



**Braunstone Frith**  
Primary Academy

# BRAUNSTONE FRITH PRIMARY ACADEMY



## MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON THURSDAY 16<sup>th</sup> MARCH 2023 at 5.00pm NON CONFIDENTIAL

### Composition of the Board

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)	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		Y
Graham Foster (GF)	Community	24.02.2026	Lifelong learning spoke	Y
Amy Rowley (AR)	Staff (Support)	20.01.2024	Lifelong learning spoke	Y
Vacancy	Parent			
<b>In Attendance</b>				
Naomi Grant			Deputy HT	Y
Rebecca Miles			Clerk	Y
Connor Woolman (CW)	Observer (potential new community governor)			N

ITEM NO	ITEM	ACTIONS
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed all Governors and a round of introductions followed.</p> <p>Apologies were received and accepted from CW who had hoped to attend the meeting as an observer and be appointed as a community governor.</p>	
2.	<p><b>DECLARATIONS OF INTERESTS</b></p> <p>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</p> <p>No additional declarations were made. It was noted that SC would need to complete the annual declaration on Governorhub.</p>	

3.	<b>MINUTES OF LAST MEETING</b> The non-confidential minutes of the Governing Board meeting held on the 26 <sup>th</sup> January 2023 were <b>approved</b> .																																																																																																											
4.	<b>MATTERS ARISING</b> <table border="1" data-bbox="220 369 1246 1473"> <thead> <tr> <th>DATE</th> <th>ITEM NO</th> <th>ACTION</th> <th>BY WHEN</th> <th>BY WHO</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>01.12.2022</td> <td>5</td> <td>Send skills audit to clerk</td> <td>End of term</td> <td>SC</td> <td>Carry forward</td> </tr> <tr> <td>01.12.2022</td> <td>5</td> <td>Complete declarations/confirmations</td> <td>End of term</td> <td>SC</td> <td>Carry forward</td> </tr> <tr> <td>01.12.2022</td> <td>5</td> <td>KD to split the website into a grid based on the strategic wheel to determine which areas governors need to review.</td> <td>Next LGB meeting on 26.01.23</td> <td>KD</td> <td>Carry forward</td> </tr> <tr> <td>26.01.2023</td> <td>5</td> <td>Clerk to establish whether the trust has 'role of a parent governor' handouts in an easy read format.</td> <td>Parents evening 15.02.23</td> <td>RM</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>5</td> <td>IRM and RW to meet to review the governance web page.</td> <td>?</td> <td>IRM/RW</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>5</td> <td>Clerk to analyse the skills audit data and provide a summary document to be considered at the next meeting.</td> <td>March LGB meeting</td> <td>RM</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>5</td> <td>Clerk to re-share required training information.</td> <td>26.01.2023</td> <td>RM</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>5</td> <td>IRM to feedback that the required training was lengthy and not necessarily relevant for governors.</td> <td>26.01.2023</td> <td>IRM</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>6</td> <td>HT to amend the SIP evaluation with the correct colours.</td> <td>March LGB meeting</td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>6</td> <td>Clerk to liaise with HT's PA regarding printing a pack for governors.</td> <td>March LGB meeting</td> <td>RM</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>6</td> <td>Challenge Partners feedback to be listed on the next meeting agenda.</td> <td>March LGB meeting</td> <td>RM/HT</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>6</td> <td>The HT report to include the HT's vision at the next meeting.</td> <td>March LGB meeting</td> <td>RM/HT</td> <td>On the agenda.</td> </tr> <tr> <td>26.01.2023</td> <td>7</td> <td>Governors to email the clerk with completed safeguarding training.</td> <td>March LGB meeting</td> <td>IRM, KD, AP, AR and SC</td> <td>SC to complete</td> </tr> <tr> <td>26.01.2023</td> <td>7</td> <td>Safeguarding peer review report to be shared with governors once available.</td> <td></td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>11</td> <td>RW to add wellbeing and safeguarding questions to the governor visit proforma.</td> <td>March LGB meeting</td> <td>RW</td> <td>Complete</td> </tr> <tr> <td>26.01.2023</td> <td>12</td> <td>HT to confirm the date of the next meeting.</td> <td></td> <td>HT</td> <td>Complete</td> </tr> </tbody> </table>					DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	01.12.2022	5	Send skills audit to clerk	End of term	SC	Carry forward	01.12.2022	5	Complete declarations/confirmations	End of term	SC	Carry forward	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	Carry forward	26.01.2023	5	Clerk to establish whether the trust has 'role of a parent governor' handouts in an easy read format.	Parents evening 15.02.23	RM	Complete	26.01.2023	5	IRM and RW to meet to review the governance web page.	?	IRM/RW	Complete	26.01.2023	5	Clerk to analyse the skills audit data and provide a summary document to be considered at the next meeting.	March LGB meeting	RM	Complete	26.01.2023	5	Clerk to re-share required training information.	26.01.2023	RM	Complete	26.01.2023	5	IRM to feedback that the required training was lengthy and not necessarily relevant for governors.	