



**MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 8th FEBRUARY 2024 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 | SEND and Inclusion (including pupil premium) | Y |
| Amanda Scott (AS) | Community | 18.05.2026 | Lifelong learning | Y |
| Karen Duggan (KD) | Staff (Teaching) | 24.02.2026 | Teaching & Learning (reading focus) | Y |
| Graham Foster (GF) | Community | 24.02.2026 | Mental Health | Y |
| Conor Woolman (CW) | Community | 25.05.2027 | Removing barriers | Y |
| Gareth Lloyd (GL) | Parent | 08.06.2027 | Teaching & Learning | Y |
| Vacancy | Community | | | |
| Vacancy | Staff (support) | | | |
| Vacancy | Parent | | | |
| In Attendance | | | | |
| Amelia Smith (ASm) | | | Executive Headteacher | Y |
| Rebecca Miles | | | Clerk | Y |

| ITEM NO | ITEM |
|---------|--|
| 1. | WELCOME AND APOLOGIES The Chair welcomed all Governors to the meeting. |
| 2. | 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. | ELECTION OF VICE CHAIR Governors were advised that the Vice Chair vacancy is currently being advertised to the senior leadership team across LiFE MAT, advertised across Leicestershire Primary Partnership and via Governors for Schools and Inspiring Governance. Governors were advised that as a result of this there may be interest in the community governor vacancy but a Vice Chair had not yet been identified. |
| 4. | MINUTES OF LAST MEETING |

The non-confidential minutes of the Governing Board meeting held on the 14th December 2023 were **approved**.

5. MATTERS ARISING

The matters arising from the previous meeting were reviewed:

| DATE | ITEM NO | ACTION | BY WHEN | BY WHO | UPDATE |
|-----------------|---------|---|-----------------------|-------------------------|--|
| C/F 14.09.23 | 6 | AS to send dates of completed safeguarding and prevent training to the Governance professional. | 31.12.2023 | AS | Complete |
| 14.12.23 | 6 | Governance Professional to support AP to complete her confirmations on GovernorHub. | 15.12.2023 | Governance Professional | Complete |
| 14.12.23 | 6 | Stakeholder engagement module to be included on the next meeting agenda. | Meeting on 08.02.2024 | Governance Professional | Complete- governors were asked to attend the stakeholder engagement training link on 12 th March 2024 in response to the skills audit analysis. |
| 14.12.23 | 7 | Closing the gap data shared with the trust board to be uploaded to GovernorHub. | 08.02.2024 | Head of School | Complete |

6. GOVERNANCE - CONSTITUTION/ MEMBERSHIP

- a. It was confirmed that all governors had completed the KCSIE confirmation via GovernorHub for 2023-24.
- b. Governors noted the community, parent and staff governor vacancies. It was confirmed that there had been interest in the staff governor post and it was hoped a new staff governor would be in attendance at the next meeting.
- c. It was noted that there were no terms of office which would cease before the next meeting.
- d. Governors noted that the School Website and Get Information about School (GIAS) were compliant.
- e. It was confirmed that all governors were aware of the trust wide governor training programme, shared on GovernorHub. Governors were encouraged to attend the training on stakeholder engagement on 12th March 2024 using the [link](#) to book. Governors were asked to register for training as recordings would be sent to them if they are unable to attend. It was noted that IRM had completed finance training and would add the details to GovernorHub. GL was encouraged to watch the recording of the governor induction training.
- f. In relation to governor visits, IRM confirmed that visit reports for the Single Central Record (SCR) and Challenge Partners review had been uploaded to GovernorHub. A summary of the visit on the Challenge Partners review was provided. The review had highlighted the positive behaviour processes and routines in place at the school. Governors noted the further assurance this provided in conjunction with up-dates provided at recent meetings. The review had also commented on the flexibility of the Senior Leadership Team (SLT) and their ability to adapt planning in response to things as they arise. The Executive Headteacher confirmed that action points arising from the review would be worked on.

