

# Minutes – Begbrook Primary Academy Council

<b>Date</b>	10 July 2024	
<b>Location:</b>	Teams meeting	
<b>Time:</b>	5.00 pm	
<b>Members Present:</b>	Sarah Page (SP)	Parent Academy Councillor (Chair)
	Vicky Counsell (VC)	Principal
	Sian Adams (SA)	Teacher Academy Councillor
	Emily Mowlem (EM)	Student Advocate Councillor
	Kate Richardson (KR)	CLF Director of Education (from 9.2.3)
	Simon Metson (SM)	Parent Councillor
	Anne Harris (AH)	Sponsor Academy Councillor
<b>Attendees:</b>	Linda Corbidge (LC)	Academy Council Clerk
	Deborah Allen (DA)	Assistant Principal
	Caroline Clark (CC)	SENCO
<b>Apologies:</b>	Divya Raj (DR)	Sponsor Academy Councillor
	Nick Latham (NL)	Sponsor Academy Councillor
<b>Absent:</b>	Nicola Phelps (NP)	Sponsor Academy Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	SP welcomed councillors to the meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no verbal declarations of interest made for this meeting.	
<b>3</b>	<b>Governance</b>	
3.1	<b>Membership</b>	
3.1.1	<p>SP gave an update on membership:</p> <ul style="list-style-type: none"> <li>Sarah Page's had now been appointed as Chair by the CLF Board</li> <li>Anne Harris's appointment as Sponsor Councillor had now been approved by the Chairs of Academy Council.</li> <li>Support Staff Councillor – election taken forward to September to include new staff.</li> <li>LA Representative – further details will be available shortly as composition of council for next year is under discussion.</li> <li>Nick Latham had stepped down from the end of this term due to moving abroad. There will therefore be another vacancy for Sponsor Councillor from September 2024 (post meeting note).</li> </ul> <p><b><u>ACTION: Take forward to September for confirmation of any changes to composition of AC.</u></b></p> <p><b><u>ACTION: Clerk will send academy details in September for the Support Staff Councillor election.</u></b></p>	<p>LC</p> <p>LC</p>

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3.1.2	SP wished for thanks to be noted for Nick Latham's work as Sponsor Councillor and wished him well for the future (post meeting note).	
3.2	<b>Governor Hub</b>	
3.2.1	Councillors confirmed that they had all accessed the papers.	
3.3	<b>Training</b>	
3.3.1	Councillors were advised that there would be a new training module to complete in September. This would be accessed through Governor Hub – further details to follow.	
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the meeting held 21 May 2024 were agreed as a true record.	
<b>5</b>	<b>Matters Arising</b>	
5.1	<i>VC to think about action to take as a result of the comment 'Notice when I am good at something' from staff survey results and will investigate whether it is possible to find out the breakdown of roles in the staff survey.</i> See 5.2.	
5.2	<i>Share staff survey results/actions at next meeting.</i> VC reported that the survey had been more positive than the previous one. This was felt to be a result of both smaller actions that lift the spirits as well as longer term strategic actions which had included: <ul style="list-style-type: none"> <li>• 'Shout out' in weekly staff newsletter and on aboard on the staff room fridge.</li> <li>• Opportunity to feedback/input into policy discussions</li> <li>• As part of the oracy strategy, oracy champions had been created who work with the oracy lead.</li> <li>• Chris Baker (Trust PD Lead) is helping to design the PD process for next year for 1:1 personalised support for teachers which will result in staff having more direct contact with the wider leadership team leading to increased opportunities to praise and for opinion sharing on a more personal level.</li> <li>• New layout of staff room which now feels a more physically inclusive place.</li> <li>• Wellbeing team are attending PD to feed into wellbeing strategy.</li> <li>• Teachers given time in PD meetings to discuss children transferring to next year (within directed time).</li> <li>• Support from Trust Maths Lead to help teachers plan.</li> <li>• Staff will be supported to recognise that all these elements will make a life impacting difference on their workload and wellbeing.</li> </ul>	
<b>5.3</b>	<b>Is there peer to peer PD support?</b> As we have new ECT's this year we are focusing on embedding everyone into the Begbrook way then will move onto peer-to-peer support.	
<b>5.4</b>	<b>There were 17 respondents – how many staff in total?</b> 80 staff – just under 25% of staff responded. We need to think about how we encourage more staff to complete the survey. Councillors suggested adding 'you said, we did' onto the wellbeing board to encourage completion going forward.	
<b>5.5</b>	<b>Has there been an increase in staff confidence following the Trust Maths Lead support?</b> Not yet as the work has only just started with a focus on planning and where to find resources.	
<b>5.6</b>	<b>How is the information in school reports used in school?</b> The data will be discussed with year groups in September.	

