

# Minutes – Begbrook Primary Academy Council

<b>Version:</b>	Draft	
<b>Date</b>	25 February 2021	
<b>Location:</b>	Teams Online	
<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
	Divya Raj (DR)	Sponsor Academy Councillor
	Hayley Moulding (HM)	Sponsor Academy Councillor
	Rosie Wild (RW)	Parent Academy Councillor
<b>Attendees:</b>	Becca Hine (BH)	Academy Vice Principal
	Linda Corbidge (LC)	Academy Council Clerk
<b>Apologies:</b>	Rachel Harris (RH)	Teacher 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	Councillors noted the 3 vacancies on academy council – <b><u>ACTION GW will contact two prospective councillors.</u></b>	<b>GW</b>
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the meeting held 9 December 2020 were agreed as accurate.	
<b>5</b>	<b>Matters Arising from previous meetings</b>	
5.1	<ul style="list-style-type: none"> <li><i>Immersion date to be arranged in New Year if possible – <b><u>ACTION: LM/GW to discuss after Easter.</u></b></i></li> <li><i>Risk Register to be updated and shared in Teams – it was noted the risk register is now in Teams for information/review. LM welcomed comments outside of meetings. LM reported one change to the element of risk around doors – the front entrance is now a new more modern door which reduces the risk.</i></li> <li><i>Reason why more children were identified as SEND and PP in Year 6. LM explained that SEMH comes under SEND category and disadvantaged start to life often means a special need in that area.</i></li> <li><i>Communicate to parents that provision of live learning dependant on staffing – councillors were happy that communication to parents was good.</i></li> <li><i>Possibility of utilising councillor volunteers to help at breakfast club – LM advised</i></li> </ul>	<b>LM/GW</b>

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	<p>that Covid-19 restrictions had resulted in the limiting of any volunteers in school, however the offer to help in future was noted.</p> <ul style="list-style-type: none"> <li>• <i>RSHE Policy wording to be amended re age – <b>ACTION BH would amend.</b></i></li> </ul>	<b>BH</b>
<b>6</b>	<b>Pupil Voice / Student Advocate</b>	
6.1	<p>EM briefed councillors on the recent pupil survey which had 83/400 responses. 70% strongly agree/agree engaging in live lessons and tasks. 91% agree strongly agree that tasks are appropriate for them. 71% overall said been enjoyable. 85% experienced broad and balanced curriculum. 85% learning was more effective this time around compared to last time. General trends showed children enjoying creative arty tasks and seeing each other and teachers during live lesson. Less positive points received were they would like more individual feedback. Early Years was an area where there had been more challenge which was expected for that age group. Overall responses were really positive with no surprises.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors commented that it was really encouraging to see such high satisfaction across the range of questions.</i></b> LM responded regarding request for more individual feedback that the most useful feedback is 'in the moment' and opportunities for deliberate practice.</li> <li>• <b><i>Councillors asked if any aspects around Early Years home learning would be different in future.</i></b> LM explained the difficulties with those classes with teachers with long term Covid out for extended periods. There were more children in Reception than any other year group in school – 3 classes and capacity for supporting online learning had not been possible in the same way. Small group sessions which had worked well would be taken forward depending on staff capacity.</li> <li>• <b><i>Parent Councillors commented on the exceptional provision seen for home learning.</i></b></li> <li>• <b><i>Councillors expressed concern at the possibility of a wider gap for those that have not had the support at home.</i></b> LM commented that 223 children had been in school; almost all of the children at risk of not engaging were in school as these are some of most vulnerable families and children. Children learning at home had been tracked for range of engagement; this information was being captured now in the return to school plan re priority for intervention work.</li> </ul>	
	<b>Academy Council Report</b>	
<b>7</b>	<b>Quality of Education</b>	
7.1	<p>LM briefed councillors on highlights from the shared report, which included the BPA Distance Learning offer. LM had focused academy improvement time on CPD for home learning during Term 2. Councillors noted the decision to pause in the improvement plan to focus on the CPD for home learning across the curriculum. As SATs for Year 2 and Year 6 had been cancelled this year the academy would be using other forms of assessment to provide the next settings with accurate data.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors asked if any additional action is being taken to support Year 6 children over the coming months.</i></b> LM explained the need to focus on ensuring the children were as secondary ready as possible which would include still teaching/using therapies for children's individual targets. Year 6 camp had been postponed from October to June. BH was in contact with PGL to create an equivalent experience if camp was unable to go going ahead to ensure the children received that experience.</li> <li>• <b><i>Councillors asked what actions were being taken to support children and staff to transition back in on full opening.</i></b> LM explained actions being taken to alleviate</li> </ul>	

