



**MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 14th DECEMBER 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/Teaching & Learning	Y
Naomi Grant (NG)	Head of School		Head of School	Y
Annie Paull (AP)	Community	24.02.2026	Mental Health	Y
Amanda Scott (AS)	Community	18.05.2026	SEND/Inclusion (including pupil premium):	Y
Karen Duggan (KD)	Staff (Teaching)	24.02.2026	Lifelong learning	Y
Graham Foster (GF)	Community	24.02.2026	Teaching & Learning (reading focus)	Y
Conor Woolman (CW)	Community	25.05.2027	Removing barriers	Y
Gareth Lloyd (GL)	Parent	08.06.2027	Teaching & Learning	N
Vacancy	Community			
Vacancy	Staff (support)			
Vacancy	Parent			
In Attendance				
Amelia Smith (ASm)			Executive Headteacher	Y
Rebecca Miles			Clerk	Y

ITEM NO	ITEM
1.	<p>WELCOME AND APOLOGIES</p> <p>The Chair welcomed all Governors to the meeting.</p> <p>Apologies were received and accepted from GL.</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>ELECTION OF VICE CHAIR</p> <p>Governors were advised that a recruitment process would take place. This would include the Vice Chair vacancy being advertised to the senior leadership team across LIFE MAT, advertised across Leicestershire Primary Partnership and via Governors for Schools and Inspiring Governance.</p>
4.	<p>MINUTES OF LAST MEETING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 12th October 2023 were approved.</p>

<p>5.</p>	<p>MATTERS ARISING The matters arising from the previous meeting were reviewed:</p> <table border="1" data-bbox="185 219 1425 611"> <thead> <tr> <th data-bbox="185 219 300 271">DATE</th> <th data-bbox="300 219 373 271">ITEM NO</th> <th data-bbox="373 219 794 271">ACTION</th> <th data-bbox="794 219 948 271">BY WHEN</th> <th data-bbox="948 219 1043 271">BY WHO</th> <th data-bbox="1043 219 1425 271">UPDATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 271 300 349">C/F 14.09.23</td> <td data-bbox="300 271 373 349">6</td> <td data-bbox="373 271 794 349">Governors were asked to complete the Skills Audit 2023/24.</td> <td data-bbox="794 271 948 349">End of October 2023</td> <td data-bbox="948 271 1043 349">KD</td> <td data-bbox="1043 271 1425 349">COMPLETE- Skills audit analysis to be discussed on the present agenda.</td> </tr> <tr> <td data-bbox="185 349 300 479">C/F 14.09.23</td> <td data-bbox="300 349 373 479">6</td> <td data-bbox="373 349 794 479">Governors to complete safeguarding training by 23.10.2023 and prevent training by 30.11.2023. Dates to be provided to the clerk if completed elsewhere. Governance professional to send details.</td> <td data-bbox="794 349 948 479">Safeguarding- 23.10.23 Prevent- 30.11.23</td> <td data-bbox="948 349 1043 479">AP, GF, AS</td> <td data-bbox="1043 349 1425 479">GF confirmed that he had completed Safeguarding and Prevent training. AP confirmed she had completed both too, a request was made to send the dates to the Governance Professional.</td> </tr> <tr> <td data-bbox="185 479 300 611">12.10.23</td> <td data-bbox="300 479 373 611">6</td> <td data-bbox="373 479 794 611">Staff availability (dates) to be detailed on GovernorHub to support governors to arrange visits.</td> <td data-bbox="794 479 948 611">End of October 2023</td> <td data-bbox="948 479 1043 611">NG to coordinate</td> <td data-bbox="1043 479 1425 611">COMPLETE- Dates have been provided.</td> </tr> </tbody> </table>					DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	C/F 14.09.23	6	Governors were asked to complete the Skills Audit 2023/24.	End of October 2023	KD	COMPLETE- Skills audit analysis to be discussed on the present agenda.	C/F 14.09.23	6	Governors to complete safeguarding training by 23.10.2023 and prevent training by 30.11.2023. Dates to be provided to the clerk if completed elsewhere. Governance professional to send details.	Safeguarding- 23.10.23 Prevent- 30.11.23	AP, GF, AS	GF confirmed that he had completed Safeguarding and Prevent training. AP confirmed she had completed both too, a request was made to send the dates to the Governance Professional.	12.10.23	6	Staff availability (dates) to be detailed on GovernorHub to support governors to arrange visits.	End of October 2023	NG to coordinate	COMPLETE- Dates have been provided.
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<p>6.</p>	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. It was confirmed that all governors had completed the Declaration of Pecuniary Interest. All governors other than AP had also completed their confirmations including KCSIE via Governor Hub and Code of Conduct 2023.</p> <p>ACTION: Governance Professional to support AP to complete her confirmations on GovernorHub.</p> <p>b. Governors noted the community, parent and staff governor vacancies and it was confirmed that the posts would be advertised in January 2024.</p> <p>c. It was noted that there were no terms of office which would cease before the next meeting.</p> <p>d. Governors noted that the School Website and Get Information about School (GIAS) had been reviewed and up-dates would be made following the meeting to ensure they were compliant.</p> <p>e. The skills audit analysis was shared prior to the meeting and was considered. Priorities were identified as succession planning, including filling the Vice Chair vacancy and stakeholder engagement. It was re-confirmed that a plan was in place around the Vice Chair vacancy. In relation to stakeholder engagement, governors were advised that parent, staff and pupil surveys had been completed and another round would take place in January 2024. Governors agreed that they would consider the results of the surveys once available and take any learning from these. As recommended in the skills audit analysis, it was decided that the LGB would complete the National Governance Association’s stakeholder engagement training module as an agenda item at the next meeting.</p> <p>ACTION: Stakeholder engagement module to be included on the next meeting agenda.</p> <p>f. It was confirmed that all governors were aware of the trust wide governor training programme which was shared on GovernorHub. It was highlighted that dates for completed Safeguarding and Prevent training for AP and AS were required. The Chair advised that she had completed LiFE MAT Finance training.</p> <p>ACTION: AP and AS to send dates of completed Safeguarding and Prevent training to Governance Professional.</p> <p>g. The governor visit report written by CW on removing barriers was considered.</p>																												