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5.7	Does the DOYA information inform which classes teachers lead? We look at various aspects to ensure children can be successful learners.	
5.8	<i>DA/VC will follow up and report on the possibility of collecting am/pm marks for children who receive therapy/tuition at home to the next meeting.</i> <b>ACTION: Taken forward to September</b>	VC
5.9	<i>Report to next meeting on PP/Non-PP attendance data/cohort attainment.</i> <b>ACTION: Taken forward to September</b>	VC
5.10	<i>VC to add events to meeting folder for councillor information (and include in future AC Reports).</i> Completed.	
<b>6</b>	<b>Looked After Children</b>	
6.1	The LAC Report had been shared. Caroline highlighted: <ul style="list-style-type: none"> <li>• There were two children in care at the start of the year; this has now increased to three.</li> <li>• There is good communication with the LA and good support for the children from teachers at Begbrook.</li> <li>• All children have made progress in reading, writing and maths skills</li> <li>• Next year focus will be on outcomes to meet ARE.</li> <li>• Information was provided on individual children's differing needs and support.</li> <li>• There is a focus on emotional support as well as academic support</li> <li>• The quality of Personal Education Plans (PEP) are good; teachers link well with tutors.</li> </ul>	
6.2	Councillors noted that CiC attendance was good.	
6.3	Councillors thanked Caroline for her excellent work as SENCO at the school and wished her well for the future.	
<b>7</b>	<b>Pupil Voice</b>	
7.1	EM provided information on pupil voice which had taken place since the last meeting: <ul style="list-style-type: none"> <li>• Back on track with different pupil voice groups across the school.</li> <li>• Actions had been put in place following pupil voice – the biggest was the girls' football – football charter.</li> <li>• Eco group have been making posters about litter, energy and bio diversity and are monitoring those areas.</li> <li>• The children wanted to learn more languages. This is done once a term, which includes taking the register in that term's language in all classes.</li> <li>• Agenda in meetings to ensure actions taken away and embedded.</li> <li>• Community – in place, now embedding actions. There is a lot of pupil voice and excitement around houses and the culture is shifting around the values.</li> </ul>	
7.2	<b>Is the expectation on older children different to the younger children?</b> Yes, there is naturally a difference in age expectations.	
7.3	<b>How are house points allocated - do staff have a weekly budget of house points?</b> No.	
7.4	Looking forward to next year: <ul style="list-style-type: none"> <li>• Introduction of student ambassadors in Year 6 (key responsibilities/role models)</li> <li>• The development of a community calendar with details of fund raisers and celebrations mapped ahead.</li> </ul>	

Item	Description	Action
<b>8</b>	<b>Staffing/Wellbeing/Staff Voice</b>	
8.1	<p>VC reported that all teachers had been successfully recruited for next year and the four classes with new teachers would be meeting them shortly.</p> <ul style="list-style-type: none"> <li>Final class list out today and would be looking at how this information is shared with parents.</li> <li>Further interviews will be taking place for a Learning Mentor and Attendance &amp; Family Support Officer as first interviewees were unsuccessful.</li> <li>Have recruited for an Assistant SENDCO role.</li> <li>All TA's know who they will be working with in September.</li> </ul>	
8.2	<p><b>With six new Early Career Teachers (ECTs) next year, what is the staff profile like?</b></p> <p>They are the only ECTs in the school out of 20 classes next year. We have thought carefully about the mix of experience in teaching, school and strengths of curriculum knowledge when allocating classes.</p>	
8.3	<p><b>Is the Teaching and Learning Framework part of the induction for those new teachers, ready for September?</b></p> <p>We have a boot camp day on 28<sup>th</sup> August for the new teachers as we recognise that there is a lot to do on the INSET days in September. Induction includes culture, the Begbrook Way, school journey, view and hopes for the team.</p>	
8.4	<p><b>Why is there a high staff turnover?</b></p> <p>We have offered an exit interview to all staff leavers in addition to the exit survey by HR. Out of the ten teachers moving on, five wanted to have an exit interview and the other five had already fed back to Vicky.</p> <p><b><u>ACTION: VC to report feedback/themes to next meeting.</u></b></p>	VC
8.5	<p><b>How do you balance academic focus with consideration for the mental health and wellbeing of children? How does that thread get woven into this?</b></p> <p>It is about our message to the team of high expectations and planning to ensure the children are the absolute best they can be which includes consideration of wellbeing. Rich data is collected through summative assessments which supports us in being able to drill down into what that individual child needs. This strategy also supports disadvantaged children.</p>	
<b>9</b>	<b>Academy Council Report</b>	
	<b>Quality of Education/Achievements and Standards</b>	
	<i>The Term 6 Academy Council Report had been shared.</i>	
9.1	<b>Pupil outcomes/progress</b>	
9.1.1	<p>VC shared results:</p> <ul style="list-style-type: none"> <li>Reception - 70% had met early learning goals (68% last year). Within that data all Pupil Premium children have met the early learning goals which means that there is no gap for children going into Year 1 next year.</li> <li>Year 1 Phonics – 85% (69% last year) which is a huge improvement.</li> <li>Multiplication check (out of 25) – increased to average 20.6 (last year 17.7) which feels positive seeing progress.</li> <li>KS2 – SATs Reading 76% , Maths 70%, Writing 70%. Combined was 62% (NA 61%).</li> </ul>	
9.1.2	<p><b>Do parents see SATs results?</b></p> <p>Yes, however we are mindful of how to share the information and will word it carefully.</p>	

