

**PART 1 NON CONFIDENTIAL MEETING MINUTES OF THE LOCAL GOVERNING BODY (LGB)
HELD ON THURSDAY 9th NOVEMBER 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	L
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	N
Balbir Singh Ram (BSR)	Parent	07.07.2026	Leadership spoke- focus on student and staff wellbeing	N
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	N- Resigned 06.10.2023
Jane Manning (JM)	Staff (Teaching)	18.09.2027	Experience spoke	Y
Esmee Boyall (EB)	Staff (Teaching)	18.09.2027	Support spoke	Y
Brian Zulu (BZ)	Parent	18.09.2027	Leadership spoke- Health & Safety	Y
In Attendance				
Rebecca Miles (RM)			Governance Professional	Y
Michael Winterton (MW)	Associate member	07.07.2026	Support spoke- STEM	Y
Lorna Croucher (LC)	Assistant Headteacher and SENDCo			Y

**Minutes
NON CONFIDENTIAL**

ITEM NO	ITEM
1.	WELCOME AND APOLOGIES It was noted that the Chair would arrive late to the meeting due to a work commitment, in her absence, the Vice Chair welcomed all governors and a round of introductions followed.

	<p>Apologies were received and accepted from BSR.</p> <p>The absence of CC was noted.</p> <p>PC advised that he would need to leave the meeting at 7pm. SS also indicated the same.</p> <p>The resignation of GL was noted.</p>
2.	<p>DECLARATIONS OF INTERESTS</p> <p>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</p> <p>No additional declarations were made. Governors were reminded to up-date/reconfirm their declaration of interest on GovernorHub for 2023/24.</p>
3.	<p>SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND) ANNUAL REPORT</p> <p>The annual SEND report was provided to governors prior to the meeting. Additional points were made as outlined below.</p> <p>The SENDCo provided governors with an overview of the SEND department at Bosworth Academy and highlighted SEND needs within the school:</p> <ul style="list-style-type: none"> - 35 students have an Education, Health and Care Plan (EHCP) - 153 students receive SEND support - The SEND needs of 113 students are monitored <p>Governors were informed that the Local Authority (LA) prefers schools to apply for top up funding (SENIF) and move to applying for an EHCP as part of a graduated approach. This offers the opportunity to trial approaches to see if they work, before moving to an EHCP. SENIF funding can be provided within 6 weeks, but funding provided through an EHCP takes 20 weeks. However, due to delays at the LA, the timeline for funding through an EHCP is currently double.</p> <p><i>Q: What percentage of students come from primary school with an EHCP?</i> <i>A: Governors were advised that two thirds of those who arrive from primary school have recognised needs. Often EHCPs are applied for at Bosworth to meet a student's Social, Emotional, Mental Health (SEMH) needs. The number of EHCPs applied for by Bosworth Academy, has increased following the pandemic. It was highlighted that Bosworth Academy is an inclusive school and offers an ambitious curriculum, with adjustments made for those with SEND. A stringent process for reviewing whether students still need to be on the SEND register is in place.</i></p> <p><i>Q: Are the number of students with SEMH difficulties at Bosworth reflective of the national picture, especially after the pandemic?"</i> <i>A: Yes, anecdotally at Bosworth there has been an increase in SEMH difficulties following the pandemic.</i></p> <p><i>Q: When students hit crisis point how are you qualified to deal with that?</i> <i>A: Staff receive Continuing Professional Development (CPD) and training. Interventions include trauma informed approaches and talking therapy. Referrals are made to GPs and Child and Adolescent Mental Health Services (CAMHS) but waiting lists for CAMHS are very long. Governors were made aware that counselling can be provided through the Multi Academy Trust (MAT) for</i></p>

acute students and the MAT has its own Educational Psychologist (EP) who the school work closely with.

Q: Is there an overlap between students with Autism Spectrum Disorder (ASD) and having an EHCP in place?

A: About half of those with ASD have an EHCP at Bosworth.

Governors were informed that the culture at the school is for students to remain in class where possible. However, provision is available for those students who need it. There is an area within school which offers a calm space and has been newly decorated.

