



BOLDER ACADEMY

FULL GOVERNING BODY MEETING MINUTES

Company Registered Number: 8932893

Chair: Andrew Dodge

Clerk: Rebecca Wilson (RW)

Date of meeting: 4th October 2022 at 8:00am

Venue: Bolder Academy

Attendance:

Name	Governor	Other	Present / Apologies / Absent
Rajiv Chandra (RC)	Co-opted Governor		Present
Andrew Dodge (AD)	Appointed by Trust		Present
Victoria Eadie (VE)	Appointed by Trust	Also a Member	Present
Fran Heaphy (FH)	Staff Governor		Present
Jo Killingley (JK)	Parent Governor		Present
Andrew McCaffer (AM)	Co-opted Governor		Present
Wendy Smith (WS)	Appointed by Trust		Present
Heidi Swidenbank (HS)	Ex-officio	Headteacher	Present
Eileen Sheedy (ES)	Appointed by Trust		Apologies
Birinder Tember (BT)	Parent Governor		Present
Kate Biant (KB)		School Business Manager	Present
Greg George (GG)		Finance Director	Present

The meeting was declared quorate.

	Agenda item	Action
1.	<p>Middle Leaders Presentations</p> <p>AD welcomed everyone to the meeting and asked for introductions. He explained that the aim of Item 1 was for Governors to expand their understanding.</p> <p>Art – Charlotte Handley Charlotte outlined the approach taken throughout the year which builds to the end of year assessment. She also outlined the support that will be provided, specifically highlighting the need to target certain students. Charlotte outlined the communication that has gone out to parents, coupled with the need to manage gaps in portfolios. Q: A Governor queried the moderation process. Charlotte explained that last year Bolder had worked with another school and will continue to engage widely regarding moderation.</p> <p>Drama – Katie Haynes Katie highlighted that she had started in September and outline the components of GCSE assessment. She highlighted that students were slightly behind regarding group work, which is being addressed through intervention. Students are very skilled regarding the technical element of the curriculum. Intervention is a priority and covers three hours a week, with an additional two requested; a value day has also been scheduled. All students attend Friday intervention, with group work also available after school on Tuesday. Curriculum deadlines have also been published and can be accessed by students and parents. Q: A Governor queried a possible reliance on interventions and asked if work was mapped out through class time. A: Katie explained that intervention was more focused on one-on-one work and outlined in more detail how this is managed. Adam bones highlighted that all students stay for a lesson on Friday afternoons, and all Year 11 have been blocked booked for drama. He highlighted that ten staff stay behind to provide additional provision, with students targeted against specific lessons.</p> <p>DT - James Hadley James introduced Governors to the subject and explained that any weaknesses are linked to technical elements. The curriculum has been restructured and will build backwards to fill gaps. Students do not have a wider understanding of graphics, which could support their learning. Parental communication is strong, and deadlines are being actively managed. Duncan Skelton gave further detail regarding the management of portfolios and engagement with students and parents. Q: A Governor queried how the school ensures that parents are not overwhelmed with communication. A: James confirmed that parental engagement is logged in the department, however he is not sighted regarding other departments. Q: A Governor asked if positive feedback was also communicated. A: James confirmed that it was. Q: A Governor asked who was the head of year. A: Adam Bones confirmed that the Lead Practitioner leads the year group.</p> <p>English – Sarah Farmer Sarah outlined the strengths of English Language and Literature. She also detailed areas of development against the curriculum, noting that the long term plan has been adapted and targeted interventions are in place. Specific students are also receiving additional support.</p>	

Differentiation is being actively managed, and a strategy bank has also been developed. The department is working to develop independent learners.

Q: A Governor queried the benefits of teachers identifying their own three students and highlighted the benefits of a central focus.

A: Sarah confirmed that she provided guidance regarding this element and will actively monitor.

Sports Science - Naomi Quinnell

Naomi outlined the structure of the course and how students are expected to engage with the curriculum. She outlined interventions, which will be reviewed after the mock exams in November.

Q: A Governor queried how many students were doing sports science.

A: Naomi confirmed 18 students.

Q: A Governor asked if they were completing Level 2.

A: Naomi confirmed that they may just look at the certificate.

VEA recommended that students do L2 in full.

Spanish - Lauren Mitchell

Laura confirmed that she joined in June and had been involved with the mock exams. She confirmed that speaking was a strength, although some students have limited vocabulary. The writing paper is a weakness. She also highlighted that Spanish and French specifications have been aligned. The Department has additional capacity and is undertaking team teaching, with the Year 11 course planned and taught by experienced teachers. The current priority is high value, transferable grammar structures. The November mocks will be differentiated according to target grades, which will then inform the papers that will be taken.

Q: A Governor asked for confirmation that a Grade 5 is the highest that can be awarded with the foundation paper.

A: Laura confirmed that it was.

Q: A Governor queried the proportion of students who will take the higher paper.