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	<p>some of the worries and the focus on addressing concerns of children in school who had preferred the smaller classes. A CPD session will set out a road map back to school, appropriate to year groups to create community and a coherent group of children.</p>	
9	<b>Achievements and Standards</b>	
9.1	<p>Attendance</p> <p>LM was pleased to report that only one of the ten children with EHCPs was not in school; this was the right decision for that particular child who was supported 1:1 on a daily basis. Over 220 children were attending each day – between 35/40%.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked questions around attendance.</b> It was noted that both vulnerable children and keyworker children had attended; the school had followed the new guidance on attendance and increased numbers were now allowed in each classroom. Parents were mindful of staff, staying behind lines etc. There were no issues with staff coming back from Covid related absence; staff were welcomed back following regular wellbeing calls.</li> </ul>	
9.2	<p>LM briefed council on recommendations from the panel following GW/LM attending scrutiny. Recommendations from panel and actions:</p> <ul style="list-style-type: none"> <li>• <b>Communication with parents</b> – recommendation from last Ofsted visit – the school had worked hard at communication; this was still a trail.</li> <li>• <b>Appointed new AP</b> – Sian. The opportunity had been taken to look at SLT roles. As a result Sian is leading on a longer piece of work called ‘by design not accident’.</li> <li>• <b>Impact of initiative – being able to demonstrate impact of Catch Up/Pupil Premium spend.</b> One of key spends was to support children read in Year 3 – this period of lockdown prevented that work happening; this has now re-started. <b><u>ACTION: Councillors requested follow up on how effective strategies have been with Catch Up, including Y3 reading.</u></b></li> <li>• <b>Why hasn’t Early Years been discussed at Academy Council?</b> LM explained that as there were bigger risks outside of Early Years Academy Council had focussed on those. Councillors noted there would be greater focus on Early Years going forward. <b><u>ACTION: Councillors requested a presentation on Early Years at the next meeting.</u></b></li> <li>• <b>Pausing AIP re CPD.</b> LM explained this would be accelerated once back in school with clear definitions of what is being covered. The plan after Easter, alongside supporting children’s wellbeing, is being able to use curriculum time for assessment to accurately report on where children are and what to teach in Terms 5 &amp; 6.</li> <li>• <b>Subject Leaders – huge area of focus on AIP</b> – this had not been possible during this period. Expectations were a longer piece of work which would be on the AIP next year.</li> </ul>	<p>LM</p> <p>LM</p>
9.3	<p>Behaviour</p> <p>LM reported that there had been no exclusions this school year. There had been a continuation of GEM assemblies and focus on learning attitudes in school and at home. During this period a lot of children with high needs had been in school and behaviour had been good. A few children had needed additional support which had been delivered as much as possible.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if it was expected this would be maintained when the whole school returns.</b> LM explained the challenges of maintaining restrictions with the openness; children with additional needs would be supported by trying to make it less of a battle; shifting language, better at tracking and tracing. <b><i>Councillors were encouraged to see steps in place to support the aim.</i></b></li> </ul>	