Q: (Governor) Are occasions spent in reflection recorded? Are there any patterns in relation to those who are using 'reflection' regularly? and has data been broken down to see whether there are any links to Special Educational Needs and/or Disabilities (SEND)?

A: (Head of School) Yes occasions spent in reflection are recorded and any patterns of those using it are being reviewed. There are a few children who have only been in reflection once and there some who have used it regularly. The data about those using the reflection space has not been matched to SEND yet. Information is recorded on Arbor. The children who use reflection regularly, tend to be children who have additional needs around Social Emotional Mental Health (SSEMH).

Q: (Governor) Have you got strategies/interventions in place for those regularly spending time in reflection?

A: (Staff Governor) Yes we have SEND learning plans to support them with their needs in the classroom. We have also organised 'team around the child' meetings.

It was suggested that the SEND governor could undertake a visit to the reflection space to consider things from a SEND perspective and consider how SEND work has developed in the classroom.

A discussion took place around changes to SEND provision and personal development plans within the school and how this would work going forward. It was confirmed that teachers would take responsibility to develop the personal development plans and the plans would also be developed in response to discussions which take place during 'team around the child' meetings.

It was confirmed that wellbeing hub places are allocated on a first come first served basis and the hub had been very successful.

Future meeting dates were discussed, with a request for governors to attend-

- 17-19th January 2024- Challenge Partners review- IRM to attend.
- 16th February 2024- Phonics peer review- AP to attend.
- 13th February 2024- Subject reviews- History

The Chair advised that she had completed a school visit to consider the Single Central Record (SCR) and advised that she would submit a report. It was also confirmed that CW would complete a spring term visit on attendance. Dates for governors to meet with members of the Senior Leadership Team in relation to their areas of responsibility were shared via GovernorHub.

