



Braunstone Frith
Primary Academy

BRAUNSTONE FRITH PRIMARY ACADEMY



MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON THURSDAY 26th JANUARY 2023 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, training, Lifelong learning spoke	Y
Raksha Winter (RW)	Community	24.02.2026	Vice Chair, culture spoke	Y
Amelia Smith (HT)			Headteacher	Y
Ann Paull (AP)	Community	24.02.2026	Wellbeing Link Governor and SEND	Y
Amanda Scott (AS)	Community	18.05.2026	Teaching & Learning spoke	N
Karen Duggan (KD)	Staff (Teaching)	24.02.2026	Teaching & Learning spoke	Y
Samantha Coleman (SC)	Parent	11.12.2023		Y
Graham Foster (GF)	Community	24.02.2026	Lifelong learning spoke	Y
Amy Rowley (AR)	Staff (Support)	20.01.2024	Lifelong learning spoke	N
Vacancy	Parent			
In Attendance				
Naomi Grant			Deputy HT	Y
Rebecca Miles			Clerk	Y

ITEM NO	ITEM	ACTIONS
1.	WELCOME AND APOLOGIES The Chair welcomed all Governors and a round of introductions followed. Apologies were received and accepted from AS and AR.	
2.	DECLARATIONS OF INTERESTS 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. It was noted that SC would need to complete the annual declaration on Governorhub.	
3.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 1 st December 2022 were approved .	

Add Graham in						
4.	MATTERS ARISING					
	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
	01.12.2022	5	Send skills audit to clerk	End of term	KD and SC	SC outstanding. RM has emailed this to SC.
	01.12.2022	5	Complete declarations/confirmations	End of term	SC	SC to re-try logging in to Governorhub and contact RM if this is not possible. RM has sent 'how to' guides.
	01.12.2022	5	Coordinate a shared governors training session.	?	RW	Complete/ongoing- Governors will continue to email one another about completing training together.
	01.12.2022	5	KD to check that links to the LA's admissions policy on the school website meets requirements.	End of term	KD	Complete
	01.12.2022	5	KD to split the website into a grid based on the strategic wheel to determine which areas governors need to review.	Next LGB meeting on 26.01.23	KD	Carried Forward to the next meeting.
	01.12.2022	6	Add potential SEF related Ofsted questions to the agenda for 26.01.23. HT to circulate questions and governors to consider responses ahead of the meeting.	Next LGB meeting on 26.01.23	HT	It was confirmed that this was on the agenda for the present meeting.
	01.12.2022	7	Chair to visit school to look at a learning forum.	End of Spring term	IRM	The visit is planned for the spring term.
	01.12.2022	9	HT to provide budgetary information prior to the next LGB meeting on 26.01.23 if possible and to include an item on the agenda at this meeting.	Next LGB meeting on 26.01.23	HT	It was confirmed that this was on the agenda for the present meeting.
	01.12.2022	10	HT and RW to consider the new trust governor visit process and discuss with LGB.	Next LGB meeting on 26.01.23	HT/RW	It was confirmed that this was on the agenda for the present meeting.
	01.12.2022	11	Publish pupil premium and sports premium reports on the school website.	End of term	KD	Complete
	01.12.2022	12	RW to circulate information relating to agreed governor visit dates.	End of term	RW	Complete
	01.12.2022	12	IRM and KD to check the SCR before the end of term.	End of term	IRM and KD	Complete
01.12.2022	15	KD to send link to the Key Safeguarding training.	End of term	KD	Complete	
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					
	<p>a. The Parent Governor vacancy was noted and an update on recruitment was provided. Governors were informed that the vacancy had been previously advertised but there had not been any interest. AS has agreed to attend the upcoming parents evening on 15th and 16th February 2023 and other governors will also try to attend. The HT advised that the Senior Leadership Team (SLT) would make a plan for how to move this forward. The clerk was asked to see whether the trust had information (i.e. leaflets) to handout to parents to outline the role of the parent governor.</p>					<p>Clerk to establish whether the trust has 'role of a parent governor' handouts in an easy read format.</p> <p>IRM and RW to meet to review the</p>

