Minutes – Begbrook Primary Academy Council

Date	29 March 2023
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)	Teacher Academy Councillor
	Sian Adams (SA)	Parent Academy Councillor
	Hayley Moulding (HM)	Sponsor Academy Councillor
Attendees:	Laura Horner (LH)	Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Simon Metson (SM)	

Minutes

Item	Description	Action
1	**Introductions**	
1.1	Welcome and introductions were made by GW.	
2	**Declarations of Interest**	
2.1	There were no verbal declarations of interest made for this meeting.	
3	**Governance**	
3.1	Vacancies – it was noted that there may be two prospective councillors for the vacancies. **ACTION: GW will make contact with prospective councillors to take forward.**	**GW**
4	**Minutes of Previous Meeting**	
4.1	The minutes of the meeting held 13 December2022 were agreed as a true record.	
5	**Matters Arising**	
5.1	***Part time timetable Information will be included from next meeting (VC).*** Completed	
5.2	***Add EAL parent engagement to the next parent voice/parent questionnaires in Term 3*** **ACTION: Take forward - add EAL parent engagement to the next parent voice/parent questionnaire.**	**VC**
5.3	***Share Term 2 pupil voice from non-attenders (VC).*** See later item.	
5.4	***Check with marketing team re request for more up to date photos on the website*** New photos will be uploaded to the website shortly. A promotional video will also be	

Item	Description	Action
	looked at shortly. Councillors commented that the website was now looking more up to date.	
	Questions from Academy Council	
5.4.1	**Are there good links on the website or a note in the newsletter to the academy's Instagram and Twitter to help build the Begbrook Community?** We use Class Dojo for communication. **ACTION: LH to add note to newsletter to promote academy social media.**	**LH**
5.5	*EDI Policy – suggested amendments to policy for approval* The academy has drafted an EDI Statement for approval in the interim as the Trust is working on a new EDI policy (with support from HM).	
5.6	*Organise focus areas for academy council meetings (VC)* Focus areas are in the report; SEND & Safeguarding in Term 5, PP & Attendance in Term 6.	
6	**Pupil Voice**	
6.1	EM highlighted: • Pupil Voice at Begbrook is now much more embedded. We can see the difference in quality of talk and how the children are able to describe their learning. • There is lots of talk around lunchtimes, noticing that it is getting better. • Addressed comments re punctuality of getting out on time from year groups – changes have been made and we will seek pupil voice again. • There is some work to do about behaviour at lunchtimes which is possibly linked to the children not having enough to do. We are starting to plan for different zones and SMSA support with different activities – there will be pupil voice on what activities they would like to see; we are hoping to start next term. Overall, much improved outside. • There is also positive talk around the curriculum and what is happening in classrooms. • Breaktimes/lunchtimes transition times are working in a good direction. Different route for children into lunch will be tried so that it is fairer. • Liaising with Aspens re portion sizes, comments particularly about number of chips on Fridays. • KS2 reps are more focussed and driven – meetings are biweekly now so there is time to move things forward in between.	
	Questions from Academy Council	
6.2	**Is there pupil voice for KS1 children?** There is a standard pupil voice question in PSHE on a Friday for all.	
6.3	**Do KS1 children receive feedback from pupil voice?** Not in the same way as KS2, they do pick up on changes when they happen, and we point out changes to children. We will be having a noticeboard shortly with 'You said we did'.	
6.4	**When can we visit again to see pupil voice?** Tuesdays at 3.10 pm.	
	Academy Council Report	
	Academy Council Report, AIP and Scrutiny Update had been shared.	

