

# Minutes – Begbrook Primary Academy Council

<b>Version:</b>	Final	
<b>Date</b>	8 October 2020	
<b>Location:</b>	Begbrook Primary Academy	
<b>Time:</b>	4.00 pm	
<b>Members Present:</b>	Graham Wilkie (GW)	Sponsor Academy Councillor (Chair)
	Emily Mowlem (EM)	Student Advocate
	Laurie Munro (LM)	Academy Principal
	Sally Harrison (SH)	Parent Academy Councillor
	Kate Richardson (KR)	Executive Principal
	Rachel Harris (RH)	Teacher Academy Councillor
	Divya Raj (DJ)	Sponsor Academy Councillor
<b>Attendees:</b>	Jen Shaw (JS)	Academy Assistant Principal
	Becca Hine (BH)	Academy Vice Principal
	Linda Corbidge (LC)	Academy Council Clerk
<b>Apologies:</b>	Hayley Moulding (HM)	Sponsor Academy Councillor
<b>Absent:</b>	Alison Coyle (AC)	Support Staff Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions were made by GW.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
<b>3</b>	<b>Academy Council Membership</b>	
3.1	<ul style="list-style-type: none"> <li>GW reported that Shashi McGregor's term of office had ended after the last meeting. GW apologised for not raising this at the meeting and thanked Shashi for her commitment to the academy council.</li> <li>GW reported that there had been one nomination for the parent councillor election. GW would update with further details shortly.</li> </ul>	
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the meeting held 8 July 2020 were agreed as accurate.	
<b>5</b>	<b>Matters Arising from previous meetings</b>	
5.1	<ul style="list-style-type: none"> <li>Report requested on gender attainment gap, looking at DOYA and wider-curriculum as evidence (data to be provided in advance) – see Academy Council Report.</li> <li>Update on how portion sizes are in September following Aspens rectifying prior to Covid – LM commented that it was now a different situation where they were happy to be able to offer a hot meal to everyone who wants one.</li> <li>Visit notes to GW then summary to be circulated as appropriate- see Governance item.</li> </ul>	

