

Minutes – Begbrook Primary Academy Council

Date	13 February 2025	
Location:	Teams meeting	
Time:	5.00 pm	
Present:	Simon Metson (SM)	Parent Academy Councillor
	Anne Harris (AH)	Sponsor Academy Councillor
	Sian Adams (SA)	Teacher Academy Councillor
	Dr Shaun Mudd (SMU)	Parent Academy Councillor
	Vicky Counsell (VC)	Principal
	Kate Richardson (KR)	CLF Director of Education
Attendees:	Linda Corbidge (LC)	Academy Council Clerk
	Deb Allen	Academy Attendance Lead
Apologies:	Sarah Page (SP)	Academy Councillor (Chair)

Minutes

Item	Description	Action
1	Introductions	
1.1	In the absence of SP, SM advised that he would be chairing the meeting and welcomed councillors to the meeting. Apologies were accepted.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting.	
3	Governance	
3.1	Membership	
3.1.1	<p>Current vacancies were discussed.</p> <ul style="list-style-type: none"> Current vacancies – Support Staff Academy Councillor (elected role), 2 x Sponsor Academy Councillors. Support Staff Councillor – VC will ask a new staff member if she is interested as there had been no further interest from existing staff. VC/LC advised that there was a recent enquiry from someone interested in joining the council as a Sponsor Councillor. VC/SP would follow this up if skill set suitable. <p><u>ACTION: VC to ask new staff member if she is interested in becoming Support Staff Councillor.</u></p> <p><u>ACTION: VC/SP to follow up enquiry re Sponsor Councillor</u></p>	<p>VC</p> <p>VC</p>
3.2	Immersion Morning	
	It was noted this has been re-arranged for Tuesday 25 th February 9.30-11.30am.	
3.3	Link Councillor Roles	
3.3.1	Vacancies for SEND and EDI link roles were discussed. Following discussion, AH will take on SEND role. EDI link taken forward to next meeting when new councillors join.	
3.4	Training	
3.4.1	Outstanding training would be followed up with one councillor.	

Item	Description	Action
	<u>ACTION: Clerk to follow up outstanding training modules with one councillor.</u>	LC
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting held 10 December 2024 were approved as a true copy.	
5	Matters Arising	
5.2	<i>Clerk will send details to the academy in January for Support Staff Election.</i> See Item 3.1.1.	
5.3	<i>Clerk to share Terms of Reference after board approval.</i> On Governor Hub and shared.	
5.4	<i>Clerk will add information on link roles to BPA Governor Hub folder.</i> Completed	
5.5	<i>SM will complete a visit report on health and safety and share with the clerk for review at next meeting.</i> <u>ACTION: Taken forward to meet shortly with new Operations Manager.</u>	SM
5.6	<i>SA will record unsuccessful referrals and non-consent on Safeguarding report going forward.</i> SA will add information to next report and weekly themes will be added to Safeguarding weekly themes.	
6	Pupil Voice	
6.1	VC/SA summarised the work which had taken place since the last meeting. This included <ul style="list-style-type: none"> • Gather pupil voice to ensure so the children feel heard and can also see the impact. • Lunchtime provision is now a standing item with actions introduced the following term. • Eco Committee –the academy has the Green Eco Flag Award. The three principal areas are biodiversity, marine and energy. £750 of funding has been received and working with Bristol Wild Spaces (growing a wildflower area and more fruit trees). • EAL Committee has requested a culture day. There is already a language of the term and a wide variety of assemblies to celebrate different cultures. The children want to learn about clothing, food etc. and want a bigger role in sharing their own culture. They have been tasked with going back into their classes to find practical ideas. • Older children have applied to take on the role of house captain and they have now been chosen for each house. VC explained the responsibilities and length of role for house captains. 	
6.2	Could extra funding/support come from the parent community for the Eco Committee? <u>ACTION: VC will investigate this.</u>	VC
6.3	Councillors asked for more detail around the MUGA following a pupil voice from the pupil voice class meetings. VC explained that this related to the temporary change of use of the multi-use games area.	
6.4	Is there opportunity to feed back into the curriculum from pupil voice? Some of those ideas will come through into the curriculum although the curriculum is quite set as it is progressive. CLF curriculum curators support the development of the CLF trust curriculum which incorporates a lot of what interests the children.	
6.5	When is the litter picking going to happen? Litter picking will happen in Term 4.	
7	Staffing/Wellbeing/Staff Voice	
7.1	VC reported that, although there had not been a staff survey this term, she had met with two NEU local teacher representatives who indicated that overall staff morale remains	