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9.4	<p>Pupil Premium Strategy &amp; Catch Up Premium</p> <p>LM briefed council on the updated Pupil Premium Strategy Report which had been shared. This was an ongoing piece of work due to the need to reassess some children in the disadvantaged category on how best to support their needs following lockdown.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked how the difference from past to now would be monitored and PP Grant used.</b> LM explained how data/soft data is collected and used to work out common elements/trends and create school culture and climate that supports those elements.</li> </ul> <p>Children in Care LM reported that all children in care had been in school full time.</p> <p>Catch Up Premium Additional laptops had been purchased with Catch Up premium which had been a useful spend to reduce children with digital deficit.</p>	
10	<b>SEND</b>	
10.1	<p>The SEND Report for Term 3 was shared.</p> <ul style="list-style-type: none"> <li>• <b>Councillors commented on the amount of work involved and asked how the school was supporting Caroline with the increase in work around EHCP applications.</b> LM said the school was now more proactive in submitting applications; there were a large number of adults working in Reception as the children were a complex group. <b>Following a meeting with Caroline regarding a lack of response from the LA re children needing specialist provision, GW had written to the Head of Education.</b></li> <li>• <b>Councillors asked if children awaiting EHCPs were currently attending school.</b> LM confirmed they were attending. Councillors questioned the allocation of HTLAs. <b>ACTION: How are HTLAs allocated as 1:1s for each year to be in next report.</b></li> </ul>	LM
11	<b>Finance, Health &amp; Safety &amp; Estates</b>	
11.1	<p>Finance</p> <p>LM explained that the rationale for the request to employ another HLTA to cover staff absence was so that the school do not use supply teachers. The school were currently liaising with the central team on this.</p>	
12	<b>Safeguarding</b>	
12.1	<p>GW briefed councillors on his Safeguarding Visit Report which had been shared.</p> <ul style="list-style-type: none"> <li>• GW had met with Luke, who was now supporting the Designated Safeguarding Lead, and had been reassured with the safeguarding approach and support provided.</li> <li>• GW raised the emerging issue around E Safety re cyber bullying and child sexual exploitation. <b>GW asked if there was any further action needed regarding the emerging issue around E-safety re cyber bullying and child sexual exploitation.</b> It was acknowledged the issue had been accelerated by children being at home with screens during pandemic. LM commented that the best organisation to support was NSPCC. <b>ACTION: Taken forward for update.</b></li> <li>• The Safeguarding Audit is due in Term 4.</li> <li>• GW commented that having Luke who was an expert in safeguarding who can communicate/advise staff, was a real strength. His and Zoe's role during the pandemic was more valuable than ever.</li> </ul>	LM
13	<b>Staffing and Wellbeing</b>	
13.1	Staff Wellbeing	

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	<p><b>Councillors commented on the really tough period for staff, asking how the team and staff are feeling.</b> LM responded that there were elements of fatigue. In general colleagues are in relatively good spirits, ready for having more children in although there are some anxieties.</p> <p><b>Councillors asked what testing would take place when the school is fully open.</b> LM explained that staff would continue with lateral flow tests twice a week, primary children were not being tested</p>	
13.2	<p>Staffing</p> <p><b>Councillors asked why some staff were taking unpaid leave when schools returned on 8<sup>th</sup> March.</b> BH explained that staff were being supported with unpaid leave as those staff don't meet the guidelines for being clinically vulnerable and child care is not an issue.</p> <p><b>Councillors asked if there were any problems envisaged from staff returning who had been working at home.</b> LM said they had not received feedback so far that there would be issues. KR reported that the Trust had been in touch with Union representatives who hadn't raised significant concerns so far.</p>	
<b>13</b>	<b>Policies</b>	
13.1	<p>The following policies were <b>approved</b> subject to minor amendments to Critical Incident Plan (question around training/oversight), and Health &amp; Safety Policy. The following CLF approved policies were <b>noted</b>: Exclusions, Safeguarding and SEN. Councillors suggested an amendment to Exclusions section 6 (Equality). <b>ACTION: Councillors to email Linda or JW (Operations Manager) with suggested minor amendments.</b></p>	<b>ALL</b>
<b>14</b>	<b>Governance</b>	
14.1	<p><i>Visit Report template to be sent to councillors for comments</i> – Due to staff capacity in the current situation, it was agreed to take forward visits/template.</p> <p><b>ACTIONS: Link Councillors to contact links in school to arrange a virtual visit before next meeting.</b></p> <p><b>GW/LM to arrange for Visit Report template to be shared with councillors</b></p> <p><b>GW to meet with Sian after Easter to plan visits with school cycle.</b></p>	<b>ALL GW/LM GW</b>
14.2	Training – Councillors had been emailed details of online training available from the Government Development Service.	
<b>15</b>	<b>Equality and Diversity</b>	
15.1	<p>LM advised that Nick Laytham is training to be EDI Champion; the academy will work to ensure that as far possible we think of our work being checked with an EDI lense.</p> <p><b>Councillors asked why 'BAME' explanation in the glossary section of the Academy Council Report no longer included Asian.</b> <b>ACTION: Clerk would pass on query to central team.</b></p>	<b>LC</b>
<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	Councillors expressed their appreciation for the hard work of all staff in the current situation.	

The meeting closed at 6.00 pm

**Next meetings: Tuesday 27 April; Wednesday 14 July**  
**Save the date - CLF Summer Conference 2 July 2021**