

Minutes

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| Title: | People and Stakeholders Meeting | | |
| Date: | 26 th October 2016 | Time: | 5.30pm |
| Chair: | Rosalind Goldson | Location: | Compass |

MEMBERS

| Name | Present | Name | Present | Name | Apologies |
|------------------|---------|-------------|---------|-----------------|-----------|
| Rosalind Goldson | Present | Pam Radford | Present | Penny Smith | Apologies |
| Andy Smith | Present | | | Aimee Kilbourne | Apologies |
| Jenny Hobden | Present | | | | |
| Dave Bennett | Present | | | | |
| Kate Grocock | Present | | | | |
| Hazel Cole | Present | | | | |

NOTES

| # | Agenda Item |
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| 1. | Welcome and Apologies |
| | 1.1 Apologies from Penny Smith, Hazel Cole to arrive late. (arrived at 6.25) |
| 2. | Declarations of Interest |
| | 2.1 None |
| 3. | Election of Chair |
| | Andy Smith proposed Rosalind Goldson for position of chair Jenny Hobden seconded this proposal Therefore Rosalind Goldson was elected as chair |
| 4. | Matters arising and confirmation of minutes from 4TH May 2016 |
| | Items for AOB - |
| | 4.1 A question was raised about the student voice, do students get an individual reply for any questions they post. The students do not get an individual response it tends to be a collective response on the student voice site. 4.2 Principle to make pay policy clearer. This is still work in progress but it's now become urgent and needs to be addressed as a matter of urgency. |
| | Items for AOB – Working hours of teachers - Pass Survey |
| 5. | Remit – review of committee remit in light of MAT |

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| | <p>5.1 A Governor asked if Bosworth Academy for the lead school in the MAT – the answer was yes.</p> <p>5.2 It was discussed that we needed to get our remit right first and make sure it is sustainable to help with the MAT progress.</p> <p>5.3 It was discussed that the remit in light of the strategic wheel was ok, several areas of overlap with other committees.</p> <p>5.4 It was decided that the remit should remain the same for the time being and when the MAT becomes more established changes can be made.</p> |
| 6. | Overview of current year including MAT, staffing, numbers on role |
| | <p>6.1 Exam results very good this year</p> <p>6.2 Numbers on role Yr 7 225, Yr 8 250, Yr 9 168, Yr 10 120, Yr 11 119.</p> <p>6.3 No more admissions into year 10 from the feeder schools due to starting GCSE in Year 9.</p> <p>6.4 Staffing – lots of new staff, more staff will be needed next year. Interviewing at the moment to be more flexible within the MAT. I resignation for the end of term.</p> |
| 7. | Update on Student Survey |
| | <p>7.1 The document was discussed, a couple of issues raised, training for KS3 teaching would be appropriate.</p> <p>7.2 Great improvement from last year’s results, very positive feedback from students on many of the statements.</p> <p>7.3 Governors raised again the question of lunchtime and after school activities. The difficulty of lunchtimes with split lunches and lack of classroom space was discussed and also the fact that most students need to be bused home at the end of the day.</p> <p>7.4 A Governor raised a question if Challenge Partners had any areas of excellence for these activities.</p> |
| 8. | Safeguarding |
| | <p>8.1 The Chair read out a statement from the Safeguarding Governor. She has met with the Office Manager to discuss the Safeguarding Policy, this has been updated to include the new guidelines on internet safety.</p> <p>8.2 New doors have been installed either side of reception to prevent parent access.</p> |
| 9. | Review of the Risk Register |
| | <p>9.1 The Risk Register was discussed with the MAT in mind.</p> <p>9.2 Student numbers may become a risk as numbers increase, we need to monitor this within the academy to make sure we continue to provide good quality education. We need to make sure we have the right amount of staff. We must continue to recruit well with quality teachers.</p> <p>9.3 Possible risk to the MAT is the proposed new build by Beauchamp in the Braunstone area.</p> <p>9.4 The risk register is a work in progress, a Governor is to forward a template to the Chair to help with progress of our Risk Register.</p> <p>9.5 Overall performance of results - People and Stakeholders will monitor the risk to Pupil Premium student and vulnerable students.</p> |

