

**PART 1 NON CONFIDENTIAL MEETING MINUTES OF THE LOCAL GOVERNING BODY (LGB)
HELD ON THURSDAY 23rd MAY 2024, 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 (HT)	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	N
Sadia Soni (SS)	Community	15.09.2025	Support spoke- pupil premium Reading	N
Peter G Crowe (PC)	Community	23.11.2026	Leadership spoke- focus on teams Reading Safeguarding	Y
Jane Manning (JM)	Staff (Teaching)	18.09.2027	Support spoke	Y
Esmee Boyall (EB)	Staff (Teaching)	18.09.2027	Experience spoke	Y
Brian Zulu (BZ)	Parent	18.09.2027	Leadership spoke- Health & Safety	Y
Vacancy	Community			
In Attendance				
Rebecca Miles (RM)			Governance Professional	Y
Andy Dolinski (AD)			Assistant Headteacher	Y

**Minutes
NON CONFIDENTIAL**

ITEM NO	ITEM
1.	<p>WELCOME AND APOLOGIES</p> <p>Governors were welcomed to the meeting.</p> <p>Apologies were received and <u>accepted</u> from SS and BSR.</p>

	<p>It was noted that SS would resume her governor role in 2024/25 following a period of illness.</p> <p>It was noted that the new prospective community governor who had intended to attend the meeting as an observer had provided her apologies.</p> <p>It was noted that Michael Winterton had resigned from his post as Associate Member.</p> <p><u>ACTION:</u> EHB to send a card to Mike Winterton to thank him for his contribution to the governing body.</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.</p>
3.	<p>CURRICULUM</p> <p>The Assistant Headteacher attended the meeting to discuss the curriculum. Paperwork was provided at the meeting. Governors were informed that the curriculum enquiry process allows faculties to reflect on the curriculum offer, intent and implementation. The process involves discussions with staff and students and allows areas of improvement to be identified.</p> <p>Governors were advised that external reviews (Ofsted and Challenge Partners) had to a degree, confirmed what the Senior Leadership Team (SLT) already knew. Feedback from these reviews had helped to further inform the strategic priorities for 2024/25. It was highlighted that the two main areas of focus for 2024/25 would likely be- assessment/feedback practices and questioning techniques.</p> <p><i>Q (Governor)- How well do people understand the different terms, exploring, emerging, embedding, embracing, excelling?</i></p> <p><i>A (AD)- A process is in place to ensure consistency across different faculties. This includes coaching being delivered by the SLT and different leaders working across the different faculties to learn from one another.</i></p> <p><i>Q (Governor)- It appears that there are some areas of concern relating to Business Studies, History and Human & Social Care?</i></p> <p><i>A (AD)- There are some challenges in these faculties which we are addressing to overcome. The curriculum enquiry process has identified progress but there is more progress to be made.</i></p> <p><i>Q (Governor)- As you provide the English Baccalaureate (EBacc), as a prerequisite it would be expected that you would have a strong Humanities department. Do you think the lessons the Ofsted inspector saw in Humanities contributed to the view from Ofsted that the school is no longer outstanding?</i></p> <p><i>A (HT)- No. We have seen the progress 8 score in Humanities move from 0.25 to 0 and it is hoped this will improve again this year. A lot of work has gone into ensuring the quality of lessons and we have seen movement in this.</i></p> <p>Following a point raised by a governor, it was discussed that the curriculum enquiry could provide some review inconsistencies. This is because faculties do not always choose their weakest areas to</p>

