



**Braunstone Frith**  
Primary Academy

# BRAUNSTONE FRITH PRIMARY ACADEMY



## MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON THURSDAY 18<sup>th</sup> May 2023 at 4.30pm 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)			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	
Amy Rowley (AR)	Staff (Support)	20.01.2024	Lifelong learning spoke	N
Connor Woolman (CW)	Observer		Potential new community governor	Y
Vacancy	Parent			
<b>In Attendance</b>				
Naomi Grant			Deputy HT	Y
Rebecca Miles			Clerk	Y

ITEM NO	ITEM	ACTIONS
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed all Governors. CW was introduced and it was explained that he would like to join the LGB as a community governor and would attend the meeting as an observer.</p> <p>Apologies were received and <b>accepted</b> from AR. The absence of GF was noted.</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.</p>	
3.	<b>MINUTES OF LAST MEETING</b>	

The non-confidential minutes of the Governing Board meeting held on the 15<sup>th</sup> March 2023 were **approved**.

**4. MATTERS ARISING**

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
01.12.2022	5	Send skills audit to clerk	End of term	SC	<b>Outstanding</b>
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 18.05.2023	SC	<b>Outstanding</b>
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 18.05.23	KD	It was noted that governors needed to move this action forward.
16.03.2023	6	IRM to conduct a visit to consider attendance.	Next LGB meeting on 18.05.23	IRM	Complete
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 18.05.23	RW and AS	Complete
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	Complete
16.03.2023	6	IRM to check the SCR with KD.	End of spring term	IRM and KD	Complete
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 18.05.23	ALL	Complete
16.03.2023	11	RW and IRM to consider the 'governors vision' and governors to email their contributions.	Next LGB meeting on 18.05.23	RW and IRM	Complete- included on present agenda
16.03.2023	11	HT to share the graphic organiser for the school vision.	Next LGB meeting on 18.05.23	HT	Complete- included on present agenda
16.03.2023	11	RW to share the safeguarding graphic organiser and governors consider actions.	Next LGB meeting on 18.05.23	RW	Complete- included on present agenda
16.03.2023	12	HT to send risk register to Governance Professional.	Next LGB meeting on 18.05.23	HT	Complete.
16.03.2023	14	Results of the LIFE MAT staff survey to be shared at the next meeting.	Next LGB meeting on 18.05.23	HT	Added to the present meeting agenda.

**5. GOVERNANCE - CONSTITUTION/ MEMBERSHIP**

- a. The Parent Governor vacancy was noted and an update was received on recruitment. The HT advised that two parents had applied for the parent governor post and DBS checks had been completed. Both parents had completed profiles (and were available for governors to read) and would be sent to parents with instructions on how to vote for their preferred candidate.
- b. It was noted that there were no terms of office which would cease before the next meeting.
- c. It was noted that all governors had completed their declarations of interest but SC had not yet completed her other confirmations including KCSIE, 2022 via Governor Hub.