Item	Description	Action
9.2	<b>Teaching and Learning Framework</b>	
9.2.1	SA explained that she was in the process of developing the T&L Framework for Begbrook explaining that it was also important for new staff. The framework will help teachers and feed into individual PD. Term 1 focus will be getting to know the teaching team followed by information on PD in Term 2. SA had worked hard on the Begbrook Way within the Framework.	
9.2.2	<b>Is the T&amp;L Framework a toolkit for staff?</b> Yes, it could be used to support PD conversations.	
9.2.3	<b>How do you monitor staff interaction with it?</b> It will form part of our development meetings and PD offer, we will also be referencing it frequently.	
9.3	<b>Health and Safety</b>	
9.3.1	VC provided highlights from the report: <ul style="list-style-type: none"> <li>• Having entrance painted and decorated over the summer and will also update photographs around the site.</li> <li>• Food tech room will be changed to Year 4 learning zone (will still have facility to do cooking).</li> <li>• Some doors will have mag locks fitted to increase safeguarding.</li> </ul>	
9.4	<b>Equality, Diversity and Inclusion</b>	
9.4.1	VC explained that assemblies and focussed discussions were continuing. Florrie has also looked at the Reading Tree books to ensure they are diverse and has ordered books for the library and classrooms.	
<b>10</b>	<b>Safeguarding</b>	
	<i>Safeguarding Term 5 Report had been shared prior to the meeting.</i>	
10.1	SA gave an update: <ul style="list-style-type: none"> <li>• Child on child incidents continue to be a focus. These are not serious incidents, more pushing and shoving. There is a reflection room and conversations with parents when necessary. Also thinking about restructuring the playground and breadth of activities.</li> <li>• The pre-school cohort coming into Reception have high SEN need. Lunchtime provision is available to support these children.</li> <li>• Meeting Safeguarding team twice a week to talk about the children and think strategically.</li> <li>• The priority next year will be to develop a strong culture of safeguarding through PD and a focus on areas of harm other than physical which the staff are already good at recognising.</li> </ul>	
<b>11</b>	<b>Policies</b>	
11.1	<b>Policies</b> The Attendance Policy was <b>noted</b> . <b>Post meeting note:</b> The Health & Safety Policy was <b>noted</b> via email.	
<b>12</b>	<b>Link Councillor Updates</b>	
12.1	Due to changes in link roles from September, VC/SP will meet to look at new link roles for September.  VC/SP proposed that next year councillors meet with their link school representative once a term (3 via teams, 3 visits in school). In addition, councillors would visit the	

Item	Description	Action
	<p>school to be in learning/meet with staff and children twice a year (for 2 hours) – dates to be put in calendar at start of the year.</p> <p><b><u>ACTION: Councillors to share thoughts on link roles with SP.</u></b></p> <p><b><u>ACTION: VC/SP to:</u></b>  <b><u>Confirm format of link councillor meetings/recording of information/sharing of information back to AC for 24/25</u></b>  <b><u>Confirm link councillor visits for 24/25</u></b>  <b><u>Confirm whole AC (majority AC) learning walks for 24/25</u></b></p>	<p>All</p> <p>VC/SP</p>
<b>13</b>	<b>Matters for the attention of the Board/COAC</b>	
13.1	None.	
<b>14</b>	<b>School Dates and Events</b>	
14.1	See report.	
<b>15</b>	<b>Any Other Business</b>	
15.1	SP thanked the leadership team and all staff. It is good to see the school moving in a good direction. AH commented that it feels positive and exciting.	

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 (note change of date)
AC3	Tues	10-Dec-2024	5-7pm
AC4	Thurs	13-Feb-2025	5-7pm
AC5	Tues	29-Apr-2025	5-7pm
AC6	Tues	8-Jul-2025	5-7pm