



**BOLDER ACADEMY**  
**FULL GOVERNING BODY MEETING MINUTES**

**Company Registered Number: 8932893**

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**Chair:** Andrew Dodge  
**Clerk:** Rebecca Wilson (RW)  
**Date of meeting:** 29<sup>th</sup> June 2021 at 8:00am  
**Venue:** Remote meeting due to COVID-19

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**Attendance:**

<b>Name</b>	<b>Governor</b>	<b>Other</b>	<b>Present / Apologies / Absent</b>
Rob Collie (RC)	Appointed by Trust		Present
Andrew Dodge (AD)	Appointed by Trust		Present
Victoria Eadie (VE)	Appointed by Trust	Also a Member	Present
Bethan Jones (BJ)	Staff Governor		Present
Jo Killingley (JK)	Parent 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

The meeting was declared quorate.

**Agenda item****1. Apologies for absence**

Apologies were received and accepted for ES.

**2. Declaration of interest**

No Governor declared an interest that may conflict with the meeting agenda. No Governor highlighted a change to their declaration of pecuniary interest.

**3. Minutes of previous meeting (18 May 21)**

The minutes were approved as a true and accurate record of the meeting. The Chair signed the minutes and emailed them for filing.

**4. Matters arising/actions**

For Headteacher Performance Management it was agreed that VE will take on the role of external adviser. WS will join the panel to make it up to three, comprising WS, AD and RC. It was confirmed that VE will remain Chair of the Pay Committee.

**5. Agree meeting dates, 2020-21**

AD reminded Governors of the meeting forecast for next school year and confirmed that each term, the first FGB meeting will be in school and the second will be remote.

**6. Increase ethnic diversity of staff & GB**

*David Carrigan, Director Diversity and Inclusion with Sky, joined the meeting*

David joined the meeting and introduced himself, recognising the ongoing focus on diversity and inclusion. He highlighted that 4% of governors come from ethnic minority groups, although ethnicity should not be the only focus, highlighting disability, age and sexual orientation. David outline areas of consideration in further detail and explained the questions that potential staff and governors will be asking:

- Will I fit in?
- Do I have the right skill set?
- What will it actually be like being a governor?
- Will I have the opportunity to develop new relationships or fully utilise the skills that I have?

David queried what channels were being used to engage with people who may be interested in joining the Board. He highlighted the need to be clear about the skills requirement and how this fitted with the wider community. He asked who the people were promoting the role of governors, recognising that recruitment of ethnic minority groups is challenging. He highlighted the importance of actively promoting diversity through the website, and detailed partnerships that can support with the recruitment of diverse staff and governors. The school needs to actively differentiate itself from others, recognising that people will look at the environment and question the lack of representation. David highlighted that he would be interested in looking at the recruitment process and consider the training processes that support this. AD highlighted that there was scope to co-opt another Governor to increase the diversity of the Board. David confirmed that he would be happy to support the school in any way.

David Carrigan left the meeting

AD summarised tasks:

- HS will talk further with Ealing regarding training.
- A Working Group may be a consideration for a later date, once the scope of this work has been agreed.
- Engage further with Sky regarding video messaging from staff.
- Review intro to the Governors page of the website.

HS

HS/RC  
AD/VE

## 7. Headteacher's Report

AD referred to the report and asked for questions, starting with the first section which was **Quality of Education**.

Q: A Governor highlighted that the meeting was taking place before the assessment results and asked when they will be received.

A: HS confirmed that she will pass them to AD before the autumn term, for onward circulation to Governors.

HS / AD

Q: A Governor asked for clarification of how 62 students have managed to complete Read Write Inc, noting that it is a very staff intensive process.

A: HS explained that she has employed two additional TAs for the last twelve weeks and acknowledged that the programme was resource heavy. VE highlighted the significant impact that has been achieved, with reading ages improving from 7 yrs to 10 yrs, explaining that it would be interesting to assess the impact on such a large cohort.

AD noted that the report recommended that Governors evaluate the information from the assessments at the next Full Governors meeting to ensure school development planning and priorities are appropriate.

RW  
(Agenda)

VE confirmed that the report was clear and supported the previous work undertaken at the Ofsted session.

AD referred to the second section which covers **Behaviour** and noted that the new building has had a positive impact on behaviour. HS acknowledged that attendance was a big concern, looking beyond the current situation with COVID-19. VE acknowledged that attendance is a significant concern within the community and needs constant focus. HS highlighted that parental engagement has also been challenging over the past year and is hopeful this can be addressed next year. It was recommended that the Deputy Head briefs Governors on attendance at the next FGB.

RW  
(Agenda)

Q: A Governor queried the situation regarding school transport and the new school location.

A: HS confirmed that she has written to Transport for London and has recommended that parents do the same. She acknowledged that transport was an issue, particularly going home.

BT raised concerns regarding safety in the Tesco carpark, with pupils taking a short cut across the carpark. HS confirmed that staff constantly remind students to follow the crossing routes through the carpark, although there is a point at which this ceases to be the school's responsibility. BT also highlighted limited crossings across the Great West Road. HS confirmed that she has spoken to the LA about her concerns regarding the roads and general security. AD confirmed that the school will continue to emphasise to students the importance of taking the safe route across the carpark and will ask parents to reinforce this point. He also highlighted that a local police officer was now based at the school.

