



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY OF  
BRAUNSTONE FRITH PRIMARY SCHOOL  
HELD ON TUESDAY 29<sup>th</sup> SEPTEMBER 2020 at 4.30 pm**

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

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

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| 1. | <b>Agree the Term of Office of the Chair and Vice Chair</b><br>The Governing Body agreed that the terms of office for both the Chair and Vice Chair of Governors would be renewed annually.  |                 |
| 2. | <b>Election of Chair of Governors</b><br>Mr Lishman volunteered to carry on as Chair of Governors for a further term. There were no other nominations. Following a vote, Mr Lishman was unanimously re-elected as Chair of Governors for a further year.<br><br><b>Mr Lishman: In the Chair</b><br><br>The meeting welcomed Liz Warren who is the school's Link Director at LiFE Multi Academy Trust to the meeting. |                 |
| 3. | <b>Election of Vice Chair of Governors</b><br>Mr Pick volunteered to stand as Vice Chair of Governors for a further term. There were no other nominations. Following a vote, Mr Pick was unanimously re-elected as Vice Chair of Governors for a further year.   |                 |
| 4. | <b>Apologies for Absence</b><br>Apologies received from Mr Foster and Ms Rowley.   |                 |
| 5. | <b>Register of Business Interests</b><br>Mrs Burt will email Register of Business Interests form to individual governors for them to complete and return electronically.   | <b>Mrs Burt</b> |

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| <b>6.</b> | <b>Declaration of Governors' Interests</b><br>There were no declarations of pecuniary interests to declare either direct or indirect in the business to be transacted during the meeting.   |  |
| <b>7.</b> | <b>Confirmation of the Minutes held on the 17<sup>th</sup> June 2020</b><br>The minutes from the 17 <sup>th</sup> June 2020 Governing Body Meeting were confirmed as a true and accurate record of the meeting.   |  |
| <b>8.</b> | <b>Matters Arising from the Meeting</b><br>This item will be covered in the context of the Headteacher's report.  |  |
| <b>9.</b> | <b>Headteacher's Report</b><br>The Headteacher's Report was distributed with the meeting papers for Governors to note in advance of the meeting. The report was broken down into areas with risk outlined at the end of each area. The areas reported on were: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Safeguarding Training and updates for staff</li> <li>• Covid Mitigation Arrangements</li> <li>• Learning</li> <li>• Behaviour</li> <li>• Finance to include staffing</li> <li>• Premises and Health and Safety</li> <li>• School Improvement</li> <li>• Attendance</li> </ul> <p>Governors were invited to ask questions:</p> <p>Mr Lishman asked, under the Finance section, if the school was going to see falling numbers for some time to come. Mrs Smith responded that there are falling numbers across the city which is having an impact, not just on Braunstone Frith, but other schools. She went on to report that a lot of work is being carried out to raise the profile of the school both locally and in the wider community. Governors noted that raising the profile of the school is built into the Strategic Planning Wheel. Mrs Smith went on to report that the school had a clear plan going forward and confirmed that a Narrative Group had been set up that meets weekly looking at the following:</p> <ul style="list-style-type: none"> <li>kerb appeal for the school</li> <li>Advertising</li> <li>Competition</li> <li>Links to the wider community</li> <li>Film and video clips telling the narrative of the school</li> </ul> <p>Mrs Smith reported that school commissioned a film company to produce a Braunstone Frith film. She explained the school had had good media coverage over the work within the community over the last 6 months.</p> <p>Mrs Smith acknowledged that Finances were tricky and she would need to do some work with Chris Parkinson and Sarah Mayes on financial planning.</p> |  |

