

Minutes – Begbrook Primary Academy Council

Version:

Date 27 April 2021

Location: Teams Online

Time: 4.00 pm

Members Present:	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
	Rosie Wild (RW)	Parent Academy Councillor
	Rachel Harris (RH)	Teacher Academy Councillor

Attendees:	Becca Hine (BH)	Academy Vice Principal
	Sian Adams (SA)	Academy Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk

Apologies:	Emily Mowlem (EM)	Student Advocate
Absent:	Alice Coyle (AC)	Support Staff Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions were made by GW.	
2	Declarations of Interest	
2.1	There were no declarations of interest.	
3	Academy Council Membership	
3.1	GW had contacted prospective councillors with no response or they were unavailable. <u>ACTION: GW will discuss recruitment with Sue Coombes re finding councillor to reflect school community/Clerk will contact Wendy Hellin & Inspiring Governance.</u>	GW LC
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting held 25 February 2021 were agreed as accurate.	
5	Matters Arising from previous meetings not dealt with elsewhere	
5.1	<ul style="list-style-type: none"> <i>BH to amend RSHE policy wording re age – completed.</i> <i>Update on any action taken re the emerging issue around E-safety re cyber bullying and child sexual exploitation – LM/SA have discussed how to support parents and this will be added into shared information with families; will aim to coincide with E-Safety week. GW referenced the Online Safety policy – LM said there will also be a standing item in the newsletter.</i> <i>Councillors to email LC/JW with suggested minor amendments to policies –</i> 	

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	<p>completed.</p> <ul style="list-style-type: none"> Query re accuracy of glossary at end of Academy Council Report to be passed onto central team ACTION: LC will send updated version to Principal. 	LC
6	Pupil Voice / Student Advocate	
6.1	<p>EM had asked for questions from councillors to put forward to pupils. Suggestions from councillors were 'How do children feel about the playground changes? What would we like to keep when restrictions end?' LM said discussions were taking place on what changes should be kept when restrictions end; some may be kept.</p> <p>ACTION: EM to seek pupil voice.</p>	EM
7	Early Years	
7.1	<p>LM explained that there had been significant disruption in Reception this year which had resulted in a turbulent time - although since Easter it had been more settled. Claire, the Early Years Lead would present on Early Years at the next meeting. ACTION: Early Years presentation on next agenda.</p> <p>Councillors asked how well the situation in Early Years had been communicated to parents. LM said the academy had shared as much and as quickly as possible; letters had been sent for every instance. LM assured councillors that teaching had always been consistent and policies and procedures followed.</p> <p>Councillors recommended further communication to parents that it has been an unprecedented time resulting in less opportunities for contact. LM said that he would inviting groups of Reception parents into school as soon as it was allowed to acknowledge that they haven't had the usual opportunities for visits to school. It was noted parents had been able to email teachers directly. LM said that GW/KR had been aware of all the changes in Reception.</p> <p>Councillors commented on the need to think about how new parents would be welcomed/introduced to the school as the assumption cannot be made that things will run as previously. LM said events were more likely to be outside.</p>	LM
	Academy Council Report	
8	Quality of Education	
8.1	<p>LM briefed on highlights from the Academy Report.</p> <p>The academy was focussing on mental wellbeing and social interaction since full return. Teachers were also focussing on assessing what stage the children were at, prioritising fluency and some skills that, if not practised, children regularly lose e.g. handwriting/ times tables in Year 5.</p>	
9	Achievements and Standards	
9.1	<p>Outcomes</p> <p>Councillors asked how children were being assessed since full return. LM explained that it was through a combination of testing and other ways.</p> <p>Councillors asked if any particular needs were identified around mental health and wellbeing and what actions were being taken to support. LM responded that this time more children had found the return difficult; some had separation anxiety and some who had already been attending had found the return of more children difficult. A range of support was in place depending on the individual; including agreeing different drop offs/after school de-briefs with families.</p> <p>Councillors asked if there was an obvious difference between children who had been at home compared to those who had been in school. LM said they had not assessed</p>	

