

**Minutes of Bosworth Academy Steering Group Committee
Monday 22nd March 2017**

Attendance:

Hazel Cole	Present	Colin Crane	Present	Ros Goldson	Present
Atika Kholi	Apologies accepted	Andy Smith	Present	Simon Brown (Head of School)	Present
Rachel Richardson (Clerk)	Present				

Apologies:

Agenda Item	Notes	Action
1. Welcome and Apologies	<p>1.1 Meeting convened at 6pm</p> <p>1.2 Chair welcomed everyone to the meeting</p> <p>1.3 Governor AK had sent in apologies and these were accepted</p> <p>1.4 Governor CC raised that his term of office has ended he will not be at the next full governors meeting but expressed his wish to continue as a Governor</p>	To be on agenda for next FGB
2. Declarations of interest	2.1 No declarations of interest were declared	
3. Notes and actions from previous meeting	<p>3.1 Chair went through the previous meeting minutes and action points were updated</p> <p>3.2 AS raised with regards to the remit as not being confident that Directors have taken enough from this committee so therefore it will continue into the Autumn term</p> <p>3.3 Head of school explained that Governors information is available on Life MAT website</p> <p>3.4 Policies are managed by Clerk to LiFE MAT and are in shared area on Google</p> <p>3.5 Head of School informed we are hosting another Science day through Challenge Partners in June</p> <p>3.6 Clerk confirmed that Edubase is updated regularly by Life MAT Clerk</p> <p>3.7 Head of School gave an update on a backdated Pay Progression agreement for a member of staff who had been on sick leave. A Governor challenged if the sick leave issue had</p>	<p>Remit to be discussed in autumn term meeting Clerk to make amendments to remit</p> <p>Policies in G Drive and shared drive (Google) to be updated by Life MAT Clerk</p> <p>Renaming of committees to be discussed in Autumn term</p> <p>P&S to amend remit to include Marketing and P16 bursary</p> <p>Clerk to put the Strategic</p>

	<p>been resolved and the head of school confirmed that they have been placed on an attendance plan.</p> <p>3.8 A new Parent Governor has been recruited and will join the next Full Governors meeting next week. Governor who has met with him gave an update on his background and what his strengths will be. A discussion took place on the Governing body and vacancies – it was agreed by all Governors that there is currently 1 parent governor and 1 support staff governor vacancy</p> <p>3.9 RG had attended Winstanley FGB last night and gave feedback to the Steering group. Chair suggested that if anyone wants to offer support to Winstanley FGB this would be acceptable practice – Governors discussed this.</p> <p>3.10 After discussion it was agreed to recruit a support staff governor in light of a recent resignation</p> <p>3.11 Minutes were accepted by the meeting as a true reflection of the meeting held on 29th November 2016 and they were signed by the Chair</p>	<p>Wheel in the shared drive</p> <p>HC to contact Chair at Winstanley for minutes of previous meetings and dates of future meetings</p>
4. Policies	<p>4.1 Clerk gave an update on the policies that had been identified since the agenda had been issued</p> <ul style="list-style-type: none"> - Social Media – Governors were handed a copy - Governors Code of Conduct - Close Personal Relationships <p>4.2 All of the policies will be issued and discussed at FGB next week</p>	
5. Safeguarding issues	<p>5.1 No safeguarding issues were raised</p> <p>5.2 Head of School gave an update to Governors on the Safeguarding changes due to staffing changes and updates recently given to staff</p>	
6. SEN issues	<p>6.1 Nothing to report</p>	
7. Governor Visits	<p>7.1 No Governor visits were reported</p>	
8. Risk Register	<p>8.1 Clerk reported that this is still work in progress. She shared the current risk register and it was discussed how best to update this It was agreed by all Governors that the Clerk would share the risk register with all committee chairs and their clerks – this would also be a standing agenda item and each committee (Chair and Clerk) will be responsible for updating their section of the risk</p>	<p>Share risk register with chairs and clerks of committees</p> <p>Standing agenda item on each committee</p> <p>Working document to be amended at each committee</p>

9. MAT Scheme of Delegation	<p>9.1 Chair explained that this has not yet been circulated to the Governing body but will be issued with the agenda for the FGB meeting next week</p> <p>9.2 Chair gave a brief explanation of the headings of the document and explained how it works for the LGB. This was discussed and some anomalies were identified. It was agreed this should be treated as a working document</p> <p>9.3 In a future meeting the document needs to be cross referenced with the Steering Group remit</p>	Clerk to issue MAT Scheme of Delegation with the FGB agenda
10. Steering Group – moving forward	10.1 The future of the steering group will be reviewed in the Autumn term	
11. Setting the agenda for the Full Governing Body	<p>11.1 Items for the agenda were agreed as:</p> <p>Minutes matters arising 10 minutes ALL</p> <p>MAT Scheme of Delegation 10 mins HC</p> <p>Questions from Impact statements – 5 mins ALL</p> <p>Skills Audit – 5 mins ALL</p> <p>Volunteers from Governing body to work with Winstanley 5 mins HC</p> <p>Finance review 5 mins AS</p> <p>Governor visits 5 min ALL</p> <p>Head of School report 20 mins SBN</p> <p>Post 16 vision 10 mis SBN</p> <p>Nursery recent Ofsted visit 10 mins JHO</p> <p>Governors Training update EBR 5 mins</p> <p>Strategic Planning Day involvement SBN 5 mins</p>	Agenda to be issued on Thursday 23/3/17
12. AOB	12.1 CC reported that a former student Richard Allen is the Mayor of Hinckley and Bosworth Borough Council and it would be good to get him in to meet with students	CC to email DCL
13. Impact statement for FGB	<p>13.1 Created a robust system for the risk register to be a working document</p> <p>Scheme of delegation has been identified as needing a system for amendments</p> <p>Policies to be updated on the shared driver to make it easier for Governors to use</p>	
14. Meeting closure	14.1 Meeting ended at 7.40 pm	
15. Date of next meeting	15.1 Wednesday 14 th June 2017 6pm	

