

**Part 1 NON CONFIDENTIAL MEETING MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 14<sup>th</sup> NOVEMBER 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/ Leadership spoke	L
Rosalind Goldson (RG)	Community	22.05.2028	Vice Chair/SEND/Support spoke	Y
Simon Brown (SB)	Headteacher (HT)	Ongoing	Headteacher	Y
Colin Crane (CC)	Community	05.12.2024		Y
Balbir Singh Ram (BSR)	Community	03.07.2028	Inner ring Experience spoke	Y
Sadia Soni (SS)	Community	15.09.2025	Experience spoke	N
Peter G Crowe (PC)	Community	23.11.2026	Vice Chair/Learning spoke/Safeguarding	Y
Esmee Boyall (EB)	Staff	18.09.2027	Learning spoke	Y
Jane Manning (JM)	Staff	18.09.2027	Support spoke/Attendance	Y
Brian Zulu (BZ)	Parent	18.09.2027	Experience spoke	N
Stephen Garrett (SG)	Parent	28.10.2028		Y
<b>In Attendance</b>				
Rebecca Miles (RM)			Governance Professional	Y
Lorna Croucher (LC)			SENDCo	Y

**NON CONFIDENTIAL**

ITEM NO	ITEM
<b>1.</b>	<p><b>WELCOME AND APOLOGIES</b></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>It was <b>noted</b> that SS would resume her governor role in 2025 following a period of illness.</p> <p>The absence of BZ was noted. It was also noted that BZ had been absent from all meetings held within the last 6 months. The Governance Professional advised that she had sent an email to check whether BZ was OK but had not received a reply.</p>

2.	<p><b>DECLARATIONS OF INTERESTS</b></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> <p>No declarations were made in relation to the business to be discussed at the present meeting.</p>
3.	<p><b>ANNUAL SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND) REPORT</b></p> <p>The annual SEND report was provided to governors prior to the meeting via GovernorHub. Additional points were raised below.</p> <p>It was highlighted that the range of needs of SEND students has increased which is reflective of the national picture. As a result of limited specialist provision being available, the provision available in school has been adapted to meet needs. It was explained that the number of Higher Level Teaching Assistants (HLTA) had increased (the number is now 3). This has supported distributed leadership and the distribution of workload across the SEND team. Increased emphasis has been placed on the importance of close team work with families. The school is keen to act as the conduit between agencies and families. In recognition of increasing needs and quality first teaching, all staff in school are trauma informed. The HLTAs provide support based on need rather than being timetabled to particular classrooms. This is working well.</p> <p>It was shared that inclusion at Bosworth Academy had been rated as an area of excellence by Challenge Partners.</p> <p><i>Q (Governor): It has been mentioned that the school has a relatively high percentage of students with SEND is this new?</i></p> <p><i>A: Numbers have increased year on year. In line with other Local Authorities, Leicestershire is currently experiencing large delays with statutory assessment, instead of 20 weeks it is around 58 weeks. This means if children join the school without an Education Health and Care Plan (EHCP) and have high needs, they have to wait a very long time before funding is provided/specialist provision. In ten years the number of EHCPS has doubled. Nationally, the number of children with diagnoses of SEND has increased.</i></p> <p><i>Q (Governor): Due to the increase in student's mental health needs, are staff managing to cope with the workload?</i></p> <p><i>A: Teen health and an external counsellor both come into school regularly. Referrals are made to external agencies when required.</i></p> <p><i>Q (Governor): Is the increasing need and decreasing budget having an impact on attainment?</i></p> <p><i>A: There is big challenge on resources across the school but this is a national issue. Progress 8 scores for students with SEND are good and they are doing well.</i></p> <p><i>Q (Governor): The distributed model seems very positive, what are the key points to its success?</i></p> <p><i>A: Team members are given key areas of responsibility and the SENDCo triages the emails/work accordingly.</i></p>
4.	<p><b>MINUTES OF LAST MEETING AND MATTERS ARISING</b></p> <p>The non-confidential minutes of the Governing Board meeting held on the 09.10.2024 were <u>approved</u>.</p> <p>Matters arising from the meeting were reviewed:</p>