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	<p>children in that way yet; teachers had been very cautious as to where children are in order to increase support focus. Councillors noted that most children in school had been from the vulnerable category.</p> <p>LM said that writing was a particular area of concern as there had been less engagement with writing during remote learning. Also, Maths taught remotely needed to be re-taught as Maths was about immersing children using manipulatives etc; the amount covered will be reduced between now and the end of the school year, focussing on some areas.</p> <p>Councillors asked how the school would stop children who already understood the Maths from getting bored. LM said the long term would give the opportunity for greater depth at every step – INSET day would cover ‘what working towards a deeper understanding of what mastery mathematics looks like’.</p> <p>Councillors asked if Maths was where we have the biggest deficit. LM responded that it was different in year groups. Councillors asked if there was something to learn from year groups where Maths was going well. LM explained there were age specific pedagogies in different year groups.</p> <p>LM highlighted information on trails; the curriculum focus/Pupil Premium Grant and whether it meets need and SEND children. Core team meetings provide externality through different year leads leading the meeting. All teaching teams know what trails are in each year group and are currently planning to address needs through curriculum delivery to ensure any extra impact for children is diminished as quickly as possible.</p> <p>Councillors asked if the year data which showed different of proportions of children ‘at least on track’ was due to different year groups or how children had been assessed. LM responded that it was how that assessment has been interpreted/predicted.</p> <p>Councillors commented that different year group strategies made it difficult for councillors to seek assurance from the data. LM said data was based on what children need next which was looked at in Core Team meetings to ensure we adapt what we do to support the children. BH explained that ‘Yet to Be’ means ‘likely to be’.</p> <p>Councillors commented on the deficit around language and communication reported in the news for Early Years children, asking if it was noticeable/needs addressing in our Early Years cohort. SA said the team had looked at Early Years data for language and communication, moderation and early learning goals; any deficit was probably around literacy. LM commented that there wasn’t a significant difference at the moment.</p> <p>Councillors asked if the NELI (Nuffield Early Language Intervention programme) programme would help. LM said they had got the programme however there was an issue of having adults to delivery it; what the school does well is supporting children to talk – talking is a high agenda item in our provision.</p>	
9.2	<p>Attendance</p> <p>LM explained that children who are abroad are now coded as ‘Y’ – 11 children were in Pakistan now (not 13). Councillors asked if the pupils where engaging in learning whilst away; how this was provided; if there was a plan for re-integration when they returned; at what point a child is regarded as having left the school; when non-engagement becomes a safeguarding issue and the message to families regarding non-attendance/engagement. Councillors noted that some of the pupils were trying to engage with Teams whilst away/some were not. To support re-integration into school, the school would increase contact/engagement with families during their isolation period. Ordinarily the children would have been taken off role but rules around this had changed because there was no travel due to Covid. Non-engagement/attendance becomes an education welfare issue which can include penalties through the Attendance</p>	

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	<p>Policy for children not engaging in school. LM explained that Shada, who works with the school within the Pakistani community, had been fantastic helping families to understand the importance of education/not taking children out; sadly this engagement had been lost with the pandemic. Councillors recognised the school was proactive in their approach and that in this situation families had mis-read when lockdown would end. Councillors recommended reinforcing the Attendance Policy ahead of the Summer holidays. ACTION: communication of attendance message to parent. Councillors questioned attendance data compared to last year. Councillors noted attendance was at 96.1% which was similar to last year. Attendance was being tracked closely.</p>	BH
9.3	<p>Behaviour LM reported on the no exclusion target and mindset this year, advising that an incident which would normally have resulted in an exclusion had been dealt with through internal exclusion, restorative justice and working with the family. Councillors commented that it would be interesting to see if the more restorative approach works better. LM said that, in the past, due to the children who had been at the academy with complex needs, it had been about putting the right provision in place to give space to support.</p>	
9.4	<p>Pupil Premium Report/Catch Up premium BH updated councillors that on INSET in Term 3 they had worked with the whole staff admin around PP to help them get on board with the vision; talked about 'The Man on the Moon' and PP disadvantage and impact over time. Also shown was the video 'two steps forward' about equity. Following INSET all staff had bought into the vision; it was now an agenda item at the weekly admin meeting. HM commented that the video was amazing; councillors recommended sharing the video and images regarding equity with parents.</p>	
9.5	<p>Looked After Children Report LM had uploaded the report to Teams; LM invited councillor questions/comments by email or to be brought to the next meeting.</p>	
10	SEND	
10.1	<p>Following a request by councillors at the previous meeting, LM presented data and briefed councillors on additional adults/TA supporting roles in school. 84% are used to support children 1:1 or in very small groups; this shows that no general additional support is available in classrooms. SH (SEND Link) asked if the number of additional adults or general additional support had reduced. LM said that it had reduced as a number of children with EHCPs had moved to other settings with their support. Councillors asked if, when teachers are trained, they are trained with the expectation of not having an additional adult in the classroom. LM said they were as support depends on budget. At the academy teachers at the top of scale would not be expected to need additional support.</p>	
11	Staffing and Wellbeing	
11.1	<p>Staff Wellbeing LM reported that he felt now more than ever that things felt as if they were moving back to a school routine.</p>	