ACTION: Challenge Partners review to be shared with governors.

Dates for governor visits were booked in by all governors during the meeting.

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| g. | Governors agreed to add the aims of- effective stakeholder engagement and succession planning to the governance action plan and to develop this further at the next meeting on 19.03.2024. It was also agreed that GL would be the second safeguarding governor as recommended from the skills audit analysis in relation to succession planning. |
| 7. | <p>STAKEHOLDER ENGAGEMENT</p> <p>Governors are asked to attend the effective stakeholder engagement training on the 12th March, 2024 using this link to book.</p> <p>Governors were informed that the analysis from recent pupil, parent and staff surveys was not yet complete. A short summary was provided on some of the things that had come out differently to the last round of surveys and it was confirmed that further work would be undertaken to understand the results. It was agreed that consideration of the surveys would be deferred to the next meeting.</p> <p>ACTION: Include pupil, parent, staff survey results on the agenda for the meeting.</p> <p>A discussion took place around stakeholder engagement. It was agreed that some of the governors would attend parents evening to engage with parents. The focus of governors questions to parents would be on the new dojo system as a means for communication. It was agreed that governors would find out how the new system is working and collate feedback to provide back to the school. The school would produce an MS form for governors to record parent responses on i-pads. Parents would also be encouraged to complete the parent view questionnaire.</p> <p>It was agreed that IRM and CW would attend parents evening on 14.02.2024 and AP would attend on 15.02.2024.</p> |
| 8. | <p>TERMLY HEADTEACHER REPORT</p> <p>A verbal report and presentation were provided at the meeting.</p> <p>Governors were advised that since the last meeting the following had taken place:</p> <ul style="list-style-type: none"> • LiFE MAT Heads visit • Safeguarding audit • Challenge Partners <p>All of which had been very positive.</p> <p>Closing the gap strategy- the closing the gap strategy was shared prior to the meeting. Governors were informed that the strategy focused on children working at just below Age Related Expectations (ARE) and who were not progressing to ARE. Data obtained prior to the introduction of the closing the gap strategy was provided to governors. It was explained that external reviews undertaken at the school had highlighted that Braunstone Frith were doing lots of positive things to support closing the gap, but despite this, children were still not moving from below ARE. It was recognised that something different was needed at Braunstone Frith and across all year groups, not just during year 6.</p> <p>A discovery day took place to try to understand why children were not moving from just below ARE to ARE. The results were used to inform planning including a different brief for writing and redesigning the plan for reading and making it more phase focused.</p> <p><i>Q: (Governor) Is there a timeline for all of the strategies you are putting in place?</i></p> <p><i>A: Yes, the School Improvement Plan (SIP) is the long-term plan and our focus at the moment is the</i></p> |

closing the gap strategy plan. There will be some quick fixes such as increased questioning and work with Teaching Assistants but some things will take longer. We have mapped out every week this term and linked actions back to the closing the gap strategy plan.

Governors were given an overview of strategies being used (repetition of approaches, filling one gap at a time, focused plans for each child, pupil learning forums, more specific class action plans and staff CPD). It was confirmed that the SIP is currently on hold and this has been reinforced as the right decision by Challenge Partners as the focus needs to be on doing what is right for the children.

Q: (Governor) How has parent participation been on this?

A: Where we have assessed that children would benefit from parental support and parents have shown they'd like to provide support, we contact them and explain what we are working on. Participation does vary, but class dojo has helped. We make families aware when attendance is not good enough and alert them to the impact this can have to encourage parental responsibility. Attendance at open afternoons for parents was confirmed to be increasing.

Q: (Governor) When will we see new data to enable us to consider the impact of the closing the gap work?

A: New data will be released very soon, but it will take much longer to see an impact as the gaps are significant.

Power up plan- the increase in suspensions was expected as a result of the plan being introduced. Work is taking place with children facing additional challenges. The power up plan has been a success and the theory is now embedded. We will continue to use it.

