

Minutes – Begbrook Primary Academy Council

Date: 17 October 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
Sally Harrison (SH)	Parent Academy Councillor
Hayley Moulding (HM)	Sponsor Academy Councillor
Emily Mowlem (EM)	Student Advocate
Simon Metson (SM)	Parent Academy Councillor
Sian Adams (SA)	Teacher Academy Councillor

Attendees:

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

Apologies: Divya Raj (DR) 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 thanked Sally Harrison for her commitment to the academy council as this was her last meeting. GW welcomed Vicky Counsell (Principal from September) and Laura Horner (Assistant Principal from September) to the meeting.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting. <u>There were two outstanding September declarations, ACTION: Clerk will chase.</u>	LC
3	Governance	
3.1	Discussion took place on the vacancies. <u>ACTION: GW will contact Wendy Hellin to seek interest in academy councils.</u> <u>ACTION: GW/VC will discuss Support Staff Councillor role with AC.</u> <u>Action: Sian to diarise link visits for terms 2, 4 and 6</u>	GW VC SA
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting held 12 July 2022 were agreed as a true record.	
5	Matters Arising	
5.1	<i>Information/actions to be included for children on part-time timetable in attendance report going forward.</i>	

Item	Description	Action
5.1.1	VC reported that there is one pupil on a part-time timetable, and another who we are aiming to be on a part-time timetable by half term. ACTION: VC is looking into adding information into the report going forward.	VC
5.2	<i>Attendance Blackbox to be shared going forward.</i> Action Completed	
5.3	<i>Cumulative trends for exclusions/suspensions to be shared each meeting, including PP,SEND, ethnicity.</i>	
5.3.1	VC confirmed there have been none this term.	
5.4	<i>VC will include links to EDI within each area of the AIP</i>	
5.4.1	The AIP will include EDI. Focus of academy will be shared with parents in Term 2. <u>ACTION: carried forward due to AIP being tweaked and will be sharing with staff on INSET day.</u>	VC
5.5	<i>SH will carry out a SEND link visit and report to next meeting.</i>	
5.5.1	Visits were completed last year for SEND.	
5.6	<i>Expectations are clearly articulated when parents attend on tour. ACTION: look at way attendance is reported</i>	
5.6.1	It was confirmed that attendance details are in the report to parents and information will be included in parent tours.	
5.7	<u>ACTION: SEND Focus (Caroline) to be invited to next meeting - taken forward.</u>	VC
6	Staffing and Wellbeing	
6.1	VC provided the following update: <ul style="list-style-type: none"> • Details of the staff appreciation week which is taking place this week were shared. • Staff challenges around the first week of term due to high sickness that week. • Staff are being given time to complete curriculum leadership work which is being worked on as a leadership team. • Mindful staff had a very disruptive last half of the year. Laura is senior mental health first aider. • Expression of interests are welcomed for wellbeing support alongside CLF provision and Bridge supervision for staff. • Added capacity to SEND team; Luke will be supporting further with SEND administration which will also help teachers with queries. • Focus on sustainable support. 	
	Questions from Academy Council	
6.2	SH fed back that Teaching Assistants and Admin staff seem more positive.	
6.3	The steps put in place seem to have helped (TA briefing, personal development, staff newsletter). VC, Harpreet and the admin team also have a weekly meeting. Discussion followed on difficulties of recruitment for TAs and similar roles.	
7	Pupil Voice	
7.1	EM reported that: <ul style="list-style-type: none"> • New class reps had now been in place for 3 weeks. It feels a really representative group this year. • Agenda, actions and tracking are now in place. 	

