



MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 6th JULY 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	N
Karen Duggan (KD)	Staff (Teaching)	24.02.2026	Teaching & Learning spoke	Y
Samantha Coleman (SC)	Parent	11.12.2023		N
Graham Foster (GF)	Community	24.02.2026	Lifelong learning spoke	Y
Amy Rowley (AR)	Staff (Support)	20.01.2024	Lifelong learning spoke	Y
Conor Woolman (CW)	Community	25.05.2027		Y
Gareth Lloyd (GL)	Parent	08.06.2027		Y
In Attendance				
Naomi Grant			Deputy HT	Y
Rebecca Miles			Clerk	Y

ITEM NO	ITEM	ACTIONS
1.	<p>WELCOME AND APOLOGIES</p> <p>The Chair welcomed all Governors including GL who was recently elected as a parent governor.</p> <p>Apologies were received and accepted from AS and SC.</p>	
2.	<p>DECLARATIONS OF INTERESTS</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.	<p>MINUTES OF LAST MEETING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 18th May 2023 were approved.</p>	

4. MATTERS ARISING

The matters arising from the previous meeting were reviewed:

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-reminder was sent. A new skills audit will be required from everyone 2023/24.
01.12.2022	5	Complete confirmations (KCSIE, Code of Conduct, policies)	Next meeting 06.07.2023	SC	Outstanding-reminder was sent. Confirmations will be required from everyone 2023/24.
26.01.2023	7	Governors to email the clerk with completed safeguarding training.	Next meeting 06.07.2023	SC	Complete
18.05.2023	10	Governors to prepare examples to use when the health check is completed at the meeting on 6 th July 2023.	Next meeting 06.07.2023	Governors	On present agenda
18.05.2023	11	Annotate the IDSR	?	HT/RW	Complete
18.05.2023	15	To confirm LGB meeting dates 2023/24.	Next meeting 06.07.2023	HT	On present agenda.

5. GOVERNANCE - CONSTITUTION/ MEMBERSHIP

a. The appointments of Conor Woolman as community governor from 26.05.2023 to 25.05.2027 and Gareth Lloyd as parent governor from 09.06.2023 to 08.06.2027 were noted. The resignation of RW was noted and recognition was given for her commitment to the school and to the children. The difference RW has made to the governing body was acknowledged.

b. It was noted that SC's term will end on 11th December 2023. The governance professional advised that a parent election would need to take place and SC could stand again. The governance professional suggested that the parents evening in the Autumn term would provide a good opportunity to inform parents about the governor role and the upcoming election. It was recommended that an election should take place after the half-term in October.

c. It was confirmed that all governors had completed the confirmations including KCSIE, 2022 via Governor Hub.

d. In regard to governor training, AP advised that she had attended training provided by the trust on staff wellbeing and workload and recommended that other governors watched the recording. The upcoming induction training for governors was highlighted and the new governors were encouraged to attend.

e. In relation to governor visits, RW advised that she had attended the Multi Academy Trust (MAT) strategic planning conference. RW felt that the conference had been very worthwhile and provided a good opportunity to network with others across the trust. The guest speaker had highlighted the importance of being proactive

	<p>in getting to know your community and allowing space for children to digest the curriculum. There was also an opportunity to hear from the Chief Executive Officer (CEO) and to share ideas about trust wide strategies such as ‘the real life curriculum’. Discussion took place around the Scheme of Delegation and who is accountable for what and it was indicated that further clarity on this would be provided next year. Governors discussed this and the HT advised that due to the size of the MAT the scheme of delegation had needed to evolve. It was noted that staff in attendance at the conference from Braunstone Frith had stated that they would feedback what they had learned to others in school.</p>	
<p>6.</p>	<p>HT REPORT The HT report was provided prior to the meeting. Questions were welcomed.</p> <p><i>Q: Why do you think the number of safeguarding incidences have dropped?</i> <i>A: It was explained that this could be attributed to a combination of factors. Concerns had previously sometimes been double counted but training with staff had provided them with further clarity around what needs to be recorded. Staff are now also managing more incidences themselves where appropriate (i.e. those that are not deemed to be of a level that require reporting). Recording mechanisms allow safeguarding incidences to be saved on CPOMS and behaviour incidents on Arbor, which has allowed for a distinction to be made between them. It was felt that further work was required to ensure that all staff are recording incidences correctly on the correct system.</i></p> <p><i>Q: Poverty appears to be increasing and must be having an impact on children?</i> <i>A: It was confirmed that families are struggling and this is particularly apparent when in core group meetings for children who have involvement from social care. Although need was increasing, some families were reluctant to use services such as ‘foodbanks’ which had been renamed to ‘foodhub’ in the hope of addressing some of the stigma.</i></p> <p><i>Q: In relation to achievement data in year 3, why do you think they may have struggled?</i> <i>A: Governors were advised that the transition between year 2 and year 3 tends to be difficult (infants to juniors) and a number of children had struggled to settle in year 3. It had been recognised that the cohort required something different in terms of teaching, to meet the needs of the children. COVID continues to have an impact and middle year groups seem to have more gaps which are more ingrained. This requires more overlearning as the early building blocks are not there.</i></p> <p>Governors commented that it was reassuring that gaps in learning had been recognised and assessed early and that strategies were in place to address them.</p> <p><i>Q: Has there been any progress on the Designated Specialist Provision (DSP) since the report?</i> <i>A: It was confirmed that there would be some movement, with some children leaving the DSP to transfer to different destinations. Governors were informed that next year an additional leader would support the development of the DSP (1 day a week). The DSP will provide 12 places and be fully funded until the end</i></p>	