	<p>It was noted that this would need to be in an easy read format (bullet points and key points rather than lots of text).</p> <p>b. It was noted that there were no terms of office which would cease before the next meeting.</p> <p>c. IT was noted that SC needs to complete her Declaration of Pecuniary Interest and confirmations including KCSIE, 2022 via Governor Hub. The clerk offered to support SC to do this.</p> <p>d. It was confirmed that Get Information about School (GIAS) is compliant and it was noted that the School Website is being considered as part of a trust wide website compliance exercise. The clerk advised that she would be meeting with the school's IT officer on 6.02.23, and would be able to up-date the governance area of the website following this meeting. It was decided that IRM and RW would meet to review the governance web page to decide what should be removed and any up-to-date information that should be added.</p> <p>e. It was noted that SC needs to complete the Skills Audit. The clerk advised that she would analyse the skills audit data and provide a summary document to be considered at the next meeting.</p> <p>f. It was noted that all governors need to complete the essential training outlined by the trusts Head of Governance and the desirable training could be split among governors. It was decided that the clerk would re-share the required training information. Governors were reminded that if they had completed training elsewhere, they could share the information and certificates with the clerk. This could then be recorded on Governorhub.</p> <p>Those that had completed the required training, feedback that it was very long and not necessarily relevant to governors. It was decided that IRM would feed this back at the trust Chairs group. KD advised that she could share different pieces of safeguarding information at the start of LGB meetings as suggested by the recent safeguarding peer review.</p>	<p>governance web page.</p> <p>Clerk to analyse the skills audit data and provide a summary document to be considered at the next meeting.</p> <p>Clerk to re-share required training information.</p> <p>IRM to feedback that the required training was lengthy and not necessarily relevant for governors.</p>
<p>6.</p>	<p>TERMLY HEADTEACHERS REPORT</p> <p>School Improvement Plan (SIP) - Autumn Evaluation</p> <p>The SIP Autumn Evaluation was shared with governors ahead of the meeting via Governorhub. Questions had been encouraged. Governors were informed that the document had also been shared with trustees.</p> <p>The HT explained that the different areas of the strategic wheel (the spokes) had been considered as part of the evaluation under the headings- exploring, emerging, embedding, embracing and excelling.</p> <p>Governors were advised that middle leaders were working on articulating impact and they were receiving training on this. The focus of the next staff meeting would be to follow up on outstanding actions from the SIP.</p> <p><i>Q: How often do you evaluate that?</i> <i>A: The HT advised that evaluation takes place as part of the school improvement cycle. Half termly meetings are undertaken with senior and middle leaders and coaching is received alongside this.</i></p>	<p>HT to amend the SIP evaluation with the correct colours.</p> <p>Clerk to liaise with HT's PA regarding printing a pack for governors.</p> <p>Challenge Partners feedback to be listed on the next meeting agenda.</p> <p>The HT report to include the HT's vision at the next meeting.</p>

	<p><i>Q: It appears that culture hasn't moved in any of the areas, is there a reason for this?</i></p> <p><i>A: The HT shared that she didn't feel able to move things on, given the evaluation areas. Actions are taking place, but it is felt that the school is not quite there in terms of impact.</i></p> <p>Governors were keen to share that they felt the school had done a lot of work around the culture spoke and felt that the SIP evaluation wasn't reflective of this. However, it was acknowledged that it may take time for some things to move forward and become embedded.</p> <p>It was noted that there was some discrepancy between the document shared with the trust (in terms of the colours within the tables) and the HT agreed to amend this.</p> <p>It was decided that it would be helpful for governors to have a pack that included the SIP, the SIP evaluation, the strategic planning wheel and the School Self Evaluation Form (SEF) to bring to each meeting for reference. It was decided that the clerk would liaise with the HT's Personal Assistant to request that the documents are printed for everyone for the next meeting.</p> <p>SEF Updates</p> <p>The SEF was shared ahead of the meeting, via Governorhub. The HT confirmed that there had not been large changes to the SEF but more recent examples had been included to ensure that it is kept up-to-date.</p> <p>Q: Would you agree that everything that Ofsted identified on their last visit has been completed?</p> <p>A: The HT agreed that it had, and felt that the school had developed significantly following on from the Ofsted recommendations.</p> <p>The HT asked governors to consider whether they were in agreement with the strengths outlined in the SEF and to have a rationale for why they agreed. In response to a governor question, the HT confirmed that Ofsted may want to see governor visit reports. The HT stated that the cycle of what governors were doing, followed by checking and what they were feeding back, is what Ofsted would consider.</p> <p>Governors were informed that a Challenge Partners review had taken place and the wider curriculum had been considered. This was led by the SLT. From the review, the school has noted that pupils can now articulate what they are learning and a plan will be put in place to support pupils to explain the progress that they are making. The reviewer suggested that the school was in a good place. It was confirmed that the Challenge Partners review would be included on the next meeting agenda.</p>	
7.	<p>GOVERNOR OFSTED QUESTIONS</p> <p>Governors received a list of possible Ofsted questions ahead of the meeting, via Governorhub. Questions relating to Safeguarding and Quality of Education</p>	Governors to email the clerk with completed