	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
	09.10.2024	3	HT to provide further information for each of the categories being used in relation to derogatory language and protected characteristics (i.e. racist, homophobic etc.)	14.11.2024	HT	<p><b>COMPLETE</b> A breakdown of data by type and group was provided at the meeting.</p> <p>The total number of incidents was 48:</p> <ul style="list-style-type: none"> <li>- Racist/inappropriate: 2.1%</li> <li>- Racism: 41.7%</li> <li>- Bullying: 18.8%</li> <li>- Homophobic/transphobic: 2.1%</li> <li>- Homophobic: 31.3%</li> <li>- Hate: 4.2%</li> </ul> <p><i>Q (Governor): What do you feel is behind racist incidents?</i>  <i>A: It seems to be where students have been influenced by hearing racist remarks in the media or at home/in the community. Bosworth Academy is an anti-racism school and a large group of students are trained as Stephen Lawrence Ambassadors (anti-racism) and the school works closely with the Stephen Lawrence foundation at DeMontfort University. The school has a culture of students feeling they are able to report issues.</i></p> <p><i>Q (Governor): Is it acceptable to have any incidences of racism? Do we have different ways for educating students about racism? Do we educate families as well as students? Is racism only focused on students who are from a black background?</i>  <i>A: No it is not acceptable to have any incidences of racism but the wider social/political context is challenging and means students may need to be educated about racism. Our anti-racism education relates to all ethnic groups. Work is done to educate families. There is a strategic leadership approach to racism across the school. It was shared that there is robust logging of incidents and a log of conversations is held. The school has a robust anti-racism education programme in place.</i></p> <p><i>Q (Governor): What is the process to be followed if someone is not happy about the way racism is managed?</i>  <i>A: This would need to be addressed through the complaints policy.</i></p>
	09.10.2024	4d	Andy Dolinski to provide confirmation that the website is compliant.	14.11.2024	Andy Dolinski	<b>COMPLETE</b> - the HT confirmed that the website is compliant. The MAT is also undertaking a compliance review and there will be a new website.
	09.10.2024	4g	Governors requested invites to future events taking place at school which they could attend.	14.11.2024	HT	<b>COMPLETE</b> - it was confirmed that this was listed under item 14 and will be a standard agenda item going forward.
	09.10.2024	6	An update on curriculum reviews to be included on the agenda for the LGB meeting on 30th January 2025.	30.01.2025	Governance Professional	<b>COMPLETE</b> - added to the agenda.
	09.10.2024	7	HT to share the Bosworth blueprint toolkit on GovernorHub.	14.11.2024	HT	<b>COMPLETE</b> - shared via GovernorHub.
	09.10.2024	8	HT to share the existing business continuity plan on GovernorHub.	14.11.2024	HT	<b>HT to share with RM. It was explained that the MAT would be providing a revised business continuity plan but the existing plan could be shared in the meantime.</b>
	09.10.2024	10	Diversity data relating to staff and students at the school to be shared	14.11.2024	HT	Data was provided at the meeting. This outlined that the school represents 14 out of 17 ethnic groups: 70% White British 12% Indian 6% any other white background 3% White Asian 3% White & black Caribbean 2% African
<b>5.</b>	<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b>					
	a. It was noted that CC's term will end on 05.12.2024 and a new community governor is being sought.					

	<p>a. Governors were reminded to complete the Declaration of Pecuniary Interest and confirmations including KCSIE, 2024 and Code of Conduct via Governor Hub.</p> <p>b. It was noted that the School Website and Get Information about School (GIAS) is compliant.</p> <p>c. Governors were reminded to complete the Skills Audit 2024.</p> <p>d. It was noted that there had been no Governor Training undertaken since the last meeting. Governors were reminded to complete required governor training 2024-25 as detailed on GovernorHub.</p> <p>e. It was noted that the following governor visits have been undertaken since the last meeting:</p> <ul style="list-style-type: none"> <li>- <b>Leadership structures and the future-</b> EHB met with the HT to consider leadership structures and the future. It was noted that the school is in a positive position following the Ofsted inspection but has lost some members of staff. EHB highlighted that the sixth form centre was very impressive and the behaviour of students was exemplary. It was shared that the HT will support some of the other leaders in the MAT.</li> <li>- <b>Pupil Premium (PP)-</b> EHB advised that she had also met with JM to consider PP and the development of the strategy.</li> <li>- <b>SEND-</b> RG advised that she had met with the SENDCo to consider the SEND policy, LAC policy and the medical needs policy.</li> <li>- <b>Safeguarding-</b> PC advised that he had completed a safeguarding visit and it was noted that the report has been shared prior to the meeting. It was confirmed that this had included checking the Single Central Record (SCR). PC stated that he had been impressed by the work the school has undertaken to combat the 'climate of anger' generated by social media. PC advised that he would complete a follow up visit in the Spring term. The LGB commented that they felt assured that leaders were being held to account for safeguarding</li> </ul> <p>It was highlighted that SG would need to be allocated a link governor role. It was proposed that this could be STEM/6<sup>th</sup> form based on his experience. It was agreed that this could be discussed further with the HT and Chair as part of his induction.</p> <p><b><u>ACTION:</u> HT and Chair to allocate link governor role to SG.</b></p>
6.	<p><b>PUPIL PREMIUM (PP) STRATEGY 2024-25</b></p> <p>The draft PP strategy was shared prior to the meeting. Governors were informed that some minor additions were needed but the strategy was on track to be published on the school website by 31<sup>st</sup> December 2024, as per requirements. It was shared that the strategy had been informed by data on outcomes, attendance and behaviour and seeks to be sustainable.</p> <p>In terms of context, it was highlighted that the proportion of pupil premium eligible students at the school is 12.2% of students, which is below the national average. This presents a funding challenge. In terms of outcomes, the attainment gap has opened between 2023 and 2024 and students who experience disadvantage are now 0.8% behind their non-disadvantaged peers. Students in receipt of PP are also more disproportionately represented in suspensions/exclusions and they have lower attendance. The reading age gap is wider between students who experience disadvantage and those who do not. It was noted that COVID was still having an impact. Positively, more students in receipt of PP are going on to study post 16 courses.</p> <p>In terms of how PP is spent, governors were advised that the majority of the funding (approx. 50% of PP budget), is spent on 'quality first teaching' which includes training and retaining teachers. The second largest proportion is spent on targeted interventions i.e. academic tutors- 1:1 reading support, phonics teaching, literacy interventions, peer mentoring. Work is also taking place to address the increase in Social, Emotional, Mental Health needs of students in receipt of PP.</p>