Item	Description	Action
7	**Quality of Education**	
7.1	**Behaviour and Attitudes**	
7.1.1	VC highlighted: • Gem House continues to support children who need further support. • VC will shortly be meeting the team who lead on Gem House at lunchtime. VC's observation is that lunchtime needs to be more structured but can see it improving already. • Next step is discussion needed with the team to ensure the children are supported to return back into school.	
	Questions from Academy Council	
7.1.2	**How many children are in Gem House? Do the children themselves see it as an opportunity to develop and get back out or do they see it as more a safe place with no incentive to leave?** Around 20. They mostly see it as a safe place with no incentive to leave. We have identified that we need both types of support although staffing is a challenge. Once lunchtimes are better on the playground there may be more incentive to return back into school.	
8	**Achievements and Standards**	
8.1	**Attendance**	
8.1.1	VC highlighted: • Attendance took a dip just before the end of Term 2 to 92.8%; it is picking up again - increased to 93.4% at end of Term 3, today it is 93.7%. • Lower attendance on Mondays and Fridays. • We now have 2 days of time from the Education Welfare Officer who will be coming back from mid Term 5 to work with us to identify key families to put in support for them to help them attend more and reduce persistent absence. • Persistent absence is also reducing; 27.2% Term 2, 24.7% Term 3, 24% today. Examples of specific children are in the report showing improved attendance. • Pupil Voice –Zoe met with children entitled to FSM and asked, 'Do you like coming to school'? Various answers – 30% of children on PA list are finding it boring. We are wondering if they are finding it challenging rather than boring and will be unpicking this – are we meeting need/are they on SEND Register as well as PP list? Will track attendance pupil voice.	
	Questions from Academy Council	
8.1.2	**How are we compared to national average? Does it feel a more confident picture now?** 0.2% below. It is a more confident picture but there is still plenty of work to do.	
8.1.3	**What is our gap with PP\non-PP attendance?** There was a 3.8% gap when the report was produced; it should be no more than 2.1%. There is more work to do in remaining terms around PP children; the EWO will support specifically looking at PP children with persistent absence.	
8.1.4	**How many children did you speak to?** 10 children; only 3 out of 10 commented that it was boring.	

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8.1.5	**Are there any commonalities between those children?** We will be analysing it. More common comments were that they want more playtime/equipment/outdoor learning/more toys. Actions are already taking place around lunchtimes. We will speak to the same children again to see if these children still give the same answers after changes at lunchtime.	
8.1.6	**Is the reason why children are not coming in is that they feel disengaged with their learning?** Discussion followed around possible reasons why – possibly a result of being away from school and missed learning which may be due to parents taking on holiday. VC will discuss with Zoe, analyse trends and question again to determine how these feed into what we are doing and what trends need to apply on a broader range. More detailed and thorough work is needed.	
8.2	**SEND**	
8.2.1	VC gave an update: • There were 3 pupils on a part time timetable at the time of the report, now 4. VC explained the plan for each child; 2 hoping for specialist places from September, one on phased return, one on part time timetable this term with regular review meetings. One child attending AP, now transferred to specialist provision. • Top Ups - 7 applications, awarded 5 which is good.	
	Questions from Academy Council	
8.2.2	**Have the top ups helped with financing extra support?** We are hoping to be able to appoint 1 additional fixed term contract. There is another top up panel in May – it is finding a balance of how we utilise money in the short term/longer term. The NEST has a 12 week programme for children who are finding it difficult to settle into school; we have been successful with an application for a place for one of our pupils who will start in Term 5.	
8.2.3	**As parents now get updated plans for children on Edukey (17% of children) it would be interesting to seek parent voice on if they are finding it helpful.** **ACTION: VC will ask Caroline to get view of parents at next meeting.**	**VC**
8.2.4	GW commented that he was pleased to see that plans are in place to ensure that pupils are not permanently on part time timetables.	
8.3	**Quality of Education**	
8.3.1	Year 6 Mocks • Reading - 76% achieved Expected standard; 37% GD (18% last year). • Maths 67% Expected, 14% higher standard • GPS 71 % Expected, 23% higher standard • Y6 RWM mock - Combined 51%. • Based on Term 2 DOYA. Next term will be higher. Still planning to get 70-75% combined at Expected standard (65% previous years). • Transition Year 5 to Year 6 – working on culture of transition.	
	Questions from Academy Council	

