

Minutes – Begbrook Primary Academy Council

Date	29 April 2025	
Location:	Teams meeting	
Time:	5.00 pm	
Present:	Sarah Page (SP)	Academy Councillor (Chair)
	Anne Harris (AH)	Sponsor Academy Councillor
	Sian Adams (SA)	Teacher Academy Councillor
	Dr Shaun Mudd (SMU)	Parent Academy Councillor
	Dr Pawel Capik (PC)	Sponsor Councillor
Attendees:	Linda Corbidge (LC)	Academy Council Clerk
	Vicky Counsell (VC)	Principal
Apologies:	Kate Richardson (KR)	CLF Director of Education
	Simon Metson (SM)	Parent Academy Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	SP welcomed councillors to the meeting.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting.	
3	Governance	
3.1	Membership	
3.1.1	<p>Current vacancies were discussed.</p> <ul style="list-style-type: none"> Current vacancies – Support Staff Academy Councillor and 2 x Sponsor Academy Councillors. Support Staff Councillor – it was noted that there had been no nominations received for the recent election. VC will ask staff directly. VC/SP meet with a potential Sponsor Councillor shortly. (Post meeting note: following the meeting where roles and responsibilities were discussed, the potential councillor withdrew their interest). <p><u>ACTION: VC to ask staff directly if they are interested in the Support Staff Councillor role.</u></p>	VC
3.2	Immersion Morning	
	The immersion morning took place on Tuesday 25 th February for academy councillors.	
3.3	Link Councillor Roles/Visits	
3.3.1	See later item.	
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting held 13 February 2025 were approved as a true copy.	
5	Matters Arising	
5.1	<i>Clerk to follow up outstanding training modules with one councillor.</i> Completed.	

Item	Description	Action
5.2	<p>SM will complete a visit report on health and safety and share with the clerk for review at next meeting, taken forward to meet with new Operations Manager.</p> <p>VC reported that SM had been in contact with the Operations Manager regarding health and safety and a meeting will take place shortly.</p> <p>Action: SM to make link health and safety visit and send visit note to clerk for next meeting update.</p>	SM
5.3	<p>VC will investigate if extra funding/support for the Eco Committee could come from the parent community.</p> <p>Action: taken forward.</p>	VC
5.4	<p>BPA Anti Bullying and BPA Admissions Policy Sept 2026/27 to be shared for approval by 28 February.</p> <p>Policies were shared and approved by the deadline of 28 February. VC reported that from September the school will officially have a Published Admission Number (PAN) of 60 for Reception. There are currently 41 admissions confirmed for September and the school is being proactive around communication of open evenings etc.</p>	
5.5	<p>KR will share the video of the Cabot Learning Federation Choir performance.</p> <p>Action taken forward</p>	KR
6	Pupil Voice	
6.1	<p>EM provided an overview of work which has taken place around pupil voice structured across weekly and termly activities.</p> <ul style="list-style-type: none"> The Pupil Voice Committee meets weekly, providing a strong platform for gathering input from all the children. <ul style="list-style-type: none"> This term the focus has been on addressing child-on-child interactions, in response to an increase in incidents. With new processes now in place it is important to collect the children's ideas. Suggestions have included buddying with younger children and a display of Begbrook values outside. Feedback collected around lunchtime activities has been valuable and it now feels that the children's lunchtime experience has been transformed with termly rotating activity zones. As most child-on-child incidents occur during lunchtime, this remains a key area of focus, although a reduction in incident numbers has not yet been observed. Groups for EAL, Inclusion, Eco and Health and Safety meet termly, and a new Wellbeing group is starting this term. There are lots of opportunities for children to be part of a group in KS2. The aim is to ensure that the ideas pupils put forward are being actioned where possible, e.g. <ul style="list-style-type: none"> EAL: the children fed back that not everyone is taking the register in the language of the term, therefore the children are now going to monitor. A cultural celebration is also being planned. Inclusion: discussing football, teaching behaviours and values when playing competitive sports; a bigger space is now available. Eco: is working with a charity who are funding a butterfly friendly space at the school. Health and Safety: two groups of children carry out site walks. 	
6.2	<p>How does Begbrook interpret the term wellbeing?</p> <p>Chloe who will lead the group is keen that it feels empowering and is useful to identify what we can do to be supportive. It is an action group - what can we do to help how we</p>	