7. HEADTEACHER REPORT AND SCHOOL IMPROVEMENT UPDATES

a. HEADTEACHER REPORT

The Headteacher report was provided to governors via GovernorHub prior to the meeting. Additional comments were made as follows.

Positive feedback was provided by the 3 governors who attended the parents open evening and they highlighted the positive comments made by parents in attendance.

It was noted that safeguarding monitoring appeared to be going well and the school Safeguarding Lead had undertaken 'supervision' training which would help her to support staff across the school.

In response to a governor question, it was confirmed that the 'it is not ok' campaign is a trust wide approach similar to anti bullying and will be tailored to be more primary focused when the resources are provided.

Attendance

It was highlighted that attendance is gradually increasing. A recent health check on attendance had been completed with the MAT's Director of School Improvement. This revealed that in relation to vulnerable children, 'green' scores were attributed to all areas. However, more work was needed with children that fall into the category of above persistent absence but below target attendance. It had been **decided** that work would focus on children where the biggest impact could be made.

Q: (Governor) Could you benchmark attendance data against similar schools?

A: (Head of School) We could do this, but the focus is still on whether Braunstone Frith Primary is doing all it can to improve attendance so there may be little to gain.

Q: (Governor) Do you have figures for the different descriptors for absence? (i.e. severely persistently absent?)

A: (Executive Headteacher) the figure for severely persistently absent in term 1 would be 8.29% which equates to 44 pupils. Travellers would be included in this and there is one pupil from the traveller community who has not attended school at all this year. There are also children on part-time timetables which impacts attendance data.

Q: (Governor) Can we compare authorised and unauthorised absence?

A: (Head of School) The overall absence rate varies slightly, but is currently 8% overall on Arbor. This is broken down into 4.8% for authorised attendance and 3.2% for unauthorised. Governors were informed that there are two children with very low attendance and everything is being tried, Social Care are involved.

Q: (Governor) Do you offer home schooling for children with persistent absence?

A: (Head of School) We have resisted doing this as the absence is then considered to be authorised. However, one child is absent due to anxiety and the school has been advised to provide work for them.

Q: (Governor) Have you had any parents who have been to their GP to complete a form to request medical evidence to support absence due to a SEND need?

A: (Executive Headteacher) No, we will look into this initiative.

Staff absence

Governors noted high rates of absence among support staff which is impacting the workload of those in school. The Executive Headteacher acknowledged that the leadership team were finding it difficult to find the capacity to complete more formal Human Resources (HR) meetings with staff around attendance. Staff had also stated that they are unavailable for meetings offered. It was recognised that the new LiFE HR policy clearly sets out what is required in terms of processes, but the school needs to find a way to make the processes work with staff.

A discussion followed around the importance of 'triggers' being sent to staff to help nip absence in the bud. It was noted that other trust schools had found sending triggers straight away was helping to reduce rates of absence. It was confirmed that trigger notifications could be set up in the HR IT system.

Q: (Governor) Could you work with another school on staff attendance to help increase capacity?

A: (Executive Headteacher) We could, but this would require additional budget to pay for a member of staff. We need to look at changing systems in school as the structure/processes are there and are

very clear.

Behaviour

Governors were informed that suspensions had increased in response to the 'power up plan'. It was acknowledged that this had been anticipated and the initial surge had decreased. It was noted that the shortage of medication for Attention Deficit Hyperactivity Disorder (ADHD) in the city was also having an impact. It was shared that a few children were in alternative provision. It was confirmed that the 'power up plan' is permanent within school, but it may not be necessary to use it all of the time.

Data

Q: (Governor) Is data back on track since COVID?