Item	Description	Action
	<ul style="list-style-type: none"> <li>• <i>GW/LM to update Risk Register by email</i> – GW said the register was now updated following a meeting with BC/LM. Register would be uploaded to Teams.</li> <li>• <i>Academy Council immersion date to be arranged, taken forward to September</i> – GW will arrange date and agenda for mid-November. <b><u>ACTION: Councillors to advise LM what they want to see during the day (curriculum?) ACTION: GW will arrange date and agenda for mid November.</u></b></li> <li>• <i>Councillor training – Governance Training Module to be completed by all councillors by the end of October.</i> <b><u>ACTION: LC will circulate details again. Governance Training Module to be completed by all councillors by the end of October.</u></b></li> </ul> <p>Completed Actions</p> <ul style="list-style-type: none"> <li>• <i>Curriculum statement to be updated on website</i> – LM confirmed this had been updated. Councillors commented that the website was looking much better now.</li> <li>• <i>LM to share draft AIP before end of Term 6.</i></li> <li>• <i>LC to feed back suggestion from councillors on language in CLF Exclusions Policy re he/she, suggest change to 'they'.</i></li> </ul>	<p>All GW</p> <p>All</p>
6	<b>Pupil Voice / Student Advocate</b>	
6.1	<p>EM shared a video of children giving their views on how things are in school, their concerns and what they are looking forward to.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors asked if EM thought children were positive about their return.</i></b> EM said they were; staff were trying to be creative to put magic into learning, lovely things happening, children seem so happy. Remaining with their friends from last year has helped them cope with other changes.</li> <li>• <b><i>Councillors asked how Pupil Voice was working now.</i></b> EM said it was different this year as it was not possible to have a full council together as previously. LM said it was likely that EM could go into classes virtually and pose questions for the class to be discussing.</li> <li>• <b><i>Councillors asked if there would be a pupil survey this year.</i></b> LM said the issue was there were only 30 laptops and 600 children; it was difficult having the time to do it. They would need to find another way to deliver it to the youngest children without using a mouse pad.</li> <li>• <b><i>Councillors asked what the children would be discussing next.</i></b> LM said they would be asking for children's voice around the education they are receiving.</li> <li>• <b><i>Councillors thanked EM for the video, commenting that it represented pupil voice very succinctly.</i></b> <b><u>ACTION: Councillors asked for their thanks to be passed onto the children.</u></b></li> </ul>	EM
7	<b>Academy Council Report</b>	
7.1	<p>Full Opening Risk Assessment</p> <p>The Full Opening Risk Assessment had been shared.</p> <ul style="list-style-type: none"> <li>• Councillors commented that they were happy with the risk assessment.</li> <li>• <b><i>Councillors asked how the school was managing the risk for shielding members of staff and if there were individual risk assessments.</i></b> LM explained that each member of staff had to complete an individual risk assessment before being able to return to work. One member of staff had chosen not to return.</li> <li>• <b><i>Councillors asked what measures were in place for vulnerable staff.</i></b> LM explained the availability of face masks and the ability not to do certain activities. Measures were the same as other staff but with more vigilance; control measures need to be followed by all.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Councillors asked if there were any areas of compromise in the risk assessment or that LM felt uncomfortable with.</b> LM said it had been necessary to manage the spaces they have as it was not possible to have a one way system. Cleaning as you go and hand hygiene was not an issue. Mask wearing would depend on what local levels of infection rates are in Bristol.</li> <li>• <b>Councillors asked if extra cleaners had been employed.</b> LM said the cleaning staff were working similar to previously; the main body of extra cleaning was falling on the whole school community to keep their own spaces clean. <b>Councillors questioned if there was extra funding for cleaning from the DfE.</b> LM said extra cleaning had been funded centrally but they hadn't always seen that in school. <b>Councillors asked if LM had taken up the issue again with the central team.</b> LM said it had been raised again; the new Operations Manager would be starting shortly and would raise again. Councillors recognised that it was a difficult time to be without an Operations Manager.</li> <li>• <b>SH (parent councillor), fed back that the school had communicated well with parents.</b></li> <li>• <b>Councillors thanked the team for being well organised, commenting on the calm feel in school.</b></li> </ul>	
7.2	<p>AIP</p> <p>LM briefed councillors on elements of the AIP.</p> <ul style="list-style-type: none"> <li>• Experts (groups) will cover reading, including phonics; early years, mastery mindset; emotional intelligence and developing fluency through engaging practice.</li> <li>• Empowering teachers for shared leadership of the key curriculum. The CLF curriculum is already designed to support all children in the context of a knowledge rich curriculum.</li> <li>• <b>Councillors asked what the evidence of impact would be.</b> LM said to meet the needs of the lowest 20%; understanding of children's emotional welfare and wellbeing and to what extent we are having to support children. Outcomes in particular subject areas, recognising that the way we cover our curriculum supports English, Reading, Writing and Maths. <b>GW commented that councillor visits could follow the outcomes and progression throughout the year.</b></li> </ul>	
8	Quality of Education	
8.1	<p>Discussion took place on what a recovery curriculum would look like; councillors were reassured to hear reassurance that the CLF curriculum would help recovery by diminishing disadvantaged differences; whilst ensuring we are providing the 'sparkle'.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if, based on the first month, LM was confident it seems to be a good approach.</b> LM commented that, where fully committed those areas have been seeing high quality outcomes e.g. stunning writing in Year 6. Both BC and RH commented on the high standard of writing in Years 5 and 6. Results were due to how units were structured 'it doesn't feel as if the children have had 6 months off – it had been a good first term'. EM echoed the comments.</li> <li>• <b>Councillors asked what actions were in place to support children not attending.</b> LM said there were limited instances of absence so far due to the pandemic; a tiered system is in place to respond to children's Covid related absence depending on the situation. Distance learning was hosted on a website; the challenge was supporting children to access the learning and keep engaged whilst not being in school.</li> </ul>	