<p>d.</p> <p>e.</p> <p>f.</p>	<p>It was confirmed that the School Website and Get Information about School (GIAS) are compliant. The governance professional highlighted that minutes cannot be added to the website until they are approved and signed by the Chair on governorhub. It was also <b>decided</b> that KD would review the governance webpage to ensure that is more user friendly.</p> <p>It was noted that governors had not undertaken any training since the last meeting. The Chair shared that low attendance at training had been raised at the recent Chairs meeting. It was highlighted that the trusts training plan for 2023/24 had been developed and seeks to overcome the attendance difficulties. The expectation would be for governors to attend 3 hours of training each term. This would include training available through the National College and bespoke training provided by the National Governance Association (NGA). The trust had also advised that they would aim to pair new governors with an experienced governor. The governance professional reminded everyone to add completed training to Governorhub or to send confirmation for her to add.</p> <p>Governor Visits undertaken since the last meeting were considered.</p> <p>SC and RW advised that they had visited year 6 during a visit from guide dogs as part of the real life curriculum. The intent, implementation and impact of the real life curriculum was discussed with staff. It was explained that the school had recognised a need for pupils to connect their learning to real life and the approach was based on extensive research. Parents were informed about the real life approach. SC and RW had discussed how the real life curriculum is monitored and impact is measured using questionnaires which are compared against a database. The needs of disadvantaged pupils were met by working in mixed groups. It had been suggested that pupils could attend the next governors meeting to discuss the real life approach. The impact of the real life curriculum on attendance was currently being considered. The governors had suggested that the real life curriculum could also be better reflected on the school website. It was confirmed that questions were asked around safeguarding as part of the visit.</p> <p><i>Q: Does this capture cultural capital?</i></p> <p><i>A: It was confirmed that cultural capital is captured as pupils learn about how to choose information they want to present and they are equipped with broader skills that can be applied to day to day life.</i></p> <p>The Chair advised that she had completed a visit to look at the Single Central Record (SCR) and confirmed that this was up-to-date. It was highlighted that the MAT had made some changes to what would need to be recorded which was recognised as a large piece of work.</p> <p>The Chair had also completed a visit to consider attendance and it had been evident that lots was happening and having an impact. Governors were made aware that a MAT wide strategy which will be launched in the new academic year will emphasise that attendance is everyone’s responsibility. It is hoped that this will have an impact. The HT and governors agreed that attendance</p>	
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	was not where everyone would want it to be but everything was being done to get it there.	
<b>6.</b>	<p><b>HT UPDATE ON STAFFING</b></p> <p>It was shared that 22 teachers from Hong Kong had visited the school. They had been able to hear about the real life curriculum and had spoken to groups of children. It was noted that it had been positive to hear that the teachers had visited the XP school in Sheffield where Braunstone had taken learning from.</p> <p>Standard Assessment Tests (SATs) had taken place for year 6 pupils. The HT paid credit to the children for demonstrating resilience in completing the papers despite some of the papers being more difficult than those practised. The governors acknowledged the high number of children in year 6 with Special Educational Needs and/or Disabilities (SEND).</p> <p><i>Q: Did the recent strikes have an impact on pupils?</i>  <i>A: The HT confirmed that pupils had not missed any school time, but had not had their own teacher which would have had an impact. It also meant that it had not been possible to deliver the normal interventions due to cover being required elsewhere.</i></p> <p>Governors noted the message that had been received outside of the meeting from the Chair in relation to the change to the HT's role. The change involves the HT becoming executive HT for Dovebank Primary School and Braunstone. This would require the HT to spend one day a fortnight at Dovebank and extra work undertaken in her own time. Governors were informed that NG and KD had been appointed as Head of School and deputy HT and Ed would work for the MAT one day a week at other schools.</p> <p>Adverts had been published to recruit 3 new teachers to replace those that were leaving (2 full-time posts and 1 part-time). Interviews would also take place for an additional assistant HT to provide backfill. It had been agreed that some teachers from Braunstone would be seconded to Dovebank due to a decline in pupil numbers. An internal part-time assistant SENCO post had been advertised but had not received any applications. The HT agreed to follow this up.</p> <p>It was highlighted that the structure would be temporary for 1 academic year. It was felt that huge benefits would be provided from supporting another school.</p>	
<b>7.</b>	<p><b>PARENT GOVERNOR UPDATE</b></p> <p>Included under item 5.</p>	
<b>8.</b>	<p><b>TERMLY BUDGET UPDATE</b></p> <p>The HT advised governors that work was taking place with the Business Manager to ensure that cost centres were correct and the budget is accurate. Governors highlighted that it was difficult to ask questions currently based on how the financial information was presented. It was recognised that this</p>	

	appeared to be a problem for LGBs across the trust and it continued to be unclear what governors were responsible for in relation to finances.	
<b>9.</b>	<b>BUSINESS CONTINUITY PLAN</b> Governors were informed that the MAT's facilities manager was pulling together a trust wide business continuity plan template which schools would be able to personalise. It is hoped that this would be available by the end of the academic year.	
<b>10.</b>	<b>ANNUAL LGB EFFECTIVENESS REVIEW</b> Governors were reminded that a self-review of the LGB should be considered at the next meeting (6 <sup>th</sup> July 2023) and led by the Chair.  Governors were asked to consider the Health Check (provided in the meeting folder on Governorhub) and come prepared with examples, to the next meeting.	Governors to prepare examples to use when the health check is completed at the meeting on 6 <sup>th</sup> July 2023.
<b>11.</b>	<b>OFSTED:</b> <b>a. Governors information for the school website (pen portraits)-</b> governors were reminded to check their pen portraits for accuracy. KD advised that she had made amendments where she knew the information to be out of date.  <b>b. Governor vision-</b> governors were reminded of the discussion which took place at the last meeting regarding the school vision and the HT provided a re-cap. A further discussion followed around the governor vision and how this links to the HT vision. Governors <b>agreed</b> that they would like to add something about meeting the needs of children (inclusion and relationships). It was suggested that the vision also needed to be considered from a community perspective.  In regard to the governor's vision, the following key points to include were outlined: <ul style="list-style-type: none"> <li>- Children and parents develop a love of learning;</li> <li>- The school works with the community and consider what they want;</li> <li>- Collaboration and sharing of knowledge takes place between the school, governors and other schools;</li> </ul> It was <b>agreed</b> that there would need to be a checklist to ensure that the school was meeting the areas outlined in the governor vision. It was felt that the addition of a new parent governor would be very positive in terms of strengthening community insight. It was further suggested that utilising opportunities to engage with parents could be considered in the future, as well as considering how to capture community knowledge and communication through staff governors. It was agreed that one focus of governor visits would be the robustness of the schools own monitoring.  <b>c. Safeguarding Ofsted graphic organiser-</b> following a discussion, it was <b>decided</b> that a point about governors undertaking site visits should be included along with a brief summary. The governor training record was considered and it was highlighted that all staff had received safeguarding training arranged through LIFE MAT. A request was made for the governance professional to provide instructions on how to add training to governorhub.	Annotate the IDSR