A: (Executive Headteacher) Work has been focused on children who are 'just below' age related expectations (ARE) and closing the gap. It is anticipated that the next data drop will show that outcomes for these children have moved in line with ARE. Despite this, data overall for the school will remain below national averages.

Q: (Governor) If children who are currently 'just below' ARE were able to achieve age related expectations, would that shift the data in line with national averages?

A: (Executive Headteacher) Data would be around 80% if all children who are 'just below,' ARE achieved ARE. However, all of these children won't convert. Evidence at other schools has suggested that once the approach is fully embedded, all children working just below ARE could meet national expectations, but Braunstone Frith is not there yet.

Q: (Governor) What is the biggest concern?

A: (Executive Headteacher) It is writing, but a lot of work is being undertaken on reading and this will have an impact on progress in writing and maths.

b. **UPDATED SCHOOL EVALUATION FRAMEWORK (SEF)**

The updated SEF was shared prior to the meeting. Governors were advised that some edits had been made to the SEF previously shared, to reflect a truer picture of where the school currently is, as informed by the 'just below' discovery day. It was confirmed that areas in the document which would support conversations with Ofsted had also been highlighted.

c. **UPDATED SCHOOL IMPROVEMENT PLAN (SIP)**

The updated SIP was shared prior to the meeting. It was explained that the SIP was written at the end of the last academic year 2022/23 and it was acknowledged that some of the actions listed had not been completed. This was due to work focusing on the rapid improvement plan and the closing the gap strategy plan. The Senior Leadership Team had developed a plan to complete some actions next term and others were parked. It was highlighted that the SIP had been colour coded to match with the SEF.

Governors noted that leaders in school had responded quickly to challenges this term, including Senior Leadership Team changes and student behaviour which had deteriorated.

Q: (Governor) You have shared that children returned from the summer holidays with undesirable behaviour. Some of the children had experienced challenging behaviour before the holidays. Is there something you could do to prevent the same return from the holidays next year?

A: (Executive Headteacher) Two children ended the summer term badly. Some changes were also made within school, including teachers who were seconded to another school and some teachers and

	<p><i>support staff resigned. In addition, the three Early Career Teacher's (ECTs) have struggled to manage behaviour and have required additional support and reshuffles to manage things. The main theme appears to be change and it was acknowledged that children at Braunstone Frith struggle with transitions and changes to their teacher.</i></p> <p><i>Q: (Governor) Do children do transition days in the summer term prior to starting the school/moving to new classes?</i></p> <p><i>A: (Head of School) A comprehensive package is put in place for vulnerable students but they still struggle. To facilitate transition days, the management of year 6 students being out of school is required as well as trying to coordinate the availability of any new teachers joining the school. It was agreed that this would be reviewed for next year.</i></p> <p>d. CLOSING THE GAP STRATEGY</p> <p>The strategy plan was shared prior to the meeting. It was shared that a day was held where feedback was gathered from across the year groups and grouped into actions for different areas. The actions were prioritised and time will be taken to work through them as the key is revisiting the same learning to ensure it is embedded. It was confirmed that reviews would be completed fortnightly. It was highlighted that data from the end of Key Stage 1 had been maintained into year 3, which is a success.</p> <p>ACTION: closing the gap data shared with the trust board to be uploaded to GovernorHub.</p> <p>e. DISCOVERY DAY REPORT</p> <p>The report was shared prior to the meeting. It was explained that the report had been developed following the internal monitoring day. Staff advised that they had discovered a lot and governors noted the many strengths highlighted in the report. It was confirmed that all actions listed in the discovery day report would be included in the closing the gap strategy.</p> <p>f. STAFFING</p> <p>Governors were informed that the school Special Educational Needs and/or Disabilities Coordinator (SENDCo) would be leaving at Christmas 2023. On account of budgetary constraints, it was decided to appoint an Assistant SENDCo alongside KD taking on the SENDCo role in addition to her existing responsibilities. It was confirmed that KD would complete Annual Reviews and support teachers with strategies in the classroom. The administration involved with reviews and the administrative elements of applying for an Education Health and Care Plan (EHCP), would be completed by the Assistant SENDCo. A comprehensive handover is taking place.</p>
8.	<p>ANNUAL REPORT: PUPIL PREMIUM</p> <p>The Pupil Premium strategy was shared with governors via GovernorHub prior to the meeting. This included a review of the previous year and a 3-year plan. Governors were advised that an action plan would be developed using 'evaluate my school'. Meetings are taking place across the MAT to support those working on Pupil Premium. It was highlighted that nothing would change in terms of content and the intended outcomes would not change, but there may be updates to how the strategy is written i.e. further evidence provided.</p> <p>In response to a governor question, it was confirmed that pupil premium funding is being received for a high percentage of those eligible.</p> <p>Governors commented on the detail provided in the report and stated that the evidence included was helpful to governors.</p>