Governors considered attendance data in relation other Leicestershire Schools and Nationally for 2022/23. It was highlighted that students with SEND support and those with an EHCP have higher attendance compared to Leicestershire and national averages. The progress 8 scores for students at Bosworth Academy with an EHCP or SEND support are on average 1.5 grades higher in every subject compared to national averages. It was recognised that this was the result of considerable hard work across the school.

It was shared that across the MAT 'whole school reviews' had taken place in 2022/23 and in relation to SEND, Bosworth had been identified as one of the best schools in the MAT. Areas to improve had included identification- this wasn't as high as it could be, but work has been undertaken and progress has been made.

Governors were informed that the focus for 2023/24 would be on the high profile of SEND students and faculty health checks (the SENDCo has met with middle leaders to explain how to adapt teaching to support needs of SEND students). As a MAT, further training opportunities would be provided to staff and governors. Work will also continue to increase engagement with parents. The additional opportunities for parents to liaise with staff last year including the offer of specific mornings/days and parent's evenings specific for students with SEND were well received. The SEND report has also been published in the school newsletter and the feedback received has helped to improve it.

Q: How many students in the current year 11 have either an EHCP or SEND support?

A: The figure was thought to be around 4 students with an EHCP.

It was highlighted that the current focus was on supporting staff to use trauma informed approaches. Drop in sessions for staff with the Educational Psychologist were also being planned. Weekly meetings were taking place with staff regarding children with significant difficulties.

Governors were made aware that the recruitment and retention of Teaching Assistants continues to be difficult.

Q: What is the school's approach on physical intervention?

A: It was stated that physical intervention is avoided unless there is a serious safety risk.

Q: Is anyone 'team teach' trained?

A: It was confirmed that the school does not currently have staff who are team teach trained as staff use their voice to deescalate situations and other approaches rather than physical intervention.

The SENDCo was thanked for her report.

	The Chair joined the meeting at 6PM																																														
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 21.09.2023 were approved and confirmed as an accurate record.</p> <p>Actions from the previous meeting were reviewed and updated:</p> <table border="1"> <thead> <tr> <th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHEN</th><th>BY WHO</th><th>UPDATE</th></tr> </thead> <tbody> <tr> <td>CF. 30.03.23</td><td>13</td><td>EHB to update the new impact analysis document.</td><td>09.11.2023</td><td>EHB and SB</td><td>Carry forward- EHB to action.</td></tr> <tr> <td>CF. 22.06.23</td><td>7</td><td>SB to introduce new business manager to GL.</td><td>09.11.2023</td><td>SB/GL</td><td>GL resigned on 06.10.23. Governors were made aware that the MAT intended for HT's to meet with business managers rather than governors.</td></tr> <tr> <td>21.09.23</td><td>9</td><td>Bus subsidy- EHB and SB to bring a proposal to next meeting. It was agreed that a copy of the email which raised concerns regarding the process would be sent to the LGB.</td><td>Prior to 09.11.23</td><td>SB/EHB</td><td>Bus subsidy to be considered under item 8.</td></tr> <tr> <td>21.09.23</td><td>6</td><td>LiFE MAT staff wellbeing survey to be shared with BSR.</td><td></td><td>SB</td><td>Carried over</td></tr> <tr> <td>21.09.23</td><td>9</td><td>Comments relating to safeguarding and child protection sent to Nikki Whittaker, CC, SB and EHB</td><td>29.09.23</td><td>Governors</td><td>COMPLETE. Safeguarding policy has been approved.</td></tr> <tr> <td>21.09.2023</td><td>13</td><td>Item in school newsletter</td><td>02.11.2023</td><td>MW</td><td>COMPLETE.</td></tr> </tbody> </table> <p>In light of the addition of new governors to the LGB, link governor roles were discussed and the following were agreed:</p> <ul style="list-style-type: none"> - BZ to be linked to the leadership spoke and to focus on Health & Safety - EB to linked to the Support spoke alongside RG - JM to be linked to the Experience spoke <p>It was proposed that the associate member could be linked to finance. However, the governance professional raised that the Trust Board had agreed that governors would not be linked to finance going forward.</p> <p>ACTION: the LGB wished to raise with the trust board that it recognises that finance sits with the trustees at a strategic level. However, the LGB appreciates the importance of finance and that a finance governor would be required as the LGB continues to have accountability for finance as outlined within the Scheme of Delegation.</p> <p>ACTION: it was decided that SB and EHB would discuss the safeguarding link role with CC and PC.</p>					DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	CF. 30.03.23	13	EHB to update the new impact analysis document.	09.11.2023	EHB and SB	Carry forward- EHB to action.	CF. 22.06.23	7	SB to introduce new business manager to GL.	09.11.2023	SB/GL	GL resigned on 06.10.23. Governors were made aware that the MAT intended for HT's to meet with business managers rather than governors.	21.09.23	9	Bus subsidy- EHB and SB to bring a proposal to next meeting. It was agreed that a copy of the email which raised concerns regarding the process would be sent to the LGB.	Prior to 09.11.23	SB/EHB	Bus subsidy to be considered under item 8.	21.09.23	6	LiFE MAT staff wellbeing survey to be shared with BSR.		SB	Carried over	21.09.23	9	Comments relating to safeguarding and child protection sent to Nikki Whittaker, CC, SB and EHB	29.09.23	Governors	COMPLETE. Safeguarding policy has been approved.	21.09.2023	13	Item in school newsletter	02.11.2023	MW	COMPLETE.
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5.	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. 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>b. It was noted that there were no terms of office which would cease before the next meeting.</p>																																														