26.01.2023	IRM	Complete	26.01.2023	6	HT to amend the SIP evaluation with the correct colours.	March LGB meeting	HT	Complete	26.01.2023	6	Clerk to liaise with HT's PA regarding printing a pack for governors.	March LGB meeting	RM	Complete	26.01.2023	6	Challenge Partners feedback to be listed on the next meeting agenda.	March LGB meeting	RM/HT	Complete	26.01.2023	6	The HT report to include the HT's vision at the next meeting.	March LGB meeting	RM/HT	On the agenda.	26.01.2023	7	Governors to email the clerk with completed safeguarding training.	March LGB meeting	IRM, KD, AP, AR and SC	SC to complete	26.01.2023	7	Safeguarding peer review report to be shared with governors once available.		HT	Complete	26.01.2023	11	RW to add wellbeing and safeguarding questions to the governor visit proforma.	March LGB meeting	RW	Complete	26.01.2023	12	HT to confirm the date of the next meeting.		HT	Complete	
DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE																																																																																																							
01.12.2022	5	Send skills audit to clerk	End of term	SC	Carry forward																																																																																																							
01.12.2022	5	Complete declarations/confirmations	End of term	SC	Carry forward																																																																																																							
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	Carry forward																																																																																																							
26.01.2023	5	Clerk to establish whether the trust has 'role of a parent governor' handouts in an easy read format.	Parents evening 15.02.23	RM	Complete																																																																																																							
26.01.2023	5	IRM and RW to meet to review the governance web page.	?	IRM/RW	Complete																																																																																																							
26.01.2023	5	Clerk to analyse the skills audit data and provide a summary document to be considered at the next meeting.	March LGB meeting	RM	Complete																																																																																																							
26.01.2023	5	Clerk to re-share required training information.	26.01.2023	RM	Complete																																																																																																							
26.01.2023	5	IRM to feedback that the required training was lengthy and not necessarily relevant for governors.	26.01.2023	IRM	Complete																																																																																																							
26.01.2023	6	HT to amend the SIP evaluation with the correct colours.	March LGB meeting	HT	Complete																																																																																																							
26.01.2023	6	Clerk to liaise with HT's PA regarding printing a pack for governors.	March LGB meeting	RM	Complete																																																																																																							
26.01.2023	6	Challenge Partners feedback to be listed on the next meeting agenda.	March LGB meeting	RM/HT	Complete																																																																																																							
26.01.2023	6	The HT report to include the HT's vision at the next meeting.	March LGB meeting	RM/HT	On the agenda.																																																																																																							
26.01.2023	7	Governors to email the clerk with completed safeguarding training.	March LGB meeting	IRM, KD, AP, AR and SC	SC to complete																																																																																																							
26.01.2023	7	Safeguarding peer review report to be shared with governors once available.		HT	Complete																																																																																																							
26.01.2023	11	RW to add wellbeing and safeguarding questions to the governor visit proforma.	March LGB meeting	RW	Complete																																																																																																							
26.01.2023	12	HT to confirm the date of the next meeting.		HT	Complete																																																																																																							
5.	<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b> <p>a. An update was provided on the Parent Governor vacancy. Governors were informed that AS had attended the parents evening, information was shared by the HT and leaflets were distributed. The vacancy had been advertised and 2 applicants were received. It was highlighted that an election would follow and the associate governor role could be considered for the parent who was not appointed.</p> <p>The LGB were made aware that a community governor had been identified who had hoped to observe the current meeting but was unwell.</p> <p>b. It was confirmed that there were no terms of office which would cease before the next meeting.</p>																																																																																																											

