

# Minutes – Begbrook Primary Academy Council

<b>Date</b>	17 February 2022	
<b>Location:</b>	Begbrook Primary Academy	
<b>Time:</b>	4.00 pm	
<b>Members Present:</b>	Graham Wilkie (GW)	Sponsor Academy Councillor (Chair)
	Laurie Munro (LM)	Academy Principal
	Sally Harrison (SH)	Parent Academy Councillor
	Kate Richardson (KR)	Executive Principal
	Divya Raj (DR)	Sponsor Academy Councillor
	Hayley Moulding (HM)	Sponsor Academy Councillor
	Rachel Harris (RH)	Teacher Academy Councillor
	Emily Mowlem (EM)	Student Advocate
	Simon Metson (SM)	Parent Academy Councillor
<b>Attendees:</b>	Becca Hine (BH)	Academy Vice Principal
	Sian Adams (SA)	Academy Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk
<b>Apologies:</b>	Alice Coyle (AC)	Support Staff Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions were made by GW. Simon Metson, the new parent councillor, was welcomed to the academy council.	
1.2	Councillors had been advised that this would be LM's last academy council meeting, following a change in role within CLF. GW thanked LM formally on behalf of the council for his leadership of the school.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no declarations of interest. The Chair requested councillors to complete the form which would be sent by email to update September declarations.	
<b>3</b>	<b>Governance</b>	
3.1	GW noted the councillor vacancies, reporting that he is in contact with a potential new councillor. GW's aim is for a diverse academy council – GW will look into. <b><u>ACTION: GW will invite the potential councillor into school.</u></b>	<b>GW</b>
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the meeting held 24 November 2021 were agreed as a true record.	
<b>5</b>	<b>Matters Arising</b>	
<b>5.1</b>	<b>Is there any additional online safety training planned?</b> Luke England is going to do some further training and will deliver to teachers.	
5.2	Information had been shared that it is Safer Internet Day this week. In Terms 5 & 6 we	

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	will be looking at how to support teachers and children how to be safe on line, particularly around social media use and targeted workshops for families. <b>As a parent I would recommend use of YouTube videos for particular messages.</b> SA will also share the BCC Safer Internet App with parents.	
5.3	<b>How are the TA meetings going?</b> Meetings are a blend of logistics, training and how TA's can contribute to the school. Feedback is good – they are really appreciating the time to think about their role.	
5.4	All other actions were agreed as completed.	
6	<b>Pupil Voice /Student Advocate</b>	
6.1	EM reported that the new council were re-elected just before Christmas with last term's representatives handing over to the new council. They were also involved in the panel for the Operations Manager role and helped plan World Book Day.	
6.2	<b>What is coming up?</b> Eco - ideas to raise money for Ramadan and Arts. We welcome any questions from councillors.	
	<b>Academy Council Report</b>	
7	<b>Quality of Education</b>	
7.1	LM highlighted areas from the Academy Council Report: We have moved to a blended learning offer at all times, with good feedback from families.	
7.2	<b>How do you monitor engagement when they are working at home?</b> We have just one child at present and can see them working. It is not happening as much as previously due to current requirements.	
7.3	<b>How does this affect absence and is it a benefit going forward?</b> If pupils are well enough they can join the live learning. There is a balance to review going forward - it will be offered on a case by case basis going forward as we do not want to encourage persistent absence	
7.4	<b>Is it more workload for staff?</b> Not too much - it is now integrated into the school for all absence as part of planning.	
7.5	We are in the second year of delivering RHSE which has been really successful. We have brought delivery forward from Term 6 to Term 3 as the children have known their teacher long enough to feel comfortable and benefit from relationships in class. Last year there were a lot of withdrawals due to misunderstanding the new curriculum, this year there have been less than 5 phone calls which is a huge reduction. Staff receive training for RHSE sessions and there are small group sessions as part of the handover from one year to the other. <b>SM reported that he had heard good feedback from parents.</b>	
7.6	<b>How many children have been withdrawn from the non-statutory elements of RHSE?</b> Year 1 -7, Year 2 – 13, Years 3 and 4 – none, Year 5 – 6. 26 in total out of 635.	
7.7	<b>What happens to children who withdraw from RHSE?</b> It is not for the whole lesson and we make it seem natural. We share the information with parents so that they can discuss it with their children as some children have anxiety about what parents don't want them to learn about so.	

