

**PART 1 NON CONFIDENTIAL MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 12<sup>th</sup> SEPTEMBER, 2024 at 4.30pm**

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	Ongoing	Head of School	Y
Graham Foster (GF)	Community	24.02.2026	Mental Health	Y
Ann Paull (AP)	Community	24.02.2026	SEND/Inclusion (including pupil premium)	N
Amanda Scott (AS)	Community	18.05.2026	Lifelong learning	Y
Karen Duggan (KD)	Staff (Teaching)	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	Safeguarding/Teaching & Learning	N- resigned 29.08.24
Lotus Decort (LDC)	Staff	25.02.2028		Y
Damian Thurston (DT)	Community	19.03.2028		Y
Vacancy	Parent			
<b>In Attendance</b>				
Rebecca Miles (RM)			Governance Professional	Y
Amelia Smith (AS)	Headteacher		Executive Headteacher	Y
Ed Booth (EB)	Assistant Headteacher			Y
Vicki Murray (VM)	Assistant Headteacher			Y
Bhav Patel (BP)	Assistant Headteacher			Y
Jo Smith (JS)	Foundation Stage Lead			Y
Sarah Ground (SG)	Oracy Lead			Y

**MINUTES  
NON CONFIDENTIAL**

ITEM NO	ITEM
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The Chair welcomed all Governors to the meeting.</p> <p>Apologies were received and <b>accepted</b> from AP.</p>

	It was noted that GL had resigned from his role as parent governor on 29 <sup>th</sup> August 2024.																												
<b>2.</b>	<b>DECLARATIONS OF INTERESTS</b> 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.																												
<b>3.</b>	<b>ELECTION OF VICE CHAIR</b> DT was nominated and subsequently elected as Vice Chair for the academic year 2024 – 2025.																												
<b>4.</b>	<b>MINUTES OF LAST MEETING</b> The non-confidential minutes of the Governing Board meeting held on the 2 <sup>nd</sup> July 2024 were <b><u>approved.</u></b>																												
<b>5.</b>	<b>MATTERS ARISING</b> The actions from the previous meeting on 2 <sup>nd</sup> July 2024 were reviewed as follows: <table border="1" data-bbox="220 801 1501 1406"> <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>16.05.24</td> <td>17 – part 2 minutes</td> <td>It was agreed to have a governor working party in the autumn term to look at value for money in terms of SEND</td> <td>Autumn term 2024</td> <td>All</td> <td>It was agreed that this should be put on the agenda for 10.10.2024.</td> </tr> <tr> <td>02.07.24</td> <td>Item 6</td> <td>Head of School to seek an update on the parent governor vacancy from the school office.</td> <td>Autumn term 2024</td> <td>Head of School</td> <td>The Head of School advised that a new parent had been elected and her DBS was being processed.</td> </tr> <tr> <td>02.07.24</td> <td>item 7</td> <td>Head of School to share the final strategic wheel evaluation on GovernorHub</td> <td>Autumn term 2024</td> <td>Head of School</td> <td>Complete.</td> </tr> </tbody> </table>					DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE	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	It was agreed that this should be put on the agenda for 10.10.2024.	02.07.24	Item 6	Head of School to seek an update on the parent governor vacancy from the school office.	Autumn term 2024	Head of School	The Head of School advised that a new parent had been elected and her DBS was being processed.	02.07.24	item 7	Head of School to share the final strategic wheel evaluation on GovernorHub	Autumn term 2024	Head of School	Complete.
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<b>6.</b>	<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b> <ol style="list-style-type: none"> <li>a. Governors noted that the constitution and Terms of Reference of Trust Local Governing Bodies and the LiFE Scheme of Delegation would not be approved for 2024-25 until the Trust Board meeting on 23<sup>rd</sup> September 2024.</li> <li>b. Governors were encouraged to complete the Declaration of Pecuniary Interest and confirmations including KCSIE via Governor Hub and Code of Conduct 2024.</li> <li>c. Governors noted the two parent governor vacancies and received an update on recruitment as covered under item 5.</li> <li>d. It was noted that there were not any terms of office which would cease before the next meeting.</li> <li>e. The governor area of the School Website and Get Information about School (GIAS) were confirmed as compliant.</li> <li>f. The need for governors to complete the Skills Audit 2024/25 was noted and governors were advised that the skills audit was available on GovernorHub.</li> <li>g. The governor training programme was shared prior to the meeting via GovernorHub and governors were asked to complete required training as listed.</li> </ol>																												

7.

## DATA

a.

### Strategic Planning Wheel (SPW)

The SPW was shared with governors. It was explained that the SPW had been divided into 4 quadrants as listed below:

- Teaching & Learning
- LiFElong learning
- Inclusion
- Removing barriers

An overview of each quadrant was provided by members of the Senior Leadership Team (SLT) and information was provided on what would be done to put this into practice. It was explained that the centre of the wheel had been changed to state children at Braunstone Frith Primary Academy would be confident, respectful, purposeful learners. This is to reflect the desire to increase the impact and profile of oracy and for oracy to have the purpose of driving learning.

A governor commented that it was clear that different strands of the SPW were intertwined across the curriculum which was positive to see.

