

Minutes

Title:	Bosworth Academy Governors Meeting – People and Stakeholders		
Date:	Monday 25 th October 2017	Time:	5.30pm
Chair:	Rosalind Goldson	Location:	The Compass, Bosworth Academy
Clerk:	Pam Radford		

DIRECTORS

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Rosalind Goldson	✓	Kate Grocock (6pm)	✓		✓
Andy Smith	✓		✓		✓
Ben White	✓		✓		✓

In Attendance

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Pam Radford Clerk	✓	Sarah Mayes (SMA) Company Secretary	n/a		

NOTES

#	Agenda Item	Actions (who/when)
1.	Welcome, Introductions and Apologies 1.1 Chair welcomed everyone to the meeting 1.2 Apologies had been received prior to the meeting from KG who advised she would be late due to another meeting Apologies were accepted 1.3 Election of Chair – when KG arrived AS proposed RG to continue as chair KG seconded this. RG was elected as Chair 1.4 BW introduced himself to the committee he advised the group that he was no one of the Assistant Heads, his main role was the day to day running of the academy ie Behaviour, Teaching and Learning and Safeguarding. He is also still the Head of KS4.	
2.	Declarations of Interest	

	2.1 No declarations of interest were declared	
3.	Minutes and Matters Arising	
	<p>3.1 Minutes from the last meeting were discussed and accepted as a true reflection of the meeting held on 17th May 2017</p> <p>3.2 Remit needs updated to remove Pay policy (see item 11 of previous minutes)</p> <p>3.3 Items for AOB – Safeguarding Do we need more meetings? Well Being of staff</p>	CHA to remove the Pay Policy from our remit
4.	Admission numbers for this academic year – any issues for each Key Stage plus the vision for Post 16	
	<p>4.1 Admission numbers for Y7 is at PAN and oversubscribed, it is expected that this will be the same for the next academic year. Yr 7 are currently on a trip to Caythorpe, first part of the week has gone very well with excellent behaviour by the students who have been engaged in many exciting activities.</p> <p>4.2 Yr 8 and 9 are at capacity but these years are not capped, so the academy can still take in new admissions.</p> <p>4.3 Year 10 numbers stand at 174 they have done their GSCE for 1 year now so its not advisable to except new admissions if possible. We have about 8 new admissions a year between year 7 and year 10.</p> <p>4.4 Student attendance – this is improving with just 4 students in year 11 which are a cause for concern. The intention is to involve SLT who are on call to be alerted to any students who were in previous lesson but not in the present lesson this will help with truancy of lessons.</p> <p>4.5 Post 16 update Numbers in year 12 currently at 160. Post 16 Open Evening is tomorrow 26th October and with the news that Bosworth Academy has now been rated by Ofsted as outstanding we are expecting a good turnout. The Head of Post 16 has been proactive and been out to visit many school prior to this event.</p>	
5.	The Forth Way	
	5.1 Unfortunately DC was unwell and this item was postponed until our next meeting	Ros to invite David Claricotes to the Spring meeting
6.	Cover System	

	6.1 Questions were raised about the cover system we have in place. PR and BW were able to assure the committee that we had the best system in place with the best use of staff, either Cover Supervisors or members of SLT ensuring that learning was not compromised in anyway do to staff absence. It was discussed that after 3 days of sickness a specialist teacher in that area would be sort to limit any loss of learning. BW explained that year 12 and 13 have an extra lesson, which is self-study but is monitored closely by the subject teacher. BW pointed out that cover is a good way of SLT to check on how students are working in other lessons.	
7.	Post 16 Bursaries	
	7.1 The Chair asked for the bursary procedure to be explained. AS explained that the academy get allocated a sum of money, this amount can vary. Students apply using a bursary form which is check by the Business Manager, if the students qualifies they have their transport paid for and any books, equipment they need to assist them with their studies. Information for the bursary is available on the results day and Open Evenings. One of the Post 16 mentors is also available to help students to complete this form.	
8.	8.1 The Outstanding Ofsted report was discussed. A Governor asked what was in place to avoid the post Ofsted 'slump'. BW suggested that this would not happen as nothing different was done for Ofsted, teachers and staff did this everyday so no slump was expected.	
9.	Agenda items for this academic year	
	9.1 Presentation of new Behaviour for Learning strategy 9.2 Marketing Budget 9.3 Apprenticeship levy – this will be discussed in the summer meeting 9.4 Post 16 destinations – this will be also discussed in the summer term with a follow up item next Autumn	BW to bring Behaviour for Learning strategy to next meeting Chair to invite Jonathan King and Sam Curtis to next meeting
10.	Policies	
	10.1 Chair advise the group that policies now came under the Life Mat and no longer the responsibility of this committee. 10.2 One policy that was discussed was the Dignity at Work policy, Governors decided that the Appendix B list on the last page of this policy should be split between good behaviour and bad behaviour on two separate lists.	CHA to amend and update the policy.
11.	Standing Items	

	<p>11.1 Scheme of delegation – no changes needed 11.2 Absence Management of staff – one long term sickness 11.3 Governor visits – Chair will arrange a visit with regard to staff wellbeing, also KG will arrange a visit regarding behaviour 11.4 Parental involvement – the academy is more proactive in contacting parents who fail to attend parents evening 11.5 Items to be added to Risk Register – Long term sickness in Languages and midterm changes in staff in Humanities</p> <p>AOB</p> <p>11.6 Additional meetings – did this committee need more meetings, this was discussed and it was decided to wait and see how the workload is going forward. 11.7 Wellbeing of staff – do we require a joint meeting with Teaching and Learning to discuss the well being of staff? This was discussed and BW advised the committee that things were in place for the well being of staff and RHA and LHO were working together on this. RHA had just issued a survey to staff which had good feedback. The Chair will arrange a visit in regard to staff wellbeing. 11.8 After safeguarding training the Chair asked if there was any information in the toilets for students? She was advised that there was information around the academy and in student reception and the Oaks, this information detailed to students where they need to go for help for matters from the Bursary to Metal Health issues. She also asked what was in place for the lone students, BW explained that these students were asked to help out at lunch time with clubs etc. helping to support the younger students. The Chair asked if patterns of absence could indicate a safeguarding issue, BW explained that all staff look out for issues of safeguarding along with any absences. She asked how effective our IT safeguarding was and BW pointed out that Ofsted was very impressed with the sanctions that we had in place. 11.9 Safer recruitment – the Chair will be trained in this 11.10 Barnes Trust – DC will be invited to next meeting 11.11 Home School agreement – BW will put all expectations for parents and students on a link on our website</p>	<p>Chair and KG to arrange visits</p> <p>AS to see Rachel to have items added</p> <p>BW to put these posters in the students toilets</p> <p>Chair to invite David Claricotes to our next meeting to discuss the Barnes Trust</p> <p>BW to put link onto website</p>	
<p>12.</p>	<p>Impact Statement</p>		

	12.1 Governors were happy with the effectiveness of the Cover System. 12.2 Governors were happy with the discussion and explanation of how the Bursary 12.3 Governors will arrive visits to see Behaviour and Staff Wellbeing	
13.1	Meeting closed at 7.50 pm. Next meeting 21/2/2018	
MINUTES AGREED & SIGNED		
Chair:		Date:
Signed:		