	<p>c. It was confirmed that SC would need to complete her Declaration of Pecuniary Interest and confirmations including KCSIE, 2022 via Governor Hub.</p> <p>d. It was confirmed that the School Website and Get Information about School (GIAS) were compliant.</p> <p>e. The Governance Professional provided an analysis of the completed skills audits prior to the meeting and key points were highlighted. It was noted that governors followed a team approach to safeguarding and visit forms require governors to ask children whether they feel safe.</p> <p>f. It was noted that AP had completed safer recruitment provided by the National College and that 2 governors were now trained.</p>	
<p><b>6.</b></p>	<p><b>TERMLY HEADTEACHERS REPORT</b></p> <p>The HT's report was shared with governors prior to the meeting via Governorhub and further points were highlighted as follows:</p> <p><b>Spring School Improvement Plan (SIP) evaluation-</b> the HT provided a summary and explained that the evaluation is linked to the LiFE MAT charter. An update was provided on each area and it was highlighted that these had been rag rated.</p> <p>The HT had been provided with the opportunity to share experiences around writing, with primary schools in the county. This had helped to clarify how hard writing is for students at Braunstone Frith, where they don't have the same out of school experiences as those living in more affluent areas. The evaluation had confirmed that more internal moderation was required on writing. It was also noted that there should be greater focus on what children <i>can do</i> within the age related and greater depth bands.</p> <p><b>Staffing-</b> governors were informed that as a result of a change to the safeguarding lead, 'listening campaigns' would need a bit more work. It was recognised that the school had experienced a lot of absence amongst Teaching Assistants and the remaining Teaching Assistants had worked hard to provide cover. The HT advised that it had been difficult to get supply cover. The Senior Leadership Team (SLT) would further consider staff workload as this had been highlighted in the staff survey. It was confirmed that this would be followed up and staff would be provided with the opportunity to provide further feedback.</p> <p>In terms of the HT's workload, it was <b>decided</b> that LGB meetings need to be aligned with dates for trust board meetings to enable the HT to manage getting documents ready for both meetings.</p> <p><b>Data (+SLT)-</b> the data considered the percentage of pupil working at Age Related Expectations (ARE) or higher and the percentage of pupils working below ARE, broken down by year groups and subjects. The HT advised that 13 children would not be entered for year 6 SATs (and the data did not include them) as some were in Designated Specialist Provision and some would be going into specialist provision. It was confirmed that progress data would be obtained for the 13 children not entered. It was highlighted to governors that</p>	<p>IRM to conduct a visit to consider attendance.</p>

the data for year 6 was a risk. However, data for Good Level of Development (GLD) is higher than last year and work on phonics had made a positive impact.

*Q: Is there any year group you are concerned about?*

*A: Governors were advised that more support is going into year 3 as there is always a tricky transition between Key Stage 1 and Key Stage 2. It had also been identified that half of the children in year 4 are summer born. There continues to be a push on handwriting as there is a continued impact following COVID.*

**Attendance-** the HT highlighted that attendance is a concern and is lower than the national average, particularly persistent absence. The school would like to make attendance more visible so that it is more alive for children. Several interventions have been trialled without success. Further research is being undertaken to identify interventions that have had a proven impact. Governors were made aware that Ofsted may ask questions about what the school is doing on attendance. It was **decided** that IRM would visit to consider attendance.

*Q: Is attendance affecting particular groups?*

*A: It was confirmed that levels were low in EYFS. Guidance issued prior to Christmas which stated anyone with suspected scarlet fever should stay at home, had impacted all year groups.*

*Q: When you speak to parents, what is their reasoning behind them keeping children at home?*

*A: The HT advised that there appeared to be anxiety around children being unwell and with more parents working at home they may be more inclined to keep them at home. It was recognised that the threshold for parents keeping children at home due to illness was lower following COVID. Mental health issues at home had also increased following COVID which can make children reluctant to go to school.*

Following further discussion, it was **agreed** that the narrative should be around how complex attendance is and what the school has tried.