	<p><i>of October 2023. After October, funding will not be provided for places that are not filled.</i></p> <p><i>Q: Is it likely that the DSP will be full?</i> <i>A: It was confirmed that there were some children who were definite and the provision was already half full. The local authority had advised that they would send more consults over and it was likely that the provision would be full by October.</i></p> <p>Data was shared with governors and it was highlighted that data for the Early Years Foundation Stage (EYFS) and Key Stage (KS)1 looked positive. Results in KS1 were above the insight national figure for reading and very close for writing and maths. The results in KS2 were also close to the insight national figure in a number of areas and in some cases, above.</p> <p>The HT advised that the School Evaluation Framework (SEF) would be updated with an explanation around the positive impact of the new phonics scheme as well as additional interventions.</p> <p>Governors noted the progress in the writing data and the positive progress in some of the year groups including significant increases in the number of children working at age related expectations. Credit was given to all staff.</p>	
<p>7.</p>	<p>STRATEGIC WHEEL 2022/23 REVIEW</p> <p>The strategic wheel review was provided to governors prior to the meeting. It was highlighted that the school had a very positive year and great progress that had been made.</p> <p><i>Q: Will the work with the education consultant continue next year?</i> <i>A: It was confirmed that this would continue as it was not well embedded yet. Governors were informed that work had been taking place on reworking units from the writing scheme to ensure that writing is appropriate for children at Braunstone Frith. It was acknowledged that the impact of the work was evident from the positive results discussed under item 6.</i></p> <p>The HT advised that information from the strategic wheel would be used to inform the strategic plan for next year and that leaders within the school were in the process of writing this.</p> <p>A video was presented to governors to share student’s experiences of the crew mission with guide dogs.</p>	
<p>8.</p>	<p>LGB EFFECTIVENESS REVIEW 2022/23</p> <p>The Governorhub health check was considered prior to the meeting as part of the annual review of the LGB. The information was inputted by the Chair and Vice Chair using evidence from governor visits or external reviews. It was decided that this would be a living document and would be updated as new evidence is gathered. It was agreed that the health check would be used in conjunction with the ‘governor visits review’ document to support governors</p>	<p>IRM to share the health check document.</p>

	during the anticipated Ofsted visit. It was decided that IRM would share the health check document.	
9.	ANNUAL REPORT SEND The HT advised that further time was required to complete the SEND report. It was decided that the governance professional would share template documents and this item would be deferred to the next meeting.	Annual report SEND added to next meeting agenda. Send SEND report templates.
10.	WELLBEING Governors were advised that staff wellbeing continues to be considered, with a focus on feedback provided through the staff survey. This includes workload. Following meetings held with the HT and staff, dialogue has continued and changes have been made based on the feedback provided. The results of a repeat survey demonstrate an improvement, however, it is felt that further engagement is needed with those that continue to have concerns. Further work will be undertaken and data will be shared with staff representatives to inform next steps. The governing body acknowledged that the HT had dealt with every issue presented and recognised the positive results, particularly for the time of year. It was also highlighted that there would always be outliers and typically those who have issues are more likely to complete the survey.	
11.	OPERATIONAL RISK REGISTER It was confirmed that the risk register had not changed since the last meeting. Governors were made aware of the new MAT risk management policy and the new risk register template. Governors were informed that the risk register would be drafted using the new template and training for governors would be provided. It was agreed that this offered a better approach to the risk register.	
12.	INTERNAL ANNUAL REPORTS (IF ANY) None.	
13.	TRUST UPDATES AND REPORT FROM THE CHAIR The Chair confirmed that there were no further updates in addition to the update on the strategy conference provided under item 5.	
14.	POLICY APPROVAL Governors noted the approval of the Home Visit policy which took place outside of the last meeting. Governors noted the LiFE risk management policy and the risk register template as discussed under item 11. Governors considered the policies as listed which were tabled at the meeting: <ul style="list-style-type: none"> • Education of Looked after children policy • Educational visits policy • EYFS policy • Induction policy 	

	<ul style="list-style-type: none"> • Private Fostering Policy • Physical Intervention policy • Safeguarding and welfare policy <p>The HT advised that most of the policies had remained the same apart from the EYFS policy which had been updated to reflect changes to the early year’s curriculum. The policy had also been changed to reflect that children joining the EYFS were offered stay and play sessions rather than home visits. It was highlighted that the safeguarding and welfare policy was changed to include 7 areas of effective practice, consistent with the new development policy.</p> <p>Governors highlighted that they had not had the opportunity to read the policies in full. The HT recommended that all policies were approved and governors agreed.</p>	
15.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>Dates and times for meetings for 2023-2024 were agreed as follows:</p> <ul style="list-style-type: none"> • Thursday 14th September 2023 at 4:30pm • Thursday 12th October 2023 at 4:30pm • Thursday 14th December 2023 at 4:30pm • Thursday 8th February 2024 at 4:30pm • Tuesday 19th March 2024 at 4:30pm • Thursday 16th May 2024 at 4:30pm • Tuesday 2nd July 2024 at 4:30pm 	Governance professional to circulate dates.

The meeting closed at 5:34 pm.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
06.07.2023	8	Share the health check document.	14.09.2023	IRM	
06.07.2023	9	Add SEND annual report as an item on the next meeting agenda. Governance professional to send SEND report templates.	12.10.2023	HT/RM	Complete