**MINUTES OF THE LOCAL GOVERNING BODY MEETING**

**HELD ON THE 1st DECEMEBR, 2022 at 4.30pm**

**NON CONFIDENTIAL**

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Composition of the Board

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| **NAME** | **TYPE OF GOVERNOR** | **END DATE**  **OF OFFICE** | **DESIGNATED**  **ROLE** | **IN ATTENDANCE** |
| Izzy Reid-Mackay (IRM) | Community | 24.02.2026 | Chair, Safeguarding, training, Lifelong learning spoke | Y |
| Raksha Winter (RW) | Community | 24.02.2026 | Vice Chair, culture spoke | Y |
| Amelia Smith (HT) |  |  | Headteacher | Y |
| Ann Paull (AP) | Community | 24.02.2026 | Wellbeing Link Governor and SEND | Y |
| Amanda Scott (AS) | Community | 18.05.2026 | Teaching & Learning spoke | Y |
| Karen Duggan (KD) | Staff (Teaching) | 24.02.2026 | Teaching & Learning spoke | Y |
| Samantha Coleman (SC) | Parent | 11.12.2023 |  | N |
| Amy Rowley | Staff (Support) | 20.01.2024 | Lifelong learning spoke | Y |
| Graham Foster (GF) | Community | 24.02.2026 | Lifelong learning spoke | Y |
| Vacancy | Parent |  |  |  |
| **In Attendance** |  |  |  |  |
| Naomi Grant |  |  | Deputy HT | Y |
| Rebecca Miles |  |  | Clerk | Y |

