

**Part 1 NON CONFIDENTIAL MEETING MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 4th JULY 2024, 5:30PM AT BOSWORTH ACADEMY**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED SPOKE ROLE	ATTENDANCE
Emma Hollis Brown (EHB)	Community	31.08.2025	Chair/ Learning spoke	L
Rosalind Goldson (RG)	Community	22.05.2028	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	Y
Sadia Soni (SS)	Community	15.09.2025	Support spoke- pupil premium and reading	N
Peter G Crowe (PC)	Community	23.11.2026	Leadership spoke- focus on teams and reading Safeguarding	Y
Esmee Boyall (EB)	Staff	18.09.2027	Experience spoke	Y
Jane Manning (JM)	Staff	18.09.2027	Support spoke	Y
Brian Zulu (BZ)	Parent	18.09.2027	Leadership spoke- Health & Safety	N
Vacancy	Community			Y
In Attendance				
Rebecca Miles (RM)			Governance Professional	Y

NON CONFIDENTIAL

ITEM NO	ITEM
1.	<p>WELCOME AND APOLOGIES</p> <p>Governors were welcomed to the meeting.</p> <p><i>Governors should be aware that a Governor shall cease to hold office if he/she is absent without the permission from all their meetings held within a period of six months and the Trustees resolve that his/her office be vacated.</i></p> <p><i>Any 3 Governors will constitute a quorum, provided the majority of those Governors present are non-Staff Governors.</i></p> <p>Apologies from SS and CC were received and <u>accepted</u>. The absence of BZ was noted.</p>
2.	<p>DECLARATIONS OF INTERESTS</p> <p>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>

	None.																																										
3.	<p>ELECTION OF CHAIR AND VICE CHAIR 2024/25</p> <p>a. To elect a Chair for the academic year 2024 – 2025. Nominations may be made to the Clerk up to and including the meeting. In the event of more than one nomination a secret ballot will be held.</p> <p>EHB expressed that due to work commitments, she would be looking to step down as Chair. It was <u>agreed</u> that EHB would be elected as Chair for 2024/25 and PC offered to nominate himself as Chair for 2025/26.</p> <p><u>Chair to take the remainder of the meeting.</u></p> <p>b. To elect a Vice Chair for the academic year 2024 – 2025. Nominations may be made to the Clerk up to and including the meeting. In the event of more than one nomination a secret ballot will be held.</p> <p>RG and PC were nominated as Vice Chair. It was <u>agreed</u> that both RG and PC would be elected as joint Vice Chairs</p>																																										
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The non-confidential and confidential minutes of the Governing Board meeting held on the 23.05.2024 were <u>approved</u>.</p> <p>The actions from the previous meeting were reviewed:</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>23.05.24</td><td>1</td><td>Send a card to Mike Winterton to thank him for his contribution to the governing body.</td><td></td><td>EHB</td><td>Complete.</td></tr><tr><td>23.05.24</td><td>4</td><td>Governance action plan to be updated by the HT and PC following the upcoming strategic days ready for September 2024.</td><td>04.07.24</td><td>HT and PC</td><td>Carry forward to Autumn term and to provide an updated Governance action plan at the meeting on 19.09.2024.</td></tr><tr><td>23.05.24</td><td>4</td><td>Risk register to be updated outside of the meeting.</td><td>04.07.24</td><td>HT</td><td>Complete.</td></tr><tr><td>23.05.24</td><td>5</td><td>PC to complete a joint visit after half-term to consider safeguarding.</td><td>04.07.24</td><td>PC</td><td>Complete. It was agreed that BZ could complete a visit alongside PC as part of his learning as a new governor.</td></tr><tr><td>23.05.24</td><td>5</td><td>Confirm how governor travel expenses would be funded and which subscription service was in place for recruiting new governors during 2024/25.</td><td>04.07.24</td><td>Governance professional</td><td>Complete- information shared with the Chair. It was confirmed that there had been no response from the prospective new governor. It was suggested that a recruitment push for a new governor could be undertaken at the parents evening on 19th September 2024 at 4PM.</td></tr><tr><td>23.05.24</td><td>6</td><td>HT to provide figures relating to derogatory language for 2022/23 vs. 2023/24.</td><td>04.07.24</td><td>HT</td><td>Carry forward to LGB meeting on 19.09.2024</td></tr></table>	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	Complete.	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	Carry forward to Autumn term and to provide an updated Governance action plan at the meeting on 19.09.2024.	23.05.24	4	Risk register to be updated outside of the meeting.	04.07.24	HT	Complete.	23.05.24	5	PC to complete a joint visit after half-term to consider safeguarding.	04.07.24	PC	Complete. It was agreed that BZ could complete a visit alongside PC as part of his learning as a new governor.	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. It was confirmed that there had been no response from the prospective new governor. It was suggested that a recruitment push for a new governor could be undertaken at the parents evening on 19 th September 2024 at 4PM.	23.05.24	6	HT to provide figures relating to derogatory language for 2022/23 vs. 2023/24.	04.07.24	HT	Carry forward to LGB meeting on 19.09.2024
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5.	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. It was confirmed that all governors had completed the Declaration of Pecuniary Interest and confirmations including KCSIE via Governor Hub and Code of Conduct.</p> <p>b. It was noted that CC’s term will end on 05.12.2024 and a new community governor is being sought as CC has expressed a wish to resign. The appointment of BSR as community governor was <u>agreed</u>. The term of office was confirmed as four years from 04.07.2024-03.07.2028</p>																																										

