Meet with business manager regarding finance	21.09.2023	GL	SB to introduce new business manager to GL.	22.06.23	9	Governance professional to contact governors involved, with further details around the bus pass hardship panel.	Prior to 07.07.23	Governance professional	Complete. 10 further applications were received in September for governors to	
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						review. A discussion took place regarding the viability of the bus hardship fund going forward and it was decided that this should be discussed at the next meeting. EHB agreed to discuss this with SB and bring a proposal. It was agreed that a copy of the email which raised concerns regarding the process would be sent to the LGB. It was noted that the LGB appreciated time taken by Chris Tweedale to respond to the concerns.		
	22.06.23	10	Governors to send any comments in relation to the staff wellbeing policy to the HT.	07.07.23	Governors/HT	1 comment was received and this action was confirmed as complete.		
<p>5. GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. The Constitution and Terms of Reference of Trust Local Governing Bodies and the LIFE Scheme of Delegation were noted.</p> <p>b. All Governors were asked to complete their Declaration of Pecuniary Interest for 2023/24 via GovernorHub and to complete their confirmations including KCSIE, the schools safeguarding policy and the Code of Conduct.</p> <p>c. It was noted that there were no terms of office which would cease before the next meeting</p> <p>d. Governors were informed that work was taking place with the school to ensure the governance area of the website is updated. It was also shared that a compliance check was being undertaken by the school across the whole school website including a compliance check on the curriculum. It was highlighted that Get Information About Schools (GIAS) is compliant but an issue was currently being resolved over the existence of two GIAS accounts (MAT and School).</p> <p>e. Governors noted the need to complete the skills audit 2023/24 and were advised that the 2023 template was available on GovernorHub.</p> <p>f. Governor's designated spoke roles for 2023/24 were reviewed and allocated as listed below:</p> <p>EHB- Chair and Learning spoke RG- Vice Chair/Special Educational Needs and/or Disabilities (SEND)/Support spoke CC- Support spoke- Safeguarding BSR- Leadership spoke- focus on student and staff wellbeing SS- Support spoke- pupil premium and reading PC- Leadership spoke- focus on teams and reading GL- Experience spoke (including equality and diversity) and finance</p> <p>g. The governor training programme was reviewed and governors were encouraged to attend training as they feel appropriate. All governors were informed that safeguarding and prevent training would need to be completed. Governors were advised that they were required to read KCSIE part 1. It was</p>								

	<p>outlined that the up-dates to KCSIE 2023 included further guidance on cyber safety and low level concerns. It was shared that the school provides a weekly newsletter to parents with national online safety information. EH reminded governors that recordings of all of the Hollis Associates training were also still available on request: office@hollisassociates.org.uk.</p> <p>h. Governor Visits were considered. MW provided a summary on his visit on the personal development curriculum which had taken place since the last meeting. The report was provided prior to the meeting on GovernorHub. RG advised that she had completed a visit on Looked After Children (LAC) and would provide a visit report.</p> <p>i. An up-date on the staff and parent elections was provided under item 4.</p>	
6.	<p>STAFF WORKLOAD AND WELLBEING PRESENTATION</p> <p>Governors were pleased to approve the wellbeing policy which was provided prior to the meeting and stated that they would look forward to receiving a presentation at the next meeting and the results of the staff wellbeing survey. It was decided that the LiFE MAT staff wellbeing survey template would be shared with the link governor (BR).</p>	LiFE MAT staff wellbeing survey to be shared with BSR.
7.	<p>HEADTEACHER REPORT on Examination Outcomes and Attendance</p> <p>Reports were provided to governors prior to the meeting via GovernorHub. A presentation was provided to outline the changing landscape in schools. This included the increase in violence nationally and locally. Governors were informed about the interventions taking place in the school to address this.</p> <p>Governors were advised that there had been a decline in absence nationally and whilst absence was above national and MAT averages at Bosworth, it remained below pre-pandemic levels. The Chair referred to a project taking place between the Police, Child Adolescent Mental Health Services (CAMHS) and schools in Northamptonshire to improve attendance which had yielded positive outcomes. It was shared that staff absence had doubled across the MAT since the pandemic. Recruitment of staff was proving difficult and national wellbeing measures report that staff are feeling overworked and less confident in their role.</p> <p>In light of the difficulties students are facing, the school is undertaking further work on improving 'trauma informed practice'.</p> <p>It was highlighted that changes made to the Ofsted inspection framework had made maintaining 'outstanding' more difficult.</p> <p>Financially, less funding is being allocated to schools in the East Midlands and the school budget is facing significant challenges.</p> <p><i>Governor question: How much is supply cover costing when teaching staff are absent?</i></p> <p><i>Answer: It was confirmed that approximately £76,000 was being spent on supply cover annually. To try to reduce the cost, the school is exploring employing an additional member of staff to provide cover when staff are absent.</i></p>	