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| **ITEM NO** | **ITEM** | **ACTIONS** |
|  | **WELCOME AND APOLOGIES**  The Chair welcomed all Governors and a round of introductions followed.  The absence of SC was noted. |  |
|  | **DECLARATIONS OF INTERESTS**  The Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting  No additional declarations were made. |  |
| **3.** | 1. **MINUTES OF LAST MEETING**   The non-confidential minutes of the Governing Board meeting held on the 6th October 2022 were **approved.** |  |
| **4.** | 1. **MATTERS ARISING** 2. None. |  |
| **5.** | 1. **GOVERNANCE - CONSTITUTION/ MEMBERSHIP**    1. The Parent Governor vacancy was noted and an update on recruitment was provided. Governors were informed that the school would look to recruit in the spring term 2023.    2. It was confirmed that no terms of office would cease before the next meeting.    3. It was confirmed that all Governors had completed the Declaration of Pecuniary Interest and confirmations including KCSIE, via Governor Hub except for SC.    4. It was confirmed that the trust’s website compliance checklist had been completed and the trust will complete a compliance check again in January 2023. The school does not have its own admissions policy but as the school’s admissions are managed through the Local Authority (LA), links are provided to the LA’s website. It was **agreed** that KD would check that this is compliant. It was also **decided** that it would be helpful for governors to consider the school website alongside their area of the strategic wheel and KD agreed to split the website into a grid to determine which areas governors needed to look at.    5. It was confirmed that Skills Audits had been completed by all Governors except SC. It was agreed that KD would send hers to the clerk. It was confirmed that once all audits are received they can be reviewed to consider future training needs and to help inform governor recruitment.    6. Governor Training undertaken since the last meeting was noted. AP and RW advised that they had attended a number of different training sessions and all governors were encouraged to record completed training on Governorhub. It was **decided** that RW would coordinate governors attending a recorded training session together. This would seek to facilitate school related conversations during the training.    7. Governor Visits undertaken since the last meeting were considered under item 12.    8. An overview of Governor Hub was provided and governors were encouraged to contact the clerk if they require further support. | KD to send skills audit to clerk.  SC to complete declarations/confirmations and skills audit.  RW to coordinate a shared governor training session.  KD to check that links to the LA’s admissions policy on the school website meets requirements.  KD to split the website into a grid based on the strategic wheel to determine which areas governors need to review. |
| **6.** | **UPDATED SEF**  The SEF was presented at the last meeting (06.10.2022) and made available on Governorhub. Governors were asked to consider the document and any questions that they may have. The HT advised that the Senior Leadership Team (SLT) would review the SEF again as it is reviewed on a termly basis.  Governors felt that the SEF was more user friendly and the work undertaken to ensure that it reflects what is happening in practice was recognised. It was confirmed that the SEF would be a document that Ofsted would refer to. The HT advised that work is being undertaken to increase the confidence amongst leaders in articulating impact.  It was **decided** that an item would be added to the agenda for the next meeting on 26.01.23 to consider SEF related questions Ofsted might ask and what governors would need to evidence. The HT will send out potential questions and governors were asked to consider their responses in readiness for discussion at the next meeting. | Add potential SEF related Ofsted questions to the agenda for 26.01.23. HT to circulate questions and governors to consider responses ahead of the meeting. |
| **7.** | **HEADTEACHERS REPORT**  The HT report was provided to governors prior to the meeting via Governorhub. Additional points were raised as follows.  The HT confirmed that attendance at the recent open evening was very positive. It was confirmed that the event was advertised through social media, flyers and leaflets that were sent to local businesses. Families with children due to start the school in the next academic year were also invited.  *Governor Q: What were the main aims of the open evening?*  *A: To increase pupil numbers and to increase awareness of what Braunstone Frith Primary is about amongst the community.*  Kunskapsskolan was explained as an approach that focuses on consistent practice. Work is undertaken in the UK in conjunction with the University of Bolton. The HT has made connections with the University and recent observations during an instructional round, identified that consistent practice is very evident at the school and that Teaching and Learning is strong. Governors stated that they were reassured by this feedback. The HT advised that observations highlighted an area to consider going forward is how pupils drive their own learning.  The HT highlighted year 6 data as a significant risk. It is felt that the makeup of the cohort needs to be taken into account as well as the number of new pupils who joined the year group in September 2022. Extra interventions have been put in place as follows:   * Inference and comprehension sessions for those that have the potential to achieve Age Related Expectations (ARE) and for those that are ARE to ensure that they stay there. * Greater focus on comprehension given this will be a key area of testing. * Implementation of arithmetic interventions by a year 6 Teaching Assistant. * Mentoring and coaching in writing, with a focus on building on the previous days learning. * Releasing Teachers from classes to undertake more structured learning with identified pupils. * After school sessions will be introduced in the new year.   It was confirmed that 12 pupils in year 6 would not sit the SATS test and this number could increase.  *Governor Q: How will learning be facilitated for these learners?*  *A: Governors were informed that ‘widgets’ were being used to support scaffolding of learning. The schools approach is to consider children as individuals and what they need to enable them to learn. Data is used as an analysis tool to make sure something is happening to support learning. The same strategy is used across the school due to the high numbers of Pupil Premium, SEND and pupils experiencing disadvantage etc. who also sit across multiple categories.*  *Governor Q: Do you feel that staff have the knowledge that they need?*  *A: The HT felt that staff do have the knowledge that they need. Learning forums are used across the trust and resources are provided. Work undertaken to improve subject knowledge, has enabled staff to have more detailed conversations. Regular conversations are taking place with staff to review interventions and action plans are adjusted in response rather than waiting for the data drop. The school is developing what is in place already and building on existing practice.*  *Governor Q: How often do pupil learning forums take place?*  *A: The HT advised that this was something the school needed to decide.*  *Governor Q: Is it worth a governor coming in to school to look at a learning forum?*  *A: It was* ***decided*** *that the Chair would visit the school to look at a learning forum.*  A discussion took place regarding the increase in student numbers in year 6 and the HT confirmed that the year was almost full.  See part 2 confidential minutes for the item on ‘teacher pay review’. | Chair to visit school to look at a learning forum. |
| **8.** | **REPORTS AND FEEDBACK**  Copies of the report and feedback from the discovery day from the Attenborough Trust, were provided to governors prior to the meeting via Governorhub. Further points were raised as follows.  The review team undertook observations with teachers and members of the SLT. The intention was to provide an external check of the statements made within the SEF and to assess whether the school’s judgements of the its current position were correct. Ofsted criteria were considered, tested and analysed but a judgement was not provided. The feedback provided, confirmed that statements within the SEF were accurate and honest and accurately reflected the school. The discovery day also provided staff with an opportunity to consider and report on impact. The governor in attendance on the day felt that the SEF had been very thoroughly scrutinised.  No further questions were raised. |  |
| **9.** | **TERMLY BUDGET REPORT**  The HT felt that the information received from the trust was not accurate and it was **decided** that this item would be deferred until the next meeting on 26.01.23. The HT agreed to seek to provide information prior to the next meeting. | HT to provide budgetary information prior to the next LGB meeting on 26.01.23 if possible and to include an item on the agenda at this meeting. |
| **10.** | **CHAIRS REPORT/TRUST UPDATES**  To also include any items, the LGB wishes to be raised back to the trust.  Governors felt that the training provided by the trust was not well attended. Consideration was given as to whether this was due to the online delivery. It was suggested that circulating the training calendar at the start of each term to provide a reminder and plan ahead would be useful. The LGB **agreed** to consider the calendar together to target training based on what is needed as a school in conjunction with gaps arising from the skills audits.  It was **decided** that the new trust governor visit process needs to be considered by the HT and RW and then discussed with the LGB. | HT and RW to consider the new trust governor visit process and discuss with LGB. |
| **11.** | **PUPIL PREMIUM AND SPORTS PREMIUM ANNUAL REPORTS**  The reports were provided prior to the meeting via Governorhub and outline a review of the previous year and the plan for the current year.  The LGB **approved** both reports and it was **agreed** that these would be published on the school website. The HT requested that governors familiarise themselves with the reports and the impact of both pupil premium and sports premium in readiness for Ofsted. | Publish pupil premium and sports premium reports on the school website. |
| **12.** | **TERMLY CARE, GUIDANCE AND WELFARE REPORT-**  The focus for the termly care, guidance and welfare report was Governor visits. A summary of the visits undertaken were provided.  Teaching and Learning: A report was provided prior to the meeting via Governorhub. AS considered all subject areas as part of her visit. This enabled AS to understand where teaching and learning was across the school and whether it was in line with the School Development Plan. AS was impressed with the recording and tracking being undertaken and that if things had not been achieved plans were in place to address this. AS’s next visit will include classroom visits and a focus on writing. AS will speak to the subject lead and pupils to capture pupils voice.  Voice 21- the visit was completed by AP and a report was provided prior to the meeting via Governorhub.  Vulnerable groups/Inclusion- the visit was completed by AP and RW. The governors were impressed with the new excel tracker and that the school is using effective ways of monitoring and supporting training (Edukey). Consideration was also given to how the impact of interventions is evidenced and who is expected to do what. It was agreed that a report would be provided ahead of the next LGB meeting.  Safe spaces- it was **decided** that this would be planned for a future visit.  Phonics and early reading- it was **decided** that this would be planned for a future visit.  Crew- Izzy and AR- crew- very positive from safeguarding point of view. KS2 very engaged in crew and could articulate what doing and why doing it. Will be developing independence throughout the year.  Dates were shared for future visits that would seek to build on the previous visits. GF agreed to support with Crew. The HT commended the LGB on the visits completed and thanked governors. The schools experience is that visits are supportive and challenging. It was **decided** that RW would circulate information relating to visits including a record of those completed and dates of future visits.  It was **agreed** that IRM and KD would check the Single Central Record (SCR) will be checked prior to the end of term. | RW to circulate information relating to governor visits.  IRM and KD to check the SCR before the end of term. |
| **13.** | **OPERATIONAL RISK REGISTER (LGB LEVEL)**  The risk register was shared with governors prior to the meeting via Governorhub. The main risk highlighted was the fall in pupil numbers. The HT advised that benchmarking would be completed with schools facing similar situations. |  |
| **14.** | **POLICY APPROVAL**  TheSelf-Harm policy was shared with governors prior to the meeting via Governorhub. The policy was **approved**. |  |
| **15.** | **ANY OTHER BUSINESS**  It was agreed that KD would share a link to safeguarding training provided by the Key on Governorhub. Governors were requested to add completed training on to their profile. | KD to send link to the Key Safeguarding training. |
| **16.** | **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:   * **26th January 2023; 16th March 2023** * **11th May 2023; 6th July 2023**   All meetings will start at 4.30pm |  |

