

**THE MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THE 8th July 2024 AT 3.30 PM, LOCATION, THE CUBE**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	Attended Y/N
Viv Evans	Community	03.10.2025	Y
Gareth Owen	Community	03.07.2026	Y
Tim Rodgers	Community	08.12.2027	Y
Kelly Hounslow	Community	09.07.2027	Y
Dave Bennett	Headteacher		Y
Pankaj Thacker	Staff	03.07.2026	Y
Grant Turner	Staff	03.07.2026	Y
Rosemary Campbell	Parent	26.02.2027	Y
Jane Mullan	Parent	07.04.2028	Y
Vacancy	Community		
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In Attendance			
Nicki Green			Y
Andy Smith	Trustee		Y
Kimberley Harris	SEN Co-Ordinator		Y
Sherilyn Pereira	Potential Community Governor		N

**AGENDA
NON-CONFIDENTIAL**
[Meeting Folder](#)

ITEM NO	ITEM	Action	Due
1.	WELCOME AND APOLOGIES All Governors were welcomed by the chair to the meeting. Apologies were accepted from the potential community governor		
2.	DECLARATIONS OF INTERESTS No pecuniary interests were declared regarding the business to be discussed in the meeting.		
3.	MINUTES OF THE LAST MEETING The non-confidential minutes of the Governing Board meeting held on 20.05.24 were approved as an accurate reflection of the meeting.		

4.	MATTERS ARISING To review and update actions from the previous meeting.																										
	<table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>18.03.24</td><td>5b</td><td>Contact Stephen Lawrence Centre to see if anyone would be interested in becoming a community Governor at Winstanley. 20.05.24 Recent contact has been made with the centre; DB is awaiting a response. Update to be provided.</td><td>DB</td><td>08.07.24</td></tr><tr><td colspan="5">Update- SP was unable to make the meeting, different options were discussed, and it was agreed to return to the next academic year. Action- CFD</td></tr><tr><td>20.05.24</td><td>9</td><td>Collate results from Governor Hub Health check to provide an average for each question. That will inform the LGB Action plan</td><td>NG</td><td>08.07.24</td></tr><tr><td colspan="5">Update- Not completed – Action CFD</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	18.03.24	5b	Contact Stephen Lawrence Centre to see if anyone would be interested in becoming a community Governor at Winstanley. 20.05.24 Recent contact has been made with the centre; DB is awaiting a response. Update to be provided.	DB	08.07.24	Update- SP was unable to make the meeting, different options were discussed, and it was agreed to return to the next academic year. Action- CFD					20.05.24	9	Collate results from Governor Hub Health check to provide an average for each question. That will inform the LGB Action plan	NG	08.07.24	Update- Not completed – Action CFD					
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5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP a. To note any terms of office which will cease before the next meeting. No terms of office are due to cease before the next meeting. b. To note any governor vacancies and any recruitment activities that have taken place since the last meeting (2 community governor vacancies). Discussed during matters arising. TR advised that at the first meeting of the academic year, the chair and vice-chair of the LGB should be elected Action: If anyone would like to find out more about these roles or put themselves forward, contact DB or NG c. To note any governor visits undertaken since the last meeting. Monitoring Community Participation VE provided details of the background and highlights as per the visit form included in the meeting documentation. She spoke about next year's focus areas, including opportunities for students to engage and strengthen relationships with the community. An assembly to explain the origins of derogatory languages and its impact on students was discussed. Going forward TWS would like to appoint a new lead for the Stephen Lawrence Ambassadors, address the topic of toxic masculinity and setup a multi-faith group. d. To note any Governor Training undertaken since the last meeting (Mandatory: Safeguarding, Prevent (Autumn term) GDPR (Spring term)) Governor training 2023-24		ALL 																								

6.	<p>SEND</p> <ul style="list-style-type: none"> Summary of the year <p>KH provided a handout of the 23-24 data relating to SEND pupils. An explanation of the data was provided. TWS has 166 (27%) students on the SEMH register, above the national average of 17.3%. Details of the changes in the number of children with EHCP Leaving and coming to the school next year were provided.</p> <p>Attendance for students with EHCPs is very good and TWS is proud to note that these students feel supported and want to attend school.</p> <p>Details of what has gone well across the SEND department were provided including the positive impact of parent engagement.</p> <p>How students have been supported with exams and transition to further education was explained</p> <p>Q. Where are most students going after TWS?</p> <p>A. they are going to different destinations including College, Apprenticeships and A Levels</p> <p>Behaviour requires additional focus, as SEN students are overrepresented in the data. The plan is to develop the quality first teaching and staff skill sets to reduce the number of SEN students included in the behaviour data.</p> <p>Q. What can realistically be done to solve the problem of the overrepresentation of SEN in behaviour data?</p> <p>A. Upskill staff in differentiating and chunking when lesson planning.</p> <p>Reading interventions should continue due to low literacy levels. Continue with trauma-informed practices. A different approach is being trialled with the reconnection room and giving students the space to reflect that is having a positive impact on behaviour. We need to continue the work being done with parents so that we have their buy-in and support.</p> <ul style="list-style-type: none"> Governor visit report <p>Plan for next year linked governor and areas of focus and to be fed back termly next year. Volunteer governors to mat to support help each other</p>		
7.	<p>HEADTEACHERS REPORT FOR TRUSTEES</p> <ul style="list-style-type: none"> Headteachers Report for Trustees & Governors Summer 23/24 Trustee Report <p>A general update of the areas covered in the reports provided was given. Several non-trust schools visited to find out how TWS manages behaviour was highlighted as a success. A conversation was held around how TWS has improved across the academic year and the focus for improvements going forward.</p> <p>Questions in relation to the reports provided were requested. There were no questions provided at this point during the meeting.</p> <p>It was stated that the reports provided were very detailed and showed the improvements of the school in comparison to 3 years ago.</p> <p>How the culture of the school has changed was discussed including what has prompted the changes and how the changes are seen. Consistent communication was spoken about as a key reason for the change in the culture of students and staff.</p> <p>An update on staff vacancies, recruitment and maternity cover was provided. More maternity cover needs to be sourced and these vacancies are due to be advertised next term.</p>		