	<p>be considered as part of the curriculum enquiry. It was confirmed that faculties have enquiries twice a year and feedback is provided via a shared drive which all teachers can access. Shared findings are also considered at extended leadership team meetings and to determine where improvements are needed.</p> <p>Governors requested that data is provided to evidence the direction of travel next time an update on the curriculum is provided.</p> <p>AD was thanked for his attendance at the meeting.</p>																																				
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The part 1 non-confidential minutes and part 2 confidential of the Governing Board meeting held on the 18.01.2024 were <u>approved</u> and confirmed as an accurate record.</p> <p>Actions from the previous meeting were reviewed and updated:</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>18.01.2024</td><td>4</td><td>EHB to contact the MAT CEO regarding the Bosworth top-slice and forward the top-slice document discussed to governors.</td><td>21.03.2024</td><td>EHB</td><td>Complete- It was confirmed that EHB had contacted the MAT CEO but was waiting for a response.</td></tr><tr><td>18.01.2024</td><td>4</td><td>Attempt further contact via phone with CC.</td><td>21.03.2024</td><td>EHB</td><td>Complete- contact had been made and CC was present at the meeting.</td></tr><tr><td>18.01.2024</td><td>5</td><td>Provide a SEND visit report.</td><td>21.03.2024</td><td>RG</td><td>Complete</td></tr><tr><td>18.01.2024</td><td>5</td><td>Produce a draft Governance Action Plan, share it with governors for discussion at the meeting on 21.03.2024.</td><td>21.03.2024</td><td>EHB</td><td>ACTION: A draft was shared and it was <u>agreed</u> that the plan would be completed by the HT and PC following the upcoming strategic days.</td></tr><tr><td>18.01.2024</td><td>10</td><td>Review the risk register, up-date it and share it with governors for consideration at the next meeting.</td><td>21.03.2024</td><td>SB/EH B</td><td>ACTION: The risk register was considered at the meeting and it was <u>agreed</u> that this would be updated by the HT outside of the meeting.</td></tr></table>	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	18.01.2024	4	EHB to contact the MAT CEO regarding the Bosworth top-slice and forward the top-slice document discussed to governors.	21.03.2024	EHB	Complete- It was confirmed that EHB had contacted the MAT CEO but was waiting for a response.	18.01.2024	4	Attempt further contact via phone with CC.	21.03.2024	EHB	Complete- contact had been made and CC was present at the meeting.	18.01.2024	5	Provide a SEND visit report.	21.03.2024	RG	Complete	18.01.2024	5	Produce a draft Governance Action Plan, share it with governors for discussion at the meeting on 21.03.2024.	21.03.2024	EHB	ACTION: A draft was shared and it was <u>agreed</u> that the plan would be completed by the HT and PC following the upcoming strategic days.	18.01.2024	10	Review the risk register, up-date it and share it with governors for consideration at the next meeting.	21.03.2024	SB/EH B	ACTION: The risk register was considered at the meeting and it was <u>agreed</u> that this would be updated by the HT outside of the meeting.
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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. It was noted that this was outstanding for CC, BSR and SB.</p> <p>b. It was noted that there were no terms of office which would cease before the next meeting but the term of RG would cease on 19th September 2024 and the term of CC would cease on 5th December 2024. It was noted that CC intends to step down as governor once a new community governor has been identified. It was confirmed that RG would like to continue for another term.</p> <p>c. The school website and GIAS were confirmed as compliant. The Chair also highlighted that school websites across the MAT were being reviewed by the Head of Governance.</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. It was noted that this was outstanding for BSR and CC.</p> <p>e. Governors were reminded to complete required training on Safeguarding and Prevent training via the National College. Safeguarding training remains outstanding for CC, BSR and a request was made for RS to confirm the date. It was noted that a number of governors still need to complete the Prevent training. Governors were made aware that training materials were available on GovernorHub in relation to Ofsted.</p>																																				