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	<ul style="list-style-type: none"> <li><b>Councillors asked if plans were sustainable.</b> LM said longer term plans were likely to change, for example to take into account the challenges of a teacher being absent from class and unable to deliver distance learning if necessary.</li> </ul>	
9	<b>Achievements and Standards</b>	
9.1	<p>Student Outcomes</p> <p>LM referred to headline figures in the report which demonstrated the school was in a good place. Blackbox data based on teacher assessments showed around 82% were at the expected standard in Reading, Writing and Maths Combined. Individual subjects and progress figures had also been shared.</p> <ul style="list-style-type: none"> <li><b>Councillors commented on the significant improvement from last year's 65%.</b> LM said that, although they were projections, the results were expected; it was confirmation that we were on the right track.</li> <li><b>Councillors asked for data on boys which was a trail last year.</b> LM said boys Combined was around 79%; there was still a gap between boys and girls however it more helpful to think about the gap between national average and focus on improvement for all.</li> <li><b>Councillors asked what Year 6 felt about exams going ahead this year.</b> LM said the attitude of children was really positive. The school had been creative about providing solutions around some of the things they could not do this term, such as grouping children for reading rather than adults listening to children to read. Mock assessments had been positive so far.</li> <li><b>Regarding the curriculum, councillors asked staff present if it felt as though children had missed six months of the previous year.</b> BC explained that some areas would need repeating; maths looked worrying, actions would include a reading focus to support maths. Reading progress was supported by the scaled score. A Year 2 Phonics assessment would take place this November in Year 2 to replace the Year 1 assessment – children would be able to re-sit in the summer if they don't pass in November. EM added that it looks promising, children had been re-screened this week following intensive teaching around specific gaps, with around 90% pass rate. <b>Councillors asked what the pass rate was last year,</b> LM responded in the 70s. LM commented that it was testament to the quality of provision the Year 1 team delivered the year before as well as the excellent approach taken since we returned. LM was confident there is a much more secure system in place now following progress in that area over last 3 years.</li> </ul>	
9.2	<p>Attendance</p> <p>LM highlighted attendance data from the report.</p> <ul style="list-style-type: none"> <li>Discussion followed on the reasons for attendance being down by 1.5 to 2% on comparable points to the previous year (COVID-19 absence was not included in official figures). Reasons included children catching colds mixing at school; some were out for various reasons related to Covid and families were more wary of coughs and colds. Comparison across CLF demonstrates similar across other schools.</li> <li>GW commented that a lot of effort had been made in welcoming the children back and good communication with families. <b>Councillors asked if there were any concerns around those children who were not attending due to families feeling nervous.</b> LM said there were very few; BH said far more of the children from vulnerable families had been in school due to the good relationships Zoe had built up over the last 6 months.</li> </ul>	

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	<ul style="list-style-type: none"> <li><b>Councillors asked what the attendance was for those children considered most vulnerable over the summer.</b> LM said that in general most children considered most at risk were in school. KR explained that she was always involved in the process if families approached the school wishing to home educate; this would depend on the needs of the child as it was not always the right move for vulnerable families shielding.</li> </ul>	
9.3	<p>LM reported that following the recent Academy Review Visit (ARV), recommended areas of focus were children with SEMH needs, reading and COVID-19 risk assessments generally. LM had fed back to GM at the end of the visit.</p> <ul style="list-style-type: none"> <li><b>Councillors asked how confident LM was that actions could be delivered in a short time.</b> LM explained the actions for reading in the Early Years group would link play and text with related books being put in the area. The reading spine was a bigger piece of work involving investment in books to develop love of reading. Other actions would support the end of year milestones fundamental to children being successful later in the school. These areas are included in performance management to ensure that the actions are implemented.</li> </ul>	
9.4	<p>Behaviour</p> <p>LM reported there had been no exclusions; this was a result of the hard work prior to children returning to support with their behaviour and reconnect with school.</p> <ul style="list-style-type: none"> <li><b>Councillors asked if there had been any children who were close to exclusion due to bubble breaches.</b> LM said there had been no cases of children behaving intentionally recklessly. They were ensuring they support some children who were finding the school day challenging generally.</li> <li><b>SH fed back on the really good support her children had received to settle back into school.</b> This had included a bespoke visit, postcard, video tours and informal videos from teachers. <b>Following conversations with other parents, SH encouraged the school to provide more videos with teachers sharing learning, and flag published videos to new parents.</b> EM said that she would shortly be trialling a stream of a live showcase. <b>Councillors asked how many families did not give permission to film their children.</b> LM responded that it was not many; care was taken to ensure they were not part of filming.</li> </ul>	
9.5	<p>Pupil Premium Plan</p> <p><b>GW (Pupil Premium Link) commented on the improvement to the PP gap compared to the previous year, which was also good compared to national.</b></p> <ul style="list-style-type: none"> <li>LM commented that one of the trails last year was achievement for BAME children which was shown in three ways in the report. 95% achieved expected standard in Reading, Writing and Mathematics. Prior high attainers, middle attainers and children who were lower at KS1 achieved assessments of 77% on leaving the school.</li> <li><b>Councillors asked what had resulted in the significant progression.</b> LM said it was a result of work around the curriculum together with PIXL work finding the gap.</li> <li>LM highlighted the trail relating to Pupil Premium girls; assessments showed PP girls achievement at 92%, therefore the trail appears to have been a one year anomaly.</li> </ul> <p><b>ACTION: Pupil Premium Plan to be brought to next meeting.</b></p>	LM
9.6	Annual CiC Report taken forward. <b>ACTION: CiC Annual Report on next agenda.</b>	LM
10	<b>Safeguarding</b>	
10.1	LM had shared the Safeguarding Annual Report. LM commented that compared to available data the higher number of domestic violence incidents reported were in line with other settings. It had been a challenge to support families whilst children were not	