Item	Description	Action
	positive. Additionally, she had shared the directed time budget with staff, which was reported by NEU reps as well-received.	
8	Academy Council Report	
	Quality of Education/Achievements and Standards	
	<i>The Term 3 Academy Council Report had been shared.</i>	
8.1	Attendance	
8.1.1	<p>DA reported that there is currently a slight increase in attendance compared to last year. Significant work has taken place on attendance and tighter routines and procedures are in place this year. However, there has been high genuine illness rates in Term 2 into Term 3, and several children have been in hospital.</p> <p>Actions taken have included:</p> <ul style="list-style-type: none"> An additional member of the team in the role of Attendance and Family Support Officer has weekly data meetings focussing on persistent and severely absence children. Continuation of the staged process with a phone call now instead of a letter when a child reaches 5 days of absence. This has received positive feedback. New action: home visits after 4 days of absence, with a postcard from the class teacher to make the child feel missed, which has received positive feedback. Morning meetings with PP Lead, focussing on whether wider agency work is needed. Work with Education Welfare Officer for Stage 3 formal face to face meetings, conducted supportively. Follow-up calls on the same day of being notified of absence, prioritising key families. There is a need to tighten up on consistency of this. Pupil voice with Y4, 5, 6 pupils. Positive feedback received on teachers reaching out to absent pupils; this needs to be balanced with not annoying parents. Currently, data for Years 1, 2, and 3 is stronger. The recommendation to focus on pupils with 90/95% attendance is covered by the current process. <p>Actions going forward:</p> <ul style="list-style-type: none"> The main challenges are in Years 4, 5 and 6, where pupil feedback is being used to understand what motivates attendance. The absence of clubs on Mondays is noted and data shows stronger afternoon attendance, highlighting the need to improve morning attendance and communicate the impact of lateness to families. Will be working with SLT on a newsletter to support attendance. The staged process will continue in addition to a focus on days then morning attendance. 	
8.1.2	<p>Why is there lower attendance in Years 4, 5 and 6?</p> <p>The lower attendance may be partly due to disruptions during Reception and Year 1 caused by Covid-19. To address this, we need to focus on establishing the habit of regular school attendance among these children.</p>	
8.1.3	Further discussion took place with councillors agreeing that more needs to be done to make Mondays more fun to encourage children into school on Mondays when there is lower attendance. Ideas suggested included mirroring Friday lunchtime provision and introducing 'wake and shake' on a Monday morning.	
8.1.4	Is there a reason unauthorised absence increased in autumn 2024 compared to the previous year?	

Item	Description	Action
	There does not feel a dramatic difference; we believe it is a result of improved accuracy on coding.	
8.1.5	Why was there significantly lower attendance in week 7 of Term 2? The lower attendance was primarily due to illness. More home visits were conducted that week, confirming genuine illness cases. Additionally, a few families were away, resulting in meetings and the issuing of Penalty Notices.	
8.1.6	Are you worried about the data, or do you feel it is in hand? The data does not always capture the extensive work that goes on. Overall, we feel we can improve attendance although there is concern about some individuals where we are unable to provide the answers to the complex reasons for their absences. As Attendance Lead, I feel well-supported by our trust, the school and the EWO. <i>(KR joined the meeting)</i>	
8.2	Quality of Teaching	
8.2.1	<p>SA presented the significant work which had taken place on the Teaching and Learning Framework, categorised into three areas: Growing Begbrook Citizens, Achieving Academic Excellence, and Serving our community. These all link into the Academy Improvement Plan (AIP). The framework supports teachers in their development through coaching and includes sub-strategies for serving the community. Professional development meetings with the teaching team have focused on action research and reflection.</p> <p>SA also addressed the attainment gap in Maths between PP and Non-PP eligible children, emphasising the need to design accessible learning for all students. Data analysis revealed a gap in Maths provision, which will be a focus for the next term, with feedback to be shared.</p> <p>Following observations, the focus will also be to ensure writing is weaved through the curriculum and ensuring teachers understand and implement the CLF curriculum documents effectively. The aim is to expose students to exciting content without cognitive overload.</p> <p>Councillors expressed their admiration for the impressive work.</p>	
8.3	Staffing	
8.3.1	<p>VC highlighted:</p> <ul style="list-style-type: none"> • PD which is being provided for Teaching Assistants as staff feedback indicated that TAs wanted to feel more valued and invested in. This includes a colleague from The NEST has been holding drop-in clinics to support TAs. On Trust Collaboration Day, February 24, TAs will also have 1:1 sessions and participate in online training from the Trust SEND Lead, with additional supervision sessions offered by counsellors. In Term 4, a TA voice survey will be conducted to assess the impact of these actions. • The new Operations Manager, Nicole Owen has made a good start. • Deborah Allen is going to be finishing in May on maternity leave; pleased with the experience of her maternity cover who will join one week before for handover. • An Assistant Site Manager has been successfully recruited. The full-time Site Manager is still absent on bereavement leave; the interim cover is doing a good job. 	
9	Safeguarding	

