



**MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON TUESDAY 19th MARCH 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 | N |
| 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 | N |
| Lotus De Cort (LDC) | Staff (support) | 25.02.2028 | | Y |
| Vacancy | Community | | | |
| Vacancy | Parent | | | |
| In Attendance | | | | |
| Amelia Smith (ASM) | | | Executive Headteacher (HT) | Y |
| Rebecca Miles (RM) | | | Clerk | Y |
| Damian Thurston (DT) | | | Observer- potential new community governor | Y |

| ITEM NO | ITEM |
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| 1. | <p>WELCOME AND APOLOGIES</p> <p>The Chair welcomed all Governors to the meeting.</p> <p>Apologies were received from the Chair and GL and were accepted. Due to the absence of the Chair and due to the Vice Chair role currently being vacant it was agreed that the Executive HT would Chair the meeting as no decisions were being taken.</p> <p>The new governors were welcomed to the meeting and a round of introductions took place.</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 identification of a Vice Chair was ongoing and various recruitment platforms were being used.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4. | <p>MINUTES OF LAST MEETING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 8th February 2024 were approved and confirmed as an accurate record of the meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>MATTERS ARISING</p> <p>The matters arising from the previous meeting were reviewed:</p> <table border="1" data-bbox="185 488 1461 965"> <thead> <tr> <th>DATE</th> <th>ITEM NO</th> <th>ACTION</th> <th>BY WHEN</th> <th>BY WHO</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>08.02.2024</td> <td>6</td> <td>Challenge Partners review to be shared with governors.</td> <td>16.02.2024</td> <td>Head of School</td> <td>Complete</td> </tr> <tr> <td>08.02.2024</td> <td>7</td> <td>Include pupil, parent, staff survey results on the agenda for the meeting.</td> <td>09.02.2024</td> <td>Governance professional</td> <td>Complete</td> </tr> <tr> <td>08.02.2024</td> <td>9</td> <td>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.</td> <td>19.03.2024</td> <td>Executive Headteacher</td> <td>Complete- The Executive HT confirmed that this was made clearer in the new budget format</td> </tr> </tbody> </table> | 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 | Complete | 08.02.2024 | 7 | Include pupil, parent, staff survey results on the agenda for the meeting. | 09.02.2024 | Governance professional | Complete | 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 | Complete- The Executive HT confirmed that this was made clearer in the new budget format |
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| 6. | <p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. It was confirmed that all governors had completed the KCSIE confirmation via GovernorHub for 2023-24.</p> <p>b. Governors noted the community and parent and governor vacancies. The term of office for the new staff governor was confirmed as 26.02.2024-25.02.2028. It was noted that DT would like to fulfil the community governor vacancy and this would be considered within the confidential part of the meeting. It was shared that there had also been interest in the parent governor vacancy.</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 GovernorHub. GF confirmed that he had attended training in Mental Health. LDC and GF advised that they had completed their GDPR training.</p> <p>f. It was confirmed that the following governor visits had been completed:</p> <ul style="list-style-type: none"> • Removing barriers- it was highlighted that parents were responding well to class dojo. • Maths discovery day- in his absence, GL passed on his thanks for a very useful visit and said that he had observed the school striving for excellence. • Mental Health- in relation to online safety, it was confirmed that the school pays into a filtering system to ensure the correct filters are applied and alerts flag up any problems. <p><i>Q (Governor)- Who monitors the curriculum to ensure it is reflective of any safeguarding/safety changes?</i></p> <p><i>A- (Head of School) Changes are made if any safeguarding concerns arise. For example, work takes place around the word 'consent'. The curriculum is adapted to meet the needs of the children so</i></p> | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p><i>changes are made if needed.</i></p> <p><i>Q (Governor)- The school's behaviour policy mentions a thinking room policy, is this in place?</i> <i>A (KD)- The thinking room policy is available on the school website. Any child struggling mentally can use the thinking room.</i></p> <p><i>Q (Governor)- The Mental Health coalition is against the use of 'thinking rooms'. Are you able to validate why we use this?</i> <i>A (KD)- Yes, the thinking room allows privacy and space for children to let off steam and doesn't disrupt the learning of others.</i></p> <p>g. The Governance action plan was deferred to the next meeting given the Chairs absence.</p> |
| <p>7.</p> | <p>STAKEHOLDER ENGAGEMENT</p> <p>Governors were advised that pupil, parent and staff surveys are currently conducted three times a year. It was confirmed that the surveys are standard trust wide surveys. In relation to the staff survey, it was shared that it is difficult to drill down on some of the actions due to the use of closed questions and it being unclear which groups are impacted (i.e. teaching or support staff). It was confirmed that a staff focus group remains in place at Braunstone Frith which seeks to address any concerns.</p> <p>The LiFE MAT Primary Headteachers group will review the frequency of the surveys (with a view to reduce the frequency). Consideration will also be given to introducing a different system to allow responses to be compared on a bigger scale. This will help to inform whether the responses fall within a normal range or whether action is required.</p> <p>It was noted that parent responses had shown concern about bullying at the school but pupil responses had reflected that pupils trust incidents would be resolved.</p> |
| <p>8.</p> | <p>TERMLY HEADTEACHER REPORT</p> <p>A verbal update was provided. It was shared that the school had come out of the Ofsted visit very strongly. Reading, writing and Maths and Special Educational Needs and/or Disabilities (SEND) had come out very positively. Safeguarding at the school had also come out very strongly but due to the Ofsted framework could only be recorded as 'effective'. The inspection had acknowledged that the school has strong systems and processes in place and the curriculum is designed to meet the needs of pupils.</p> <p>It was highlighted that the audit tool provided by LiFE MAT had been extremely helpful and built everyone's confidence during the inspection. Staff shared that the experience had been challenging but was felt to be fair. It was accepted that attendance is an issue at Braunstone Frith and had to be listed as an area for improvement. However, the Ofsted inspection had recognised that strong systems are in place and attendance was a priority.</p> |
| <p>9.</p> | <p>REVIEW OF SIP/SEF</p> <p>It was agreed that the termly progress report against the agreed Plan/Strategic Wheel would be deferred to the next meeting.</p> |
| <p>10.</p> | <p>FINANCE UPDATE</p> <p>The finance update for period 5 was shared with governors prior to the meeting.</p> |