	<p>f. It was noted that a governor visit had been completed by PC in relation to leadership. EHB advised that she would complete a joint visit with CC after half-term to consider safeguarding.</p> <p>ACTION: EHB advised that she would complete a joint visit with CC after half-term to consider safeguarding.</p> <p>g. Governors considered the draft governance action plan. The Chair raised a concern that the action plan template was too generic. A query was also raised about which subscription service was in place for recruiting new governors during 2024/25 and how governor travel expenses would be funded. It was agreed that the HT and PC would meet to develop the plan.</p> <p>ACTION: The governance professional to confirm how governor travel expenses would be funded and which subscription service was in place for recruiting new governors during 2024/25.</p>
<p>6. HT REPORT AND SCHOOL IMPROVEMENT PLAN (SIP)/SCHOOL EVALUATION FORM (SEF) UP-DATE</p> <p>a.</p>	<p>Governor questions in response to the HT report and up-dated SIP/SEF were as follows:</p> <p>Governors wished to congratulate students for raising £1000 for children in Gaza. It was confirmed that work had taken place with students to educate them about the Israel/Gaza conflict to ensure students had a balanced view.</p> <p>Governors noted work around Mental Health. It was recognised that the number of young people experiencing mental health difficulties is high nationally. The HT advised that a lot of work is taking place in relation to Mental Health and examples of interventions were provided.</p> <p>In relation to behaviour, the HT advised that incidents of physical violence were lower than 22/23. However, the main reason for suspensions was incidents of verbal abuse and it seemed that some students and on occasions parents perceived incidents of verbal abuse to not be as serious as they were.</p> <p><i>Q (Governor)- How does the statistic relating to derogatory language compare with last year?</i> <i>A (HT)- It was agreed that the figure would be provided at the next meeting to allow for comparison of trends over time.</i></p> <p>ACTION: HT to provide figures relating to derogatory language for 2022/23 vs. 2023/24.</p> <p>In relation to attendance, the HT advised it was still not back to pre-pandemic levels, but was above the national average. The attendance of year 9 and 10 girls is the biggest concern. Governors were advised that the attendance of sixth form students is not as low as the figures appear as the way attendance is recorded in the sixth form needs to be reviewed.</p> <p>In relation to staff absence, it was shared that it had been difficult to recruit cover coaches which had led to the need to use external supply staff. However, the position next year would be more positive (i.e. a member of staff on maternity leave would be returning). A discussion took place around the difficulties recruiting teachers which is a concern nationally.</p> <p>In relation to suspensions, it was acknowledged that incidences of disruption in lessons had increased compared to pre-pandemic levels. However, incidents were low level from a small number of individuals. Training with teachers is taking place to achieve a consistency of approach.</p>

	<p>In relation to a point raised around the feedback received from Ofsted on behaviour, the HT stated that he felt the inspection had picked up on students not pushing themselves rather than disrupting others. Governors noted the need to track behaviour/suspensions against protected characteristics.</p> <p><i>Q (Governor)- How confident are we that all staff are consistently logging incidents?</i> <i>A (HT)- We are confident that all staff are doing this. However, the SLT are checking that this is the case.</i></p> <p>It was noted that achievement data is improving. Exams were currently taking place and record numbers had attended revision sessions as well as there being good attendance at exams.</p> <p>Governors noted the success of the reading academy and implementation of Lexonic. The HT provided a student success story. Governors also wished to note the vibrancy of the library.</p> <p>It was highlighted that the new Ofsted handbook has a renewed emphasis on published outcomes.</p> <p>A summary was provided on work/progress on MAT wide equity issues (Gender, Race, LGBTQIA+, Disability) which had been received very positively by students at Bosworth Academy.</p> <p>Governors thanked the HT for the comprehensive report.</p> <p>CC left the meeting at 7:15pm</p>
7.	<p>STUDENT AND PARENT SURVEYS- KEY FINDINGS</p> <p>Student survey results were provided at the meeting. It was <u>agreed</u> that parent survey results would be deferred to the next meeting.</p> <p>A summary of the questions administered as part of the survey and the results were considered. This revealed that student responses were largely consistent over time. It was highlighted that feedback relating to diversity, safety and bullying had improved. Scores relating to adults listening to students had also improved and there had been significant improvements in the responses to the question 'school encourages me to be independent'.</p> <p>Governors were made aware of the following post survey actions which would be worked on:</p> <ul style="list-style-type: none"> - Work with staff to identify further action points - Continue behaviour review and reminding students of expectations - Reminding students about how they can report bullying - One-way corridor system to be implemented in busy areas to support students feeling safer - Student voice to be used to inform planning for the new academic year <p>Governors noted the positive results. It was also <u>agreed</u> that the school could help explain to students what 'sometimes' means to improve the accuracy of the data provided.</p>
8.	<p>FINANCE UP-DATE</p> <p>A finance report was provided to governors at the meeting. Governors were asked to consider the year to date figures and then the forecast figures. It was highlighted that there was a predicted underspend of £12,000. The HT explained that more had been spent on supply teachers than budgeted for due to illness and difficulties with recruitment. On account of this, the HT confirmed that the budget for supply teachers had been increased for next year. Governors were made aware</p>