	<p>c. Governors were informed that work was taking place with the school to ensure the website and GIAS were compliant.</p> <p>d. Governors noted the need to complete the skills audit 2023/24 and were advised that the 2023 template was available on GovernorHub. The governance professional confirmed that governors had been emailed with their previous audit and asked to up-date it.</p> <p>e. Governors were reminded to complete required training on Safeguarding and Prevent training via the National College. Governors were encouraged to attend training as they feel appropriate.</p> <p>ACTION: Governance professional to send link to safeguarding and prevent training to BZ.</p> <p>f. It was noted that reports from governor visits had been shared prior to the meeting via GovernorHub.</p>
6.	<p>SCHOOL IMPROVEMENT PLAN (SIP)/SEF UPDATE</p> <p>An overview of the strategic wheel was provided. Governors were informed that Headteachers would share a termly progress report with the trust board and at their respective LGB meetings. It was clarified that the numbers on the strategic wheel related to the MAT life charter and provided a reference for trustees.</p> <p>The SIDP review report was provided to governors prior to the meeting via GovernorHub. An overview was provided by the Headteacher at the meeting. Governors were asked to consider the progress Bosworth had made against the strategic wheel using this document. Questions were raised as follows:</p> <p><i>Q: In relation to the Leadership spoke on ‘creating highly effective teams through coaching,’ how often do coaches meet with those they are coaching? And how do you assess the impact coaching has?”</i></p> <p><i>A: It was confirmed that one meeting takes place each half term and through faculty meetings. Staff governors advised that the coaching was needs led and had been very positive.</i></p> <p>A discussion took place around a governor visit which had focused on reading. The governor who had undertaken the visit, stated that they were very impressed with the provision in place, particularly the support provided to students in the library and how reading is encouraged at Bosworth. The governor was pleased that the feedback she had provided had led to information being sent to parents which explained how a love of reading was created at Bosworth. No further questions were raised.</p> <p><i>Q: In relation to the Experience spoke on reading and oracy, if multi-disciplinary reading is still at an early stage, is it possible to state that reading is embedded?</i></p> <p><i>A: It was highlighted that the school is trying to do even more in terms of impact to embed it further, for example there is a focus on how all teachers improve students reading skills.</i></p> <p><i>Q: Have we got a reading strategy document? And is it multi stranded?</i></p> <p><i>A: It was confirmed that this was the case.</i></p> <p>A discussion took place around multi-disciplinary reading and what was meant by this term. Staff governors and the associate member provided examples of approaches to reading across the</p>

school. For example, using technical language in different subjects and in Key Stage 3 students are delivering presentations using and assessing each other's work which requires them to use different reading skills.

ACTION: It was **decided** that a reading strategy from an outstanding school would be shared to see whether anything could be added to the strategy at Bosworth.

Q: What factors lead children to not be where they should be in reading when they leave primary school?