The meeting closed at 6.30pm following the conclusion of the confidential element of the HT’s report.

**Action Log**

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| **DATE** | **ITEM NO** | **ACTION** | **BY WHEN** | **BY WHO** | **UPDATE** |
| 01.12.2022 | 5 | Send skills audit to clerk | End of term | KD and SC |  |
| 01.12.2022 | **5** | Complete declarations/confirmations | End of term | SC |  |
| 01.12.2022 | **5** | Coordinate a shared governors training session. | ? | RW |  |
| 01.12.2022 | **5** | KD to check that links to the LA’s admissions policy on the school website meets requirements. | End of term | KD |  |
| 01.12.2022 | **5** | KD to split the website into a grid based on the strategic wheel to determine which areas governors need to review. | Next LGB meeting on 26.01.23 | KD |  |
| 01.12.2022 | 6 | Add potential SEF related Ofsted questions to the agenda for 26.01.23. HT to circulate questions and governors to consider responses ahead of the meeting. | Next LGB meeting on 26.01.23 | HT |  |
| 01.12.2022 | 7 | Chair to visit school to look at a learning forum. | End of Spring term | IRM |  |
| 01.12.2022 | 9 | HT to provide budgetary information prior to the next LGB meeting on 26.01.23 if possible and to include an item on the agenda at this meeting. | Next LGB meeting on 26.01.23 | HT |  |
| 01.12.2022 | 10 | HT and RW to consider the new trust governor visit process and discuss with LGB. | Next LGB meeting on 26.01.23 | HT/RW |  |
| 01.12.2022 | 11 | Publish pupil premium and sports premium reports on the school website. | End of term | KD |  |
| 01.12.2022 | 12 | RW to circulate information relating to agreed governor visit dates. | End of term | RW |  |
| 01.12.2022 | 12 | IRM and KD to check the SCR before the end of term. | End of term | IRM and KD |  |
| 01.12.2022 | 15 | KD to send link to the Key Safeguarding training. | End of term | KD | Complete |