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|  | <p>Mr Lishman asked how the plans for the green building were progressing. Mrs Smith responded that there was someone interested and are currently putting a business plan together. Mrs Smith reported that the building was currently being cleaned and painted. The midwives had been using the building during lockdown but had now moved out.</p> <p>Mr Lishman asked if the building has potential for future numbers if children do not have nursery provision. Mrs Smith said that it does clash with the school's F1 provision. She reported that there was still work to do around this which is why a business plan has been requested.</p> <p>Mrs Warren asked if it was a good plan to put a marketing strategy together when there were falling rolls across the city. Would there be enough children to market to? Mrs Smith said that there has been considerable discussion around this but Braunstone Frith is on the county border, and would hope to target some of those families in the county. She reported that it is not off the cards that the school may need to reduce the PAN going forward.</p> <p>Mrs Warren asked why children were going to Forest Lodge. Mrs Smith responded that Forest Lodge was just off the main road, easily visible, accessible and is a brand new building – they also possibly have their own marketing strategy set up already whilst Braunstone Frith is currently working on its own strategy.</p> <p>Mrs Reid-Mackay asked if there was anyway that Braunstone Frith could link up with other MAT schools, especially Bosworth due to it being an outstanding school. Mrs Smith acknowledged that using the LiFE logo will be a helpful direction of travel. The Narrative Group had discussed this and agreed that the MAT Logo with all MAT schools will be published on school advertising and film clips.</p> <p>Mrs Smith also reported that the school was looking to become a Designated Specialist Provision (DSP) for the city.</p> <p>Mr Lishman asked about attendance since children returned to school. With some children shielding, were parents taking an opportunity to not send children to school. Mrs Grant, Strategic Lead for attendance, responded that attendance was 88.5%, which was lower than the other MAT schools. City attendance is 80% although this is not broken down into primary and secondary. Nationally primary attendance is 95.9% and secondary is 80%. Attendance is lower than this time last year. Mrs Grant asked governors to note that travellers had not come back, which was having an impact as there are a significant number on roll.</p> <p>Mrs Grant summarised the current position:</p> <ul style="list-style-type: none"> <li>- One child not coming back as mum worried about Covid implications.</li> <li>- Two children are shielding – work is going home with them.</li> <li>- All absences are closely monitored – telephone calls are made every day</li> <li>- Parents are quite cautious when children not well – they are staying at home more.</li> </ul> <p>Mrs Warren asked about the safeguarding training and updates to staff. Ofsted requirement is that all staff have read and understood Part 1 of the</p> |  |
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|     | <p>KCSIE document. She asked if all BFPS staff had read and understood this. Mrs Duggan, Strategic Lead for Safeguarding, responded that 71% of staff had read the document and a further email has been sent to staff with a deadline date of when replies should be returned with confirmation that they have read and understood the document. Mrs Duggan is monitoring this to ensure that the school gets 100% return.</p> <p>Mrs Reid-Mackay asked if the school could breakdown the attendance data between Covid and normal. Mrs Grant responded that it will be possible to break this down under the different coding system the LA has produced.</p> <p>Mrs Reid-Mackay asked how the school was making sure that staff are able to talk to a DSL if they have any safeguarding concerns. Mrs Duggan replied that there are 6 DSLs in school and there is always someone available for staff. Staff are aware that they need to report a concern within 10 minutes of a disclosure. Staff are aware that they can use mobile telephones if there is a concern.</p>   |  |
| 10. | <p><b>Safeguarding</b><br/>Mrs Duggan reported:</p> <ul style="list-style-type: none"> <li>i) <b>Safeguarding Training</b><br/>LiFE Multi Academy Trust have invited governors across all schools to attend virtual safeguarding training on Monday 5<sup>th</sup> October 2020. If governors are unable to undertake this training, Mrs Burt will send The Key online Safeguarding training for them to do.</li> <li>ii) <b>Keeping Children Safe in Education (KCSIE)</b><br/>Mrs Duggan presented to governors the key changes to the KCSIE document, which was distributed with the meeting papers. She reported that Part One will be emailed to governors to read. Governors will then need to respond that they have read it by the deadline date specified in the email.</li> <li>iii) <b>Safeguarding and Child Protection Annual Policy</b><br/>The above policy was distributed with the meeting papers. Mrs Duggan outlined the main changes which reflect the changes in the KCSIE Part One. Once approved by Governors, this policy will be emailed out to all staff and published on the school's website.<br/><br/><b>Governors approved the policy.</b></li> <li>iv) <b>Whistleblowing Policy</b><br/>This is a LiFE MAT policy for governors to note. The policy will be emailed out to staff and published on the school's website.</li> </ul> | <p><b>Mrs Burt</b></p> <p><b>All Governors</b></p> <p><b>Mrs Duggan</b></p> <p><b>Mrs Duggan</b></p> |
| 11. | <p><b>Governing Body Business</b><br/>Mrs Burt reported that:</p> <ul style="list-style-type: none"> <li>i) <b>Terms of Reference for the LGB</b></li> </ul>  |  |