A: Primary schools are doing a lot in relation to reading and they are held to account by Ofsted on reading. However, the pandemic has had an impact and there is a big jump in relation what is expected when students start secondary school (i.e. a reading age of around 15 is required to access exam papers).

Q: Do you think secondary school teachers (who do not teach English/literacy) feel skilled in teaching synthetic phonics?

A: It was felt that staff did feel more confident now as work had been undertaken with groups of staff to upskill them.

DATA

Governors were provided with information on the context of the school, attendance data and current baseline attainment data including breakdowns for different demographics (i.e. students with SEND, those eligible for Pupil Premium and Free School Meals, students where English is an Additional Language). It was highlighted that Bosworth is the second biggest school in Leicestershire.

In response to a governor question, it was confirmed that the number of students who receive pupil premium funding is below the national average (approximately 14%), but this may not reflect the reality.

It was highlighted that student attendance and persistent absence was good compared to local and national averages. Rates of absence had improved but remain higher than before the pandemic.

Q: What are you doing to improve attendance?

A: It was confirmed that letters were being sent to families, welfare visits were being undertaken and recommendations for fixed penalty notices were being made to the LA.

Q: Are fines for unauthorised absence being issued by the LA?

A: The Headteacher advised that despite the school making recommendations to the LA for fines to be issued, they were not being issued.

Governors noted **concern** that recommendations were being made by the school to issue fines for unauthorised absence, but the LA was not issuing them.

It was noted that headline data had improved. It was felt that the data supported the view that Bosworth challenges more able students and that outcomes for students with SEND are good. Governors also considered data from primary feeder schools and data from other schools. Having considered this, it was suggested that outcomes for both lower and higher prior attaining students joining Bosworth, were good. It was also noted that attainment in 'option' subjects was better than

	<p>average for students at Bosworth compared to other Leicestershire schools, even though most students at Bosworth study academic option subjects.</p> <p>It was noted that outcomes for students where English is an Additional Language could be better. The Headteacher also stated that he would like to see grades improve in languages.</p> <p><i>Q: In relation to the Experience spoke on equality and diversity in the curriculum, would you consider this to be emerging and embracing?</i></p> <p><i>A: We would say the school has moved further than this now. Feedback suggests tangible differences have been made.</i></p> <p>Governors felt that the data shared, provided evidence that Bosworth Academy has an ambitious curriculum. It was also noted that students experiencing disadvantage were following a rigorous curriculum and leave with good outcomes.</p> <p><u>PC and SS left the meeting at 7pm.</u></p>
7.	<p>FINANCE UP-DATE</p> <p>The Headteacher advised that he had met with the Finance Hub leader. Governors were advised that Bosworth was tracking close to what was expected based on the budget. However, the finance team would need to undertake further work to ensure the figures were accurate before they could be meaningfully shared with governors.</p> <p>Governors were made aware that the school would go into a deficit next year and would be forced to consider making savings through staffing and natural wastage as well savings which could be made around the curriculum. It was highlighted that all schools in the MAT were under considerable financial pressure.</p> <p>The number of post 16 students for 2023/24 were highlighted as a positive and had been higher than expected. Additional numbers in all year groups had also been accepted to support the financial constraints.</p> <p>Governors wished to note the importance of receiving accurate financial information given the decisions required in relation to staffing and class sizes.</p> <p>In relation to an earlier discussion regarding the trust board's decision to remove the need for a governor linked to finance, the LGB raised concern around its ability to monitor the budget and have accountability if this is managed by the trust board.</p> <p>ACTION: clarify the role of the finance governor link role with the MAT.</p>
8.	<p>HARDSHIP FUND</p> <p>Governors were reminded that the hardship fund had been provided to support families facing financial hardship with the increased cost of school bus fares for 2023/24 at Bosworth. It was confirmed that the MAT budget had been used to provide the fund.</p> <p>It was explained that the school is in a contract with Roberts travel. However, options for ending the contract were being considered as it was not possible to continue to subsidise bus travel considering the current financial pressures faced by the school. Governors were advised that the school is currently working with Roberts travel to map out the cost for families without the subsidy</p>

