

Minutes – Begbrook Primary Academy Council

Date: 13 December 2022
Location: Begbrook Primary Academy
Time: 5.00 pm

Members Present: Graham Wilkie (GW) Sponsor Academy Councillor (Chair)
 Vicky Counsell (VC) Principal
 Kate Richardson (KR) Executive Principal
 Emily Mowlem (EM) Student Advocate
 Sarah Page (SP) Parent Academy Councillor
 Divya Raj (DR) Sponsor Academy Councillor
 Sian Adams (SA) Teacher Academy Councillor

Attendees: Laura Horner (LH) Assistant Principal
 Linda Corbidge (LC) Academy Council Clerk

Apologies: Simon Metson (SM) Parent Academy Councillor
 Hayley Moulding (HM) Sponsor Academy Councillor

Absent: Alice Coyle Support Staff Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions were made by GW. GW welcomed Sarah Page, the new Parent Academy Councillor, to her first meeting.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting.	
3	Governance	
3.1	Discussion took place on the vacancies. VC confirmed that following discussion, AC had stepped down as Support Staff Councillor. <u>ACTION: GW will contact Wendy Hellin and Bridget Sutters at Minerva for further support with vacancies.</u> <u>ACTION: LC will send documentation for Support Staff Election.</u>	GW LC
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting held 17 October 2022 were agreed as a true record.	
5	Matters Arising	
5.1	<i>LC to chase two outstanding Declarations of Interest</i> LC confirmed that declarations were up to date.	
5.2	<i>SA to diarise link visits for terms 2, 4 and 6</i>	

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	DR advised that she had completed her link visit yesterday. Term 2 outstanding visits will take place next term.	
5.3	<i>Part time timetable information to be included in report (1 child)</i> <u>ACTION: Part time timetable Information will be included from next meeting.</u>	VC
5.4	<i>AIP to include EDI update</i> AIP will be updated over the holidays. <u>ACTION: VC will ensure that EDI references are clear in AIP actions.</u>	VC
5.5	<i>Add EAL parent engagement to the list of checks with parents at parents' evening coming up shortly.</i> <u>ACTION: Add EAL parent engagement to the next parent voice/parent questionnaires in Term 3</u>	VC
5.6	<i>VC will add suggestion re medical appointment timing to attendance newsletter.</i> Attendance newsletter has gone out with note to encourage appointments so there is as little disruption as possible to the pupil's school day	
5.7	<i>Include findings from Term 2 pupil voice non-attenders within next attendance update.</i> <u>ACTION: VC will share Term 2 pupil voice from non-attenders.</u>	VC
5.8	<i>GW will meet with Caroline next term for CiC link meeting and will report back.</i> GW had met with Caroline.	
6	SEND (Presentation by Caroline Clark)	
6.1	CC provided information as follows: <ul style="list-style-type: none"> • SEND support in the classroom has been a focus at BPA for some time. We are now beginning to see the fruits of this work in whole class provision. • Sickness absence of colleagues this term has affected us looking at how the inclusion team work. Luke has taken some of the workload and we have prioritised SEMH Lead and documentation for following processes to prepare for actions going forward. • Part time timetables/conversations now happening with others more effectively • SEND Policy reviewed and discussed at SENCo strategy day (trust focus) with curriculum statements. • Updated SEND Information Report on website with questions as more user friendly for parents. • Training at INSET for new members of staff on target setting document/BCC SEND Team expectation document shared. Next step is to share information on the revised Begbrook SEND offer. • Process worked through together with Edukey system/smart targets and assessment - getting assessment right makes targeting easier. • After school staff meeting shared assessments used in school. • Started looking at the offer of interventions – specifically reading. • Talked with Maths Lead and joined on learning walk looking at reasoning in Years 1 and 3 which felt inclusive for children with SEN. • All children on SEN Register now have plans on Edukey. Pupils have information on one brief passport document which can also be shared with parents where further information can be added on what works at home. This is going well. The next step 	