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	<ul style="list-style-type: none"> Spoken about reading this week which included three questions - how much do you enjoy reading, change one thing re reading, even better if. Feedback on new reading books is good. KS2 books varied quality, Y5/6 would like a series. Shortened end of day reading to ensure positive end of day. Requests - quiet garden, space inside to read indoors during unstructured times and reading corner, Year 6 reading to younger years. All good ideas, really useful. This week talking about behaviour. Will feedback next time. There is some space to allow anything councillors might want re feedback. Deliberately linking to AIP this year. Councillors are invited to attend pupil meetings, Wednesdays from 3.00 pm. <i>(EM left the meeting)</i> 	
8	Reading update	
8.2	<p>LH gave an update on reading:</p> <ul style="list-style-type: none"> We have been into every class this term and fed back to teachers Next steps, tweaks – we are seeing lots of things changing and working well Years 3-6 - all now delivering whole class reading for half an hour every day, Year 2 from Christmas time, Year 1 later in year All based around high quality texts, supporting curriculum teaching. Created standardised reading walkthrough. Will monitor impact next term KS1 - new system of monitoring who is reading at home, supportive system. KS2, introduced bookmark to record reading at home. Mixed feedback, being supportive, promoting culture of reading from Early Years. Evening parent meetings on readings taking place in Term 2 Focus developing culture love of reading Training - INSET support from CLF Reading Lead, benchmarking is informing Term 1 data and working in Term 2 with TAs refresher training. Planned a CLF deep dive for Reading in Term 2. 	
	Questions from Academy Council	
8.3	Councillors discussed supportive conversations regarding reading at home. SM fed back positively on the bookmark to record reading at home.	
8.4	How do you monitor/feedback to staff following class visits?	
8.4.1	We feedback to all class teachers; year group leads meet with staff weekly.	
8.5	How are you assessing how EAL parents engage with the developments?	
8.5.1	<p>Children only take home codable books which are supportive as parents don't need to know the sounds, it is about fluency and repetition. We also have Shada Aslam who we want to utilise to support parents with EAL going forward. We also subscribed to a translation service called The Big Word which we will be discussing with staff.</p> <p><u>ACTION: Add EAL parent engagement to the list of checks with parents at parents evening coming up shortly.</u></p>	SA
8.6	How have you managed previously?	
8.6.1	We use the BCC translation service	
8.7	Do you have parent volunteers for reading come forward?	
8.7.1	Volunteers are often put off by the various checks they have to go through before volunteering.	
8.8	SM how will you monitor impact?	

Item	Description	Action
8.8.1	Year groups are mapped into the calendar this year with a new cycle looking at different curriculum areas followed up by learning walks.	
8.9	Does monitoring tie into other monitoring across the school, e.g., Safeguarding?	
8.9.1	Pupil voice feedback will support and CPOMs monitoring will be in place. Discussion followed around building monitoring in across the school. <i>(LH left the meeting)</i>	
	Academy Council Report	
	Quality of Education	
9	Achievements and Standards	
9.1	Pupil Outcomes	
9.1.1	It was noted that outcomes were discussed by councillors at the CLF Board & Academy Council Results Review meeting on 21 September.	
9.2	Attendance / Behaviour and Attitudes	
9.2.1	VC provided the following information: <ul style="list-style-type: none"> The Pupil Premium/Non-PP attendance gap last year was 2.2%. The academy will be focussing on reducing the gap this year. KR commented that the Trust target this year academies would be a daily target. SENK attendance 93.5%, PP 93.6% There is work to do in both these areas 	
9.2.2	Discussion followed around the affect regular appointments for children with SEND has on attendance with suggestion that parents could make appointments at different times during the day which would not reflect negatively in the data. <u>ACTION: VC will add suggestion re medical appointments to attendance newsletter.</u>	VC
	Questions from Academy Council	
9.2.3	How effective is the focus on punctuality this term?	
9.2.4	We will be monitoring this at start of Term 2 and will also compare term on term. During the Academy Review Visit (ARV), the CLF Attendance Lead commented on the reduction in the number of lates compared to the previous term. SLT are being consistent regarding closing/opening the gate. Focus on consistency of routines from all staff members is important regarding differences in expectations going forward.	
9.2.5	Why is there a big difference between year group attendance?	
9.2.6	Some are linked to 8-10 children not returning after the Summer as they were in a different country and took longer to return. There are also some on part time timetables and some have had Covid. We are focussing weekly on the children with lower attendance.	
9.2.7	Why are there 59 pupils recorded with persistent absence?	
9.2.8	There has been a change in the data system to provide a clear system to ensure provision of data for children who require more focus/support.	
9.2.9	Recognising consistency between disadvantaged pupils – is there a broader focus approach for those pupils?	
9.2.10	There are weekly meetings, talking about attendance at parents' evenings , every other term parents receive a written report on attendance and messages in newsletters.	

