



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY OF
BRAUNSTONE FRITH PRIMARY SCHOOL
HELD ON TUESDAY 23rd MARCH 2021 at 4.30 pm**

| ATTENDANCE & APOLOGIES | | | |
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| Keith Lishman – Chair of Governors | P | Jane Brown | Ap |
| Boyd Pick | P | Ann Paull | P |
| Izzy Reid | P | Amy Rowley | P |
| Graham Foster | P | Amelia Smith | P |
| Marie Bodycot | P | Samantha Coleman | P |
| 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.

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| 1. | Apologies for Absence Apologies were received from Mr Foster and Mrs Brown, | |
| 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 2nd February 2021 The minutes from the 2 nd February 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> Mrs Burt reported that there were three forms still to be returned and would chase those governors that had not returned the forms, <u>Designation Specialist Provision</u> Mrs Grant reported to governors that the school was receiving £110K from the Local Authority for the refurbishment of Western Park. She went onto report that there were a few essential things that hadn't been included, eg. additional toilets and a second Thinking Room. The school has asked the Local Authority for more money to include these adaptations. | Mrs Burt |

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| | <p>Mrs Smith reported that the children in Western Park will move into Brainy Bunnies whilst works are carried out.</p> <p>Mrs Grant reported that children had started to be referred to the DSP.</p> | |
| 5. | <p>Real LiFE Curriculum</p> <p>Mr Booth, Assistant Head and lead on the Wider Curriculum presented this item.</p> <p>Mr Booth outlined the development of the schools Real LiFE curriculum as follows:</p> <ul style="list-style-type: none"> • The journey to now including the 7 key principles • The Real LiFE Curriculum and explanation of the following: <ul style="list-style-type: none"> - Research and background - Quality/Beautiful Work - CREW/coaching - Authentic outcomes • The roadmap to the Real LiFE Curriculum. <p>Mr Lishman thanked Mr Booth for the comprehensive presentation and the excellent work being done in this area. He invited Mr Booth to attend a future meeting in the Autumn Term to update governors on progress.</p> <p>Mrs Reid-Mckay asked how the school ensures that the 'missions' cover all of curriculum subjects as well as the usual subjects. Mr Booth responded that there will be 3 authentic outcomes that will be taught over a year so there will be time to teach these discreetly. Maths and English will continue in the morning.</p> <p>Mr Lishman asked whether literacy would be taught as normal? If things that children are working on in the afternoon require certain literacy skills, will it be possible to link what might be taught in literacy? Mr Booth replied that wherever possible, the school would put those skills into the learning but conscious of that fact not to overload staff.</p> <p>Mr Booth explained the planning process and acknowledged that teachers will need to take time out to look at the curriculum.</p> <p>Mr Booth reported that the outcomes will be trialled in the Autumn Term –in Year 1 and Year 4 and then rolled out to all year groups.</p> | Mrs Burt |
| 6. | <p>Headteachers Report</p> <p>The Headteachers Report was distributed to governors prior to the meeting.</p> <p>The report included:</p> <ul style="list-style-type: none"> • Returning to school • Attendance • Engagement Data for Remote Learning • Safeguarding • Data • Staff and Student Wellbeing • Challenge Partners • Traffic • Whole Education | |

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| | <ul style="list-style-type: none"> ● Restructuring Process – this will be under the confidential item in Any other business <p>Mr Lishman reported about governors input into the recent Challenge Partner review. He explained that both Ms Bodycot and himself had observed a CPD session. A report from this will be presented at next governors meeting – Mrs Burt to add to the agenda. Mr Lishman reported that the strategies that staff used to give feedback to children was exceptional. It was feedback that helped them think about their learning and the work around differentiation.</p> <p>Mrs Smith shared the focus of the review had been to evaluate Remote Learning and what practice should be continued now that children had returned to full school. This had been clearly linked to the Ofsted framework and the Lead Reviewer was currently an Ofsted Inspector. More feedback would be reported at the next meeting.</p> <p>Mr Lishman commented that the above will link with the community and the parents.</p> <p>No further questions were asked about the Headteachers Report.</p> <p>Mr Lishman thanked Mrs Smith for a very full and comprehensive report.</p> | Mr Lishman/ Mrs Burt |
| 7. | <p>Governance Arrangements Going Forward</p> <p>Report from the Chair of Governors was distributed with the meeting papers.</p> <p>Mr Lishman reported that Mrs Warren, Mrs Smith and himself had met on the 5th March 2021 to look at options of exploring how governor visits might look in the future and whether committee meetings would need to continue as a result of this. Governors were invited to discuss the following points outlined in the report.</p> <ul style="list-style-type: none"> ● A 360 review of the Chair of Governors should be undertaken – more detail will follow in the summer term. ● Changes to Governor monitoring – focus to be more on ‘live items’. Mr Lishman referred to the meeting with the Challenge Partner Lead Reviewer that Ms Bodycot and himself had attended – they looked at things that were actually happening in school and monitored this. ● Essential monitoring throughout the year, looking specifically at the Strategic Planning Wheel and build in the opportunity for monitoring visits. ● Mr Lishman will send out a form to governors to assess governor confidence levels to try to identify any areas of training that may be needed – the MAT are keen to do some bespoke training for the school. ● Mr Lishman to send the report of his Challenge Partner visit to next governors meeting. He will send in advance of the meeting so governors can comment. <p>A discussion took place around governors working in pairs to do focus visits at school. Discussion points:</p> | |

