



Braunstone Frith
Primary School

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY OF
BRAUNSTONE FRITH PRIMARY SCHOOL
HELD ON TUESDAY 18th MAY 2021 at 4.30 pm**

ATTENDANCE & APOLOGIES			
Keith Lishman – Chair of Governors	Ap	Jane Brown	Ap
Boyd Pick – Vice Chair of Governors	P	Ann Paull	P
Izzy Reid-Mackay	P	Amy Rowley	Ap
Graham Foster	P	Amelia Smith	P
Marie Bodycot	P	Samantha Coleman	A
Karen Duggan	P	Naomi Grant (Observer)	Ap
Carolyn Burt (Clerk)	P	Liz Warren – Link Director for LiFE MAT	A

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

In Mr Lishman's absence, Mr Pick as Vice Chair, chaired the meeting.

1.	Apologies for Absence Apologies were received from Mr Lishman, Ms Rowley, Mrs Brown and Mrs Grant	
2.	Declaration of Governors' Interests There were no declarations of pecuniary interests to declare either direct or indirect in the business to be transacted during the meeting.	
3.	Confirmation of the Minutes held on the 23rd March 2021 The minutes from the 23 rd March 2021 Governing Body Meeting were confirmed as a true and accurate record of the meeting.	
4.	Matters arising from the Meeting <u>Register of Business Interests Form</u> All forms have been returned.	
5.	New Governance Arrangements Going Forward Mrs Smith reminded governors about discussions from the last meeting in relation to governors working in pairs to do focus visits at school. So far, governors had undertaken 2 focus visits. A report on the Challenge Partner Review focus visit was distributed with the meeting papers. The purpose of this particular focus visit was for Mr Lishman and Ms Bodycot to observe the Lead Reviewer interviewing SLT	

	<p>as to how they had continued to give feedback across the different key stages during lockdown.</p> <p>Ms Bodycott explained to governors that she had felt much more confident pairing up with another governor when undertaking the visit. She felt it was good to talk through afterwards about what was seen and observed and bounce ideas off each other. She also commented it was good to have two governors at the meeting just in case something was missed by another governor that the other would have picked it up. She went onto say that she really enjoyed the experience of pairing up and felt not so isolated</p> <p>Mrs Paull discussed her recent focus visit on the Deep Dive Reading Day which she will provide a full report to at the next meeting.</p> <p>Mr Foster asked what a Deep Dive was. Mrs Paull explained that she was part of the discussions after the deep dive day into reading. It looked at all aspects of reading and being read to. Some of the work was looking at the lowest 20% of children.</p> <p>Mrs Smith explained that the language of a deep dive is part of the Ofsted framework. Ofsted inspections will conduct a deep drive in reading and phonics in addition to other areas.</p> <p>Mrs Paull asked if the Link Communication Report template was still being used for reporting visits. Mrs Smith said it was and Mrs Burt will send a template out to all governors.</p> <p>A discussion about how observing things in school that are already happening is giving more validity to the specific areas.</p> <p>A general discussion then took place about the next focus visits, particularly which governors would do which visit. It was agreed the following focus visits would be arranged during this summer term:</p> <p><u>Safeguarding Visit</u> – Mr Lishman and Mrs Reid-Mackay. This would be for governors to observe a Safeguarding Review meeting that takes place every Friday with the Lead DSL and Mrs Gibson, Family Support Worker and DSL. Mrs Burt to send a convenient date out to Governors for this visit noting that Mrs Reid-Mackay would be observing remotely.</p> <p><u>Health & Safety Visit</u> – Mr Pick Mrs Burt to liaise with LiFE MAT Estates Manager, Ian Joyce to arrange this.</p> <p><u>SEND Visit</u> – Mrs Paull and Mrs Reid-Mackay Mrs Smith to speak to Sue Jeffery (SENDCo) to discuss focus. Mrs Reid-Mackay suggested monitoring a lesson study with SEN children and how this might work with quality first teaching strategies.</p> <p><u>Maths Books Visit</u> – Mr Foster and Ms Bodycott This focus visit has been arranged for Friday 28th May 2021. Ms Allen will contact governors with times.</p>	<p>Add to Agenda</p> <p>Mrs Burt</p> <p>Mrs Burt</p> <p>Mrs Burt</p> <p>Mrs Burt</p> <p>Mrs Smith</p>
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	<p><u>Subject Leaders Visits</u> – Mr Foster, Ms Bodycot and Mrs Reid-Mackay Mrs Smith to liaise with Mr Booth and look at dates.</p> <p>Mrs Smith reported that she will have a further meeting with Mrs Warren and Mrs Lishman during summer term 2 to plan governance for the next academic year.</p> <p>With the above in place going forward, a short discussion took place about the cessation of committee meetings at Braunstone Frith.</p> <p>Governors agreed that, with immediate effect, committee meetings will no longer continue and there will be 6 full governing body meetings per academic year.</p>	Mrs Smith
6.	<p>Local Risk Register</p> <p>The Risk Analysis Report was circulated with the meeting papers. Mrs Smith explained the different colours that identifies levels of risk:</p> <p>Green: Risk eliminated or significantly reduced. Amber: Static risk score but evolving risk nature or mitigation Red: Risk increasing despite mitigation Blue: Risk suspended due to C19 White: New risk or risk static, risk nature and mitigation also static</p> <p>This report is presented at Director’s meeting for each school in the MAT and will be a standing item at all Full Governors meetings going forward.</p> <p>Mrs Smith went through each identified risk to governors.</p> <p>A discussion took place about the falling pupil numbers (which was added to the register in September 2020) and the work the school had done to mitigate risk including all the filming work.</p> <p>In relation to falling numbers, Mrs Smith reported that the school was in no worse situation than other schools within the city. 66% of primary schools in the city have falling numbers.</p> <p>Mrs Reid-Mackay asked if there was any forecast for pupil numbers for future academic years 2022/2023 2023/2024 and 2024/2025. Mr Pick responded that the maximum forecast from the city is for 4 years but trend is still down.</p> <p>Mrs Smith said that the difficulty for next year is lower numbers in Y2, Y1 and Foundation Stage.</p> <p>Mrs Smith reported that the Risk Analysis Report will be a standing item on the agenda at every meeting and governors will need to have this report in front of them for discussion.</p>	
7.	<p>Safeguarding</p> <p>The Safeguarding report was circulated with the meeting papers.</p>	