<p>were considered in turn, and the responses provided by governors are outlined below.</p> <p>Q: What do governors feel that the governing body's vision is? A:</p> <ul style="list-style-type: none"> • An inclusive school. • Children are effective learners. • Teachers are effective teachers, achieved through high quality CPD that is based on research. • The ethos of the school is to develop children into positive thinkers and lifelong learners. • Positive relationships to be developed with parents. • To create global thinkers, equipped for life in the wider world. <p>The HT shared that her vision is that everyone at the school is important and all staff are valued. It is recognised, that in order to function at its best, the school depends on everyone doing their job to the best of their ability. The HT reflected that she had not shared her vision with governors in the same way as she had to school staff. It was decided that this would be included as part of the HT report at the next meeting.</p> <p>Q: How is the vision shared by governors? A:</p> <ul style="list-style-type: none"> • Meeting with subject leaders and asking them questions. • Governors share expectations of what should be provided to pupils. • Governor attendance at parent's evenings. • The school shares its vision through the SIP, SEF, policies and feedback from staff and parents. Governors scrutinise these documents. <p>It was agreed that the 7 key principles the curriculum design is based on, need to be included. It was decided that governors should have these points written at the front of their governor pack.</p> <p>Q: How do you, as a Governing Body ensure the priorities are moved forward? A:</p> <ul style="list-style-type: none"> • Visits. • Evaluation. • Considering what needs to be looked at further and moved forward. • Governor meetings. • Visits are completed in pairs. • Governors have different areas of the strategic wheel to consider. <p>Q: Staff wellbeing? A:</p> <ul style="list-style-type: none"> • Governor visit forms include questions on both safeguarding and what the school does to support staff wellbeing. It is expected that governors ask about both of these each time they undertake a visit. • The trust sends out staff, pupil and parent wellbeing surveys. • The HT encourages governors to ask about wellbeing. 	<p>safeguarding training.</p> <p>Safeguarding peer review report to be shared with governors once available.</p>
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Q: How do you hold the HT to account?

A:

- LGB minutes.
- Asking questions.
- Reviewing key documents.
- Visits allow governors to check that what the HT says in LGB meetings is also evident in school.
- It is acknowledged that the school has stability in leadership and the SLT work effectively together. This enables distributed leadership.

Q: Tell me about your governor safeguarding training?

A: It was agreed that ALL governors needed to ensure that they had completed safeguarding training and read and understood KCSIE 2022. It was **decided** that governors would email the clerk to outline completed safeguarding training (IRM, HT, KD, AP, AR and SC).

Q: Do you have any gaps in your Governing Body?

A: This will be identified through the skills audit analysis. Steps are being taken to recruit to the parent governor vacancy.

Q: How do you meet the Equality Act?

A: It was **decided** that governors should meet with Ed. Governors were asked to note that the Equality Act is considered as part of governor visits. The Life Multi Academy Trust charter also includes an equalities statement.

Q: What are the strengths and weaknesses of the school?

A: The school's strengths were discussed, in particular, pupils learning through talking (oracy). It was felt that writing had been a weakness, particularly following COVID, and this had been a focus for the school. It was agreed that Maths has improved significantly. Beyond reading, writing and maths, the school is currently working on computing. Attendance is improving but there is a focus on improving persistent attendance. Funding has been prioritised to pay for an Attendance Officer to provide support two days a week. NG also leads on attendance across the trusts. It was agreed that the schools practice to improve is strong.

Q: What issues does the school face?

A: High levels of deprivation which impacts the mental health of pupils and parents. The school community also faces issues with domestic violence, drugs, alcohol, high numbers of pupils where English is as an Additional Language (EAL), a high number of pupils who have Special Educational Needs and/or Disabilities (SEND).

It was **agreed** that a copy of the safeguarding peer review report would be shared with governors once available. The HT advised that the review had identified a clearer approach for recording CPOMS reviews, to make impact clearer.