A: Laura confirmed that it will be about a third, noting the aim is for as many students as possible to take this paper. It is also important to ensure that lower achieving students are secure.

Q: A Governor acknowledged the support that is linked to interventions and asked if there was sufficient capacity to challenge high achieving students.

A: Laura confirmed that small groups were excelling, and challenge is actively built into lessons.

VEA confirmed that high achievers do well across the Borough and emphasised that this was not an area of risk. Adam Bones outlined in further detail how high achieving students are developed.

Pupil Premium – Fran Heaphy

Fran explained that a new roll had been established that targeted the focus on Pupil Premium (PP) students. She shared the broad strategy, which now needs to be developed, noting the fundamental aim of closing the gap. Academic barriers are actively identified and addressed and were outlined to Governors in more detail. Attendance is being actively monitored. Poor mental health, behaviour and wellbeing are possible barriers to learning and are being reviewed. Governors discussed the focus on maths and English, which supports all learning. VEA highlighted that having built up a bank of teaching strategies for English, there is scope to use them across the school to support literacy.

Q: A Governor queried how wider interventions are tracked across the school.

	<p>A: Fran confirmed that in general they are tracked by department. Adam Bones highlighted that student placement regarding interventions was a strategic decision and will be reviewed throughout the year.</p> <p>AD thanked all staff for their significant contribution.</p>	
2.	<p>Apologies for absence</p> <p>Apologies were received and accepted from ES, and AM joined the meeting remotely. AD welcomed GG as the newly appointed Finance Director.</p>	
3.	<p>Election of Chair</p> <p>AD was re-elected as Chair for a one year term. He reminded Governors that he will step down as both Chair and also a Governor on 31 Aug 22. <u>It was agreed to reconsider succession planning at the next meeting.</u></p>	RW (Agenda)
4.	<p>Election of Vice Chair</p> <p>WS was re-elected as Vice Chair for a one year term.</p>	
5.	<p>Declaration of interest</p> <p>No Governor declared an interest that may conflict with the meeting agenda. RW circulated the Declaration of Interest summary for Governors to confirm against.</p>	
6.	<p>Minutes of previous meeting (28 Jun 22)</p> <p>It was highlighted that ES was present at the meeting on 28 Jun 22; the minutes were manuscript amended to capture this edit. Following this change, the minutes were approved as a true and accurate record of the meeting and were signed by the Chair.</p>	
7.	<p>Matters arising/actions</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> - Governor visit. <u>JK confirmed that she will visit in the autumn term. VE confirmed that she will attend a middle leader meeting for Key Stage 3 and will visit later in the year for Key Stage 4.</u> - Cyber-security training. KB confirmed that all but one governor had completed cyber-security training. - Electric cars. GG confirmed that the school was monitoring the situation regarding electric cars, noting that a proposal is under review, but this could impact on pensionable benefits and the school may have the liability if the teacher left. WS highlighted that this scheme had been implemented in Ealing. 	JK VE
8.	<p>Governance structure</p> <p>AD referred to an updated document detailing the governance structure and confirmed that the Board continued to support this structure.</p>	
9.	<p>HT verbal update</p> <p>HS confirmed that having been back at school for over three weeks it is noticeable that this year the school has a full complement of staff. The impact has been significant and the start</p>	

to the school year has gone very well. Additional support from staff has given the SLT greater capacity, noting that recent SLT appointments have also been very positive. Year 7 has settled well and is the most able cohort to date, recognising the importance of ensuring they are stretched and challenged. Transition has been closely managed and parents are being encouraged back into school. This engagement with parents needs to be extended to all year groups and Fran Gibney confirmed that she is making every effort to promote the PTA, with recruitment being the initial focus. Subject lead sessions are being planned for Year 11 and parents will be advised regarding support for students; and open evening is scheduled for November. The Sixth Form prospectus is being finalised and a careers meeting is planned for all Year 11 students. HS confirmed that she has circulated the student profile, noting 22 students with an EHCP and 11 students on a CIN or CP plan. The Borough has identified that the school would benefit from additional support, and HS confirmed that she is currently engaged with the Virtual Headteacher.

HS confirmed that AD has completed a safeguarding visit. She highlighted that one child is receiving support through Prevent. In Year 8 there is a lot of talk around Andrew Tate, who promotes extreme views, and there has been pockets of inappropriate talk to females. Further work is planned through a workshop, which looks at inappropriate behaviour. The SCR has been reviewed, noting a large number of new staff. HS also highlighted safeguarding related incidents and confirmed that victims are being supported and perpetrators educated:

- 2 x homophobic incidents
- 3 x incidents of bullying
- 3 x incidents of sexualised behaviour

Q: A Governor asked if this behaviour was concentrated in any year groups.

A: HS highlighted that it tended to involve Key Stage 3, noting that there were no repeat offenders.

HS highlighted that seventeen students join the school today, eleven of whom are asylum seekers. She confirmed that the profile of the school was changing, with an increased focus on EAL needs.