	<p>Mrs Duggan went through the report which was broken down into specific areas including systems and procedures, mobile phones, training, policies, Challenge Partner Review and data on children supported through safeguarding for this academic year. There was also a breakdown of children currently on the Child Protection list and a breakdown of concerns, online safety, bullying and peer on peer abuse.</p> <p>It was noted from governors that there were only 4 children on the Child Protection Register which was the lowest the school had had in a very long time. This has raised a few concerns.</p> <p>Mrs Reid-Mckay asked what the school got in terms of support and supervision. Mrs Duggan explained that supervision came from the team in school. Designated Safeguarding Leads in school are always around in school for support if staff need it. Mrs Smith has talked to all the DSLs and they felt that supervision is not needed at this time. When things are difficult, DSLs talk and come up with a strategy. However, external supervision is an option and is not off the table.</p> <p>Mr Foster asked if staff use the mobile phones out of hours and how is this recorded when receiving calls. Mrs Duggan said that the mobile phone has a SIM card provided by the school. Operation Encompass notify the school if police have been called out to a house. The DSL checks if children are ok and if they need any support and record this on CPOMs. There are protocols in place.</p>	
<p>8.</p>	<p>Attendance, Behaviour and Mental Health and Wellbeing The Attendance, Behaviour and Mental Health and Wellbeing report was distributed with the meeting papers.</p> <p>In Mrs Grants absence, Mrs Burt read from the report which included :</p> <ul style="list-style-type: none"> ● Attendance for this year compared with other years ● Not accepting late children which has impacted on figures but the school is considering whether to change this. ● Developing a non-discriminatory reward system. ● Learning behaviour since returning on 8th March 2021. ● General behaviour around school ● Update on Designated Specialist Provision. ● Well-being week in school from 10th May 2021. ● Mental Health Champions ● Policy to formalise Mental Health and Wellbeing provision. <p>There were no questions raised from governors about this report.</p>	
<p>9.</p>	<p>Governing Body Business Mrs Burt reported that:</p> <ul style="list-style-type: none"> i) Vacancies Mrs Burt reported that there was 1 co-opted governor vacancy. ii) Terms of Office Mrs Burt reported that both Mr Lishman and Ms Bodycot's term of office will come to an end in October 2021. iii) Training and Development 	