	<p>It was decided that different areas of the Ofsted questions could be considered at each LGB meeting. Governors were encouraged to consider safeguarding questions ahead of the next meeting in March.</p>	
<p>8.</p>	<p>TERMLY BUDGET REPORT</p> <p>The budget report was provided to governors prior to the meeting, via Governorhub.</p> <p>The HT confirmed that page 1 outlined the school’s income. It was confirmed that funding for phonics was received from the DfE in last year’s budgets, and was included in the carry forward.</p> <p>Governors were advised that supply expenditure had been included twice and the Business Manager was looking at this. Additional funds had been spent on supply support staff due to sickness absence and as a result of a number of staff leaving and there being a need to backfill. There are high levels of SEND need in some classes and the significant impact of COVID means that backfill is needed to ensure that interventions continue. Governors were advised that recruitment was very hard and the cost of living crisis was having an impact. It was acknowledged that there had been delays with the recruitment process due to absences in the central team. It was noted that supply staff costs were primarily for support staff rather than teaching staff. The HT confirmed that she had requested a breakdown between the two.</p> <p><i>Q: What is the impact of a high spend on supply staff? What will you not be able to do?</i></p> <p><i>A: The HT confirmed that money would need to be moved from elsewhere, however, the school does have some carry forward. Although costs for supply staff are higher, the school does have a number of vacant staff posts to balance this against.</i></p> <p>The HT confirmed that the Business Manager would review some of the cost centres to ensure that spending against them had been correctly allocated.</p> <p><i>Q: Why is school milk showing at a loss as this is either funded or parents pay?</i></p> <p><i>A: The HT confirmed that forms had not been completed by the office and this would be backdated as much as possible. The Business Manager is working on this with office staff.</i></p> <p><i>Q: Why is the PE premium spend so low?</i></p> <p><i>A: It was confirmed that some of the PE spend had been taken from the curriculum pot and needed to be transferred back.</i></p> <p><i>Q: Premises costs are high against what has been allocated for the year?</i></p> <p><i>A: The HT confirmed that this would be discussed at the next site meeting.</i></p> <p><i>Q: Why is the spend on Maths so high?</i></p> <p><i>A: The HT advised that this was due to the costs incurred from the school’s maths scheme, but the impact can be seen through the data.</i></p>	

	<p><i>Q: The supply staff situation appears to be escalating, are anymore staff planning to leave?</i></p> <p><i>A: It was confirmed that more interviews were planned on Monday. The HT explained that the school needed to recruit high quality candidates due to the needs of pupils at the school. The approach would be to continue to use supply staff if needed and to continue with recruitment.</i></p> <p><i>Q: Is there a bank of supply staff that could be used from the trust?</i></p> <p><i>A: It was confirmed that this had been discussed but it was costly if staff are not needed and travel expenses and travel time can be unaffordable.</i></p>	
<p>9.</p>	<p>TRUST UPDATES AND ITEMS THE LGB WISHES TO FEEDBACK TO THE TRUST</p> <p>The Chair agreed that she would feedback that the required training for governors was lengthy and didn't appear to be completely relevant to the governor role.</p> <p>It was confirmed that there were no longer enough trustees to allocate one to each school.</p>	
<p>10.</p> <p>a.</p> <p>b.</p>	<p>POLICY APPROVAL</p> <ul style="list-style-type: none"> • Dinner Debt- it was confirmed that this remained the same other than the addition of a section at the end of the policy, which gives consideration to the cost of living crisis. Governors APPROVED the policy. • Admissions- governors were advised that the Local Authority (LA) policy had been used given the schools admissions are managed through the LA. The schools design had been added to the policy. Governors APPROVED the policy. • Attendance- governors were informed that the policy had been updated in line with new Department for Education (DfE) guidance. The policy had been shared amongst other schools in the trust who were adopting a similar approach. Governors APPROVED the policy. <p><i>Q: What is the school's attendance target?</i></p> <p><i>A: Governors were advised that it was 96.5% and the school is working towards this. Recent data suggested that attendance was improving.</i></p> <p>It was highlighted to governors that the policy states the "LGB agrees exceptional leave for the bereavement of a close family member or medical treatment directed by a medical practitioner". Governors were in agreement with this.</p> <ul style="list-style-type: none"> • SEND- governors were informed that the policy had been updated using the template provided by the KEY and new legislation had been added. The safeguarding statement remained the same. Governors APPROVED the policy. • Drugs education- governors APPROVED the policy. <p>Governors are asked to provide permission to extend the review date of the following policies until the March LGB meeting:</p> <ul style="list-style-type: none"> • Education of Looked after children 	

