**MINUTES OF THE LOCAL GOVERNING BODY MEETING**

**HELD ON THE 6TH OCTOBER, 2022 at 4.30pm**

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Composition of the Board

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| **NAME** | **TYPE OF GOVERNOR** | **END DATE**  **OF OFFICE** | **DESIGNATED**  **ROLE** |
| Izzy Reid-Mackay (IRM) | Community | 24.02.2026 | Chair |
| Raksha Winter (RW) | Community | 24.02.2026 | Vice Chair |
| Amelia Smith |  |  | Headteacher |
| Ann Paull (AP) | Community | 24.02.2026 |  |
| Amanda Scott (AS) | Community | 18.05.2026 |  |
| Karen Duggan (KD) | Staff (Teaching) | 24.02.2026 |  |
| Samantha Coleman (SC) | Parent | 11.12.2023 |  |
| Amy Rowley | Staff (Support) | 20.01.2024 |  |
|  |  |  |  |
| **In Attendance** |  |  |  |
|  |  |  |  |
| Naomi Grant (NG) |  |  | Deputy Headteacher |
| Grahame Killey |  |  | Clerk |

**AGENDA**

**NON CONFIDENTIAL**

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| **ITEM NO** | **ITEM** | **LEAD** | **TIME** |
|  | **WELCOME AND APOLOGIES**  IRM welcomed all Governors and school staff attendees to the Meeting.  The absence of Graham Foster due to work commitments was noted. | **Chair** | **4.30** |
|  | **DECLARATIONS OF INTERESTS**  No additional declarations were made. | **ALL** | **4.32** |
| **3.** | 1. **MINUTES OF LAST MEETING**   The non-confidential minutes of the Governing Board meeting held on the 8th September 2022 were approved. | **Chair** | **4.33** |
| **4.** | 1. **MATTERS ARISING** 2. To review and update actions from the previous meeting.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DATE** | **ITEM NO** | **ACTION** | **BY WHO** | **WHEN** | | 23.06.2022 | 102 | Noted that Amy Rowley had not been at a meeting for some time. The Head (AS) will ask Ms Rowley if she wants to continue as staff governor. | HT | ASAP | | Update – **Confirmed. Issue was incorrect e-mail in Governor Hub which has**  **been rectified.** | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DATE** | **ITEM NO** | **ACTION** | **BY WHO** | **WHEN** | | 23.06.2022 | 112.1 | Policy Review Schedule | Trust | ASAP | | Update – **Work underway at Trust level to review policies at Trust level;**  **policies which require both Trust and School input and School**  **level policies.** | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DATE** | **ITEM NO** | **ACTION** | **BY WHO** | **WHEN** | | 23.06.2022 | 114.1 | Skills Audit – recirculate and remind Governors  Skills Audit – Governors to complete | Clerk  Governors | ASAP  ASAP | | Update – **Clerk to circulate link to Skills Audit form (June 2022) from the**  **NGA.** **Governors to complete and return to clerk.** | | | | | | **Chair** | **4.35** |
| **5.** | 1. **GOVERNANCE - CONSTITUTION/ MEMBERSHIP**    1. To note the Constitution and Terms of Reference of Trust Local Governing Bodies and the LiFE Scheme of Delegation approved by the Trust Board on the 27th June, 2022. **Noted.**    2. To note the Parent Governor vacancy and receive an update on recruitment. **No one has come forward yet but Parent’s Evenings are next week and will be an opportunity to recruit a parent governor.**    3. To note any terms of office which will cease before the next meeting. **None.**    4. To review the list of Governors with Special Responsibilities – **For discussion on agenda item later.**    5. To appoint a Pay Committee and HTPM. Required at Trust level. **LGB will have a role in reviewing the process at Braunstone Frith PA.**    6. To ensure all Governors have completed the Declaration of Pecuniary Interest and confirmations including KCSIE, 2022 and the Code of Conduct via Governor Hub. **Action – Clerk to circulate links on Governor Hub to governors**    7. Ensure the School Website and Get Information about School (GIAS) is compliant. **Action – Work underway in Trust Governance Team. Clerk to review.**    8. To review the Skills Audit and consider future training needs. **Action – Clerk to circulate link to latest Skills Audit form to governors and Governors to complete. Chair to work with Clerk to review collated information.**    9. To note any Governor Training undertaken since the last meeting. **Several governors have completed the Trust’s S/G Training on 21.09.2022 and this will be added to governor training records on GH. RW will be attending a Trust session on Assessment and Data next month.**   **Action – Clerk to add ‘click confirmation’ on Safeguarding Policy for all governors on GH.**   * 1. To consider any Governor Visits which have been undertaken since the last meeting. **None** | **Chair** |  |
| **6.** | **SCHOOL IMPROVEMENT PLAN AND STRATEGIC PLANNING WHEEL**  The HT opened discussion on this agenda item by asking if governors had any questions following the presentations by SLT members at the previous LGB meeting.  One question was raised in relation to the ‘Sentence Stems’ around the SPW. The HT explained that these aimed to make the document more dynamic for both staff and governors and be used as talking points in discussion. The HT confirmed that all staff are aware of the document.  In response to a question from RW, the HT also stated that work on the SIP is underway. The HT also asked governors to note some changes to the SIP document including footnotes for keywords. The document will be kept under review. | **ALL** |  |
| **7.** | **RECRUITMENT OF NEW GOVERNORS**  The Chair noted discussion relating to the vacant parent governor position under a previous agenda item and suggested that discussion of recruitment for the community governor post should be deferred until after the Skills Audit had been completed. This was agreed. | **Chair** |  |