	<p>Governors approved the pupil premium report for publication on the website by the end of December 2023.</p>
9.	<p>FINANCE UPDATE</p> <p>Governors were informed that significant cost savings would be required due to the changes to the national funding formula which would significantly impact Braunstone Frith. A financial planning tool was being used to plan for the next year and time would be taken to make the right decisions for the school. It was shared that it was unlikely it would be possible to afford trips going forward. Staff that leave may not be replaced. It had been decided that it would be necessary to consider what the school has 'got to do' and then consider what can be done with what is left.</p>
10.	<p>RISK REGISTER</p> <p>The risk register was shared at the meeting.</p> <p>Risks were highlighted as follows:</p> <ul style="list-style-type: none"> • New leadership structure • Change in remit to the Designated Specialist Provision • Reduction in capacity due to support provided to Dovebank Primary School (Assistant Headteacher 1 day a fortnight and Jo also providing support) • Double doors in the middle of the school need a stopper system to ensure they cannot be opened at same time. In terms of risk mitigation, the school gates would be shut if a child was truanting from lessons. • Attendance • Behaviour- but the 'power up plan' is in place to mitigate the risk. <p><i>Q: (Governor) Are the school gates always open at the front of the school?</i> <i>A: (Head of School) Yes, otherwise someone would need to constantly go and open them.</i></p> <p><i>Q: (Governor) Should finance be included given the budget is reducing due to the change in the national funding formula and additional costs faced by schools?</i> <i>A: (Executive Headteacher) It was agreed that this would be added.</i></p> <p>Following a discussion, it was also agreed that a risk would be added in relation to the change in office staff.</p>
11.	<p>TRUST UPDATES AND REPORT FROM THE CHAIR</p> <p>The Chair reported back to the LGB that the last chairs meeting had been focused on finance training.</p> <p>The Chair raised that there had been a request for governors across the trust to support suspension/exclusion panels and to provide any dates they were available to help.</p>
12.	<p>OFSTED DISCUSSION</p> <p>Governors were reminded that an Ofsted inspection at the school was due and were reminded about the different plans in place and to be familiar with these.</p> <p>It was confirmed that the rapid improvement plan was now complete and superseded by the new plans discussed today.</p>

13.	POLICIES None for consideration.
14.	DATE & TIME OF THE NEXT MEETING Dates and times for meetings for 2023-2024: <ul style="list-style-type: none"> • 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

The meeting closed at 18:30.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
C/F 14.09.23	6	AP and AS to send dates of completed safeguarding and prevent training to the Governance professional.	31.12.2023	AP and AS	
14.12.23	6	Governance Professional to support AP to complete her confirmations on GovernorHub.	15.12.2023	Governance Professional	Instructions sent
14.12.23	6	Stakeholder engagement module to be included on the next meeting agenda.	Meeting on 08.02.2024	Governance Professional	Complete-listed on the agenda.
14.12.23	7	Closing the gap data shared with the trust board to be uploaded to GovernorHub.	08.02.2024	Head of School	