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|            | <p>The Terms of Reference for the LGB were distributed with the meeting papers. There were no changes to the document.</p> <p><b>ii) Scheme of Delegation</b><br/>The Scheme of Delegation was distributed with the meeting papers. There was a slight change to reflect Mr Parkinson's title of CEO of the MAT.</p> <p><b>iii) Terms of Office</b><br/>There are no terms of office coming to an end this term.</p> <p><b>iv) Training and Development</b><br/>Governors were asked to inform Mrs Burt if they undertake any training courses.</p>   |                 |
| <b>12.</b> | <p><b>Committees</b></p> <p><b>i) To review committee membership</b><br/>Membership of committees was distributed with the meeting papers. It was noted that Finance &amp; Personnel Committee no longer exists as the finance aspect for the school has now been centralised and comes under the MAT.</p> <p><b>Governors agreed on the membership of the School Improvement and Behaviour and Safety Committees.</b></p> <p><b>ii) To review Governors specific responsibilities</b><br/>The Governors specific responsibilities document was distributed with the meeting papers. All governors at the meeting agreed on their specific individual responsibilities.</p> <p><b>iii) To receive reports from Committees.</b><br/>There have been no committee meetings since the last governors meetings.</p> <p>Mrs Smith reminded governors of the meeting in February whereby there was a discussion around governance with an action to meet with the Chair of Governors to discuss this topic going forward. Due to lockdown, this work has not progressed.</p> <p>Mrs Smith reported that Mrs Warren had shared an audit which looked at what governors do and how to do things differently. It was agreed that Mrs Warren, Mrs Smith and Mr Lishman meet to discuss this work and bring back to next governors meeting. Mrs Burt to arrange a meeting in Autumn 2.</p> | <b>Mrs Burt</b> |
| <b>13.</b> | <p><b>Governor Visits</b><br/>Three Governor Visits reports were distributed with the meeting papers. The purpose of the visit reports were to look at the school's implementation of the Risk Mitigation Plan at drop off and collection times.</p> <p>Mr Pick reported on his governor visit which took place on Tuesday 8<sup>th</sup> September. The purpose of the visit was to look at the school's implementation of the risk mitigation plan in relation to parents dropping</p>  |                 |