	<p>and whether any changes could be made to the way the buses operate which would provide a reduction in costs.</p> <p>It was agreed that it would be important to communicate with parents early about any price rises for 2024/25 once this was confirmed by Roberts travel.</p> <p>A discussion followed, including concern over the lack of possible transport providers in the area who can provide for such a large number of students.</p> <p>It was noted that applications for the hardship fund had been lower than expected. A further 10 applications would be considered by the governor panel after the present meeting. It was agreed that parent expectations around the hardship fund would need to be managed going forward as it was agreed that this had been a one off and would not be provided going forward.</p>
9.	<p>POLICIES</p> <p>Governors were asked to consider the following policies for approval:</p> <p>a. Behaviour- a governor raised that the policy would need to be updated to reflect the most recent suspensions and exclusions guidance. It was suggested that further clarification on how students are involved should be included under section 6.5 and information on how staff are trained should be included under the sections which refer to the use of restraint. A query was also raised in regard to section 8.11 and what was meant by the phrase- “a member of staff will inform parents as soon as it is reasonably practical”.</p> <p>ACTION: It was decided that the behaviour policy could not be approved until the changes outlined were made. A request was made for any additional comments from governors to be sent to EHB, SB and RM.</p> <p>Governors noted the approval of the following policies which were finalised outside of the last meeting on 21.09.2023:</p> <ul style="list-style-type: none"> - Safeguarding and Child Protection - Bursary - Admissions (sixth form)
10.	<p>STAFF WORKLOAD AND WELLBEING- PRESENTATION</p> <p>Governors were provided with a report via GovernorHub prior to the meeting, completed by the associate member following a visit focusing on Wellbeing. This included a summary of key findings from the staff wellbeing survey. It was confirmed that 82 members of staff had responded out of a total of 105 staff members. The findings showed lots of improvements from last year. 76% of respondents were present at the last Ofsted inspection. 55% felt that the school had improved since the inspection. 92.9% were proud to be a member of staff at Bosworth Academy. There were some concerns regarding workload and behaviour.</p> <p>Prior to the meeting, governors were also provided with a copy of the presentation on the schools wellbeing policy for 2023/24. It was highlighted to governors, that a large amount was on offer to staff and the offer is diverse. A range of initiatives were being used to support staff wellbeing including thank you notes, fruit bowls at meetings, feel good Friday and presumed professionalism.</p> <p>A governor made the suggestion that staff could be encouraged to send an invite to ask someone to breakfast to help develop relationships.</p>

	<p><i>Q: What is the cost of the wellbeing initiatives?</i></p> <p><i>A: It was confirmed that the figure was around £900 a month which could possibly be reduced by making some changes.</i></p> <p>It was decided that the key findings from the student and parent surveys should be listed on the next LGB agenda on 18.01.2024.</p>
11.	<p>AOB</p> <p>None.</p>
12.	<p>2023/24 MEETING DATES & TIME OF THE NEXT MEETING</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> <p>Agenda items for 18th January 2024:</p> <ul style="list-style-type: none"> - CURRICULUM- PRESENTATION - PUPIL PREMIUM - STUDENT AND PARENT SURVEYS- KEY FINDINGS

The non-confidential part of the meeting concluded at 8PM at which point staff governors and the associate member left.

ACTION TRACKER

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
CF. 30.03.23	13	EHB to update the new impact analysis document.	30.11.2023	EHB and SB	Complete- this is now covered in the annual LGB review.
09.11.2023	4	Clarify finance link governor role with the MAT and raise concerns regarding accountability	18.01.2023	SB/EHB and RM	Listed on the LGB up-date to trust board report and raised with Head of Governance.
09.11.2023	4	Discuss safeguarding link role with CC and PC	18.01.2023	EHB/SB	
09.11.2023	5	Governance professional to send link to safeguarding and prevent training to BZ.	17.11.2023	RM	COMPLETE- Link sent to all governors via GovernorHub. Instructions sent to BZ individually.
09.11.2023	6	A reading strategy from an outstanding school to be shared to see whether anything could be added to the strategy at Bosworth.		EHB/SB	Completed
09.11.2023	9	Comments from governors on the behaviour policy to be sent to EHB, SB and RM.	17.11.2023	ALL	Completed