

# Minutes – Begbrook Primary Academy Council

<b>Date</b>	30 September 2025	
<b>Location:</b>	School	
<b>Time:</b>	5.00 pm	
<b>Present:</b>	Sarah Page (SP)	Academy Councillor (Chair)
	Sian Adams (SA)	Teacher Academy Councillor
	Dr Shaun Mudd (SMU)	Parent Academy Councillor
	Dr Pawel Capik (PC)	Sponsor Councillor
<b>Attendees:</b>	Linda Corbidge (LC)	Academy Council Clerk
	Vicky Counsell (VC)	Principal
<b>Apologies:</b>	Anne Harris (AH)	Sponsor Academy Councillor
	Kate Richardson (KR)	CLF Director of Education
	Simon Metson (SM)	Parent Academy Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	SP welcomed councillors to the meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no verbal declarations of interest made for this meeting.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the meeting held 24 June 2025 were approved as a true copy.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<p><i>VC to approach staff directly in the new academic year re support staff vacancy and follow up on potential sponsor academy councillors.</i></p> <p>The clerk reported that the vacancy for the elected support staff councillor would need to be circulated again to seek interest as it is a new academic year.</p> <p>VC reported that the onboarding process has started for the new sponsor councillor who should be in place before the next meeting.</p> <p><b>Action: VC to request Operations Manager to share support staff vacancy with support staff.</b></p> <p><b>Action: VC will continue with appointment process for the new sponsor councillor.</b></p>	<p>VC</p> <p>VC</p>
4.2	<p><i>VC will investigate if extra funding/support for the Eco Committee could come from the parent community</i></p> <p>VC reported that the PTA are in discussion with the school regarding various ideas to spend PTA funds, which includes funding for the Eco Committee.</p> <p><b>Action: VC will provide an update on PTA funding at next meeting.</b></p>	VC
4.3	<i>Review attendance progress and actions going forward in September – see later item.</i>	
4.4	<i>SA to review and analyse data trends on child-on-child incidents across year groups – see later item.</i>	
4.5	<i>AH to report on SEND link visit at next meeting.</i>	

Item	Description	Action
	<b>Action: Taken forward, AH to report on SEND link visit at next meeting.</b>	<b>AH</b>
4.6	SM to meet with school health and safety lead and complete visit report for sharing with councillors. <b>Action: SP will follow up with SM to action a visit.</b>	<b>SP</b>
<b>5</b>	<b>Chairs Update</b>	
5.1	There were no updates.	
<b>6</b>	<b>Appoint/confirm link roles</b>	
6.1	It was noted link roles remained the same and would be reviewed at the next meeting.	
<b>7</b>	<b>Academy Council Report</b>	
	<i>The Academy Council Report had been shared and was noted.</i>	
7.1	<b>Attendance</b>	
7.1.1	VC reported that the Attendance and Support Officer had left the school at the end of the Summer term. Interviews took place last week for a replacement which had not led to appointment.	
7.1.2	<b>What is the barrier for recruitment to that role?</b> It is proving difficult to recruit due to the nature of the dual role, which covers both administration and a family support relationship role. We are seeking advice from the Trust on whether to split the role between two people to cover the administration and family support work. In the meantime, Lauren is continuing to support with attendance however the school does not currently have the capacity to focus on families of pupils with 90-94% attendance.	
7.1.3	Further discussion took place with suggestion to initially advertise for both full and part time. VC will discuss suggestions with the Trust.	
7.1.4	<b>Was the picture similar in 24-25 to what we are experiencing this term?</b> Attendance year to date has improved. Most year groups are at 94.5% or above this term, although Years 4 and 5 are lower. VC gave further details on why attendance is lower in those year groups.	
7.1.5	A councillor raised concerns about pupils experiencing disadvantage having low attendance rates more than twice the national average, with the gap widening over the past four years. VC confirmed this is a key focus for the year, highlighting regular visits from the Trust attendance support and proactive engagement with families. Ongoing efforts are being made to support families despite reduced local authority family support. SA highlighted a trend where some Pupil Premium families take term-time holidays due to cost, opting to pay fines rather than travel during school breaks. SA emphasised that the impact of missing school is discussed with the families.  Strategies discussed included case studies of successful interventions, the expected impact of penalty notices over a three-year rolling period leading to possibility of prosecution in the third year which should reduce repeat offenders, and also barriers such as severe traffic affecting punctuality. Suggestions included visits for wake-up calls which SA noted has been tried along with collecting children. Additional measures include offering free breakfast clubs.  VC reiterated the trust's attendance target of 96.5% and the significant learning impact when attendance falls to 90-91%. Friday afternoon attendance data was queried and will	