	<p>Governors were advised that PP is also used to remove financial barriers i.e. purchasing equipment and uniform for students and financially supporting them to go on school trips. The school also has a food pantry.</p> <p>It was discussed that some families may not apply for Free School Meals (FSM). It was confirmed that parents are being encouraged to apply for FSM and this is advertised to parents including in the school newsletter. Other approaches are being considered and it was suggested that translating information into different languages may be helpful.</p> <p><i>Q (Governor): In terms of Key Stage 4, will the outcomes gap narrow between students in receipt of PP and those who are not this year?</i></p> <p><i>A: The mocks have just taken place and once we have the results we will have up-to-date data to know where we are at. We are prioritising closing the reading age gap and increasing attendance as we feel this is where the biggest impact will be made.</i></p> <p>JM was thanked for her report.</p>
<b>7.</b>	<p><b>CHALLENGE PARTNERS REPORT</b></p> <p>The report was shared with governors prior to the meeting and governors commented on how positive the report was. The HT shared that leaders had excelled.</p> <p>A summary of the report was reported along with areas to work on, including-</p> <ul style="list-style-type: none"> <li>• Leadership- the areas identified are those the school is very aware of and were being worked on- i.e. quality assurance processes.</li> <li>• The strategic wheel needs to be visible to everyone and linked more explicitly to priorities.</li> <li>• Continuing work on 'stretch and challenge' for all students.</li> <li>• Utilising live marking.</li> <li>• Supporting all staff including new staff with 'Crew'.</li> </ul>
<b>8.</b>	<p><b>SAFEGUARDING</b></p> <p>It was confirmed that this was discussed under item 5e.</p>
<b>9.</b>	<p><b>SCHOOL EVALUATION FRAMEWORK (SEF) MONITORING</b></p> <p>The SEF was shared prior to the meeting. It was explained that this is a working document and links to the strategic wheel, School Improvement Plan (SIP) and the school plan.</p> <p>Governors commented on attendance and it was confirmed that the school is continuing to push attendance through various mechanisms.</p> <p><b><u>ACTION:</u></b> EHB to share the 'SEF on a page' template which will meet the governor's request for a SEF summary.</p>
<b>10.</b>	<p><b>RISK REGISTER</b></p> <p>A verbal summary of new risks added to the register was provided to governors at the meeting.</p> <p><b><u>ACTION:</u></b> HT to share the latest version of the risk register and governors to review this and make any additional comments via GovernorHub.</p>
<b>11.</b>	<p><b>STAKEHOLDER VIEWS</b></p> <p>It was confirmed that plans are in place to engage with stakeholders as follows:</p> <ul style="list-style-type: none"> <li>- A series of questions similar to 'Teacher Tap' have been used across the MAT</li> </ul>