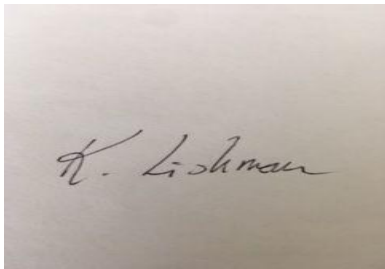
	<p>Mrs Burt reminded governors who had not yet completed The Key Safeguarding Training to do so as soon as possible. Governors that attended the LiFE MAT Safeguarding training will not need to do it. Submissions should be sent to the safeguarding@braunstonefrith.org.uk address.</p> <p>iv) Governance Actions from Recent Internal Audit</p> <p>Mrs Burt reported that further to the school's internal audit the following recommendations were made:</p> <ul style="list-style-type: none"> ● Local Risk Register to be added to next FGB agenda and to be a standing item going forward. High risks to be brought to the attention of the Directors via CEO, COO, CFO. ● Register of pecuniary interests to be published on the academy website. ● All governor meeting minutes should clearly identify who has chaired the meetings. ● <p>Mrs Burt reported that the above recommendations have been actioned and are now in place.</p>	
<p>8.</p>	<p>Review of Policies, Procedures and Publications</p> <p>The following policies were approved by Governors:</p> <p><u>(i) Disposal of IT Equipment</u></p> <p>Mrs Duggan reported that a list of the IT equipment was sent to governors with the meeting papers. She explained that all the items on the list were either in-operable, damaged or unrepairable.</p> <p>Governors gave approval for the disposal / sale of the inventory list and Mrs Duggan assured Governors that these will be removed from the school inventory.</p> <p><u>(ii) Physical Intervention Policy</u></p> <p>Mrs Burt reported that there were minor changes in the Recording Section for governors to note. The term Physical Intervention Record Book is now Physical Intervention Recording Sheet. It is no longer a book.</p> <p>Governors approved Physical Intervention Policy</p> <p><u>(iii) Parent Behaviour Policy</u></p> <p>In the absence of Mrs Grant, Mrs Burt reported that the only change was that inappropriate comments made on social media are unacceptable – not just if they are deemed as bullying.</p> <p>Governors approved Parent Behaviour Policy</p> <p><u>(iv) Capability Procedure – Support Staff</u></p> <p>This is a Local Authority policy and there were no changes to this policy</p>	

	<p style="text-align: center;">Governors approved the Capability Procedure – Support Staff</p> <p>(v) <u>Online Safety Policy</u> Mrs Duggan explained that the Acceptable User Policy had now been incorporated into the Online Safety Policy. There was one addition in that staff will not record through filming or audio another member of staff without their permission.</p> <p style="text-align: center;">Governors approved the Online Safety Policy</p> <p>(vi) <u>Private Fostering Policy</u> Mrs Duggan reported that there had been no changes to this policy.</p> <p style="text-align: center;">Governors approved the Private Fostering Policy</p>	
9.	<p>Documents received by the Chair of Governors In Mr Lishman’s absence, there was nothing to report.</p>	
10.	<p>Any Other Business</p> <p>(i) Update on Teaching/HLTA Staff Restructure Mrs Smith reported that the consultation closed on 12th April 2021. Teachers were invited to complete a skills audit with the closing date of 26th April 2021. Mrs Smith met with Gareth Williams, COO to go through the 23 members of staff who completed a skills audit. The skills audit scored up to 33 marks. All of the submissions scored 30 or more. The Skills Audit was finally pulled due to resignations. The school is now having to recruit to a KS1/KS2 teacher.</p> <p>In summary, 3 full time members of staff are leaving and 2 members of staff have been made redundant.</p> <p>Noted that there is an imbalance of part time staff.</p> <p>Numbers for next academic year at present:</p> <ul style="list-style-type: none"> ● F1 = 33 ● F2 = 58 <p>(ii) Confidential Agenda item 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> <p>(iii) Real Life Curriculum Mrs Smith reported that the Y4 children have started a project looking at the traffic along Tatlow Road specifically during drop off and collection times. The Y4 children will be running a campaign and Mrs Smith is inviting representatives from the City Council, Liz Kendall, City Mayor and community leaders to</p>	

	<p>a meeting on the 23rd June 2021. Governors will also be invited.</p> <p>Mrs Smith reported that the Y1 team have started setting up an Art Gallery for their project.</p>	
11.	<p>Dates of Next Meetings: Tuesday 22nd June 2021 at 4.30 pm</p>	

The meeting closed at 6.05 pm

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



Signed.....

Date.....22nd June.....