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|     | <p>off children in the mornings. He reported that the school operates a staggered start time for all year groups with parents dropping off children in designated drop off points in the playground. In summary, Mr Pick commented that staff were implementing the RMP with military precision.</p> <p>Ms Bodycot reported on the school run from a parent governor perspective. She went onto report that the expectations had been set out and communicated to parents clearly before the children returned via a booklet welcoming parents back and outlining the school's risk mitigation plan. She reported that there are posters around the playground which are clearly marked with the 2 metre distance and the one way system. It was noted in the report that staff are quick to respond and call out to parents who do not stick to the 2 metre distancing. Ms Bodycot reported that there is a high staff presence on the playground and a lot of effort has been put into the risk mitigation plan to ensure a safe and smooth drop off and collection for the children of Braunstone Frith.</p> <p>Mr Lishman reported on his governor visit to Braunstone Frith which took place on the 17<sup>th</sup> September 2020. The purpose of the visit was to determine if the risk mitigation plan is being fully actioned and complied to. He reported that he was given a tour of the school by a member of staff so that he could observe the measures in action. He also interviewed staff to determine their level of satisfaction about safety measures for them, their colleagues and pupils and parents and confirmed that all the staff he spoke to were satisfied with the measures in place to keep them safe. He checked the perimeter signage and 2m guidelines were in place and observed the whole handover at the end of the school day. In summary, he felt that compliance was exceptional.</p> <p>Mrs Smith reported that SLT are out in the playground for 40 minutes at the beginning of the day and 40 minutes at the end of the day covering drop off and collection times – this means a loss of 6.5 hours out of the working. Mrs Smith said that it was important for governors to note that there are some huge benefits in talking to parents etc., but it was a significant investment in SLT time.</p> <p>Mrs Smith referred to the comment about staff being concerned about time constraints in delivering some aspects of the curriculum. She reported that governors need to be aware that staff are a little concerned that there was not enough curriculum time to do a good job.</p> |  |
| 14. | <p><b>Review of Policies, Procedures and Publications</b></p> <p>Mrs Grant reported that two policies had been updated with temporary amendments based on Covid19.</p> <p><b>Attendance Policy Update</b></p> <p>Mrs Grant reminded governors that previously in March when the Covid19 outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Circumstances have now changed and attendance will be mandatory from the beginning of the Autumn Term for children.</p> <p>The temporary amendments are highlighted as follows:</p>   |  |

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|     | <ul style="list-style-type: none"> <li>• The usual rules before lockdown will now apply.</li> <li>• Clear procedures in place to ensure risk is mitigated – these will include social distancing expectations, one-way systems, timetabling to reduce contact and staggered start and end times.</li> <li>• Late children will not be permitted to school as it unnecessarily increases the contact between groups of children and adults. Parents have been asked to stick to the drop off time they have been given.</li> </ul> <p>Mr Lishman asked about lateness in terms of parents picking up and dropping off. Mrs Grant responded that so far, there have been very few children that have been late in the mornings. There has been one or two parents picking up children late but this has been minimal.</p> <p><b>Governors approved the Attendance Policy Update.</b></p> <p><b>Behaviour Policy Update</b><br/> Mrs Grant reported that there have been some amendments made to the behaviour policy to ensure that the school can function safely and in line with expectations set out by school leaders and the government. The aim of the changes is to ensure that everyone in school is safe. She went onto to highlight the following:</p> <ul style="list-style-type: none"> <li>• The REACH IT system will continue to run alongside the consequences in order to acknowledge and reward good behaviour and a positive attitude to learning.</li> <li>• There will be consequences for poor behaviour and deliberately breaking school rules</li> <li>• School will work with children who may struggle to re-engage</li> <li>• Parents and children will be expected to follow altered routines for drop off and pick-ups.</li> <li>• Pupils will be expected to follow new guidelines.</li> <li>• Tiered approach to pupils who do not follow the guidelines</li> <li>• Team Teach strategies deployed in an incident of extreme behaviour</li> </ul> <p>Mrs Grant reported that the vast amount of children were responding well to the new rules. There were a few tricky children in Year 6 but there is a plan being put into place and resetting targets.</p> <p><b>Governors approved the Behaviour Policy Update</b></p> |  |
| 15. | <p><b>Documents received by the Chair of Governors</b><br/> Mr Lishman reported that he had received a subscription to a Safeguarding Weekly update.</p>   |  |
| 16. | <p><b>Any Other Business which is deemed as urgent</b><br/> Mrs Smith reported that the School's Risk Mitigation Plan was saved in the Governors Google Drive. She explained that a copy is kept of each of the versions - these are highlighted in different colours to reflect the changes.</p>  |  |
| 17  | <p><b>Dates of Future Meetings</b><br/> The next Governing Body meeting will take place on Tuesday 1<sup>st</sup> December 2020 at 4.30 pm.</p>  |  |

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|  | <p>Further Dates include:</p> <ul style="list-style-type: none"> <li>• Tuesday 2<sup>nd</sup> March 2021</li> <li>• Tuesday 22<sup>nd</sup> June 2021</li> </ul> |  |
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**The meeting closed at 4.50 pm**

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

Signed.....

Date.....