



**Braunstone Frith**  
Primary School

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY OF  
BRAUNSTONE FRITH PRIMARY SCHOOL  
HELD ON TUESDAY 2<sup>nd</sup> FEBRUARY 2021 at 4.30 pm**

<b>ATTENDANCE &amp; APOLOGIES</b>			
Keith Lishman	P	Jane Brown	A
Boyd Pick	P	Ann Paull	P
Izzy Reid	P	Amy Rowley	A
Graham Foster	P	Amelia Smith	P
Marie Bodycot	P	Samantha Coleman	A
Karen Duggan	P	Naomi Grant (Observer)	P
Carolyn Burt (Clerk)	P	Liz Warren – Link Director for LIFE MAT	P

(key: P = Present, Ap – Apologies received and accepted, Apn = apologies received but not accepted)

Keith Lishman - Chair of Governors chaired the meeting

1.	<b>Apologies for Absence</b> No apologies received. Mrs Brown, Ms Coleman and Ms Rowley were recorded as Absent.	
2.	<b>Declaration of Governors' Interests</b> There were no declarations of pecuniary interests to declare either direct or indirect in the business to be transacted during the meeting.	
3.	<b>Confirmation of the Minutes held on the 17<sup>th</sup> June 2020</b> The minutes from the 29 <sup>th</sup> September 2020 Governing Body Meeting were confirmed as a true and accurate record of the meeting.	
4.	<b>Matters arising from the Meeting</b>  <u>Register of Business Interests Form</u> Governors were asked to return the completed forms sent to them in October to Mrs Burt as soon as possible.  <u>Green Building</u> Mrs Smith reported little progress had been made other than the building has been newly decorated with the intention that it would be used after half term for SLT meetings. The Central Finance Team has now moved into the former Children's Centre and settled in well.	

	<p><u>Designation Specialist Provision</u></p> <p>Mrs Smith reported to governors that the school was in the process of becoming a Designation Specialist Provision (DSP) for the city. From the summer term, the Western Park Unit will become a DSP accommodating up to 10 children. The Local Authority will be funding the project and is allocating £110K to get the building and surrounding grounds refurbished and fit for purpose. It will become a self-financing unit.</p> <p>Mrs Grant reported that the 3 or 4 children already in Western Park would go into the DSP.</p> <p>Mrs Grant is leading on this work with Ian Joyce (Estates Manager, MAT) working on this from a premises angle. Gareth Williams, Chief Operating Office, LIFE MAT, is overseeing the project. Gareth was in the forefront of setting up the DSPs at both Winstanley and Kingsway.</p> <p>Mr Lishman asked who decides which children go into the provision. Mrs Grant responded that names of children will be put forward from mainstream colleagues. However, that doesn't necessarily mean that they would be admitted. Mrs Grant would observe the child in their own setting to make sure that they would fit in with the children that were already in the DSP.</p>	
5.	<p><b>Headteachers Report</b></p> <p>The Headteachers Report was distributed to governors prior to the meeting.</p> <p>Mrs Smith thanked governors for sending in questions in advance of writing the report.</p> <p>Mr Lishman said that remote learning came up as a 'big deal' at the recent MAT Chairs of Governors meeting he had attended. He reported that Ofsted have announced that they are not doing any inspection visits this term. Instead, there will be one day monitoring visits for RI schools.</p> <p>Mrs Smith responded that live lessons are going really well and parents have been impressed. Visitors have also acknowledged how impressed they have been when observing the lessons.</p> <p>Mr Lishman asked how the school was handling the sibling situation for children at home in relation to devices and how is the school ensuring that children are not missing out.</p> <p>Mrs Smith reported that the school had given out a number of devices including laptops from the DfE and Bosworth Academy. The school had also provided some dongles for families who didn't have internet access. She went onto report that some of the technological vulnerable children are in school.</p> <p>Mrs Smith reported that staff have led on teaching live lessons and supported each other with developing IT skills and problem solving. We have identified areas of good practice and staff are sharing this with each</p>	

other. The focus has now moved to quality of learning and how it can support this rather than developing IT skills.

Mr Lishman asked about attendance and how this is working during lockdown when some children are at school and some are at home.

Mrs Smith responded that engagement from home learning is tracked with a rag rating system as follows:

- Green: Children engaged in all or vast majority of live lessons.
- Orange: children doing more than one or two things – may be joining live lessons but not doing work related to it.
- Red: children only joining in for one or two things.
- Blue: children not engaged at all – some of these children are from the traveller community

Mrs Smith reported that red children are being picked up by senior leaders. The target is to increase engagement by 5% each week from Red to Orange and Orange to Green children. Mrs Smith said that the school is pulling together what that engagement looks like – rough data at present is:

- Green and Orange children = 85% engagement
- Green children = 65%

Mrs Smith went on to report that engagement is significantly different to the last lockdown and she was really pleased with the level of engagement. Mr Lishman said that at the Chairs meeting, it was acknowledged that the level of children's engagement at Braunstone Frith was high.