	<p>c. It was noted that the School Website and Get Information about School (GIAS) are compliant.</p> <p>d. The skills audit analysis including a summary report with recommendations for 2023/24 was noted.</p> <p>e. Training undertaken by governors was noted. It was highlighted that all governors should have completed required GDPR, safeguarding and prevent training. Governors were asked to continue to log the training they have completed. It was agreed to undertake a review of governor training undertaken during 2023-24 at the LGB meeting on 19.09.24.</p> <p>f. It was confirmed that there had been no governor visits undertaken since the last meeting</p>
6.	<p>SCHOOL IMPROVEMENT PLAN (SIP)/SCHOOL EVALUATION FORM (SEF) UP-DATE</p> <p>Governors were informed that the strategic improvement plan for 2024/25 is currently in draft and will be populated further as exam results are received. The plan will be finalised in September 2024. It was highlighted that a number of the areas on the plan were not new but more time was needed to embed them.</p> <p>An overview of the quadrants and objectives was provided in the meeting:</p> <ul style="list-style-type: none"> • Leadership- coaching and Continuing Professional Learning (CPL) and quality assurance ensures consistent curriculum implementation • Support- clear consistent, high-quality behaviours for learning and improve the attendance of all to widen opportunities • Experience- authentic ‘real life’ learning experiences and equality, diversity and British values celebrated through a broad curriculum • Learning- high quality AFL to develop student agency and teaching and learning strategies that are vital for some but valuable for all- ‘Bosworth blueprint’. • Inner ring- creating a culture where ‘belonging’ and ‘mattering’ is central to strategic planning and decision making. <p>The following designated spoke roles for governors were agreed:</p> <ul style="list-style-type: none"> - Support- with a view on attendance and SEND- RG and JM - Learning- EB and PC - Leadership- EHB - Inner ring- BSR - Experience- BZ and SS? <p>It was confirmed that the SEF would be reviewed in September 2024 and it was agreed that this would be added to the agenda for the meeting on 19.09.2024.</p>
7.	<p>PARENT SURVEY- KEY FINDINGS</p> <p>Governors were informed that a pulse survey had been sent to parents, staff and students (a question a week). Key findings from the parent survey were shared at the meeting.</p> <ul style="list-style-type: none"> • Parents were asked “Would you recommend the school to another parent?” to which 73% of respondents stated yes. <p>Further analysis of the data was undertaken by considering response rates by year group. This suggested that parents appeared less likely to state ‘yes’ when their child was in a year group with more incidences of difficult behaviour. It was also suggested that those in sixth form had expressed that they would like enhanced facilities, such as more study space etc. The HT confirmed that funding had been committed from the MAT to improve the study space in the sixth form café area.</p>

	<p>Governors were advised that further analysis would be undertaken to understand the results and reasons for the responses given.</p> <p><i>Q (Governor)- Are you planning to keep the questions as open as this?</i> <i>A (Headteacher)- Going forward, we will ask respondents.... "if you have stated no, why is that?"</i></p> <p>It was noted that the next survey would be sent out in September 2024 and then circulated fortnightly with 3 questions included in the survey each time.</p>
8.	<p>FINANCE UP-DATE</p> <p>A discussion took place around ongoing concerns in relation to the role of finance link governor. It was agreed that BSR would continue to liaise with the HT in relation to information received on budget monitoring. It was agreed that the next finance up-date would be given at the meeting on 09.11.2024.</p> <p>Governors were advised that the budget had been very difficult to balance for 2024/25. Initially the deficit had been over £600,000. This was largely on account of the decrease in funding to schools. After a considerable amount of work, the budget is now £12,000 in credit. A breakdown was given on expenditure. It was shared that data from other schools had been used to make comparisons and help inform decisions. It was highlighted that energy costs were high compared to other schools but this was largely on account of the school swimming pool.</p> <p>Reductions to the initial deficit had been achieved through reducing classes in years 9 and 10 from 10 to 9, not running low number sixth form courses (which had decreased teaching hours) and some year groups had also been combined for some subjects (i.e. music). Additional savings had also been achieved through removing the bus subsidy, making savings on utilities, increasing the catering income, not renewing the lease on the Modern Foreign Languages (MFL) building, recharges to the nursery and making savings through staffing (i.e. not renewing fixed term contracts, the restructure of Special Educational Needs and/or Disabilities (SEND) and not replacing staff who leave where possible).</p> <p><i>Q (Governor)- Which area of saving do you think could potentially have the most detrimental impact?</i> <i>A (HT)- It is hard to say but some things have provided the opportunity for using different models.</i></p> <p>A request was made to ask students in sixth form how they view pastoral support in the next survey to gauge whether changes to pastoral support was impacting students.</p> <p>Governors were advised that whilst the budget had been balanced, it had been raised with the Multi Academy Trust (MAT) that this would not allow any money to be spent on improvements to the building. The 2-year position also indicates there will be a £200,000 staffing deficit.</p> <p><i>Q (Governor)- How much engagement has taken place with the MAT regarding capital investment?</i> <i>A (HT)- investment has been committed for the sixth form refurbishment, student toilets will be made open plan and some staff toilets will be improved. There are many more things it would be nice to do if there were more funding available.</i></p> <p><i>Q (Governor)- Do we maximise the income from the school's community facilities?</i> <i>A (HT)- Yes, we receive more income and have more usage than any other school in the MAT. This year we anticipated that we would receive £140,000 but actually received £189,000.</i></p>