	<ul style="list-style-type: none"> <li>- The MAT has signed up to Edurio surveys (for pupils, staff and parents) and these will be used at schools across the MAT shortly</li> <li>- Investors in people survey is due to be sent out to all staff</li> </ul> <p>The HT advised that an up-date on the results of the activities planned above would be provided at the LGB meeting in March 2024.</p>
<b>12.</b>	<p><b>REPORT FROM THE CHAIR</b></p> <p>It was confirmed that the LGB did not have representation at the recent Chairs group meeting. Future dates were confirmed as followed:</p> <p>Tuesday 14<sup>th</sup> January 2025  Thursday 13<sup>th</sup> March 2025  Thursday 18<sup>th</sup> May 2025</p>
<b>13.</b>	<p><b>POLICIES</b></p> <p>The following school policy was considered:</p> <ol style="list-style-type: none"> <li><b>Bosworth Academy Medical Needs policy-</b> governors made the following comments: <ul style="list-style-type: none"> <li>- Page 1- under the heading 'aims' remove the statement which says- "LGB making staff aware of pupil's condition" as this is not the LGB's responsibility.</li> <li>- Section 10- the section on 'record keeping and written records' is too vague as it should indicate who has administered the medication and when medication has been administered and who it was witnessed by.</li> <li>- Education Health and Care Plans (EHCPs)- the policy should specify where these are kept- i.e. digital format on a shared drive.</li> </ul> </li> </ol> <p>The Bosworth Academy Medical Needs policy was <b>approved</b> by governors on the basis the minor changes outlined above are made.</p> <p>Governors <b>noted</b> the following MAT wide policies:</p> <ol style="list-style-type: none"> <li>Bosworth Academy SEND policy 2024-25</li> <li>Bosworth Academy LiFE MAT child protection policy 2024-25</li> <li>Bosworth Academy LiFE MAT attendance policy 2024-25</li> <li>LiFE MAT Exclusion and Suspension policy</li> <li>LiFE MAT Children with health needs who cannot attend school policy</li> </ol>
<b>14.</b>	<p><b>DATES FOR GOVERNORS DIARIES</b></p> <p>Opportunities for Governors to visit/drop in to activities/sessions in the life of the school dates for note e.g. Parents Evenings, Plays, Sport Days etc. were shared as follows:</p> <ul style="list-style-type: none"> <li>• Real life exhibitions: 25, 26, 28<sup>th</sup> November 2024 at 4:30pm</li> <li>• Colours events- 11<sup>th</sup> December 2024</li> <li>• Trial exam evening- 5<sup>th</sup> December 2024</li> </ul> <p>Governors were asked to notify the HT if they are planning to attend any events at the school.</p> <p><b>ACTION:</b> Governance Professional to contact the HT's Personal Assistant to access a copy of the school calendar to share with governors via GovernorHub.</p>

15.	<p><b>2024/25 MEETING DATES &amp; TIME OF THE NEXT MEETING (ALL A 5:30PM start)</b></p> <p>Thursday 30<sup>th</sup> January 2025  Thursday 27<sup>th</sup> March 2025  Thursday 22<sup>nd</sup> May 2025  Thursday 26<sup>th</sup> June 2025</p> <p><b>Agenda items for future meetings:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and SEND to be included on every agenda.</li> </ul> <p><b>Agenda items for the next meeting 30.01.2025:</b></p> <ul style="list-style-type: none"> <li>• To include an item on staff well-being with a representative from the working group</li> <li>• Update on curriculum review</li> </ul> <p><b>Agenda items for the next meeting 27.03.2025:</b></p> <ul style="list-style-type: none"> <li>• Update on Edurio surveys</li> </ul> <p><b>Agenda items for the meeting on 26.06.2025:</b></p> <ul style="list-style-type: none"> <li>• Report on incidents of behaviour linked to the protected characteristics- year group breakdown, including Pupil Premium and SEND pupils.</li> <li>• A review on how well the PP strategy is going.</li> </ul>

The meeting ended at 20:03

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
09.10.2024	8	HT to share the existing business continuity plan on GovernorHub.		HT	HT to share with RM. It was explained that the MAT would be providing a revised business continuity plan but the existing plan could be shared in the meantime.
14.11.2024	5	HT and Chair to allocate link governor role to SG.	30.01.2024	Chair/HT	
14.11.2024	9	Share the 'SEF on a page' template to meet the governor's request for a SEF summary.	14.12.2024	Chair	
14.11.2024	10	Share the latest version of the risk register and governors to review this and make any additional comments via GovernorHub.	30.01.2024	HT	COMPLETE
14.11.2024	14	Contact the HT's Personal Assistant to access a copy of the school calendar to share with governors via GovernorHub.		Governance Professional	COMPLETE