In relation to outcomes, it was explained that the progress 8 measure had not been externally verified but was expected to be +0.22 for Key Stage (KS) 4. Showing an improvement on previous years. The outcomes for the year 11 cohort were very slightly weaker than the national average but were broadly in line with expectations.

The number of students who studied the English Baccalaureate (EBacc) was confirmed to be 87% which is above the national average. Therefore, it is argued that year on year the curriculum is more demanding and ambitious but students still achieve better outcomes. It was highlighted that students at Bosworth also study more GCSE's compared to the national average. 87% of students studied a language and whilst this impacted the progress 8 score, the number of students studying a language was above the national average. If the highest performing 106 students are considered, 80% achieved a progress score of 4+ and 60% achieved a 5+ which is above 'like for like' national averages.

A governor highlighted the following positives:

- Progress made in Humanities
- Progress 8 scores for boys and girls were virtually identical
- SEND support and students with Education, Health and Care Plans (EHCP) appear to have done well
- The outcomes for students considered to be experiencing economic disadvantage were better than the national gap.

The LGB wished to note its thanks to staff on the positive results and requested that their gratitude was passed on to them.

Governors were informed that it was difficult to show the progress of sixth form students due to not having sat previous examinations as a result of the pandemic. Additional data was provided to outline the inflammatory impact of Teacher Assessed Grades (TAGs). The use of ALPS data shows that students had achieved a grade 5 which is slightly lower than the national average.

It was confirmed that the gap between predicted and actual grades was a lot smaller in 2019 (pre pandemic). However, it was clarified that this was due to the TAGs students received at their previous schools which meant many more students were placed in the top grade band. This was above average compared to other years.

It was noted that governors were pleased with the outcomes at key stage 5 and the amount of work invested in achieving this.

In response to a governor question it was confirmed that the current levels of COVID at school was impacting the attendance of both staff and students.

Q: Is the wider impact of COVID still impacting students in terms of behaviour and their learning?

A: It was confirmed that there was more of an impact for higher year groups at the school.

	<p>It was shared that it had been difficult to recruit to the vacant 'operations' role and a part-time appointment from the central LiFE MAT team had been made to provide Human Resources support. There had also been difficulties recruiting to the vacant premises officer role.</p> <p>SB was thanked for all of the time he had spent in putting together the HT report including the meticulous data and analysis which was found to be very helpful.</p>	
8. FINANCE UP-DATE	<p>It was <u>decided</u> that the link governor would meet with the new business manager and an up-date on finance in relation to Bosworth would be provided at the next meeting.</p> <p>An up-date in relation to trust finances was provided under item 10.</p>	
9. POLICIES	<p>To consider approval of the following policies:</p> <ul style="list-style-type: none"> a. Staff wellbeing- the policy was <u>approved</u> by the LGB. b. Admissions (sixth form)- the policy was <u>approved</u> on the basis that paragraph 2.2 further elaborated on the 'course guidance meeting'. c. Curriculum- the policy was <u>approved</u> and it was <u>decided</u> that the policy would be further considered in conjunction with hearing from a curriculum leader at a future meeting. d. Busary- the policy was <u>approved</u> on the basis that the reference made under 4.1 'to delegate to a committee' and that 'the LGB would monitor implementation' would be removed. e. Safeguarding and child protection- it was <u>decided</u> that any comments should be sent as soon as possible to Nikki Whittaker, CC, SB and EHB with a view to finalise the policy by 29th September 2023. A request was made to check that the policy cross references the exclusions and suspensions guidance 2023. <p>Governors requested that any changes that are made to policies are highlighted to support the ease of approving them.</p>	<p>Comments relating to safeguarding and child protection sent to Nikki Whittaker, CC, SB and EHB by 29.09.23.</p>
10. TRUST UPDATES	<p>An update from the Chairs meeting was shared by PC.</p> <p>It had been outlined at the Chairs meeting that trust reserves had reduced from 5 to 3 million pounds. The forecast outlines that the overspend is likely to be £2.7million for 2023-24 if spending continues at the same rate. This would be in excess of accepted reserves.</p> <p>It was explained at the meeting that the deficit accrued during 2022-23 had been due to factors such as: national age range changes in the national forest group, supporting inspections at trust schools, unfunded pupils in the national forest group (which LiFE MAT is trying to recoup), general increased costs, catering costs, falling numbers on roll in some schools, the national funding formula had impacted schools in high deprivation areas, and the budget had not included the full cost of the national staff pay rises.</p>	