<p>d.</p> <p>e.</p>	<p>It was <b>agreed</b> that a future conversation was needed around Ofsted in relation to the quality of education.</p> <p>The School Inspection Data Summary Report (IDSR) was shared prior to the meeting and considered. It was agreed that it would be necessary to explain work taking place for the different elements. It was <b>agreed</b> that the IDSR would be annotated in the future.</p>	
<p><b>12.</b></p>	<p><b>WELLBEING</b></p> <p>The results from survey's conducted by LiFE MAT for pupils, parents and staff were summarised. It was highlighted that the results from all surveys had been positive.</p> <p>The key theme from the staff survey had been around workload. In response, the HT had met with teachers and support staff in two separate groups. Teachers had commented how busy the school day was. To address this, crew time had been reduced and lunchtime supervisors were collecting children and taking them to the dinner hall to allow teachers to eat their lunch and prepare for the afternoon's lessons. Assemblies had been reinstated in the hall to allow teachers time to talk to each other.</p> <p>Teaching Assistant's had also referred to feeling very busy during the school day and lunchtimes had been tweaked to alleviate some of this.</p> <p>An action plan had been created following the meetings which was being worked through. Staff had attended meeting prepared with solutions and agreed that would meet each half term to review progress and anything needed to change.</p> <p>It was confirmed that participants at the meetings were self-selected following an open invitation from the HT. The HT felt that the meetings had been very positive.</p> <p>Governors suggested that it would be helpful to compare the results from the recent survey to the next one to consider impact. It was recognised that discussions with staff during governor visits had already provided evidence of impact.</p> <p>The survey for parents had suggested that more work was required in relation to communication. It was suggested that some parents did not appear to be reading letters sent by the school and some were unsure how to use the school communication system. It had been agreed that the HT's Personal Assistant would meet with parents to deliver a training session to support them with this.</p> <p>Feedback from the pupil survey had indicated that some work was needed in regard to participation in after school activities. Behaviour of other pupils in and outside of lessons had also been highlighted and work was taking place to find out more about why pupils had answered the way they did. In response to</p>	

	<p>a governor question, it was confirmed that pupils completed the survey in school with support as needed to provide them with a direct voice.</p>	
<p><b>13.</b></p> <p><b>a.</b></p>	<p><b>POLICY APPROVAL</b></p> <p>Governors were asked to consider the Home visits policy. A draft version of the policy was provided prior to the meeting via governorhub and an updated version was tabled.</p> <p><i>Q: Can a member of staff conduct a visit alone?</i>  <i>A: It was confirmed that the revised version of the policy states that a visit can be conducted when someone is on their own, but they cannot go inside the house on their own (doorstop visit only).</i></p> <p>It was <b>decided</b> that the HT would re-read the introduction to the revised version of the policy to double check it was clear. It was acknowledged that ideally two people would attend home visits but this was not possible due to capacity.</p> <p>It was <b>decided</b> that governors would review the revised version of the policy (available on governorhub) and make any comments by Thursday 25<sup>th</sup> May 2023. Approval would be minuted at the next meeting.</p>	
<p><b>14.</b></p>	<p><b>TRUST UPDATES</b></p> <p>The Chair reminded governors that she had shared an up-date on training under item 5. Governors were made aware that the MAT had shared that it had reserves of 10% which exceeded the recommended 5%. In light of this, consideration was being given to pooling the General Annual Grant (GAG) funding and allowing schools to apply. Governors were reminded that a policy area had been added to governorhub which would be a useful reference area.</p> <p>The Chair passed on thanks from the executive team at the trust, in recognition of the improvements made to the trust’s governance as a result of the hard work of LGB’s.</p> <p>As part of the summary to the trust board, it was <b>agreed</b> that a question should be asked regarding what the LGB should be looking at in terms of finances and to what level of detail. It was agreed that clarity within the scheme of delegation would also be helpful.</p> <p>A suggestion was made to consider financial benchmarking data to help inform governor questions. It was also <b>decided</b> that the HT, AS and the Business Manager would determine the best financial report for governors to consider for the next academic year.</p>	
<p><b>15.</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>6<sup>th</sup> July 2023</b></li> </ul>	<p>To confirm LGB meeting dates 2023/24.</p>

	<p>All meetings will start at 4.30pm.</p> <p>Governors confirmed that they would be happy to continue to meet on Thursdays at 4:30pm. The HT advised that she would align the dates to the trust board meeting dates and provide a list to governors.</p>	
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The meeting closed at 6.15pm.

### Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
01.12.2022	5	Send skills audit to clerk	Next meeting 06.07.2023	SC	Outstanding
01.12.2022	5	Complete confirmations (KCSIE, Code of Conduct, policies)	Next meeting 06.07.2023	SC	Declaration of interest complete, remaining confirmations outstanding.
26.01.2023	7	Governors to email the clerk with completed safeguarding training.	Next meeting 06.07.2023	SC	Outstanding
18.05.2023	10	Governors to prepare examples to use when the health check is completed at the meeting on 6 <sup>th</sup> July 2023.	Next meeting 06.07.2023	Governors	
18.05.2023	11	Annotate the IDSR	?	HT/RW	
18.05.2023	15	To confirm LGB meeting dates 2023/24.	Next meeting 06.07.2023	HT	