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	<p>in the building although a positive had been the opportunity to develop close relationships with more vulnerable families.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked why the number of bullying incidents seemed low.</b> LM explained that dealing with genuine bullying was quite a formal process, as set out in the behaviour policy. Bullying incidents were relatively rare but children do fall out. Incidents may also have reduced due to a shift in how we categorise.</li> </ul>	
11	<b>Finance, Health &amp; Safety &amp; Estates</b>	
11.1	<p>Finance</p> <p>LM reported that although the budget was previously relatively healthy, there was reduced income as a result of lack of income now from wraparound care or lettings. The school were awaiting a response from the Trust regarding the reduced income.</p> <p><b>Councillors asked if the Catch Up funding would help.</b> LM explained the funding would be used to directly support catch up work by providing a class based teacher to support children for 1:1 intervention. In addition there was the possibility of having a Teach First mentor with the government subsidising their salary; high quality first teaching had the highest impact on supporting children. Some of the funding was covering release time for leaders to work with teachers to improve practice as much as previously.</p>	
11.2	<p>Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• See Full Opening Risk Assessment item.</li> </ul>	
11.3	<p>Risk Register</p> <p>It was noted this had been updated by LM/GW. <b><u>ACTION: LM would share the updated Risk Register in Teams.</u></b></p>	LM
12	<b>Staffing and Wellbeing</b>	
12.1	<p>Staff Wellbeing</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked how staff were coping with the extra work as a result of the extra measures and routines.</b> EM commented that it was tiring at first, although was better now that routines are established. <b>Councillors asked if it was sustainable.</b> EM said it was; staff were pleased that SLT had made adjustments following feedback from staff. LM commented that the Principal team were trying hard to remove stresses wherever possible.</li> <li>• <b>Councillors challenged the lack of time for staff, asking how they were supported to find time to focus on planning etc.</b> LM said they were supporting staff as much as possible as leaders recognise that it's a challenge. The risk assessment was about supporting staff wellbeing.</li> <li>• <b>Councillors questioned what was being done to support the number of children who should be in specialist placements, asking if councillors could help.</b> LM said the school have to keep fighting for the children's rights whilst trying to support the children with more complex needs as far as is possible; it doesn't feel that it will be solved in the short term. KR explained how hard the situation is within LAs and the challenges of applying for top-up funding. <b>SH said that she would write a letter to the council re the necessity of providing more funding for the school as timescales of children getting everything they need is not good enough. ACTION: SEN to be item on next agenda.</b></li> </ul>	LM
12.2	<p>Staffing</p> <p>Councillors noted the staffing update in the report.</p>	
13	<b>Policies</b>	

Item	Description	Action
13.1	Councillors <b>noted</b> the CLF Safeguarding Policy.	
<b>14</b>	<b>Governance</b>	
14.1	Training – <b><u>ACTION: Councillors should complete the Governance Essentials Module on Nimble before the end of October.</u></b> Councillor Visits – GW had discussed an approach for councillor visits in order to capture evidence and impact. <b><u>ACTION: LM, BH and JJ would devise a template to support visits.</u></b>	All  LM/ BH/JS
<b>15</b>	<b>Equality and Diversity</b>	
15.1	<b><i>Councillors asked if the school knew which children did not have access to IT in case children/bubbles had to stay at home.</i></b> LM said that he was aware of only one child who doesn't have meaningful access to the Internet – a dongle was available if it becomes necessary. <b><i>Councillors asked if the school were now better able to plan the shift to remote learning should this happen.</i></b> LM said that it depended on the nature of the lockdown.	
<b>16</b>	<b>Matters for the attention of the Board/COAC</b>	
14.1	None to report.	
<b>17</b>	<b>Any Other Business</b>	
17.1	<b><i>Councillors expressed their thanks and admiration for all that the staff were doing.</i></b>	

The meeting closed at 6.10 pm.

**Wednesday 9 December; Thursday 25 February; Tuesday 27 April; Wednesday 14 July**