Ms Bodycot commented, from a parent perspective, live lessons were working really well and it was helpful to parents to see how teachers are teaching the lessons.

Mrs Smith said that she won't stop trying with engagement and was looking at staff doing some home visits. She noted that some of the children that had taken devices were not using them and the school was giving them an extra nudge. Home visits were the next stage for those children if still not engaging.

Mrs Grant reported on the attendance data. Raw attendance data – anyone not required get an x code. Not much we can do. We are using the EWO – need to work on this to make more effective. Safe and well checks – sending two letters – third letter from EWO.

Mr Lishman asked what the percentage engagement was for children with a social worker and vulnerable children. Mrs Duggan responded that the majority of the children have had a device. Where families do not have the internet, the school has provided dongles. She went onto report that contact with children with social workers is good. There are two families that are not in school and engagement from one family is limited. Mrs Duggan went onto say that she can provide exact figures for engagement with children with social workers and will send an email out to governors.

	<p>Mr Lishman asked how the school was finding contacting Social Care (DAS). Mrs Duggan responded that thresholds are high and children on Child Protection List are prioritised.</p> <p><u>Whole Education</u> Mrs Smith reported that Braunstone Frith had led a day for Whole Education on Thursday 28<sup>th</sup> January 2021 about how the school provides a 'whole education' for the children at the school. It showed the journey the school had been on and how the school had developed a whole education. The morning session was Mrs Smith sharing the school's vision, distributed leadership, relationships and the coaching ethos. Mrs Grant talked about the school's REACH IT learning behaviours work and Mr Booth led on how the school was developing the oracy driven curriculum and future planning to develop the Real LiFE curriculum. In the afternoon, SLT led table top sessions about their subject leadership and three things that impacted on pupil outcomes.</p> <p>Mrs Smith reported that feedback from delegates was really positive.</p> <p><u>Real LiFE Curriculum</u> Mrs Smith referred to the governor's session that Steve Hall from the MAT presented about our Real LiFE curriculum. Mrs Smith said that for the next Full Governors meeting she would invite Mr Booth to present the roadmap about what we are going to do.</p>	
6.	<p><b>Governance Arrangements Going Forward</b> Report from the Chair of Governors was distributed with the meeting papers.</p> <p>Mr Lishman reported that he had met with Mrs Smith and Mrs Warren on the 21<sup>st</sup> January 2021 to look at some possible models for future governance. They looked at a governance audit as a starting point. It was noted that a number of areas of governance were found to be operating well and others needed further development. The report concluded the areas for development and quick actions.</p> <p>A discussion took place about a parent survey culminating in a possible decision about changing the feeling of the audience. Instead of the school sending the parent survey out, it should come from governors.</p> <p>Mr Lishman asked governors to email any ideas they may have that will make governance run more effectively.</p>	
7.	<p><b>Governing Body Business</b> Mrs Burt reported that:</p> <ul style="list-style-type: none"> <li>i) <b>Vacancies</b> Mrs Burt reported that there was 1 co-opted governor vacancy.</li> <li>ii) <b>Terms of Office</b> Mrs Burt reported that Mr Pick's term of office would end on the 14<sup>th</sup> February 2021. Mr Pick agreed to continue as a governor for a further term of office.</li> </ul>	

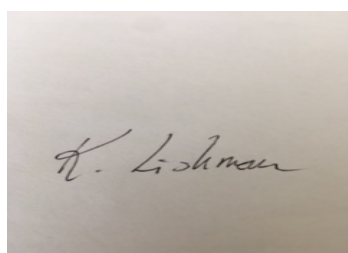
	<p><b>iii) Training and Development</b>  Mrs Burt reported that there had been two training courses over the Autumn term provided by the MAT – Safeguarding on the 7<sup>th</sup> October and Strategic Planning and School improvement on the 19<sup>th</sup> November. Those governors that did not attend the Safeguarding training on the 7<sup>th</sup> October were asked to complete online safeguarding training provided by The Key. Mrs Duggan will send out a link to governors to complete this.  For recording purposes, governors were asked to send dates of any training undertaken to Mrs Burt.</p> <p>Mrs Warren reported that following a recent MAT Directors meeting, the MAT were looking at training providers for governors. A discussion took place around training providers and whether governors would prefer generic training or bespoke training to fit with the school’s requirements. Governors were asked to contact Mr Lishman about preference of training providers.</p>	<p><b>Mrs Duggan</b></p> <p><b>Governors</b></p> <p><b>Governors</b></p>
<p><b>8.</b></p>	<p><b>Review of Policies, Procedures and Publications</b></p> <p><b>The following policies were approved by Governors:</b></p> <p><b>(i) Sex and Relationships Policy</b>  The policy covers the school’s approach to Relationship, Sex and Health education and is based on the DFE guidance document ‘Relationships Education, Relationships and Sex Education (RSE) and Health Education’</p> <p>Mrs Burt updated governors as to where the school was currently at with the programme.</p> <p><b><u>Governors approved Sex and Relationships Policy</u></b></p> <p><b>(ii) SEND Policy</b>  Mrs Burt reported that there were only minor tweaks to the annual policy such as the description of Western Park Group now as a provision for SEMH children.</p> <p><b><u>Governors approved SEND Policy</u></b></p> <p><b>(iii) Accessibility Policy</b>  Mrs Burt reported that the only changes were the dates on the action plan.</p> <p><b><u>Governors approved Accessibility Policy</u></b></p> <p><b>(iv) Adverse Weather Policy</b>  Mrs Burt reported that the only amendment was the reporting line for school closures to include LiFE MAT.</p> <p><b><u>Governors approved the Adverse Weather Policy</u></b></p>	