Q: A Governor asked where the asylum seekers were coming from.

A: HS confirmed that there was no specific country of origin.

HS outlined attendance data:

- 94.26% Bolder
- 93.10% Hounslow Borough
- 93.5% National

She highlighted four non-attenders in Year 11, and 20 students who are persistently absent.

Q: A Governor asked if there was any reason for non-attendance.

A: HS gave further background regarding needs.

Referring to Teaching and Learning, HS confirmed that all departments were being reviewed.

Q: A Governor asked how Year 7 had been assessed so quickly.

A: HS confirmed that the year group had completed CATs tests for profiling, which also helps to identify students that require additional literacy support.

Q: A Governor asked how lates were being managed.

A: HS confirmed that this data was closely tracked and considered in meetings; attendance action plans are developed when appropriate.

Q: A Governor asked if lates had been improving.

A: HS explained that traffic congestion was having an impact, noting the need to make balanced decisions.

Q: A Governor queried the capacity of the Sixth Form.

	<p>A: HS shared that she would be able to update Governors following open events about potential numbers.</p> <p>Q: A Governor asked if mock exams were planned.</p> <p>A: HS confirmed that mock exams will take place after February half term.</p> <p><u>HS confirmed that the new Deputy Head will attend the next FGB to introduce herself.</u></p> <p><i>JK left the meeting</i></p>	RW (Agenda)
10.	<p>Safeguarding</p> <p>AD confirmed that all Governors had read and understood the updated KCSiE, and they did not have any queries. VE highlighted that the safeguarding training all governors had undertaken was very good, and BT confirmed that he had also read through the training slides.</p> <p>Q: A Governor referred to the internet and asked how often the filtering was tested. They also queried the annual review of online testing and asked if the tools for testing were up to date.</p> <p>A: <u>KB confirmed that she will come back with a more detailed answer.</u></p> <p>Q: A Governor queried how the online search will be completed.</p> <p>A: HS confirmed that this will be confirmed with Colwyn. VE highlighted the value of commissioning this service.</p> <p><u>VE recommended that each year the DSL attend a meeting to outlines processes and trends.</u></p> <p>AD confirmed that his safeguarding report had been circulated with the meeting papers. HS highlighted that the school nurse had started and confirmed that student engagement with the nurse was being tracked and monitored.</p> <p>Q: A Governor queried the statistics regarding self-harm.</p> <p>A: VE confirmed that self-harm was a common problem across education. It can come in waves and is driven by friendship groups. HS confirmed that the school had seen an increase in self harm following the pandemic, which can also be linked to in-year admissions. AD pointed out that self-harm can also be linked to issues outside of school.</p> <p>KB confirmed that the school was fully compliant regarding cyber =security, which she outlined in further detail.</p> <p>Q: A Governor acknowledged national data for drug abuse amongst 15-16 year olds, and asked if this was a problem in school.</p> <p>A: HS confirmed that she had no concrete evidence, although it is thoughts that 3-4 students in Year 11 are engaged with drugs. She also confirmed the strong collective understanding of students and expanded on how this issue is managed.</p>	KB RW (Agenda)
11.	<p>Chair's Report</p> <p>AD highlighted that he was working on the parent governor election process, which will take place before spring half term. He attended an open evening with HS which had been extremely positive, with an attendance of about 450; Isleworth Town primary School is a key feeder school.</p>	
12.	<p>Finance paperwork</p> <p>RW confirmed that Governors have seen the finance paperwork up to July.</p>	
13.	<p>Policies</p>	

	<p>Governors ratified the following policies:</p> <ul style="list-style-type: none"> - Complaints Procedures, AD outlined the rationale of the new approach. - Equality Information & Objectives. - Critical Incident, <u>update to capture Oct 23 for next approval date.</u> <p>Policies already agreed by e-mail to note:</p> <ul style="list-style-type: none"> - Safeguarding & Child Protection - Behaviour - Attendance - Suspension <p><u>VEA recommended that the Exclusions Policy be reviewed, noting recent updates.</u></p>	<p>HS</p> <p>HS</p>
14.	<p>AOB</p> <p>FH asked when staff will receive the pay award. VEA explained that unions have rejected the pay award, and it therefore cannot be finalised; schools are managing significant uncertainty. <u>HS confirmed that feedback will be provided to staff.</u></p> <p><u>BT raised concerns regarding a lack of vegetarian options and confirmed that he will speak with KB outside the meeting.</u> BT queried the process for completing Bronze Duke of Edinburgh, and HS confirmed that the expedition will take place in the summer.</p>	<p>HS</p> <p>BT / KB</p>
	<p>Next meeting date</p> <ul style="list-style-type: none"> - Tue 6 Dec 22 at 8am, AGM & FGB, remote meeting via Zoom 	

Meeting ended at 10:05 am.

Signature: 

Name of Chair: Andrew Dodge

Date: 6th December 2022