**Successes for this term were highlighted as below:**

- Voice 21 has chosen Braunstone Frith to feature in the Times Education supplement for its work on oracy
- The central trust team has appointed Jo Harris as a primary school facilities manager which has been very helpful
- Connor Woolman is interested in the role of community governor and has also set up a holiday club at the school for the first time
- Work with governors this year had been very successful, with governors providing a good balance of support and challenge and a positive impact evident from visits.

**Data from Analysing School Performance (ASP)-** this was tabled at the meeting. The data provides a three-year trend for results in reception, year 1 and year 2 phonics. As well as Key Stage 1 results and Key Stage 2 results. The data showed an upward trend for reading including at greater depth. The data

	<p>also suggests that writing needs to be further embedded and progress in Maths has remained around the same.</p> <p><b>School Inspection Data Summary Report (IDSR)</b>- this document was discussed and governors were asked to look at it. It was highlighted that the IDSR includes information on different areas including- attendance, disadvantage, staff absence, staff turnover and staff mobility (which is high at Braunstone Frith but some of this is due to the restructure as a result of a falling Published Admissions Number (PAN)).</p> <p>The 'Basic characteristics of your school' document was also shared and governors were asked to familiarise themselves with this. The document considers Braunstone Frith against other schools with similar characteristics. It was <b>decided</b> that RW and AS would meet with the HT to identify key areas. It was also <b>decided</b> that the HT would work with a local school on attendance, with a similar level of deprivation.</p> <p><b>NG left the meeting at 18.00</b></p> <p><b>Alternative provision-</b> See part 2 confidential minutes.</p>	<p>RW and AS to meet with the HT to identify key areas from the basic characteristics of your school document.</p> <p>The HT to work with a local school with a similar level of deprivation on attendance.</p>
7.	<p><b>CHALLENGE PARTNERS REVIEW</b></p> <p>The report from the Challenge Partners review was received by governors. The HT explained that the review had provided school leaders with experience of being asked questions by people they didn't know. The findings confirmed the schools current thinking. The next steps were helpful and were written together with the school and the team.</p>	
8.	<p><b>PHONICS PEER REVIEW</b></p> <p>It was noted that the phonics peer review had been very positive and had also been attended by the Vice Chair. The report had highlighted the positive impact of the new phonics scheme which had been introduced in September 2022. In particular, the impact had been very positive in EYFS. The next steps were identified as looking at the phonics interventions in year 2 to ensure that they are as strong as EYFS and year 1.</p>	
9.	<p><b>JUST BELOW PEER REVIEW</b></p> <p>Governors were informed that a peer review had taken place to consider provision for children working at 'just below' age related expectations. The review had involved two staff from Desford Primary School. Lots of strengths had been highlighted along with helpful development points. The review had confirmed that provision at Braunstone Frith is sound but the next step is to use data to move pupils from 'just below' to 'age related' and those 'below' to 'just below'.</p>	
10.	<p><b>SAFEGUARDING PEER REVIEW</b></p> <p>The Headteacher advised that a safeguarding peer review had been undertaken with staff from Desford Primary School. The review highlighted that practices at Braunstone Frith were embedded. Furthermore, pupils reported feeling safe, the school has a high level of record keeping, and it was</p>	

