

# Minutes – Begbrook Primary Academy Council

<b>Version:</b>	Final	
<b>Date</b>	4 December 2019	
<b>Location:</b>	Begbrook Primary Academy	
<b>Time:</b>	4.00 pm	
<b>Members Present:</b>	Su Coombes (SC)	Sponsor Academy Councillor (Chair)
	Graham Wilkie (GW)	Sponsor Academy Councillor
	Emily Mowlem (EM)	Student Advocate
	Laurie Munro (LM)	Academy Principal
	Shashi McGregor (SM)	LA Representative Councillor
	Sally Harrison (SH)	Parent Academy Councillor
	Hayley Moulding (HM)	Sponsor Academy Councillor
	Kate Richardson (KR)	Executive Principal
	Rachel Harris (RH)	Teacher Academy Councillor
<b>Attendees:</b>	Jen Shaw (JS)	Academy Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk
<b>Apologies:</b>	Sally Harrison (SH)	Parent Academy Councillor
	Emma Pearn (EP)	Operations Manager
<b>Absent:</b>	Tony Mooney (TM )	Parent Academy Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions were made by SC.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the meeting held 10 October 2019 were agreed as accurate.	
<b>4</b>	<b>Matters Arising from previous meetings</b>	
4.1	<ul style="list-style-type: none"> <li>School dinner contract review and update to Student Council – <b>Academy Council noted the recommendations in the report and asked who would follow this up.</b> LM said that he would check in the next audit. <b>Academy Council requested Pupil Voice feedback.</b> <b>ACTION: EM will ask questions in future meetings.</b></li> <li>EM reported that the Pupil Voice survey had gone out. <b>ACTION: EM to bring results back to the next meeting.</b></li> <li>Newsletter to be changed to JPEG format. <b>ACTION: LM to look into changing format.</b> <b>Academy Council requested that the newsletters be uploaded to the website, along with recent letters as last ones were June.</b> <b>ACTION: EP to update newsletters/letters on website.</b></li> <li>Pupil Voice video to be uploaded to website – EM explained that this had not been possible due to incompatibility. <b>ACTION: EM would film another one before the next meeting.</b></li> </ul>	<p>EM</p> <p>EM LM</p> <p>EP</p> <p>EM</p>

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	<ul style="list-style-type: none"> <li>ACs to be advised of AIP area of scrutiny –SC had sent out link AIP areas to Academy Councillors. Some visits had already been completed.</li> <li>Scan of last visit summary report to be sent to LC for uploading to Teams. <b><u>ACTION: SC to email visit summary to LC.</u></b></li> </ul>	SC
	<ul style="list-style-type: none"> <li>ACs to make a link visit before Christmas – <b><u>ACTION: Academy Councillors to complete remaining visits before Christmas.</u></b></li> </ul>	All
	<ul style="list-style-type: none"> <li>PP Link Visit to include question on Maths area of scrutiny – <b><u>ACTION: GW will include on his next visit and report back to next meeting.</u></b></li> </ul>	GW
	<ul style="list-style-type: none"> <li>Update on support plans re T&amp;L taken forward for update – it was noted this was covered in the report</li> <li>Report on Nurture Provision to be presented at the December meeting – in report.</li> <li>Student Council to discuss why children receive homework – taken forward. <b><u>ACTION: EM would plan into next meeting.</u></b></li> </ul>	EM
	<ul style="list-style-type: none"> <li>Update on application re BCC initiative to close roads at drop off times – LM reported that BCC were being chased regularly. The school was in the process of purchasing some special no parking cones in the shape of children for placing in the road. <b><u>ACTION: Taken forward for update.</u></b></li> </ul>	LM
	<ul style="list-style-type: none"> <li>Spot check on SCR – <b><u>ACTION: SC would complete for reporting to next meeting.</u></b> EP was following up on any outstanding Academy Councillor information required for the SCR.</li> </ul>	SC
	<ul style="list-style-type: none"> <li>Update on SRE Policy – <b><u>ACTION: taken forward to February meeting.</u></b></li> </ul>	LM
	<ul style="list-style-type: none"> <li>Parent Forum dates to be circulated to AC – JS advised that dates had not yet been set. It was noted that there would be an information session on Maths after Christmas. <b><u>ACTION: JS to advise AC of dates when set re AC representation.</u></b></li> </ul>	JS
	<ul style="list-style-type: none"> <li>Term 1 Safeguarding Report to be circulated – LM/SC reported that the template form was corrupt and could not be completed. <b><i>SC commented that she was interested in the provision of consistent quality information across the Trust, particularly regarding prejudice related/bullying incident categorisation as information missing.</i></b> <b><u>ACTION: KR would contact Steve Bane regarding corrupt form.</u></b></li> </ul>	KR
	<ul style="list-style-type: none"> <li>Books to be available for each Councillor’s visit from a pupil who has special needs – it was noted this was being done. LM commented that books from vulnerable pupils or not reaching age related were always looked at during lesson or work scrutinies.</li> <li>Written summary of the budget to be presented at the meeting in Dec. – it was noted this was included in the report. LM updated that he had a finance meeting today; the forecast was that the academy could maintain the budget however there were one of two risks e.g. supply. <b><u>ACTION LM would circulate notes of meeting.</u></b></li> </ul>	LM
	<ul style="list-style-type: none"> <li>KR would ask HR the position re staff exit interviews – KR reported that HR aims to implement these across the Trust after Christmas.</li> <li>Enrichment – request for parents to be asked if they could offer opportunities re the wider curriculum – Ongoing - LM reported that this was in the first phase of planning and parents would be asked next year. <b><u>ACTION: Taken forward for update.</u></b></li> </ul>	LM
	<ul style="list-style-type: none"> <li>Update on E-Safeguarding, SEN and Equality Policies following AC comments – <b><u>ACTION: EP to email an update on these policies on her return.</u></b> SC said that</li> </ul>	EP