Item	Description	Action
	Teachers are encouraged to have supportive conversations with parents and we meet with some parents to work out how to meet need to support lower attenders. With more tracking of reading at home teachers will have improved records of children not in school. Work on SEND through the AIP will align with extra work on SEND attendance as SENK children's attendance is lower.	
9.2.11	Do you have pupil voice from non-attenders?	
9.2.12	We will be doing this in Term 2 with an attendance deep dive where PP learners will be asked questions. <u>ACTION – to include findings from Term 2 pupil voice non-attenders within next attendance update</u>	VC
9.2.13	How are the children and adults responding to the new systems?	
9.2.14	Walking on left is now in place, we are still tweaking changes at lunch. We feel the majority of children feel positive about school. Some children are finding it more difficult to follow the new rules. Discussion followed with councillors suggesting more explanation to pupils for the reasons for the changes and ensuring all staff members are being consistent and are modelling the new expectations. Councillors agreed the culture shift will take time.	
9.2.15	Have the changes been communicated with parents?	
9.2.16	The changes were in the newsletter and have been communicated to pupils in assemblies.	
9.2.17	How is the work going with the Behaviour Hub?	
9.2.18	We have received positive feedback from four schools who toured the school recently. It felt purposeful. We have also shared resources with one school to support their action plan.	
9.2.19	Has it felt too onerous? Do you have enough capacity?	
9.2.20	It feels manageable if well organised.	
10	Pupil Premium/LAC – including ring fenced funding	
10.1	VC/SA reported that the school are aware of the need to work on the PP gap and explained actions being taken include: <ul style="list-style-type: none"> • Core team meetings with a focus on raising attainment strategies. • Reading, times table check preparation, through the lense of children with PP and children with SEND. • 39-week plan includes year group teams working on and embedding lots of curriculum updates this term. • Next step monitoring, with CLF curriculum leads, deep dives. • New phonics scheme had positive feedback from the ARV, with tweaks to work on. <p>VC commented on the work required to make tighter education provision for the children. Careful discussions are needed around school improvements and change.</p>	
11	CiC Annual Report VC updated on EHCP applications and top ups and more training now in place for staff.	

Item	Description	Action
11.1	<u>ACTION: GW will meet with Caroline next term for CiC link meeting and will report back.</u>	GW
11.2	Did CLF respond to our query regarding use of the word 'disabled' in policies?	
11.2.1	KR responded that there are 7 sub strategies of the CLF strategic plan which are being looked at. At present the word is still being used, however this will be looked at.	
12	Safeguarding	
	<i>The PSHE & Safeguarding Programme and Term 1 Safeguarding Report had been shared.</i>	
12.1	VC commented on the PSHE / EDI/ Safeguarding programme for the year which had been shared. Future calendar events will be added.	
	Questions from Academy Council	
12.2	It is good to see the events in the calendar. How do you ensure that the PSHE and Safeguarding programme is consistently followed up and embedded?	
12.2.1	We have completed a lot of work on high quality key texts, ensuring groups are being represented and have taken pupil voice. How we teach the range of religion has now been mapped out across year groups. Councillors supported the more structured focus.	
12.3	SM requested texts to parents to remind parents of occasions when they have to take actions.	
12.4	The CPOMs reporting seems more consistent this term?	
12.4.1	It feels a huge improvement from last academic year. We are focussing on CPD for staff and specialist training for the safeguarding team. The introduction of safeguarding weekly themes in the staff newsletter and in assemblies has made a huge difference. Recording is now consistent, next step is to look at consistent quality of recording. Numbers have increased as increased recording is taking place. We are looking at themes within specific year groups.	
10	Health & Safety	
10.1	<i>The Health & Safety Audit Action Plan had been shared</i>	
10.2	The action plan was noted by councillors.	
11	Councillor Visit Reports	
11.1	There were no visit reports this term.	
12	Policies	
12.1	Adopted/Noted: Councillors noted the following updated CLF Board approved policies: Health & Safety; Data Protection; Information Security; Records Retention; Gifts and Hospitality; First Aid; Fire Guidance.	
13	Matters for the attention of the Board/COAC	
13.1	None.	
14	Any Other Business	

Item	Description	Action
14.1	None.	

The meeting closed at 7.15 pm

Next meetings:

BPA	Tues/Wed 5 - 7pm
AC3	13-Dec-22
AC4	21-Feb-23
AC5	2-May-23
AC6	11-Jul-23