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<b>7.8</b>	<b>Who undertakes learning walks and how is it fed back?</b> Each subject area is different. Feedback is through coaching discussions and actions with the team.	
<b>8</b>	<b>Achievements and Standards</b>	
<b>8.1</b>	<b>Pupil Outcomes</b> Councillors noted the Year 6 Mock data in the report. LM explained that data for other year groups is not provided for Term 3 as the Trust has reduced the number of data collections in order to reduce staff workload. LM reported that SATs are definitely going ahead. KS2 SATs assess the KS2 curriculum not the Year 6 curriculum.	
<b>8.2</b>	<b>Are there going to be any allowances for SATs?</b> The reading and maths pass marks are national cohort dependent. Writing is teacher assessment based on a set of standards across multiple pieces of work which may be more challenging as this does not take account of children with less opportunities.	
<b>8.3</b>	<b>What are the staff changes for Year 6?</b> LM explained staff changes, which include three really strong teachers leading Year 6.	
<b>8.4</b>	<b>Is the Mock data in line with what we were expecting?</b> It is difficult to compare to pre-pandemic year groups. Combined (Reading, Writing, Maths) was 34%, target 70% and average across the Trust was 41%. KR commented that is difficult to compare as we do not have the national picture.	
<b>8.5</b>	<b>Attendance</b> <i>Attendance Analysis for Term 2 had been shared.</i> BH explained the processes in place for attendance. The Attendance Officer is really focussed, working on individual cases involving anxiety and siblings. We are aware that we haven't always run a dual system of support alongside fixed penalty notices—moving forward we will look at this.	
<b>8.6</b>	<b>Are Fixed Penalty Notices disproportionately impacting families from disadvantaged backgrounds?</b> We always seek advice and try not to do this. We work early with families to aim to reduce the longer-term impact of missing school.	
<b>8.7</b>	<b>How is our attendance compared to other Trust academies?</b> KR explained that the Trust are looking at Pupil Premium (PP) gaps for attendance this year. The gap to date is 2.1 – the target is lower than 2.1 across the Trust, with Trust average currently 1.9.	
<b>8.8</b>	<b>Do the smaller numbers of children with PP at the academy affect the data?</b> KR responded that the school is doing really well, with tight processes. KR suggested that this could be looked at again next term.	
<b>8.9</b>	<b>Is there a trend with ethnicity – 12 Black Caribbean children are recorded with the highest number of unauthorised absences?</b> BH responded that the biggest effect on attendance is children in receipt PP. These families are also opting for home testing as they have difficulty getting to a test centre resulting in return to school taking longer.	
<b>8.10</b>	<b>Do we expect to see an improvement in attendance in children who are persistently absent?</b>	

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	We are working with families setting short term targets for the following term.	
8.11	<p><b>It would be good to know the number of children on part time timetables and others outlined in Attendance policy.</b></p> <p>We can provide the information going forward. <b><u>ACTION: In future reports, Include number of children on part time timetables and others as outlined in Attendance Policy.</u></b></p>	BH
8.12	<p><b>Attendance Policy - can we see the Equality Impact Assessment for the policy?</b></p> <p>KR will look into EQIA and report back.</p> <p><b><u>ACTION: KR will look into information on EQIA</u></b></p>	KR
8.13	<p><b>Pupil Premium</b></p> <p>BH updated councillors on the new really exciting half term holiday club called the 'Beg Club' which will now go ahead as a trial run after being let down by external providers previously. The club will be run by Begbrook staff with 5 fully funded places for children in receipt of PP and everyone in receipt of PP will have 50% discount. The highest day for bookings is 29 on Wednesday. The club will run for 4 days not 5 days so that staff get a break. We will gather feedback to see if we can roll it out to offer a week at Easter and two weeks in the Summer as we need to think about staff wellbeing.</p> <p><b>Children in Care (CiC)</b></p> <p><i>The CiC Annual Report had been shared</i></p> <p>GW will meet up with CiC Lead to review CiC.</p>	
8.14	<p><b>What actions are being taken to close the PP gap, and is the gap similar across the Trust?</b></p> <p>The gap seems higher as the percentage of children at the academy is lower than previously. We continue to remain focussed upon supporting children in receipt of PP. KR responded that the gap is similar across the Trust.</p>	
8.15	<p><b>Are the gaps in writing a result of how writing is assessed?</b></p> <p>At this point in the year we are working on particular areas– later we will be focussing on what is needed.</p>	
8.16	<p><b>EYFS</b></p> <p>SA reported that there had been two recent positive visits.</p> <ul style="list-style-type: none"> <li>• Colleagues from Waycroft Academy had visited for a school to school support visit. It was good to showcase the improvements and complete a learning walk to see them in practice. Very positive feedback was received about the leadership of the EYFS Lead. The provision was described as 'nourishing'.</li> <li>• The Trust had completed a moderation visit which was a good opportunity for the Early Years Team to be involved as well as Years 1,2,3. RH commented that there had also been really good discussions for Years 5 and 6 – the writing at Begbrook is strong in comparison across the Trust.</li> </ul> <p>Focuses next term:</p> <ul style="list-style-type: none"> <li>- Assessments - staff training</li> <li>- Outdoor area redevelopment. Children no longer use the area at lunchtime to make it into a more purposeful learning environment. This has been really</li> </ul>	