	<p>noted that the use of 'jigsaw' and the Relationships and Sex Education (RSE) scheme were having a positive impact. In terms of next steps, training is high on the priority list and the Senior Leadership Team (SLT) will undertake work to identify what the school does well.</p> <p>It was highlighted that a number of actions from the review had already been completed as listed below:</p> <ul style="list-style-type: none"> <li>- Strengthening the process for phoning home when vulnerable children are not in school</li> <li>- All staff have completed prevent training</li> <li>- Feedback in books is consistent across all subjects including Personal, Social, Health, Economic (PSHE)</li> <li>- Information inputted onto CPOMS is written in a different way which has had a benefit in the Designated Specialist Provision (DSP). This has included articulating actions taken and next steps rather than just an account of what has happened.</li> </ul> <p>The Chair fed back that it was reassuring for governors that next steps had already been completed.</p>	
<p><b>11.</b></p>	<p><b>OFSTED:</b></p> <p><b>Governors information for the school website-</b> governors were advised that the school website had been updated and complies with the trusts requirements. Governors were asked to review their pen portraits on the governor webpage and advise the governance professional of any required changes.</p> <p><b>Recap the schools vision-</b> the HT explained that the same vision was shared each year and the key premises is- <i>to sail a boat effectively you have to work together as a team</i>. Pictures were used to articulate the vision and demonstrate how working together is needed to give children the best learning opportunity. The vision also includes thinking about getting to the 'land of outstanding' and 'going for great'. A graphic organiser was shared and it was <b>decided</b> that this would be typed up and shared. It was <b>decided</b> that a statement on the school website was needed to state the governors vision.</p> <p><b>Safeguarding Ofsted question-</b> a graphic organiser has been developed to outline the safeguarding actions being undertaken within school. A summary was provided. It was decided that the graphic organiser would be shared with governors and they were asked to consider actions they had taken in relation to the different areas prior to the next meeting and then these would be discussed and agreed as a group.</p> <p><b>Folder-</b> each governor will have a folder with key documents.</p>	<p>Governors to review their pen portraits and advise the governance professional of any required changes.</p> <p>RW and IRM to consider the 'governors vision' and governors to email their contributions.</p> <p>HT to share the graphic organiser for the school vision.</p> <p>RW to share the safeguarding graphic organiser and governors consider actions.</p>
<p><b>12.</b></p>	<p><b>OPERATIONAL RISK REGISTER</b></p> <p>It was <b>agreed</b> that the HT would send the risk register to the Governance Professional to upload to Governorhub.</p>	<p>HT to send risk register to Governance Professional.</p>

	<p>It was confirmed that areas listed on the risk register are given scores from 0 to 10 (with 10 being considered the highest level of risk). Areas were discussed, and a summary is provided as follows:</p> <ul style="list-style-type: none"> <li>• Impact on behaviour after COVID- moved to 0 so can be moved from the register.</li> <li>• Office staff- moved to 0 so can be removed from the register.</li> <li>• Year 6 data- a score of 8 had been given but the HT confirmed that interventions were in place to mitigate this.</li> </ul> <p><i>Q: “Do you think that the score might be too high given the long-term impact is not likely to be too great?”</i></p> <p><i>A: The HT recognised that the school was doing everything it could to mitigate the risk and agreed the score should be moved to 5.</i></p> <ul style="list-style-type: none"> <li>• Financial implications resulting from a fall in pupil numbers- a score of 6 was given and governors were advised that mitigations were taking place. This included discussions with other primary HTs to consider how to best manage the fall in pupil numbers.</li> <li>• Attendance- absence had increased as the year had gone on and a score of 8 had been allocated.</li> </ul>	
<p><b>13.</b></p>	<p><b>GOVERNOR VISITS:</b></p> <p><b>a. Phonics-</b> the visit report was shared with governors prior to the meeting and a summary was provided. Governors were advised that the phonics peer review had been very positive and had provided the school with confidence and scrutiny. It was felt that the process was thorough, robust, collaborative and very effective. Thanks were noted for staff who took part.</p> <p>The visit included discussions with the staff member who started the Little Wandle phonics scheme, teachers and children. The discussions demonstrated that staff had good expertise and that they and the children could articulate what the scheme was about. When the children were asked whether they felt safe (the standard question asked on all governor visits), they confirmed that they did and stated that they could put a card in a box if they had any worries. Governors were advised that a follow up visit would be arranged to check next steps are being put into practice.</p> <p><b>b. Oracy-</b> the visit report was shared with governors prior to the meeting and a summary was provided. The visit included a learning walk, as well as conversations with children. The children’s vocabulary knowledge had been impressive, including a child for whom English is an Additional Language (EAL). It was felt that the oracy lead was very strong and could answer all questions that were asked. In response to a governor question, it was confirmed that ‘voice 21’ is the outreach project that supports the work of ‘school 21’ which is based in London. Braunstone Frith Primary Academy, is part of a pilot looking at vocabulary in year 5 and 6 and how work around this supports transition from primary to secondary school.</p> <p>Future governor visits were discussed and will be listed on the visits spreadsheet available on Governorhub. The visits included- data, absences, pupil questionnaires and the year 6 guide dog visit.</p>	