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| | <ul style="list-style-type: none"> Part of the role of governor is to be strategic and think about the underlying data. Commitment to governors to find time to be available during the day to visit school – this may be a challenge for some governors. Some of the monitoring tasks can be set up around the Real LiFE Curriculum in school. Also, could focus on a meeting around pupil premium. <p>Mrs Smith, Mrs Warren and Mr Lishman will meet again in the summer term and specifically look at the Strategic Planning Wheel and draw out some things that can be put to governors, eg what areas will be monitored.</p> <p>A discussion took place around having an additional governors meeting in summer term 1 to replace committee meetings that haven't happened this term. This meeting will focus on monitoring visits for summer term 2.</p> <p>Mrs Reid-Mackay said that she would like to be included in these monitoring focus visits.</p> <p>Mrs Warren said that Mrs Burt will need to be involved into looking at the annual changes, eg policies.</p> | |
| 8. | <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 Mr Pick's term of office will continue for a further term. iii) Training and Development Mrs Burt asked governors who had not yet completed The Key Safeguarding Training to do so as soon as possible. Submissions should be sent to the safeguarding@braunstonefrith.org.uk address. <p>Further to a discussion about bespoke training at the last meeting, Mrs Warren suggested that Mrs Smith speak to Chris Parkinson as Governor training was discussed at a recent Directors meeting.</p> <p>Mrs Smith reported that the school was continuing to buy into Leicester City Governor Services on a termly basis until other arrangements have been finalised.</p> | |
| 8. | <p>Review of Policies, Procedures and Publications</p> <p>The following policies were approved by Governors:</p> <ul style="list-style-type: none"> (i) Anti Bullying Policy The only change was a statement at the front of the policy stating that, whilst Covid19 Risk Mitigation Plan is in place, | |

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| | <p>some of the measures in the policy cannot be followed including Red Hats and Playground Leaders. These will be reinstated when safe to do so.</p> <p>Governors approved Anti Bullying Policy</p> <p>(ii) Managing Contenance This policy was updated to reflect Covid19 protection guidelines. There is also a parental permissions for intimate care form at the back of the policy which parents need to sign and return.</p> <p>Governors approved Managing Contenance Policy</p> <p>(iii) School Uniform Policy There were a couple of slight changes which include spare uniform will be given to pupils who do not wear the correct uniform and to ask parents who get their children's ears pierced to do this at the start of a holiday wherever possible.</p> <p>Governors approved School Uniform Policy</p> <p>(iv) EYFS Policy There were no changes to this policy</p> <p>Governors approved the EYFS Policy</p> <p>(v) Governors Code of Conduct Policy This is the NGA Policy that LiFE MAT have adopted.</p> <p>Governors approved the Governor Code of Conduct Policy</p> <p>(vi) Maths Policy Mrs Burt reported that there were a few changes included to make the policy more up-to-date and a little more information was added, eg. The Super 3 ways of Mastery. The Calculation and Vocabulary Stage Progression Grid has been included as these are new since the last time the policy was written. Also included is a photo to explain the Stage Progression Grid used for Maths assessment so it is a bit clearer.</p> <p>Governors approved the Maths Policy</p> <p>(vii) Support for Children with Medical Conditions This policy aims to ensure that:</p> <ul style="list-style-type: none"> • Pupils, staff and parents understand how our school will support pupils with medical conditions. • Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. <p>Governors approved the amendment the Support for Children with Medical Conditions Policy</p> <p>(viii) Health and Safety Policy This policy was deferred.</p> | |
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| | <p>(ix) Charges and Lettings Policy The only amendment was that charges will be determined annually in accordance with LiFE guidelines.</p> <p>Governors approved the Charges and Lettings Policy</p> <p>(x) Attendance Policy – March Update Mrs Grant reported that the policy had reverted back to the Autumn Term policy. Attendance is now mandatory.</p> <p>Governors approved Attendance Policy – March Update</p> <p>(xi) Behaviour Policy – March Update Mrs Grant reported that the policy had reverted back to the Autumn Term policy. Due to Covid19 restrictions, the school is slightly tied in terms of consequences and was going down the route of relationships.</p> <p>Mr Lishman asked what happened to children that turn up late to school. Mrs Grant responded that, due to Covid restrictions, children are not permitted into school. The absence is recorded as an unauthorised absence. She went onto report that vulnerable children that are late, the school will let them in.</p> <p>Mr Lishman then asked if the staggered start times had any impact on lateness. Mrs Smith responded that there were much fewer late children than before lockdown due to the staggered start times in the morning – there is half an hour in the mornings and 40 minutes at the end of day to pick up and drop off so there are very few late children</p> <p>Governors approved Behaviour Policy – March Update</p> | |
| 9. | <p>Documents received by the Chair of Governors Mr Lishman reported that he had received no document of any significance since the last meeting.</p> | |
| 10. | <p>Any Other Business</p> <p>(i) Risk Mitigation Plan Mrs Burt reported that the Updated Risk Mitigation Plan is now saved in the Governors drive.</p> <p>(ii) Vaccinations Mrs Smith reported that Fosse Medical Centre had kindly offered out vaccinations to staff which had had a large take up. At present, due to current circumstances with the vaccine, they are unable to offer it out to other schools within the MAT. However, they will contact Mrs Burt when they have more stock.</p> <p>(iii) Confidential Agenda item Staff governors were asked to leave the meeting for this item.</p> | Mrs Burt |

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| | 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). | |
| 11. | <p>Dates of Next Meetings:</p> <p>As discussed in Item 8 “Governance Going Forward”, Mrs Burt will send out a date to governors for an additional meeting to be held in summer term 1.</p> <p>Date for Governors Meeting in summer term 2 is Tuesday 22nd June 2021.</p> | Mrs Burt |

The meeting closed at 5.55 pm

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

Signed.....

Date.....