Attendance- some new strategies have been introduced including a very targeted approach with children with low attendance and those nearing low attendance. The LiFE MAT has introduced a new approach across all schools, where, if students in year 6 and above are not in school by 9:15am, there is an expectation someone from school will call them and do everything possible to get them in.

Data- phase 2 phonics headlines from the autumn 2 assessments showed an increase in results in all areas compared to last year. It was felt that this offered further evidence of the positive impact of the 'little wandle' scheme. It was confirmed that Key Stage 1 would continue to complete the end of year phonics assessment as the data would be helpful. Plans are in place for year 6 SATs which include a variety of different interventions.

Staffing- an up-date was provided to governors on staff changes. It was highlighted that some roles were not being recruited to due to the fall in Pupil Admissions Number (PAN) and these roles were being managed differently.

9. FINANCE UPDATE

A document outlining the finance links and responsibilities for governors within the LiFE MAT was shared prior to the meeting and a summary was provided. It was acknowledged that the governor's role was strategic and should focus on how the schools budget is being spent and its impact (i.e. Pupil Premium and Special Educational Needs and/or Disabilities (SEND) funding, Maths spending). If governors have concerns (i.e. at Braunstone Frith this could be the amount of budget spent on supply staff), asking what the school are doing about it. It was explained that a financial planning tool was being used to plan for the future and the school were currently in credit.

The termly budget update report and forecast outcome for Braunstone Frith and the Designated

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| | <p>Specialist Provision (DSP) were provided to governors prior to the meeting.</p> <p>The Executive Headteacher confirmed that she had been working with the Hub manager to plan the budget and unpick overspends. The overspend on supply staffing was highlighted and it was confirmed that the school was now using a more focused approach on staff absence and utilising the absence management system.</p> <p>ACTION: A governor requested a breakdown of ‘other employee costs’, or any other costs where there are large overspends. A request was also made for an explanation of why grants were not listed under income.</p> |
| 10. | <p>OFSTED DISCUSSION</p> <p>Governors were reminded that Braunstone Frith is overdue an Ofsted inspection. Governors were shown bingo style cards related to different areas which would act as prompts in preparation for the 90-minute phone call with Ofsted prior to their visit.</p> <p><i>Q: (Governor) Is there anything which will be different following the recent Ofsted review?</i></p> <p><i>A: Yes, they check there are contact details for someone who can look after the Headteachers wellbeing and a pause can be requested. There was an acknowledgement that Ofsted inspections are extremely stressful and it is hoped the training Ofsted inspectors have received will help ease this.</i></p> |
| 11. | <p>POLICIES</p> <p>The following policies were provided prior to the meeting for governor approval:</p> <p>a. Admissions policy – governors were asked to consider an extension of the review date whilst the LiFE MAT policy on admissions is developed</p> <p>b. Self-harm policy</p> <p>c. SEND- a governor queried whether the policy needs to mention element 3 funding? The Head of School confirmed that they would check.</p> <p>d. Anti-Bullying</p> <p>e. Communication Charter (replacing the parental behaviour policy)</p> <p>f. Drugs Education</p> <p>g. Visitor Policy</p> <p>Governors approved the extension of the admissions policy review date and approved and adopted policies b-g.</p> |
| 12. | <p>DATE & TIME OF THE NEXT MEETING</p> <p>Dates and times for meetings for 2023-2024:</p> <ul style="list-style-type: none"> • 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 |
|------------|---------|--|------------|----------------|--------|
| 08.02.2024 | 6 | Challenge Partners review to be shared with governors. | 16.02.2024 | Head of School | |

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|------------|---|---|------------|-------------------------|--|
| 08.02.2024 | 7 | Include pupil, parent, staff survey results on the agenda for the meeting. | 09.02.2024 | Governance professional | |
| 08.02.2024 | 9 | A governor requested a breakdown of 'other employee costs', or any other costs where there are large overspends. A request was also made for an explanation of why grants were not listed under income. | 19.03.2024 | Executive Headteacher | |