	<p>A discussion took place around potential income generation opportunities which the HT noted for follow up.</p> <p>Governors wished to thank the HT for managing to balance the budget despite the initial deficit position.</p>
<p>9. ANNUAL LGB EFFECTIVENESS REVIEW</p> <p>a. The skills audit summary report was discussed and governors thanks to the governance professional for the report were noted. In response to recommendations within the report, the following was agreed:</p> <ul style="list-style-type: none"> • A link Equality, Diversity and Inclusion (EDI) governor would be identified. An approach would be made to SS and BZ. It was requested that EDI be a regular agenda item. • The recommendations in relation to succession planning were noted and it was highlighted that succession planning had been discussed at the present meeting as part of the Chair and Vice Chair elections. • In line with recommendations in the report, governors were encouraged to use the resources provided by the National Governance Association (NGA). • Consistent with the recommendation, it was noted that the LGB has 2 safeguarding governors already in place. <p>b. The annual LGB effectiveness review was undertaken (see separate document).</p>	
<p>10. POLICIES</p> <p>Governors considered approval of the following policies:</p> <p>a. Curriculum policy. The following points were raised:</p> <ul style="list-style-type: none"> - Section 2 implementation- governors requested a change to refer to students being 'knowledge rich' rather than avoiding them having knowledge gaps. - Section 4.3- governors requested a change to refer to students 'entry into society' or citizenship as the school is unable to develop/change society. - Section 5- governors requested a change in regard to equal opportunities which should say- "regardless of age appropriate protected characteristics". - Section 8.4- in relation to foreign language learning, a request was made to remove reference to 2021-22 and instead simply state that students are enrolled onto these courses now. - Section 17- a request was made to make reference to having alignment with the complaints policy. - Section 17.3- it was requested to remove reference to a "Head of School". <p>b. Presumed professionalism policy. Governors welcomed the policy. A question was raised over stating a limit of 6 members of staff being able to sign out at a time and whether this was a nominal number. In response, the HT advised that the number is based on safe limits required in the school. Governors requested that a reference be included to explain health & safety reasons under the health warning section.</p> <p>Governors <u>approved</u> the policies on the basis that the changes outlined are made.</p> <p>Governors <u>approved</u> the request to extend the review date of the following policies to 07.11.2024:</p> <ul style="list-style-type: none"> a. 16-19 Busary policy b. Staff well-being 	

<p>11. AOB</p>	<p>BSR advised that he no longer has a child at Bosworth Academy. It was explained that he would still be able to continue in his role of parent governor until his term ends. However, it was suggested that the LGB could appoint BSR as a community governor which would provide a parent governor vacancy in light of earlier conversations around raising interest amongst new year 7 parents.</p> <p>See part 2 confidential minutes.</p>
<p>12.</p>	<p>2024/25 MEETING DATES & TIME OF THE NEXT MEETING (ALL A 5:30PM START)</p> <p>Thursday 19th September 2024 Thursday 14th November 2024 Thursday 30th January 2025 Thursday 27th March 2025 Thursday 22nd May 2025 Thursday 26th June 2025- BSR provided his apologies.</p> <p>Agenda items for the next meeting on 19.09.2024:</p> <ul style="list-style-type: none"> • Confirm governor responsibilities • Equality, diversity and inclusion • Review of governor training undertaken 2023-24 • Business continuity plan- annual review • To consider approval of the following policies: <ul style="list-style-type: none"> - SEND policy- RG and JM to meet SENDCo prior to meeting to discuss - Children with health needs who cannot attend school- RG and JM to meet with SENDCo to discuss - LAC and PLAC- RG and JM to meet with SENDCo to discuss - Medical needs- RG and JM to meet with SENDCo to discuss <p>Agenda items for the next meeting on 07.11.2024:</p> <ul style="list-style-type: none"> • Pupil Premium strategy 2024-25 • SEF • Finance up-date • To consider approval of the following policies: <ul style="list-style-type: none"> - 16-19 Busary policy - Staff well-being • To include an item on staff well-being with a representative from the working group

The meeting ended at 20:00.

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
C.F. 23.05.24	4	Governance action plan to be updated by the HT and PC following the upcoming strategic days ready for September 2024.	19.09.24	HT and PC	
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Action Log