Item	Description	Action
9.1	<p>SA commented that there a strong culture of safeguarding now at Begbrook, evidenced through regular audits, although the school is always continuing to think about follow up. SA referred councillors to the summary in the report, highlighting:</p> <ul style="list-style-type: none"> • Staff had fed back that they would like support with concerns around neglect. Support has been put in place for staff conversations with families. • The number of child-on-child incidents remains higher than desired, due to better recording, but also because some children are not yet meeting behaviour expectations. The focus is on using values-based strategies, lunchtime zoning, and a professional development programme for lunchtime leaders. SA emphasised that these incidents do not involve serious injuries, but the focus needs to be on pupils being able to manage their behaviour. 	
9.2	<p>Is it worth categorising a step further to make the data clearer?</p> <p>Our Designated Safeguarding Lead (DSL) maintains a log of child-on-child incidents and categorises them using a RAG rating system. The majority of these incidents involve a small number of children, most of whom are on the SEND register. Actions are being taken to ensure these children receive the appropriate provision.</p>	
9.3	<p>What do restorative conversations comprise of this context?</p> <p>The conversations provide space with an adult and focus on a positive mindset rather than hard sanction. Examples were given to illustrate how these conversations help in promoting positive behaviour changes.</p>	
10	SEND	
10.1	<p>VC highlighted:</p> <ul style="list-style-type: none"> • There are a number of EHC NA (Needs Assessments) in process, some at panel 1 and some at panel 2, some at pre panel stage. • With the ending of the Top-up funding system, it is crucial to address needs through quality first teaching or consider applying for an EHCP based on individual need. Efforts have been made to catch up on necessary applications post-Covid-19, and the school has now caught up. However, some timelines are not being met due to a shortage of Educational Psychologists from the LA. Currently, the school has all the necessary information to proceed, with about 6% of students affected (compared to the 4% average). The focus is on completing these assessments at the Early Years stage. 	
11	Finance, Health & Safety and Estates	
11.1	Health & Safety	
11.2	VC highlighted that there had been no new audits since the last meeting. The new Operations Manager will focus on recent audits during half term and map out what needs to be done.	
12	Equality, Diversity, and Inclusion	
12.1	See report for list of celebrations.	
13	Policies	
13.1	<p>Policies</p> <p>Academy Councillors</p> <p>Noted: CLF Trust and Councillor Expenses; Sponsorship and Ethical Fundraising and Complaints Policies.</p> <p><u>ACTION: BPA Anti Bullying and BPA Admissions Policy Sept 2026/27 to be shared for approval by 28 February.</u></p>	VC

Item	Description	Action
	Post meeting note: The BPA Admissions Policy Sept 2026/27 and Anti Bullying Policy were recorded as approved on Governor Hub by 28 February.	
14	Matters for the attention of the Board/COAC	
14.1	None.	
15	School Dates and Events	
15.1	In report.	
16	Any Other Business	
16.1	SM commented that he had recently seen the Cabot Learning Federation Choir who were exceptionally good and recommended that they do a tour of all schools. ACTION: KR Will share the video.	KR
16.2	The Academy Councillor Immersion Morning will take place on Tuesday 25 February 9.30-11.30am.	

The meeting closed at 6.55 pm.

Next meetings:

AC1	Wed	25-Sep-2024	5-8pm CLF Board & AC Results Review (online/in person – tba)
AC2	Thurs	17-Oct-2024	5-7pm (cancelled)
AC3	Tues	10-Dec-2024	5-7pm
AC4	Thurs	13-Feb-2025	5-7pm
Immersion Morning	Tues	25-Feb-2025	9.30 – 11.30am
AC6	Tues	8-Jul-2025	5-7pm