	<ul style="list-style-type: none"> • EYFS • Induction • Low Level Concern Policy • Private Fostering Policy • Physical Intervention policy <p>Governors agreed that the review dates could be extended.</p> <p>NG left the meeting at 18:15.</p>	
<p>11.</p>	<p>GOVERNOR VISITS AND SUMMARY SHEET</p> <ul style="list-style-type: none"> • SEN / Inclusion- AP provided a report that was shared with governors prior to the meeting via Governorhub. A further verbal summary of the visit was provided and AP highlighted that she was very impressed. It was felt that Oracy provision in classrooms is strong. The EAL aspect did not appear to be moving as quickly following the absence of the EAL leader. The HT explained that as all pupils and their needs are considered on an individual basis, EAL support should be embedded within approaches used by all teachers across the school. It was decided that the experiences of pupils and teachers in relation to the provision in the classroom, needed to be established. • CREW and Wider curriculum- it was noted that feedback was provided at the last meeting. • Safeguarding and SCR review- IRM confirmed that she had conducted a visit with KD prior to Christmas. <p>RW highlighted that she had shared information about upcoming visits on Governorhub. RW has also added information from the trusts governor visit guidance to the schools visit report proforma. It was agreed that RW would add the questions- for pupils “do you feel safe in school?” and for staff “when did you last undertake safeguarding training?” and “what does school do to support your wellbeing?”.</p> <p>RW informed governors that she had started a governor visit summary document to enable progress in respect of the strategic wheel to be evidenced. RW asked governors to send any visits reports to her (following HT comments) so that the document can be updated.</p>	<p>RW to add wellbeing and safeguarding questions to the governor visit proforma.</p>
<p>12.</p>	<p>DATE & TIME OF THE NEXT MEETING</p> <p>The HT advised that she would be unable to attend the next meeting on 16th March as planned. Governors elected to either move the meeting to Thursday 9th March 2023 or start the meeting at 5.15pm on the 16th March. The HT advised that she would confirm this with governors.</p> <p>DATES & TIMES OF MEETINGS FOR THE 2022 – 2023 ACADEMIC YEAR</p> <p>Governors noted the dates of meetings for the academic year, which are aligned with Trust Board meetings:</p> <ul style="list-style-type: none"> • 9th March 2023 • 11th May 2023 • 6th July 2023 	<p>HT to confirm the date of the next meeting.</p>

	All meetings will start at 4.30pm.	
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The meeting closed at 6.45pm.

Action Log

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
01.12.2022	5	Send skills audit to clerk	End of term	SC	Carried Forward to the next meeting in March 2023.
01.12.2022	5	Complete declarations/confirmations	End of term	SC	Carried Forward to the next meeting in March 2023.
01.12.2022	5	KD to split the website into a grid based on the strategic wheel to determine which areas governors need to review.	Next LGB meeting on 26.01.23	KD	Carried Forward to the next meeting in March 2023.
26.01.2023	5	Clerk to establish whether the trust has 'role of a parent governor' handouts in an easy read format.	Parents evening 15.02.23	RM	In progress
26.01.2023	5	IRM and RW to meet to review the governance web page.	?	IRM/RW	
26.01.2023	5	Clerk to analyse the skills audit data and provide a summary document to be considered at the next meeting.	March LGB meeting	RM	
26.01.2023	5	Clerk to re-share required training information.	26.01.2023	RM	Complete
26.01.2023	5	IRM to feedback that the required training was lengthy and not necessarily relevant for governors.	26.01.2023	IRM	
26.01.2023	6	HT to amend the SIP evaluation with the correct colours.	March LGB meeting	HT	
26.01.2023	6	Clerk to liaise with HT's PA regarding printing a pack for governors.	March LGB meeting	RM	Complete
26.01.2023	6	Challenge Partners feedback to be listed on the next meeting agenda.	March LGB meeting	RM/HT	
26.01.2023	6	The HT report to include the HT's vision at the next meeting.	March LGB meeting	RM/HT	
26.01.2023	7	Governors to email the clerk with completed safeguarding training.	March LGB meeting	IRM, HT, KD, AP, AR and SC	
26.01.2023	7	Safeguarding peer review report to be shared with governors once available.		HT	
26.01.2023	11	RW to add wellbeing and safeguarding questions to the governor visit proforma.	March LGB meeting	RW	
26.01.2023	12	HT to confirm the date of the next meeting.		HT	