



# BRAUNSTONE FRITH PRIMARY ACADEMY



**Braunstone Frith**  
Primary Academy

## MINUTES OF THE LOCAL GOVERNING BODY MEETING

HELD ON THURSDAY 16<sup>th</sup> MAY 2024 at 4.30 pm

NON-CONFIDENTIAL

[Meeting Folder](#)

### 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)	N
Amanda Scott (AS)	Community	18.05.2026	Lifelong learning	N
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	N
Gareth Lloyd (GL)	Parent	08.06.2027	Teaching & Learning	Y
Lotus De Cort (LDC)	Staff (support)	25.02.2028		Y
Damien Thurstan (DT)	Community	19.03.28		Y
Vacancy	Parent			
<b>In Attendance</b>				
Amelia Smith (ASM)			Executive Headteacher (HT)	Y
Nicki Green (NGr)			Governance Professional	Y

ITEM NO	ITEM
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed all Governors to the meeting. Apologies were <b>accepted</b> from Annie Paul, Amanda Scott and Conor Woolman</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.	<p><b>ELECTION OF VICE-CHAIR</b></p> <p>Governors were advised that the identification of a Vice Chair was ongoing and various recruitment platforms were being used.</p>
4.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The non-confidential minutes of the Governing Board meeting held on the 19<sup>th</sup> March 2024 were <b>approved</b> and confirmed as an accurate record of the meeting.</p>
5.	<p><b>MATTERS ARISING</b></p> <p>There were no matters arising from the previous meeting to be reviewed</p>
6.	<p><b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b></p> <p>a. It was confirmed that DT has completed the KCSIE confirmation via Governor Hub for 2023-24.</p> <p>b. To note the parent governor vacancy and receive an update on recruitment. Recruitment for the parent governor vacancy is ongoing.</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) were compliant.</p> <p>e. It was confirmed that all governors were aware of the trust-wide governor training programme, shared on Governor Hub.</p> <p>f. It was confirmed that the following governor visits had been completed:  AP attended parents' evening to gather opinions on class Dojo. An incomplete visit form has been uploaded to Governor Hub. AP wasn't in attendance at the meeting for the details to be clarified. Visit CFD to the next meeting to discuss.  A report is available in Governor Hub from GL attending the Feb Maths discovery day. GL highlighted that he observed how initiatives spoken about in the LGB meeting are having an impact and the commonality of the language used.  Q. Is there anything to let parents know about scaffolding and things like that?  A. They will see details at open afternoons and information is shared during parent evenings.</p>
7.	<p><b>REVIEW OF SIP/SEF</b></p> <p>In addition to details available in the meeting folder on Governor Hub, the following was added:  A brief overview of SATs. Grammar was vocabulary heavy, spellings were ok, reading was difficult and arithmetic was ok. The children and staff were brilliant.  Q. Were there any issues?</p>

	<p>A. It ran very smoothly. Two children were away on Monday, returned on Tuesday and had caught up by Tuesday lunchtime.</p> <p>Q. How are the staff and students now?</p> <p>A. Ok. Now SATs are over the focus is on writing.</p> <p>There were no questions regarding the March trustee report.</p> <p>The outcome of the Ofsted inspection was confirmed as good. It was highlighted from the report and other monitoring the following have been picked up as areas of focus.</p> <ul style="list-style-type: none"> <li>• Assessment for learning</li> <li>• Picking things up in the classroom as they happen</li> <li>• Attendance</li> <li>• Not all children are fully engaged all the time.</li> </ul> <p>Details of the strategies to improve these were discussed.</p> <p>A request was made for governors available to join the peer review day on the 12<sup>th</sup> June. Governor support will be much appreciated either all day or for part of the day. Anyone who can attend should let NG know.</p> <p>Q. Was it that staff are not asking the questions or not using the strategies to find out what children know, or are they not acting upon it?</p> <p>A. A bit of both. A lot of work has been done on cold calling and we are now seeing the impact. Details of other practices were also shared.</p> <p>Details of what Iris Cameras are and how they benefit teaching and learning were explained.</p> <p>Q. How do you measure children’s engagement and reflect on how well things are going?</p> <p>A. In some classes children are fidgeting and not giving the teacher full attention and we are trying different ways to tighten up on that.</p> <p><b>SIP</b></p> <p>The strategic planning will be similar to this year with the quadrants remaining the same, but the spokes will change and be updated with the progress made to ensure they represent current areas of focus,</p>
<p><b>8.</b></p>	<p><b>FINANCE UPDATE</b></p> <p>ASM arrived at 5.05 pm to provide a finance update.</p> <p>This was discussed as a confidential item – See part 2 Confidential minutes</p>
<p><b>9.</b></p>	<p><b>WELLBEING</b></p> <p>A member of staff has been trained as a Senior Mental Health Lead. She is currently planning the wellbeing approach, inputting into CPD and support staff briefings.</p>
<p><b>10.</b></p>	<p><b>Chairs report</b></p> <p>Update from the chair’s meetings.</p> <p>Braunstone Frith’s LGB action plan was shared during the Chair’s meeting and was agreed that it met the requirements.</p> <p>The Chair took the LGB through the aims of the LGB action plan for Braunstone Frith. Communicating with parents and how to explain the role of governors were discussed</p> <p>Q. How do you communicate with parents?</p> <p>A. Printed letters, emails. Facebook, Dojo</p> <p>It was agreed that Class Dojo would be the most suitable method for communicating information to parents.</p>

11.	<p><b>POLICY APPROVAL</b></p> <ul style="list-style-type: none"> <li>• Medical needs policy – <b>Approved</b> by the LGB</li> <li>• Admissions policy 23/24, 24/25 &amp; 25/26</li> </ul> <p>Following a question, why there are 3 versions of the admissions policy was clarified. As trust policies, these were noted by the LGB.</p> <ul style="list-style-type: none"> <li>• Self-harm policy – extension request to March 2025 (should not be an annual policy but bi-annual) - <b>Approved</b> as a Bi-annual policy by the LGB</li> </ul>
12.	<p><b>INVENTORY ITEM DISPOSAL</b></p> <p>Governors are asked to provide approval for the disposal of inventory items. Documents providing an inventory of items to be disposed of were examined by governors and approval for disposal was given.</p>
13.	<p><b>GOVERNANCE ACTION PLAN</b></p> <p>As per item 10.</p>
14.	<p><b>DATE &amp; TIME OF THE NEXT MEETING</b></p> <p>Dates and times for meetings for 2023-2024:</p> <ul style="list-style-type: none"> <li>• Tuesday 2<sup>nd</sup> July 2024 at 4:30 pm- Dates for 2024-2025 meetings to be confirmed</li> </ul>
15.	<p>See part 2 confidential minutes.</p>

The meeting closed at 5.45 pm

#### Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
16.5.24	6f	Completed visit form to be uploaded to governor hub from parents Evening visit on 15/02/24	02/7/2024	AP/RM	
16.05.24	7	A request was made for governors available to join the peer review day on the 12 <sup>th</sup> June. Governor support will be much appreciated either all day or for part of the day. Anyone who can attend should let NG know	11/6/2024	All	
16.05.24	17 – part 2 minutes	It was agreed to have a governor working party in the autumn term to look at value for money in terms of SEND	Autumn term 2024	All	