HS referred to the **Personal Development** section and confirmed that the pupil survey has been analysed and student voice activities are also planned for the

autumn term. She confirmed that there was scope for Governors to come in and speak with students; Governors were very willing to support the school. She also highlighted that a lot of career work has taken place, recognising the need for specific career advice.

Referring to the **Leadership** section, AD noted that external headteachers will review the school provision in the autumn term. HS also highlighted that the school has offered twelve tours, and about 90-100 parents have visited the school. The parent survey was very positive, with the unisex toilets highlighted as a concern.

Q: A Governor asked if these concerns would diminish.

A: HS confirmed that more are expected, noting the impact of social media. VE suggested that from experience in other schools, the concerns regarding unisex toilets would calm down.

Q: A Governor asked if there was scope to benchmark the less positive feedback in the survey.

A: HS explained that she would normally communicate with parents in school, which has been challenging. VE confirmed that the areas highlighted by RC are traditionally scored less favourably at secondary level.

JK highlighted that feedback from children to their parents was often limited and suggested that a termly subject precis may be helpful, recognising that information is available on the website. AD confirmed that the ADP will be reviewed in the autumn term. Referring to the Pupil Premium strategy, AD highlighted that the DfE have recently announced that decisions should be based on research and confirmed that the school already links strategies to research, especially the Education Endowment Fund. HS agreed, although the detail for 2021-22 has yet to be determined. AD highly recommended that Governors read the Staff Handbook, which is full of very relevant information for governors, including school culture, assemblies, safeguarding, SLT structure, staff workload, finance systems. HS confirmed that the new staff induction had gone well.

Q: A Governor asked what the current situation was regarding isolation.

A: HS confirmed that one form group will return on Monday, and three members of staff are still isolating.

## **8. Ofsted report into sexual abuse in schools**

AD highlighted the value of considering the Ofsted recommendations from the report into sexual abuse in schools, many of which are already in place at Bolder. HS confirmed that the RSHE and PSHE curriculum has been reviewed and the school is working closely with LVA who are extremely good at talking to students about sensitive issues. She confirmed ongoing focus on training and highlighted that record keeping was strong. Behaviour was considered in both the school and parent surveys, and it is felt the school is a safe environment. HS confirmed that she will always take the advice of wider safeguarding partners, and further training for Governors will also be considered. Peer on peer abuse has been covered as part of activities week. KCSiE is due to be updated, and the NSPCC confidential phone line will continue to be funded to October.

## **9. FAR Committee Report**

RC referred to his summary report and asked if there were questions. HS highlighted that she has clarified the situation regarding the capturing of tutoring in staff contracts, which does not need to be added in retrospect. Regarding process, HS confirmed that she will recommend to Governors. AD confirmed that the Board supported the reappointment of Azets as the internal auditors. The Board also ratified the new SLA with TPET. AD confirmed that the two findings from the audit findings have been actioned and referring to the internal audit confirmed that the

main recommendation will be actioned. It was also confirmed that the Risk Register was scrutinised in detail by the FAR Committee.

#### 10. Chair's verbal report

AD confirmed that the process for electing a staff governor has been initiated and having past the cut off day, one nomination has been received. AD confirmed that Fran Heaphy has been elected as a Staff Governor, who is the Head of English. AD acknowledged that it was BJ's last meeting. He thanked her for her significant contribution as a Staff Governor and wished her well in her new appointment.

#### 11. Budget 2020-21

AD confirmed that the budget had been scrutinised in detail by the FAR Committee. RC highlighted that the Committee had agreed the budget assumptions. He acknowledged that a deficit was expected for this year, although it had been reduced from £300k to £200k. The same level of loss is expected next year, with reserves in place to cover this, beyond which the school becomes more sustainable. Further financial security is required with the creation of a Sixth Form. The Board approved the proposed three-year budget.

#### 12. Policies

Governors ratified the following policies:

- Safeguarding/Child Protection – may require a further email approval in September following KCSiE update.
- Children Missing in Education – minimal changes.
- Staff Expectations & Conduct – no changes.
- Behaviour Policy – change slinked to updated rewards and restorative conversation meetings.
- Visiting Speaker – changes relate to the new building.
- Procurement and tendering policy – changes relate to leaving the EU and has been considered by the FAR Committee.

#### 13. Latest management accounts

RW confirmed that Governors have seen the finance paperwork up to May.

#### 14. AOB

BT queried the school finish time, highlighting that initially it was 4:15pm with Friday a half day. With recent changes this has reduced to a 3:45pm finish and the half day on Friday has continued. He asked if the school would go back to a 4:15pm finish or will Friday be extended? HS confirmed that the 8:45am start time and Years 7, 8 & 9 from Mon-Thu have a finish time of 4pm. Year 10 will be until 3:30pm to facilitate the two hours of PE, alongside their options. Year 10 will not have an early finish on Friday, although the other year groups will.

Q: A Governor asked if the teaching time stayed the same.

A: HS confirmed that there will be an increase in hours for Year 10, with no change for the other years.

Q: A Governor asked when Year 10 will finish on Friday.

A: HS confirmed that if they are not taking a PE option, they will have PE from 1:30pm to 3:30pm. HS confirmed that she will recirculate the essential information booklet to parents.

HS

**Next meeting date**

- Tue 5 Oct 21 at 8am, Bolder Academy

Meeting ended at 9:50 am.

**Signature:** Andrew Dodge

**Name of Chair:** ANDREW DODGE

**Date:** 05/10/2021