Q (Governor)- the figures suggest a lot more has been spent on supply staff than you budgeted for, what is the reason for this?

A (Executive HT)- there has been a lot of staff absence including long term sickness. To address staff absence, meetings are being put in place with those concerned and support is being provided by Human Resources (HR) at the trust to understand the actions that can be taken. It was acknowledged that the budget allocated for supply staff had not been high enough and would be increased next year (2024/25).

Q (Governor)- Whilst there is an overspend for supply staff, there appears to be an underspend for teaching staff. Have we got a gap? Do we need to employ more teaching staff to avoid the use of supply staff?

A (Executive HT)- We have used supply staff in some instances to fill a gap straight away. If we are happy with them, we may buy them from the agency and employ them. This helps to better guarantee quality and allows for a smoother transition.

Q (Governor)- Do we negotiate on buy costs?

A (Executive HT)- Yes and we have saved money as a result.

It was suggested that the financial information in relation to the Designated Specialist Provision (DSP) at Western Park needs to be considered in more detail.

11. RISK REGISTER

The risk register was shared prior to the meeting. It was noted that the risk register was last updated in February 2024 and would need updating to reflect recent events, i.e. the Ofsted inspection.

Governors noted:

- Advice received from the LiFE MAT Primary Heads group had made a positive impact in year 6. This had included the use of more specific interventions to ensure impact in year 6.
- Early Careers Teaching (ECT) and ECT2 staff had found the year challenging but plans were in place to support them.
- The Designated Specialist Provision (DSP) now has a focus on supporting pupils with Communication and Interaction difficulties. There had been a recognition from the Local Authority that pupils who had been in the provision with Social, Emotional and Mental Health (SEMH) needs were best placed in specialist provision. The DSP was working more effectively as a result.
- LiFE MAT had offered support to inform creative approaches for those finding school difficult. The power up plan had provided clarity around processes that would be followed and although suspensions had increased, it was necessary for this to happen to improve behaviour.
- The Senior Leadership Team (SLT) was a new structure but ongoing support and Continuing Professional Development (CPD) was being provided.
- The double doors had been fixed to ensure all pupils are safe.
- In relation to attendance, different plans are in place. The plan provided by the trust has worked well. The next step will be ensuring the right people are targeted and letters are being received.
- Defiance in learning has reduced as a result of the power up plan.
- More work will be completed on the budget, including staffing.
- The new Office Manager role and new Assistant SENDCo roles are going well.

Overall, risk ratings are reducing as the year goes on.

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| | <p><i>Q (Governor)- How much detail do you go into when looking into patterns of absence? For example, in separated families it may be that poor attendance is occurring when the child is with a particular parent.</i></p> <p><i>A- It was acknowledged that there is a need to make the approaches used more personal. For example, in separated families, making sure the right parent is being addressed. It was confirmed that the use of class dojos for good attendance were helping.</i></p> |
| 12. | <p>CHAIRS REPORT</p> <p>The Chairs report was deferred to the next meeting in light of the Chairs absence.</p> |
| 13. | <p>POLICIES</p> <p>Governors agreed to extend the review date for the Medical needs policy, with a view to approve it at the next meeting.</p> |
| 14. | <p>DATE & TIME OF THE NEXT MEETING</p> <p>Dates and times for meetings for 2023-2024:</p> <ul style="list-style-type: none"> • Thursday 16th May 2024 at 4:30pm • Tuesday 2nd July 2024 at 4:30pm |
| 15. | See part 2 confidential minutes. |

The meeting closed at 18:30.

Action Log

| DATE | ITEM NO | ACTION | BY WHEN | BY WHO | UPDATE |
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