*Q (Governor): How are you monitoring any gaps in learning?*

*A (SLT): IT systems are utilised to run reports to identify gaps in different subject areas and tasks/activities are planned to address the gaps. Assessments are undertaken three times a year which also helps to identify gaps and to monitor progress.*

*Q (Governor): How will you be sure gaps have been closed?*

*A (SLT): 'Cold calling' is used in lessons. This involves asking questions and selecting pupils to check their understanding rather than just those with their hand up. The 'star maths' software gives a report to outline learning gaps but this is multi-faceted. Teachers are getting stronger at identifying gaps themselves.*

*Q (Governor): Has teacher buy-in to de-escalation approaches increased?*

*A (SLT): There is evidence of teachers using de-escalation which has helped to build relationships with pupils and has subsequently had a positive impact on behaviour.*

*Q (Governor): What are the main barriers for increasing attendance?*

*A (SLT): There are multiple issues. Pupils with low attendance sometimes have parents who are unemployed which means they don't need to get up early. The message being given is that it is better to come in late than not at all. Whole school attendance is currently around 90%. It is recognised that parent buy-in on attendance is key.*

*Q (Governor): It was mentioned that oracy is being promoted in the playground, how are you doing this?*

*A (SLT): Oracy is being promoted across the school. There will be 'talk assemblies' and we are supporting children with sentence stems they can use in every day interactions. Teachers and support staff are working consistently on this.*

b.

### School Improvement Plan (SIP)

Members of SLT discussed the different areas of the SIP as follows:

- Teaching & Learning
- Early Reading & Phonics
- English
- Maths

Inclusion  
Removing Barriers  
LiFElong Learning

c. **Statutory Data** (including contextual breakdown)- information was shared with governors at the meeting.

The percentage of children achieving a Good Level of Development (GLD) has dropped compared to last year but the school is still on an upward trend from 2022.

80% of pupils passed the phonics screening check, which is in line with national expectations.

It was shared that pupil numbers are over the Published Admissions Number (PAN) in years 4 and 5, by 2 pupils in each year group. A meeting is planned to discuss school places across the city but there continues to be a lot of mobility at the school.

*Q (Governor): What extra are we doing which might be extra to what has been done in previous years given the trusts mission to improve life chances for the most vulnerable children?*

*A (Executive HT): A lot is done through using quality first teaching and practice across the school. Interventions are more targeted and gaps are being filled as well as pre-teaching. The quality of interventions is very strong. The school is really pushing for every child to achieve age related expectations because it is recognised that this increases their opportunities in the future.*

An upward trajectory in all Multiplications Tables Check (Year 4) data was highlighted and it was noted that this remains significantly above national averages by 19%.

It was shared that the SLT are feeling very proud of data for Key Stage 2 Standard Assessment Tests (SATs). All data is significantly higher than 2023. Staff have reflected on the interventions which have been put in place and how the data proves that gaps can be closed. Successful strategies will be used in 2024/25. Results for reading are above national averages and governor's attention was drawn to the evidence of accelerated progress for a number of children in writing. Scaled scores for Maths were above national averages and there was also evidence of accelerated progress.

*Q (Governor): What will you do to address no children achieving greater depth in writing?*

*A (Executive HT): It is recognised that providing pupils with more opportunities is need and we plan to make sure this happens this academic year.*

*Actions for 2024/25 were outlined and included a focus on reading and writing across all year groups to continue to close gaps. Targeted work will take place for children with the potential to achieve greater depth and combined for reading, writing and maths. Focused work will take place for children with Special Educational Needs and/or Disabilities (SEND) to ensure learning gaps close and more children with SEND achieve the expected the level.*

d. **SPW Governor Roles and Governor Visits**

The following roles were allocated to governors in association with the SPW:

**CW-** removing barriers

**DT-** inclusion

**GF-** inclusion

**LDC-** early reading and phonics

	<p><b>AS-</b> lifelong learning  <b>KD-</b> teaching &amp; learning</p> <p>It was agreed that the Head of School would devise a timetable for governor visits.</p>
<b>8.</b>	<p><b>ANNUAL REPORT: Sports Premium Grant</b>  The Sports premium grant spending report 2023-24 was shared with governors. This provided a review of the previous year.</p> <p>The report was reviewed and <b>noted</b> by governors.</p>
<b>9.</b>	<p><b>POLICY REVIEW</b>  Governors reviewed policies as follows:</p> <ol style="list-style-type: none"> <li>a. Braunstone Frith Primary Academy Social Media Policy- governors <b>approved</b> the social media policy.</li> </ol> <p>Governors <b>noted</b> the following LiFE MAT wide policies approved by the trust board:</p> <ol style="list-style-type: none"> <li>b. Braunstone Frith Primary Academy SEND policy</li> <li>c. LiFE MAT Child protection policy</li> <li>d. Braunstone Frith Primary Academy attendance policy</li> </ol>
<b>10.</b>	<p><b>DATE &amp; TIME OF THE NEXT MEETING</b>  To note the time and date of the next meeting 2024/25.</p> <ul style="list-style-type: none"> <li>• Thursday 10th October 2024 at 4:30pm</li> <li>• Tuesday 10th December 2024 at 4:30pm</li> <li>• Tuesday 11<sup>th</sup> February 2025 at 4:30pm</li> <li>• Thursday 3<sup>rd</sup> April 2025 at 4:30pm</li> <li>• Thursday 15<sup>th</sup> May 2025 at 4:30pm</li> <li>• Tuesday 1<sup>st</sup> July 2025 at 4:30pm</li> </ul>