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	<p>successful; the PTA have supported with money for redevelopment ready for September.</p> <ul style="list-style-type: none"> <li>- Phonics strategy – embedding consistency across classes. It feels much improved since the end of last year – at a Phonics look last week it could be seen that children are really developing knowledge. We will work further on this through learning walks and training next term in team meetings.</li> </ul> <p>EYFS Link Councillor Visit - <i>The EYFS Link Visit note had been shared</i></p> <p>HM commented that during her Link visit she could see the time, investment and clear consideration across Early Years and the different dedicated areas. HM saw improvements in the outside area, the passion and planning development in place for the future. HM was impressed that Makaton was part of everything.</p>	
8.17	<p><b>SEND</b></p> <p><i>The SEND Link Visit note had been shared</i></p> <p>It was noted a SEND Report would be presented in Term 4.</p>	
8.18	<p><b>Behaviour and Exclusions</b></p> <p>There had been no exclusions since the last report. We have been successful as we have supported children whose behaviours could have ended with exclusions. One of the reasons there is no SEND report is the amount of paperwork we are dealing with for top up for children with additional needs who need managing (almost exclusively SEMH).</p>	
8.19	<p><b>Has the SENCO got enough capacity to do that?</b></p> <p>Over time it would be good to compare the role of SENCO at Begbrook to others in the Trust as our SENCO does not match the standard expectation.</p>	
<b>9</b>	<b>Safeguarding</b>	
9.1	<p><i>Safeguarding Term 3 Report had been shared</i></p> <p>SA briefed on highlights from the report.</p>	
9.2	<p><b>Have there been any disclosures?</b></p> <p>There is a historical case; the pupil has now left the school – we will be using this as a case study for staff training. Nothing has been flagged yet since delivering the RHSE sessions this week. Staff training will take place shortly for our support staff who support more vulnerable children as it has been noted they do less recording.</p> <p>We have a safeguarding action plan which is being supported by the CLF central safeguarding team. We are focussing on set strands to really improve the culture, monitoring and staff training to embed a really strong culture of safeguarding at Begbrook. GW has reviewed and commented on the action plan and will review at termly safeguarding meetings.</p>	
9.3	<p><b>It would be interesting to look at attainment and success for children receiving safeguarding support.</b></p> <p><b>Is there a reason for the increase in numbers?</b></p> <p>Numbers have increased due to further training resulting in improved monitoring/recording.</p>	

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9.4	<b>Finance</b> Management Accounts are showing a surplus of £30K in line with budget. The surplus is a result of a vacancy not being filled in education support.	
9.5	<b>Are you filling the vacancies you need?</b> Once we receive more funding from top-up we be in a position to recruit. The TA vacancy has not been filled as we did not have enough interest in the vacancy – we have used long term agency staff that we are happy with to cover the role.	
9.6	<b>Health &amp; Safety</b> Councillors noted the information in the Academy Council Report. LM added that a special monitoring box installed in the hall has shown a reduction of 50% energy use since the installation of the new LED lighting.	
9.7	<b>Staff Wellbeing</b> Noted, as detailed in report. BH explained the increased supervision offer for staff.	
9.8	<b>There are a lot of new members of staff – how are they doing?</b> There are a lot of Early Career Teachers (ECTs) who have a good support programme working with Ambition. ECTs are also meeting as a group.	
9.9	The recent parent/carers evening went well.	
9.10	<b>Why weren't the 20-minute appointments publicised this time if you have a child with SEND?</b> The reason was partly the system we are now using as there were limited time slots available – we will look at how we offer this next time.	
<b>10</b>	<b>Councillor Visit Reports</b>	
10.1	DR gave highlights of her recent link visit. It was good to see emotions vocabulary in the zones. DT was great. DR will follow up.	
<b>11</b>	<b>Policies</b>	
11.1	<b>Approved:</b> Academy Accessibility Plan (see item 11.2), Attendance and Critical Incident & Business Continuity. <b>GW will discuss Critical Incident &amp; Business Continuity Policy further with leadership.</b>  <b>Adopted/Noted:</b> CLF Freedom of Information; Complaints; Password & Encryption; Safeguarding; Health & Safety and RHSE. <b>GW will discuss incorporating some information on numbers in reports going forward to monitor implementation of FOI and Complaints Policies.</b>  <b>SH highly praised the provision for SEN children at Begbrook.</b>	
11.2	<b>Is the term 'disabled' the correct terminology (Academy Accessibility Plan)?</b> <b>ACTION: KR will refer query to CLF EDI Lead. Post meeting note:</b> KR has received a response from the CLF EDI lead about the term 'disabled'. I anticipate a change in terminology around September time when all staff have their annual EDI training.	
<b>12</b>	<b>Matters for the attention of the Board/COAC</b>	

Item	Description	Action
12.1	None.	
13	Any Other Business	
13.1	None.	

The meeting closed at 6.05 pm

**Next meetings:** 6 Apr 2022, 13 July 2022