	<p>Chairs were advised that changes had been made to the finance team and some new staff had been recruited. It was also highlighted that independent curriculum financial planning would take place. Chairs were informed that LGB's may be asked to look more closely at financial information but Chairs had raised that to do this, more accurate financial information would be required. It was also suggested that LGB's would be expected to challenge HT's when they say that things can't be done, to harness collective genius and there may be a finance support group for finance link governors. The finance link governor (GL) offered to participate should such a group be convened.</p> <p>It was suggested that sources of savings may be achieved through fit for purpose curriculum plans, considering whether the school's capital allowance can be used when undertaking maintenance i.e. can the required work be considered as a change of use, using redeployment or secondments to cover vacancies, reducing costs of alternative provision, challenging norms for cost centres and pooling resources where possible.</p> <p>In response to a governor question, it was confirmed that there were no schools with Reinforced Aerated Accelerated Concrete.</p> <p>In response to a governor question, it was confirmed that sixth form numbers were still lower than hoped but were slightly higher than had been budgeted for 2023/24.</p> <p>It was shared that Chairs had been encouraged to complete a questionnaire devised by the National Governance Association (NGA) to identify areas of training and development LGB's wished to prioritise.</p>	
11.	<p>OPERATIONAL RISK REGISTER</p> <p>It was confirmed that the new MAT risk register template had been adopted and risks from the previous register were imported and refreshed. The risks were listed to governors at the meeting. It was felt that a number of the risks had already been discussed during the present meeting.</p> <p>It was <u>agreed</u> to add a risk relating to buildings as it may not be possible to keep up with building maintenance due to budget difficulties.</p>	
12.	<p>ASSET REGISTER</p> <p>It was <u>decided</u> that PC would contact the Estates manager in relation to the annual review of the asset register.</p>	PC to contact estates manager re: asset register
13.	<p>ANNUAL LGB EFFECTIVENESS REVIEW</p> <p>In relation to a query raised about the need to undertake a review of the LGB at the last meeting, it was confirmed that the Chair of Trustees had responded outside of the meeting.</p> <p>The LGB governance self-evaluation questionnaire was completed during the meeting.</p>	

14.	<p>ANY OTHER BUSINESS (AOB)</p> <p>Governors were informed that a petition had been provided to the HT with over one hundred signatures to request that tailored shorts be included in the school uniform policy.</p> <p>The LGB <u>approved</u> tailored shorts being permitted as school uniform in the uniform policy.</p>	
15.	<p>2023/24 MEETING DATES & TIME OF THE NEXT MEETING</p> <p>Thurs 2nd November, 5:30-8pm</p> <p>Thurs 18th January, 5:30-8pm</p> <p>Thurs 21st March, 5:30-8pm</p> <p>Thurs 23 May, 5:30-8pm</p> <p>Thurs 4th July, 5:30-8pm</p>	

The meeting closed at 8:20PM