Item	Description	Action
	are feeling? Chloe is a very experienced teacher, we feel positive it will be a good group.	
6.3	Is there any support or guidance for the children who volunteer and are selected? It is only the Pupil Voice Group where children are voted in. In other groups we accept everyone and ensure there is a selection of children to feel representative of our community, not just the confident ones. There is a lot of choice for children's interest. Support is given if needed.	
6.4	What is their term of office and has anyone joined the group and wanted to drop out? The term of office is a school year. Someone dropped out once in 5 years, we would support and re-elect in this case.	
6.5	Do you complete an evaluation from children who have finished their term of office? That is a good idea. We do ask them to 'pass on the baton' as a handover to the next person. EM will look into possibility of an evaluation	
6.6	Is this for KS2 only? How do younger children feel? We collect voice from the whole school, but the groups work better with older children. The younger children know they will have the opportunity in KS2. The Eco group is across the whole school from a legacy, which feels appropriate. Councillors suggested that it might be a good idea to capture the enthusiasm a little earlier, Action: EM will explore across other groups.	EM
7	Staffing/Wellbeing/Staff Voice	
7.1	VC reported that the main NEU rep has been absent from work, therefore there has not been an opportunity to meet after the union meeting in Term 4. The Trust Staff Survey is out at the moment – 52% have completed it so far.	
7.2	Do you have a completion target? The target is 85%. The survey is anonymous. To encourage staff to complete it we set aside time in last week's teacher staff meeting and TA briefing. The office team/pastoral staff have been asked to complete it by tomorrow. Results should be available by next AC meeting. Action: Survey results to be presented at next meeting.	VC
7.3	What is the main purpose of a whole Trust staff survey? It is a good benchmarking tool for good practice. Data will be shared with school leadership to provide opportunities to link with other schools with high scores to seek best practice.	
7.4	VC provided an update on staff wellbeing, explaining the support and coaching opportunities in place. Councillors engaged in a discussion around staff development opportunities. VC noted that the leadership team continues to engage in ongoing conversations to support staff.	
8	Academy Council Report	
	Quality of Education/Achievements and Standards	
	<i>The Academy Council Report had been shared.</i>	
8.1	SATs	
8.1.1	VC provided an update: <ul style="list-style-type: none"> The children have been doing sets of practice papers, each time increasing outcomes. 	

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	<ul style="list-style-type: none"> Focussed targeted sessions are taking place in the afternoons. There is a TA working with Year 6 for 3 days per week, and another TA doing extra days and VC is supporting as much as possible in the afternoons. 	
8.1.2	<p>Can you see an impact from the maths intervention which has been a focus this year?</p> <p>Yes definitely.</p>	
8.1.3	<p>VC outlined the Year 6 writing moderation process and noted the potential for a monitoring visit to ensure correct SATs procedures are being followed. In order to provide external monitoring, VC invited councillors to observe the processes in place before the visit offering to meet and review the rooms and procedures during that period.</p> <p>Action: VC will contact PC, AH who had volunteered to support with monitoring visits.</p>	VC
8.2	Attendance	
8.2.1	<p>VC highlighted areas from the report:</p> <ul style="list-style-type: none"> the school's approach to recognising and supporting Emotionally Based School Avoidance (EBSA) in response to an increasing number of children who are demonstrating anxiety around coming to school. The school has secured home tuition through the Hospital Education Service for some children currently unable to attend school due to anxiety. Additionally, there are some other children are experiencing intermittent school attendance linked to anxiety. To ensure a consistent response, the school has implemented a system of collaboration with various agencies, with each case reviewed termly to make informed decisions for each child. VC noted that there is a now a coherent system for any new children where support is needed. Attendance tends to drop on Mondays, and while overall year-to-date attendance is higher than last year, improvements are still needed. Actions include increased collaboration with bought services from the LA Education Welfare Officer (EWO) and Shaun, the local Attendance Officer, implementing attendance contracts with targets for families for set periods, e.g., six weeks. Weekly reviews will now replace termly ones to monitor the attendance stages more closely, alongside also making contact with child/parent to check in. Connor Marshall is also provided guidance on supporting families with transition. 	
8.2.2	<p>Are the incidents higher at Begbrook for children demonstrating anxiety around coming to school? Are there any commonalities?</p> <p>The EBSA team were put in place last academic year, and we don't yet have data about other schools for comparison. There are other schools who are experiencing this as Bristol Hospital Education Service is very busy.</p> <p>Councillors noted that it was good to see a system in place that will highlight children earlier.</p>	
8.2.3	<p>SMU noted that although attendance is lower than other days, Monday am data is not as bad as it looks as there seems to be a conditional formatting error in the spreadsheet. VC will ask SA to investigate attendance code data for Monday mornings to clarify if lateness or if there is an issue with the coding.</p> <p>Action: VC will contact the data team to correct the spreadsheet.</p> <p>Action: VC will liaise with SA to run a report to investigate absence/late codes on Monday mornings.</p>	VC VC
8.2.4	Are the EBSA children being educated at home by the Hospital Education Service included in the data?	