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	<p>is to look at how effective the plans are and where we can improve next to be more supportive.</p> <ul style="list-style-type: none"> • Teaching Assistants have weekly briefings and have received training. • Looked at legacy backlog for children with EHCPs; all are now active with LA or with parents for sign off or undergoing EP review process. There are frustrations with Bristol and South Glos as they are funded in different way so there are difficulties with trying to navigate different systems. • EHCP picture is constantly changing – still children on part time timetable (1) or waiting for specialists. Following up on how EHCPs are going and how to get a place feels more positive. • EM commented that the process feels really supportive - now capturing what is needed for learners and good for recording progress. • Next stage is making sure how well this is shared with parents and children and how effective this is for progress. 	
6.2	<p>GW commented that the information provided reflected his link visit. Agreed priorities for the remainder of the year were:</p> <ul style="list-style-type: none"> • How to measure progress • Embedding into the whole school 	
	<p>Questions from Academy Council</p>	
6.3	<p>What about other staff involvement?</p> <p>We have identified core subject leads as well as experts to emphasise that all can be part of the SEND journey . As a result, more children are identified as potential SEND. This is part of a paper trail to start recording their journey early.</p>	
6.4	<p>Are the reports different for parents?</p> <p>We aim for a really good understanding of assessment so can be specific at targeting and make this clear when looking at progress. Parents can see smaller steps of progress in the new reports. <i>(CC left the meeting)</i></p>	
	<p>Academy Council Report</p>	
7	<p>Quality of Education</p>	
7.1	<p>LH provided information on the CLF reading deep dive which took place the previous week by Rachel Symons (RS), the CLF Reading Lead.</p> <ul style="list-style-type: none"> • RS had met all Reading Leads asking questions that Ofsted will be asking. It was a useful and supportive day. • Strengths: <ul style="list-style-type: none"> - Across whole of KS2 – during walk could see consistency and passion, offer for reading really strong. - Reception - Phonics really strong, could see Phonics walkthrough clearly being used. - Leads were able to articulate the same clear vision. - Could see high quality texts being used. • Next steps will be working on in Term 3: <ul style="list-style-type: none"> - Reading - high priority on AIP – taking reading to the next level at BPA. - Shared final things which will make big difference at staff meeting last week. 	

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	<ul style="list-style-type: none"> - Assessment of reading/benchmarking needs to be refined to match so taking home appropriate book for every pupil – further PD required. RS will provide in-depth training in staff twilight next term. - Use of tracking for home reading needs to be tighter – will spend time at January INSET to refine. - Working on getting message to parents how important it is to read at home. - Raise the profile of reading, e.g., reading challenges. - End of the day reads – last 20 mins of day. Need to reset expectations to ensure this is happening consistently across the whole school and to ensure children enjoy it. Bright spots in the school need to be shared. - These next steps will have an impact. 	
	Questions from Academy Council	
7.2	<p>Are there still reading buddies as they seemed to have a positive impact? We will reconsider this post-covid and in line with our new approach. We are also going to start reading newsletters and book reviews etc. for families to share.</p>	
7.3	<p>It felt like the new Reading Policy is becoming embedded. It is but it will not happen overnight. EM commented that the time freed up in the timetable for benchmarking will make a difference as this takes time.</p>	
7.4	<p>Was it children in the lowest 20% that Rachel read with where benchmarking did not match? Yes – not many but some.</p>	
7.5	<p>What stage in the year will you know where children are from benchmarking? We regularly benchmark in depth to get a clearer picture so that we can incorporate support in lessons.</p>	
7.6	<p>Will you prioritise some children? Yes, we benchmark the lowest 20% that didn't pass Phonic screening first.</p>	
7.7	<p>Was the deep dive helpful? It was useful practice; we are looking to do more. It is about utilising experts in the Trust; we have an attendance deep dive tomorrow. KR commented that there is a need to monitor for consistency as Begbrook is a big school.</p>	
7.8	<p>How is the Reading Tree going? We have had good feedback; it is going well but we are still building. EM commented on the amazing books and that the children are excited by them. Councillors asked to monitor progress. <u>ACTION: Reading Policy to be agenda item in Term 4</u> (Laura left the meeting)</p>	
7.9	<p>Have we got Intent, Implementation, Impact statements for each curriculum area and should we share on website as the website doesn't show this? We are looking at that now, will finalise in Term 3 and publish on the website. VC commented that the website is now much better following a backlog of updates.</p>	
7.10	<p>Can we have more up to date photos on the website? <u>ACTION: We will check with the Marketing Team.</u></p>	VC