Item	Description	Action
8.3.2	**What was the feedback from the Academy Review Visit (ARV) on Reading?** It was really positive; we are a year in now and looking better. Pupil voice is also positive. We have seen a shift in the culture of reading and the books children are reading are so exciting. SP fed back that her daughter loves it.	
8.3.3	**Is Reading Tree going well? What are the pictures on the doors?** Yes, one KS2 child has read all 20. Easter challenge of reading photos are on the doors.	
8.3.4	**How are the team feeling?** Year 6 teachers are feeling the pressure, but we want every year group to feel the need to get Age Related. They are feeling successful when they see the results coming. KR commented that there is a real change in culture about raising attainment and good awareness of where children are.	
8.4	**Professional Development**	
8.4.1	VC referred to detail in the report regarding PD for colleagues.	
8.5	**Staffing**	
8.5.1	VC provided an update to the shared report: • Megan Rodman Y4 teacher is leaving at end of this term – families and children know. Miss Murphy is covering and will continue to end of the year. Laura is supporting as year group lead. • A member of the support staff resigned yesterday (career progression) and will be leaving in a month's time. Will be recruiting to that role. • 2 members of staff who have been absent for personal reasons are both back and feeling positive. They are being supported by Sian and measures are in place to support with high level of need in that classroom. • Staff morale has been low for some members of staff. This often happens in Term 3 - we have met with the teachers, and KR supported. A third of staff are ECTs and some are returning after maternity leave. We have offered support. The climate outside of school around teaching is difficult. ECT1's and ECT 2's haven't experienced school as they started teacher training during lockdown. Lockdown. • Concerns (historical and current) were raised through the TA briefing. VC will be attending one of the meetings to talk through the issues e.g., now working as 1:1 and the HR Manager is coming in to answer job evaluation questions. We will ensure that SLT is present at TA meetings. TA's have positively fed back on those actions. • Openness, communication, and transparency is important. • Data Protection Audit – good • SCR audit – now on amber. Harpreet has worked hard on the SCR.	
9	**EDI**	
9.1	HM (EDI Link) fed back on her recent visit: • Visited classrooms and looked at the 39-week plan. • Pleased with the 39-week plan and choice of books in classroom which demonstrated diversity/inclusion. Good place to be built upon. • Library – looked at books – recommended an audit of library books for age and appropriateness. • 'Language of the term' - staff are working on how to embed this.	

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	• Saima, Trust Lead for EDI has visited – she would like to use knowledge and any other councillor to work on strategy to feel more inclusive **(Note: SP/HM will support).** • It is an amazing opportunity for the library to be the space to embed EDI – the library is very important to nurture and have discussions about diversity. Councillors reviewed the EDI Statement which had been shared, commenting that it is an opportunity for Begbrook to demonstrate added value and communicate this to parents. Discussion included how to demonstrate equity in the statement (which is included in curriculum planning/opportunities).	
	Questions from Academy Council	
9.2	**Recommendation:** • **Widen the objective focus around language to show the community of children in our school/what we do /how we do it/ linking towards Access Policy, disadvantaged children.** • **There is a difference between being inclusive and equitable. Include examples to show we are implementing it – in themes; culture, staff diversity, inclusive curriculum, belonging and EDI advocates/champions.** • **SEN - include a lot of work we are planning or doing.** • **Does the school ask pupils what they feel about equality- belonging? Do they feel included? How are they encouraged to have a strong voice?** PSHE lessons spark those conversations. Assembly themes and safeguarding themes cover breadth of topic. It all takes place; we need to capture it. **ACTION: Update EDI statement with recommendations and post more on Instagram to enable celebration/ demonstration of what is already happening re EDI.**	**VC/SA**
10	**Safeguarding**	
	Term 3 Safeguarding Report had been shared.	
10.1	GW provided an update: • GW/SA had gone through the Safeguarding action plan. GW commented that he feels it has improved over the last year. • Pupil voice will be collected shortly. • The Safeguarding Team have had an increase in Early Help referrals • There are now more children on Child Protection Plans; there will be 5 on the next report. • Safeguarding referrals and instances have been higher; there is a good plan in place to support those families. There is a high rate of support as the school gets good quality information to ensure they meet the threshold. • Better information on CPOMS will help understand trends further.	
11	**Policies**	
11.1	Councillors **approved** the following BPA Policies: Accessibility Plan; Attendance Policy (final version).	
11.2	Councillors noted the EDI Policy was being reviewed at Trust level. Councillors provided recommendations for the EDI Statement. **ACTION: VC will share final version of EDI statement for approval.**	**VC**
11.3	Councillors **noted** the following updated CLF Board approved policies: BPA Admissions Policy 2024 (CLF Board approved)	

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Item	Description	Action
12	**Risk Register**	
12.1	**ACTION: VC/GW to review Risk Register on 21st April.**	**VC/GW**
13	**Matters for the attention of the Board/COAC**	
13.1	None.	
14	**Any Other Business**	
14.1	None.	

The meeting closed at 7.05 pm

Next meetings:

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