Item	Description	Action
	Yes, pupils who are not in school are included.	
8.2.5	Has 'wake and shake' been introduced on a Monday as well as a Friday as suggested at the last meeting? Yes, we have music at lunchtime on Mondays in addition to Fridays.	
8.3	SEND	
8.3.1	VC reported that there are currently 15 pupils with EHCPs, with several more at various stages of the EHC Needs Assessment process. Projections suggest this number could rise to 32 by December, representing 7% of the cohort—significantly above the national average of 3–4%. This increase will place a substantial workload on the SEND team, particularly the SENDCo, who will be required to conduct weekly annual reviews to meet statutory obligations.	
8.3.2	AH reported attending the recent CLF Peer review audit for SEND at the academy. Teachers present expressed that they felt well supported by the SENDCo and had a clear understanding of the processes, steps taken, and the school's limitations. There was some tough questioning during the audit but overall, AH noted that the visit highlighted strong collaboration across the school community.	
8.4	Quality of Teaching	
8.4.1	SA highlighted recent actions: <ul style="list-style-type: none"> Maths development: the curriculum has been re-sequenced to allow time for assessment following a review of data which showed that some children had gaps in knowledge. Teaching and Learning Framework: Monitoring and staff support has been a focus, particularly through individual 1:1 coaching sessions. SA noted the school is in a strong position regarding teaching and learning. Next steps: will be a focus on improving outcomes for disadvantaged pupils. 	
9	Safeguarding	
	<i>The Academy Safeguarding Terms 3 and 4 Reports had been shared.</i>	
9.1	SA highlighted areas from Term 4 Report: <ul style="list-style-type: none"> Safeguarding Review: The CLF Safeguarding team conducted their annual review last term. This reflects a strong safeguarding culture within the school. The staff team attribute this progress to a robust professional development system, with teachers feeling well-informed and confident. Overall, the school is in a strong position regarding safeguarding provision. Child-on-Child Incidents: The school is focusing on addressing child-on-child incidents, which, while not serious, often involve behaviours such as shoving or inappropriate comments when children are upset. Weekly thematic discussions are held to proactively address these issues. A detailed child-on-child incident log is maintained and analysed to identify key pupils, many of whom have an SEMH SEND profile and are supported with individual plans. For other pupils, expectations and consequences have been raised, including the use of a reflection room and increased discussion time based on incident frequency. The rise in recorded incidents reflects a stronger safeguarding culture and improved reporting practices. <p>SP noted the best practice regarding monitoring and recording.</p>	
9.2	There has been an increase in racial incidents shown in the data. How are Begbrook communicating with pupils around world events and language used?	

Item	Description	Action
	The team focus on having conversations that benefit pupils while maintaining a balance that reflects the needs of the school's diverse community. Recent incidents are being monitored to ensure they were isolated cases. The school has mapped out key events—such as Pride and the Stephen Lawrence anniversary—that provide meaningful opportunities to engage pupils in discussions around inclusion, diversity, and social awareness.	
10	Staffing	
10.2.1	VC gave an update on staffing.	
10	Finance, Health & Safety and Estates	
10.1	Budget Planning 2025/26	
10.1.1	VC reported that she is currently working with the school's Finance Manager on the first draft of the budget.	
10.2	Health & Safety	
10.2.1	VC reported that the Health & Safety Committee had met on 12 March, a link to minutes from the meeting had been shared in the report. SM will meet with the Operations Manager next term.	
12	Equality, Diversity, and Inclusion	
12.1	VC highlighted the list of celebrations in the report, noting that the school continues to celebrate the diversity of the school with events and assemblies.	
13	Policies	
13.1	Policies Academy Councillors Noted: CLF Academy First Aid Policy.	
14	Matters for the attention of the Board/COAC	
14.1	None.	
15	School Dates and Events	
15.1	School dates and events had been shared and noted by academy councillors.	
16	Any Other Business	
16.1	None.	

The meeting closed at 7 pm.

Next meetings:

AC1	Wed	25-Sep-2024	5-8pm CLF Board & AC Results Review (online/in person – tba)
AC2	Thurs	17-Oct-2024	5-7pm (cancelled)
AC3	Tues	10-Dec-2024	5-7pm
AC4	Thurs	13-Feb-2025	5-7pm
Immersion Morning	Tues	25-Feb-2025	9.30 – 11.30am
AC6	Tues	8-Jul-2025	5-7pm