	<p>(v) <b>Calculations Policy</b> Mrs Burt asked governors to note that the Calculations Policy and guidance included Addition, Subtraction, Multiplication, Division and Place Value.</p> <p><b><u>Governors approved the Calculations Policy</u></b></p> <p>(vi) <b>Remote Learning Policy</b> Mrs Burt reported that the policy was outlined in the Headteacher’s report. A statement for parents about remote learning is published on the website.</p> <p><b><u>Governors approved the Remote Learning Policy</u></b></p> <p>(vii) <b>Attendance Policy temporary amendment based on Covid-19 January 2021 National Lockdown</b> Mrs Grant reported that the amendments were based on SIMs coding that schools now need to use. Vulnerable children are recorded as a ‘C’ code whereas all other children have an ‘X’ code.</p> <p><b><u>Governors approved the amendment to the Attendance Policy</u></b></p> <p>(viii) <b>Behaviour Policy temporary amendment based on Covid-19 January 2021 National Lockdown</b> Mrs Grant reported that the amendments reflected on expectations for children in school and those children working remotely.</p> <p><b><u>Governors approved the amendment to the Behaviour Policy</u></b></p>	
9.	<p><b>Documents received by the Chair of Governors</b> Mr Lishman reported that he had received documentation on the following:</p> <ul style="list-style-type: none"> <li>(i) Updates on latest Covid-19 information for schools.</li> <li>(ii) Information about the £300M catch up money that has been promised. There will be a consultation with parents, schools and governors about how this money will be used.</li> <li>(iii) Information about the reasoning behind the not opening of schools until 8<sup>th</sup> March 2021.</li> </ul>	
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>(i) <b>Scheme of Delegation</b> Mrs Burt asked governors to note the Scheme of Delegation is saved in the Governors Drive – changes are highlighted in red.</li> <li>(ii) <b>Feedback from LiFE MAT Chairs of Governors Meeting</b> Mr Lishman feedback from 1<sup>st</sup> February meeting. Main topic was Risk Registers which would be reported on at each meeting. Discussion about identifying risks – risks that may have</li> </ul>	

	<p>increased, decreased and what plans are in place to mitigate risk.</p> <p>Staff wellbeing was discussed and it was acknowledged that schools in the MAT were being flexible in accommodating staff childcare needs during the lockdown.</p> <p>It was agreed that LGB minutes should be published on schools websites. Mrs Burt to note.</p> <p><b>(iii) Change of Date of next Governors Meeting</b> It was agreed that the next governors meeting will now take place on Tuesday 23<sup>rd</sup> March 2021. This is so that there is enough time to move the Governance work forwards.</p> <p><b>(iv) Safeguarding Audit</b> Mrs Smith reported that the MAT had undertaken a safeguarding audit in October. It was led by Gareth Williams, Chief Operating Officer, LiFE MAT, Nicola Koncarevic, Director of Teaching, Learning and Assessment and Annie Roberts from The Winstanley School.</p> <p>Safeguarding Audit came out very strong with a comment in the opening paragraph that Safeguarding was part of the school's DNA.</p> <p><b>(v) Confidential Agenda item</b> Staff governors were asked to leave the meeting for this item.</p> <p>This section of the minutes is confidential and is not available for public inspection, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4 section 15(3)(a).</p>	<b>Mrs Burt</b>
11.	<p>Dates of Next Meetings:</p> <ul style="list-style-type: none"> <li>● Tuesday 23<sup>rd</sup> March 2021 (2<sup>nd</sup> March meeting now cancelled)</li> <li>● Tuesday 22<sup>nd</sup> May 2021</li> </ul>	
12.	<p><b>LA Termly Briefing Papers</b> Mr Lishman referred governors to the briefing papers which are saved in the Governors Drive for them to read and note.</p>	

**The meeting closed at 6.00 pm**

I confirm these minutes are a true reflection of the meeting.



Signed.....

Date .....23rd March 2021