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11.2	<p>Staffing</p> <p>GW asked for an update on issues around shortage of SMSA staffing? LM said it had been difficult; they had coped with SLT sometimes doing a duty. LM updated that staff who were absent due to shielding have been able to return.</p>	
12	<p>Safeguarding</p>	
12.1	<p>Councillors noted that the Safeguarding Report would be circulated as soon as Luke returns from Paternity Leave.</p> <p>GW (Safeguarding Link) reported that he had gone through the safeguarding audit with Luke in March which had shown good compliance overall; a few areas had been identified to work on. One is routes for children to raise concerns (which had been an emerging issue during lockdown); LM said that some schools use Wispa – which allows for anonymous reporting of concerns; this will be looked at going forward.</p> <p>LM said some DBS's had been out of date; cases were now almost all closed down with only one awaited due to house move documentation - LM assured councillors there was now a much more secure system in place. GW will also have as standing item with Ops Manager on SG link visits in future.</p>	
13	<p>Finance, Health & Safety & Estates</p>	
13.1	<p>Finance</p> <p>LM reported that the academy won't be able to make the surplus target this year due to loss of income from out of school activities and a significant reduction in numbers at after school clubs/less use due to lockdown. The academy was looking at breakeven as a result. Families were being sent a form to get a sense of who needs the service - if the school building is used differently we should be able to meet the need of everyone who wants a place.</p> <p>Councillors questioned the provision of after school support for PP and disadvantaged children. Councillors noted the extra-curricular clubs which give priority/are free to attend for PP and disadvantaged children would begin to open again as restrictions ease. BH added that clubs were sometimes created for specific children to provide wraparound care.</p> <p>Councillors asked about provision for the Summer. KR explained the government funding for Year 6 summer provision - support for 'Summer of Fun' was likely to be ring-fenced to Year 6 children. Another update will follow after a Trust meeting tomorrow.</p> <p>Councillors asked if food vouchers would be provided during the holidays. KR explained that there would be a nutritional aspect to the funding; there were key areas where Bristol wants to spend the money. BH said they hadn't been able to run the holiday club so far this year but were keen to start back up and have had conversations with Atlas to look at being able to provide something for May half term. The issue for Summer is that the school building may not be able to be used due to update to lighting which will cause massive disruption to the school building. Atlas have said they will work with the school to get something available for families in need over the Summer - possibility of access to grounds/toilets and water/marqueses on the field.</p> <p>LM reported that they had been able to set the budget and meet the surplus of £35,000 for next year, which was less complex than last year.</p> <p>Councillors commented on the difficult decisions last year around staffing, asking if it was better this year. LM said the staffing budget was generally looking easier.</p>	

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13.2	<p>Health & Safety</p> <p>LM updated that they were now able to do fire drills in a Covid-safe way. A paperless system was being used for first aid reporting which was much more secure. More regular site walks were taking place as a result of the new Ops Manager. Toilet refurbishments would be taking place on one or two of the three areas due for refurbishment in the Summer (depending on cost) – upgrading toilets was an ongoing process over the next few years. The lighting upgrade was the result of a successful bid which should provide a higher quality LED lighting system in September.</p>	
13.3	<p>Risk Register</p> <p>Councillors requested an updated risk register. <u>ACTION: updated risk register to next meeting</u></p>	LM
14	Policies	
14.1	<p>The CLF Charging & Remissions, First Aid, Online Safety and Toileting & Intimate Care Policies were noted after discussion and comments by councillors:</p> <p>Charging & Remissions Policy <i>Councillors asked why music tuition was not included in the Charging & Remissions policy.</i> LM explained that music tuition was contracted externally, therefore was not included in the policy. <i>Councillors asked if the school could access funding to help children on free school meals have music tuition</i> - LM said occasionally children were given the opportunity where it would support them to be successful; this was provided through PP funding.</p> <p>SH queried wording of central policies: Toileting & Intimate Care – ‘where not part of planned provision’ should be added and reference to age deleted in the policy. First Aid – SH queried training around prevention of choking and first aid. <u>ACTION: SH would liaise with KR regarding the policies</u></p>	SH/KR
15	Governance	
15.1	<p>Link Councillor Visits</p> <p>GW/SA had met to discuss re-starting the link visit process and presented a draft plan for 21/22, which also included links for Early Years and EDI.</p> <p>Term 1 – proposal for one immersion day (open to ideas) in Term 1 to look ahead/links to meet school leads, then Term 5 another to look ahead to targets for the following year/meet school lead plus monitoring meetings for Pupil Premium and safeguarding needed to happen regularly. This term academy council to meet to finalise the plan and link roles starting from Term 1. <u>ACTION: GW will share draft with councillors ahead of finalising plan for next year.</u> GW requested that link councillors arrange to meet school leads (virtually) to report to the next meeting in July. <u>ACTION: Link Councillors to meet with their school leads before the next meeting in July.</u></p>	GW Links
14.2	Training – there were no updates.	
15	Matters for the attention of the Board/COAC	
15.1	None to report.	
	Equality Diversity and Inclusion	

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16.1	<p>LM reported on a query from a parent ‘why did the school not recognise Stephen Lawrence Day?’. LM explained that the school had needed to be sensitive and had held an assembly on Monday about racism; this is one element SA is working on. SA has recently been contacted by a parent who is keen to support a working party, particularly with the emphasis on race and doing well. Nick Latham is EDI champion.</p> <p><i>SH said that she was happy to be contacted for any disability discussions.</i></p> <p>The EDI Link role was discussed; RW to take on link role? HM said that her job was strategy advisor for EDI and would be happy to help – joint role? <u>ACTION: EDI link to be confirmed after further discussion.</u></p>	GW
17	Any Other Urgent Business	
17.1	There was no further business.	

The meeting closed at 6.00 pm

Next meetings: Wednesday 14 July

Save the date - CLF Summer Conference 2 July 2021