	<p>The exams office has resigned and left on 28th June and following difficulty recruiting, a trainee exams and data officer has been recruited internally starting in the new academic year.</p> <p>Q. Who will download the results?</p> <p>A. Alison at Bosworth, part of her role is to support TWS. She will help us on results day and with training our appointed staff member.</p> <p>Q. Are appointments made on the understanding that they could work in any LiFE MAT schools?</p> <p>A. Contracts name the school appointing them but contain a clause that they could work in any of the trust schools. However, staff do tend to stay at the school which has appointed them.</p> <p>Q. How many students are due to start in the new term?</p> <p>A. We have been advised 137. There will be approx. 655 total students including 15 in the Shine Centre.</p> <p>It was explained that the Shine Centre and the Burrough are looking to become one entity to share staffing and resources. The details are still to be finalised. Following a question an explanation of the current layout of both centres and how this may look going forward was provided. Governors were updated on how places at the centres are funded and how the amount has remained the same for 5 years. Steps have been taken to ensure lack of funding doesn't impact the students but to proceed and expand funding will need to increase.</p>		
8.	<p>STRATEGY</p> <ul style="list-style-type: none"> Draft strategic plan for 24/25 <p>DB provided an overview of the strategic wheel including what was remaining the same and additions to the plan. Details of the focuses for the 4 quadrants of Leadership, Experience, Inclusion and Support, and Teaching and learning were provided.</p> <p>Behind the strategic wheel, there is a plan to show how each focus will be implemented and measured. It was highlighted how governors can use this information to inform school visits to see the strategic plan in practice.</p> <p>A comment was made about independent learning and how some students may not realise the benefit of this. A suggestion was made to share best practices with students at other schools in the trust and from TWS students who have performed well in exams.</p> <p>Q. What is meant by value driven leader and how will this be measured?</p> <p>A. Someone who leads based on a series of clear ethical and moral values prompted at TWS.</p> <p>Q. When will the final version of the strategic plan 24/25 be available for governors?</p> <p>A. It's a live document which will continuously be updated but a final version will be shared with staff as part of the training days.</p> <p>It was agreed to share the plans for the two training days at the start of the academic year with the governors.</p>		
9.	<p>CHAIR OPEN FORUM</p> <p>To discuss the direction of governance at TWS for next year.</p> <p>Having a better understanding of staff training to see if there any areas governors could learn from was suggested. Having mentoring for new governors to support them in gaining a better understanding of the role was suggested. It would be good if more sharing of best practised was enabled</p>		

	<p>by the MAT for all trust governors, to help with retention and to expand knowledge. It was explained that the trust plans to have similar groups as the chairs group for safeguarding and SEND.</p> <p>It was agreed to extend an invitation to the CEO to attend an LGB meeting next year. The Shine Centre was mentioned as an area to be discussed with him.</p> <p>Action- Request for the CEO to attend an LGB to be sent to Jo his PA</p> <p>The new LiFE MAT vision and changes to the scheme of delegation are to be shared with governors as they are made available.</p>	NG	09.09.24
10.	<p>SAFEGUARDING</p> <p>Summer Term Safeguarding Monitoring</p> <p>VE gave an overview of the safeguarding visit report including how well the SCR is being maintained. The HT report and the safeguarding support and challenging meetings evidence how well TWS is doing with safeguarding. TWS has a high number of safeguarding incidents which has meant that processes and practices have been put in place that ensure compliance. Investigating the number of cases recorded is time-consuming for staff and we are fortunate to have a significant number of staff trained to do the required roles that help to spread responsibility.</p> <p>It was highlighted that staff mental health is a concern and that there is a lack of external resources to support staff.</p>		
11.	<p>RISK REGISTER</p> <p>The risk register was included in the meeting folder in advance of the meeting.</p> <p>Most risks remain the same. Exam results and attendance were mentioned as considerable risks and the reduction in the financial risk from 5 to 2 was highlighted. Following a review of expenditure, the current budget is showing a £15,387 surplus.</p> <p>The Governors thanked DB for the work done on setting a surplus budget.</p>		
12.	<p>STAFF SURVEY OUTCOMES</p> <p>A different format has been used for the staff surveys and the data wasn't available in an accessible format in time for the meeting.</p>		
13.	<p>MEETING DATES</p> <p>Proposed Meeting dates 24-25</p> <p>Governors agreed to the meeting dates for 24-25</p>		

14.	POLICIES Life MAT policy schedule 24/25 An update was provided on the policy schedule for next year and the meaning of the different colours used. The schedule indicates which policies are trust policies and which will need to be ratified by governors.		
15.	AOB Governors were thanked for their support throughout the year.		

The meeting finished at 5.25 pm