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	be checked for accuracy. Councillors acknowledged the complexity of the attendance picture. <b>Action: VC will check Y2 heat map for attendance on Friday afternoons</b>	VC
7.2	<b>Safeguarding</b>	
7.2.1	<b>Does the analysis of child-on-child incidents show racist and homophobic incidents as key drivers?</b> SA clarified that racism is recorded separately and, when compared to physical incidents, represents a minor proportion. Many incidents involve comments rather than intent to harm; teaching points are used in response. The focus remains on reducing child-on-child incidents, which has been an ongoing theme. Most occur during social times, and key pupils needing additional support have been identified. Strategies include engaging children in play, supporting lunchtime leaders with personal development, and targeting those with the highest needs to further reduce incidents.	
7.2.2	<b>Begbrook seem exemplary around processes and data recording and monitoring. What is the expectation from Trust about capturing the data?</b> The data is monitored through our annual review and part of our strategic work is supporting other academies. The data is not being used in a comparative way, it is academy driven.	
7.2.3	<b>Why are there no bullying incidents recorded in the data for 2024-25?</b> The data is accurate. This reflects the school's robust process for managing child-on-child incidents, which ensures timely intervention so issues do not escalate into bullying. Staff have also received training to clearly distinguish and record the difference between child-on-child incidents and bullying. <b>Action: SA will conduct a pupil voice survey ahead of Anti-Bullying Week and report findings at the next meeting.</b>	VC
7.3	<b>Attainment</b>	
7.3.1	<b>Looking at KS2 results, why is the attainment gap between Pupil Premium (PP) and non-PP pupils higher compared to last year?</b> VC explained that several pupils in the Year 6 cohort faced significant challenges, which impacted Reading, Writing, and Maths outcomes. VC clarified that the cohort included a number of pupils with SEN or working at lower levels, contributing to the overall results.	
7.3.2	<b>What actions are being taken to address this?</b> VC outlined strategies within the AIP and PD Plans, focusing on inclusive learning design to meet all pupils' needs while ensuring sufficient challenge for those without SEN, whilst acknowledging reduced resources. Councillors noted the resource limitations and the school's commitment to improving outcomes for all pupils.	
7.4	<b>Risk Register</b>	
7.4.1	<b>Is the lollypop person back?</b> The LA have had an advert out for a long time; however recruitment is proving difficult. Discussion took place around difficulties with cars parking outside the school.	
<b>8</b>	<b>Agenda planning for year – area of focus</b>	
8.1	Discussion took place on agenda planning and areas of focus informed by results, safeguarding report and risk register. The following focus areas were agreed: <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Attainment and PP Gap Year 6 – term 4</li> <li>• Safeguarding – child on child incidents.</li> </ul>	

Item	Description	Action
<b>9</b>	<b>Policy Reviews</b>	
9.1	Academy councillors <i>noted</i> the Attendance Policy.	
<b>10</b>	<b>Matters for the attention of the Board/COAC</b>	
10.1	None.	
<b>11</b>	<b>Any Other Business</b>	
11.1	None.	
<b>12</b>	<b>Training</b>	
12.1	Non-staff Academy Councillors present completed Governance Essentials and Safeguarding Training.	
12.2	It was noted that non-staff Academy Councillors who were not present would be sent another date to complete the training.	

The meeting closed at 7 pm.

	<b>4.30pm pre meeting</b>	<b>5-7pm AC meeting</b>
Term 1	Tuesday 30th September	At Begbrook (in person)
Term 2	Tuesday 2nd December	Online
Term 3	Tuesday 3rd February	Online
Term 4	Tuesday 24th March	Online
Term 6	Tuesday 30th June	At Begbrook (in person)