| **8.** | **STAFFING**  HT update on staffing:   * 3 new ECTs have joined the School and have settled in well * Two new TAs inc. a Reading TA for KS1 * The Office Manager has left and will be replaced through a recruitment process. In the interim an agency worker has been employed to cover Reception. Dale has been filling in well in the Office to cover gaps * Otherwise, staffing is stable. There is a job advertisement for two more TAs.   Ofsted are due in the School and the HT noted work on new phonics and literary schemes which are already having an impact.  The HT noted the support that she is providing for the Head at Dove Bank who joined the MAT in Sept. 2022. This is manageable but is part of a bigger picture that will be kept under review. NG can run things in the HT’s absence but we need to be mindful of workload.  The HT went on to update governors about some of the challenges being presented by the Local Authority (LA) with children being transferred from Western Bank. Issues are presented by behaviour and the funding to support the transfer of children.  IRM thanked the HT for the update and offered LGB support if required in the on-going work with the LA. | **HT** |  |
| **9.** | **UPDATED SEF**  The HT outlined some updates in the SEF as follows:   * Pp4-5 – Information from the last Inspection has bene updated * Bottom of P5 – Text in the box shows immediate changes and additional progress made * Pp6-7 – Highlight the difference to the ‘offer’ in terms of Oracy, Curriculum, Culture & Ethos   Quality of Education – in this section, the updates include:   * Evidence from monitoring * Impact as shown by the Data * Examples of where the School is above the national average (note the impact of Oracy in particular here)   The HT recommended that governors read the updated SEF which provides a clear picture of the School. The HT informed governors that there would be a review of the SEF tomorrow with external input alongside SLT to check the SEF and implementation in practice. RW will attend the morning session to be part of the process and observe on behalf of governors.  **Action: Feedback from review of SEF to be an agenda item at the next LGB meeting** | **HT** |  |
| **10.** | **GOVERNOR VISITS**  RW introduced this item and said that the aim was to make governor visits more structured. RW had been working with Dale and SLT members to arrange several dates when staff would be available to meet governors and this information was shared with governors on a hand-out.  RW noted that there was a folder on GH for Governor Visit reports and GK will provided a 10 minutes overview of GH at the next meeting to help governors navigate around the system. Governors will pick up Foundation Subjects as follows:   * Maths – RW * Reading – AM * Writing – KD   RW and the HT have talked about ensuring that governors can see the links across the curriculum and see the changes in action from the School Improvement Plan. Sam – for Teaching & Learning – and Amy for Lifelong Learning will support in this.  Finally, it was noted that there would be a Wellbeing link Governor and that this would be AP, given the fit with the Culture section of the SPW. | **RW** |  |
| **11.** | **DATA**  The HT presented three papers:   * 2022 Whole School Data Headlines * 2021-2022 End of Year All Pupils, PP and Not PP * Date – Y6 2022   2022 Whole School Data Headlines  There is a focus on work on Age Related writing with teachers to provide clarity around goals and targets. The data for Writing is good for Y6 2022, but governors should note that there is a lot of work to do to increase the percentage of pupils working at age related for writing, there has had to be some re-teaching after the 7-week summer break.  2021-2022 End of Year All Pupils, PP and Not PP  The HT pointed to some gaps in performance but in relation to the group of leaners in the JB+ group, this is a wide group of learners and the School is always looking at ways of closing these attainment gaps.  Data – Y6 2022  The data shows that calculation for BF pupils are at least in line with national averages for 2022 for Age Related attainment but lower at GD in Reading, Writing and Maths.  The Pupil Premium table shows that the School’s data comparing 2019 and 2022 is significantly better than the national average. Reasons for this are the School’s support for learners during the COVID pandemic together with the impact of interventions in reading and oracy.  The HT summarised the presentation by stating that the data is useful and clearly shows the break-down in attainment by, and within year groups. The 3rd page of the Data – Y6 2022 document shows national data going back to 2015/16 and the HT will complete this historic data.  The key message that the data shows is that Outcomes at the School are very good for disadvantaged pupils.  IRM thanked the HT for the comprehensive presentation. | **HT** |  |
| **12.** | **POLICY APPROVAL**  NG gave a presentation on the updated Behaviour Policy and the changes made by the School to the document in response to a new documentproduced by the DfE. The changes are highlighted in the School’s Behaviour Policy. NG noted that it is compulsory to incorporate these changes and also to have a separate Exclusions policy.  The HT commented that the other policies on the agenda: Exclusions; On-line Safety; Social Media and Safer Recruitment had been made available to LGB members from a link in the agenda and were for information only. The Chair asked the HT to check the footer in the On-line Safety policy as this referred to ‘The Key’ rather than the School.  **Action: HT to review footer in the On-line Safety Policy**  The updated School Child on Child Abuse Policy was tabled and time allowed for governors to read the document. | **ALL** |  |
| **13.** | **APPROVAL FOR DISPOSAL AND SALE OF INVENTORY ITEMS**  The HT wanted the LGB to note this item which relates to the disposal of IT equipment. | **HT** |  |
| **14.** | **ANY OTHER BUSINESS**  The HT noted that the School’s updated Risk Register would be reviewed by SLT shortly and will be an agenda item at the next LGB meeting. | **Chair** |  |
| **15.** | **DATES & TIMES OF MEETINGS FOR THE 2022 – 2023 ACADEMIC YEAR**  Governors noted the dates of meetings for the academic year, which are aligned with Trust Board meetings:   * **1st December 2022** * **26th January 2023; 16th March 2023** * **11th May 2023; 6th July 2023**   All meetings will start at 4.30pm | **Chair** |  |

The meeting closed at 6.10pm and there was no confidential business.