	<p>that the number of students in each class would be maximised to 30 next year (2024/25) and classes in years 9 and year 10 would be reduced from 10 to 9 in each year. This would reduce the number of teachers required to help manage the budget.</p> <p>The HT shared that he had spoken to the finance hub leader and the MAT Finance Lead and emphasised the need for accurate figures to ensure the budget remains balanced.</p>
9. RISK REGISTER	<p>It was noted that the risk register needed to be updated. Governors proposed that the updated risk register needed to reflect the recent Ofsted outcome and a recent potential security breach needed to be added along with a risk around adverse weather events.</p> <p>BZ left the meeting at 20:00.</p>
10. REPORT FROM THE CHAIR/LGB ACTIONS	<p>The Chair stated that there was nothing to report from the Chairs Forum/meetings.</p>
11. POLICIES	<p>Governors <u>approved</u> extending the review date to September 2024 for the following policies:</p> <ul style="list-style-type: none"> a. SEND policy b. Children with health needs who cannot attend school c. LAC and PLAC d. Medical needs <p>Governors <u>approved</u> extending the review date to the next meeting on July 4th 2024 for the following policies:</p> <ul style="list-style-type: none"> e. Staff well-being f. Presumed Professionalism policy g. 16-19 Bursary policy <p>Governors <u>approved</u> the following policies:</p> <ul style="list-style-type: none"> h. Allergy policy i. Pupil Premium strategy 2023-24- it was noted this was not a policy. Governors made a request for the PP strategy to be presented to them at the September 2025 meeting. <p>Governors noted the following trust policies for information:</p> <ul style="list-style-type: none"> j. Trustee and Governor allowance policy k. Complaints policy (no substantial change, a specific reference has been added at the request of the DfE)
12. OFSTED UP-DATE	<p>See part 2 confidential minutes.</p>
13. AOB	<p>In response to a governor query, it was confirmed that some fixed term roles had ended to manage the budget.</p>
14. 2023/24 MEETING DATES & TIME OF THE NEXT MEETING	<p>Thurs 4th July, 5:30-8pm</p>

	Agenda items for 4th July 2024: <ul style="list-style-type: none"> - Parent survey results - Risk register
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The meeting concluded at 20:36.

ACTION TRACKER

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
23.05.24	1	Send a card to Mike Winterton to thank him for his contribution to the governing body.		EHB	
23.05.24	4	Governance action plan to be updated by the HT and PC following the upcoming strategic days ready for September 2024.	04.07.24	HT and PC	
23.05.24	4	Risk register to be updated outside of the meeting.	04.07.24	HT	Complete
23.05.24	5	EHB and CC to complete a joint visit after half-term to consider safeguarding.	04.07.24	EHB and CC	
23.05.24	5	Confirm how governor travel expenses would be funded and which subscription service was in place for recruiting new governors during 2024/25.	04.07.24	Governance professional	Complete- information shared with the Chair.
23.05.24	6	HT to provide figures relating to derogatory language for 2022/23 vs. 2023/24.	04.07.24	HT	