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8	Pupil Voice	
8.1	<p>EM reported that pupils had been asked about behaviour/feeling safe at lunch time or breaktime, speaking a lot about learning time and less structured time. Pupil voice showed that:</p> <ul style="list-style-type: none"> GEMS was embedded well in classes; behaviour during those times tends to be calmer and more positive. From that actioned a certificate for Ruby Roamer of the week which is making a difference. Following a focus on the skills of writing so a balance between knowledge curriculum and skills for writing, pupil voice for group of students shows they are so much clearer on how to be a successful writer. This is reflected widely across the school. There is a lot of PP/SEN in the group; they are all able to articulate progress through their writing journey and what they to do to improve further. Membership will be reviewed next term. Class meetings take place with consistent time each week with four set subjects. EM welcomed subjects from councillors. 	
	Questions from Academy Council	
8.2	<p>When you asked for pupil voice on behaviour did children feel safe?</p> <p>There was a lot of talk about the physical aspect of spaces – smaller spaces etc. They feel safest on the field as there is less chance to bump into each other. VC commented that the playground space is not huge for the amount of children, it is better when children can use the grass area in good weather.</p> <p>Discussion followed on the need to develop a sense of community; about being a Begbrook Citizen and having responsibility. This will start by seeking parent/pupil voice and with Pupil Voice, Eco Committee, and other communities so children build up a sense of wider responsibility. This will create/change culture over time which is a big piece of work within the AIP.</p>	
8.3	<p>What input will children have in that?</p> <p>It is in the early stages; children will definitely have a voice and will need to feed into the process. We are trying to identify whether pupil voice is different to pupil council or whether to have both and council feeds out impact on change.</p>	
9	Achievements and Standards	
9.1	Attendance/Behaviour and Attitudes	
9.1.1	VC shared a paper with pupil voice on attendance. Report also included attendance targets and lates. There will be more detail in next report following the deep dive tomorrow.	
	Questions from Academy Council	
9.1.2	<p>In the report it mentions behaviour during lunch clubs – is that having an impact on children attending?</p> <p>We are giving the Year 5 and 6 boys support on how to sit at tables. Children are also attending Gem House to receive support on how to behave and act. This will be reviewed next term. <u>ACTION: feedback to next AC on Gem House</u></p>	VC
9.1.3	Are the children mentioned in the attendance report with safeguarding issues the same as those in the safeguarding report?	

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	Some children are - we have put 1:1s in for those children. We are more aware now as staff are better at reporting. The community work we are doing will support with some of these issues and SA will start the peer-on-peer log from term 3 to unpick any patterns and identify intervention with individual groups or whole class themes. We are putting in a range of strategies and working with parents to support E Safety as there are currently issues in Year 5.	
9.1.4	Are we secure that we understand that certain children are the target of that? From monitoring there are not individual children.	
9.1.5	Are there any parental complaints? Yes, this week – the situation has been unpicked by the teacher and is not bullying.	
9.2	SEND	
9.2.1	VC referred to information in the Academy Report, highlighting the number of applications for EHCPs.	
10	Safeguarding	
	<i>Term 1 Safeguarding Report had been shared.</i>	
10.1	GW reported that his safeguarding link meeting with SA last week had been really positive. He had walked around and talked to children about safeguarding themes. They had understood and were really engaged with it.	
11	EDI Objectives 2022/23	
11.1	VC reported that she had met with the new Trust EDI lead on 8 Dec who will support the academy to evolve the EDI strategy/objectives. <u>ACTION: VC to bring EDI action plan back to Term 5 AC meeting following Saima's support.</u> POST MEETING NOTE: EDI Policy sent to Academy Council for review/approval.	VC
12	Health & Safety	
12.1	GW (H&S Link) reported that he had walked around with the Academy's H&S Trust Lead, James Lewington who was encouraged by the walkaround.	
13	Councillor Visit Reports	
13.1	<u>ACTION: VC will organise focus areas for academy council meetings</u>	VC
14	Policies	
14.1	Councillors approved the Academy SEN Policy. GW/HM will feed back to VC on non-material recommendations of changes to policy for KR to pick up. GW questioned guidance for parents of children with SEN accessing after school provision? KR commented that all children are welcome.	
14.2	Councillors noted the following updated CLF Board approved policies: CLF Complaints Policy website V5.4 October 2022 (002) CLF Exclusions and Suspension Policy v5.0 October 2022 CLF Information Security Policy for System Administrators 2022 v CLF RHSE Policy November 2022 (002) CLF Supporting Pupils With Medical Conditions Policy Mar 2022 <u>ACTION: BPA Admissions Policy 2024 taken forward for approval?</u>	VC

Item	Description	Action
15	Matters for the attention of the Board/COAC	
15.1	None.	
16	Any Other Business	
16.1	VC advised that Chris Wilcox (Y4 lead) is leaving and that Sam Shone will working with those children until the end of the term.	

The meeting closed at 7.05 pm

Next meetings:

BPA	Tues/Wed 5 - 7pm
AC4	21-Feb-23
AC5	2-May-23
AC6	11-Jul-23