<p><b>14.</b></p>	<p><b>WELLBEING</b></p> <p>It was noted that staffing had been mentioned earlier in the meeting and further analysis of the LiFE MAT staff survey would be required before key points could be shared with governors. It was <b>decided</b> that this would be an item on the next meeting agenda.</p>	<p>Results of the LiFE MAT staff survey to be shared at the LGB on 11.05.2023</p>
<p><b>15.</b></p>	<p><b>TRUST UPDATES AND REPORT FROM THE CHAIR</b></p> <p>The Chair advised she had attended the LiFE MAT chairs meeting and fed back that the required training for governors was lengthy and didn't appear to be completely relevant to the governor role. As a result of feedback on training, it was agreed that governors would not be expected to complete more than 2-3 hours of training per term. The trust also advised that the training offer would be reviewed prior to the next academic year.</p> <p>It was confirmed that there were no longer enough trustees to allocate one to each school.</p> <p>Chairs were informed that there would be an area created on Governorhub for all policies to be shared across the trust to help staff when writing policies.</p>	
<p><b>16.</b></p>	<p><b>POLICY APPROVAL</b></p> <p>The following policies were provided to governors in advance of the meeting to review and were <b>approved</b>:</p> <ul style="list-style-type: none"> <li>• RSE policy</li> <li>• Medical needs policy</li> </ul> <p>The following policy was reviewed by the Chair and Vice-Chair and was <b>approved</b> by governors:</p> <ul style="list-style-type: none"> <li>• Low level concern policy</li> </ul> <p>Governors <b>agreed</b> to defer the approval of the following policies until the LGB meeting on 6<sup>th</sup> July 2023:</p> <ul style="list-style-type: none"> <li>• Education of Looked after children</li> <li>• EYFS</li> <li>• Induction</li> <li>• Private Fostering Policy</li> <li>• Physical Intervention policy</li> </ul>	
<p><b>17.</b></p>	<p><b>DATE &amp; TIME OF THE NEXT MEETING</b></p> <p><b>DATES &amp; TIMES OF MEETINGS FOR THE 2022 – 2023 ACADEMIC YEAR</b></p> <p>Governors noted the dates of meetings for the academic year, which are aligned with Trust Board meetings:</p> <ul style="list-style-type: none"> <li>• <b>11<sup>th</sup> May 2023</b></li> <li>• <b>6<sup>th</sup> July 2023</b></li> </ul> <p>All meetings will start at 4.30pm.</p>	



--	--	--

The meeting closed at 7.10pm.

### Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
01.12.2022	5	Send skills audit to clerk	End of term	SC	
01.12.2022	5	Complete confirmations (KCSIE, Code of Conduct, policies)	End of term	SC	Declaration of interest complete, remaining confirmations outstanding.
26.01.2023	7	Governors to email the clerk with completed safeguarding training.	Next LGB meeting on 11.05.2023	SC	
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 11.05.23	KD	
16.03.2023	6	IRM to conduct a visit to consider attendance.	Next LGB meeting on 11.05.23	IRM	
16.03.2023	6	RW and AS to meet with the HT to identify key areas from the basic characteristics of your school document.	Next LGB meeting on 11.05.23	RW and AS	
16.03.2023	6	The HT to work with a local school with a similar level of deprivation on attendance.	End of summer term	HT	
16.03.2023	6	IRM to check the SCR with KD.	End of spring term	IRM and KD	
16.03.2023	11	Governors to review their pen portraits on the governor webpage and advise the governance professional of any required changes.	Next LGB meeting on 11.05.23	ALL	
16.03.2023	11	RW and IRM to consider the 'governors vision' and governors to email their contributions.	Next LGB meeting on 11.05.23	RW and IRM	
16.03.2023	11	HT to share the graphic organiser for the school vision.	Next LGB meeting on 11.05.23	HT	
16.03.2023	11	RW to share the safeguarding graphic organiser and governors consider actions.	Next LGB meeting on 11.05.23	RW	

16.03.2023	12	HT to send risk register to Governance Professional.	Next LGB meeting on 11.05.23	HT	Complete.
16.03.2023	14	Results of the LiFE MAT staff survey to be shared at the next meeting.	Next LGB meeting on 11.05.23	HT	Added to the meeting agenda.

DRAFT