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| | 9.6 Risk relation to our Governors - the second paragraph should be changed from Nominated Governor's and Staff. |
| 10. | Policies to be reviewed |
| | 10.1 Capability Policy – One sentence has been added to the policy – this was agreed 10.2 Attendance Policy – Changes were made to policy with the MAT in mind, these changes will be added back in once the MAT is underway. It was recommended that the links in this policy were check to make sure they are still appropriate. 10.3 The Principles pay policy will need to move from People and Stakeholders to the MAT |
| 11. | Future area of consideration and agenda items for subsequent meeting |
| | 11.1 SLT to champion mental wellbeing with the school – DBE to feedback at next meeting 11.2 Could we tailor the student voice to SEF, this would not be possible 11.3 Any other suggestions can be emailed to DBE before the next meeting. |
| 12. | Standing items |
| | 12.1 Absence management of staff – no issues 12.2 Governor visits – Governors showed an interest in the following areas to arrange to visit - KS3 - Kate Grocock - SEN and Pupil Premium – Jenny Hobden - Anti Bullying – Andy Smith - Safeguarding – Penny Smith - SLT – Hazel Cole Can we add SLT to the bottom of the Governors Strategic wheel Rosalind visited to review the complaints policy, very few complaints, the report is on the website. 12.3 Finance issue to be referred to the Steering Group – none 12.4 Parental involvement – good parental feedback from information given via text and email. |
| 13. | AOB As in point 4 |
| | 13.1 Working Hours for teachers – Teachers have good holidays, but we must be aware that they do not work too hard during term time and have burn out. During coaching sessions work load and better use of time is discussed to prevent this. 13.2 PASS survey – The PASS survey has been done just waiting for the results, bring results to next meeting. 13.3 A discussion took place and it was agreed that Post 16 Bursary and Pupil Premium budget would be added to our remit. (Chair would ask permission for this at the Finance meeting) 13.4 An Agenda item which need to be added to our standing items is the monitoring of the Marketing budget. Business manager to provide details of marketing budget spend for next and forthcoming People and Stakeholders meetings. |

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| | <p>13.5 When the above items have been agreed at the Finance meeting this will be taken to Steering for ratification and then added to the Remit/Agenda items.</p> <p>13.6 People and Stakeholders would also like to take over the tracking of data for SEN, Pupil Premium and Looked after Children – Chair to ask Chair of Teaching and Learning</p> |
| 14. | Governors Summary |
| | <ol style="list-style-type: none"> 1. Wellbeing of staff – discussed teachers working hours and wellbeing of staff, students wellbeing via the student voice. 2. Risk Register – Identified changes as academy develops and in conjunction with the MAT 3. Remit – Items to be added to remit once agreed 4. Items for next year’s agenda 5. Standardised policy for the MAT |
| 15. | Date of next meetings - Wednesday 15th February 2017 in the Compass @ 5.30 |

| # | Action Item | Owner | Due Date | Status | Notes / Update |
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| | Minutes of meeting 26.10.16 | | | | |
| 4.2 | Principal to make pay policy clearer. This is still work in progress but it’s now become urgent and needs to be addressed as a matter of urgency. | CHA/CPA | ASAP | | |
| 10.1 | Capability Policy – One sentence has been added to the policy – this was agreed | CHA | ASAP | | PRA handed update to CHA 28/10/2016 |
| 10.2 | Attendance Policy – Changes were made to policy with the MAT in mind, these changes will be added back in once the MAT is underway. It was recommended that the links in this policy were check to make sure they are still appropriate. | CHA | ASAP | | PRA handed update to CHA 28/10/2016 |
| 11.1 | SLT to champion mental wellbeing with the school – DBE to feedback at next meeting | DBE | Next meeting | | DBE to bring to next meeting |
| 12.2 | Can we add SLT to the bottom of the Governors Strategic wheel | CHA | ASAP | | Carly to add SLT to the bottom of Governor wheel |

| # | Action Item | Owner | Due Date | Status | Notes / Update |
|------------------------------------|--|------------------|-------------------------------|--------------|--|
| 13.2 | The PASS survey has been done just waiting for the results, bring results to next meeting. | DBE | Next meeting | | DBE to bring result to next meeting |
| 13.3 | A discussion took place and it was agreed that Post 16 Bursary and Pupil Premium budget would be added to our remit. | Chair | Finance Meeting 31/10/2016 | | Chair would ask permission for this at the Finance meeting |
| 13.4 | An Agenda item which need to be added to our standing items is the monitoring of the Marketing budget. | Business Manager | Next meeting | | Business manager to provide details of marketing budget spend for next and forthcoming People and Stakeholders meetings. |
| 13.5 | When the above items have been agreed at the Finance meeting this will be taken to Steering for ratification and then added to the Remit/Agenda items. | Chair | Finance meeting 31/10/2016 | | Take to Finance and then on to Steering for ratification |
| 13.6 | People and Stakeholders would also like to take over the tracking of data for SEN, Pupil Premium and Looked after Children | Chair | ASAP | | Chair to ask Chair of Teaching and Learning |
| MINUTES AGREED & SIGNED | | | | | |
| Chair: | | | | Date: | |