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	<p>the Safeguarding Policy on the website was out of date. LM commented that it had been updated. <b>ACTION: updated policy to be uploaded to website.</b></p> <ul style="list-style-type: none"> <li>Business Continuity taken forward to December meeting – LM reported that EP was part of a working party looking into this centrally. <b>ACTION: update to next meeting.</b></li> </ul>	<p>EP</p> <p>EP</p>
6	<b>Academy Council Report</b>	
6.1	<p>Focus on Behaviour and Exclusions</p> <ul style="list-style-type: none"> <li>LM reported that a visitor had come into school yesterday from support services to assess/make suggestions re the impact on children with particular needs and on the school body. <b>ACTION: LM to present the report at the next meeting</b></li> <li><b>Academy Council were concerned at the number of fixed term exclusions.</b> It was noted these involved children where the school were unable to meet their needs. Further discussion took place on the reasons and actions taken to avoid triggers where possible. It was noted one child involved had been found a different provision. <b>Academy Council received assurance that provision for children with repeated fixed term exclusions were regularly reviewed.</b> LM explained that there were children on role with EHCPs who were on the waiting list for a different setting but there was no provision available; reports and the autism team say that the school is doing everything they can but the school environment is not suitable <b>Academy Council asked if the school explained the environment in pre-admission meetings.</b> LM confirmed that this is done.</li> <li>LM/JS updated the meeting on the Gem House provision which had been developed along a nurture provision line. LM had visited Parson Street Primary to see provision. <b>Academy Council asked if staff had received specific nurture training.</b> LM explained that they used a similar approach. <b>Academy Council asked how outcomes were evaluated.</b> LM explained that a Boxall profile was used to evaluate and a survey would be emailed out to parents whose children had taken part. Further discussion took place on staffing, noting 1-1 support was provided after returning to school provision. Main next steps were to ensure there is a link between Gem House and the classroom, re-screening on exit and Nicky Hutchinson, a behaviour specialist would be giving feedback. LM said the structure of sessions were secure; the kindness tree, reflection at the end and link into Gems fitted well with the rest of the school and the Behaviour for Learning policy. Further work would take place on ensuring the balance between the two adults is shared equally; maintaining monitoring using Boxalls and developing communication with parents. <b>Academy Council requested an update at the next meeting on impact on individual children who had finished in Nurture to show how evaluated and progress made.</b> <b>ACTION: JS to present case studies at next meeting.</b> <b>Academy Council asked what support was being provided for the 3 children with repeated fixed term exclusions.</b> LM said the class teachers were providing the support, with the addition of some 1-1 sessions.</li> </ul>	<p>LM</p> <p>JS</p>
6.2	<p>Attendance</p> <p><b>Academy Council questioned the lower attendance data of 95.6%.</b> LM explained that the Norovirus had had a huge impact; up to that point the school had one of the highest averages in CLF. LM had visited Minerva to look at bringing in the successful system at BPA. KR explained the rigorous system in</p>	

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	<p>place there which was very positive and addressed misconceptions about children. <b>Academy Council asked how this would be communicated to parents.</b> LM said that letters would go out by the end of term explaining the new system which would be in place from January. An extra member of SLT was focussing on attendance systems and support for parents.</p>	
6.3	<p>Personal development RSHE - LM explained that it was the school's responsibility to communicate the new policy re RSE (Relationship and Sexuality Education). Consultation will need to be handled sensitively and will focus on all areas including health. <b>Academy Council requested that there should be one Academy Councillor designated as a point of contact for consultation. ACTION: GW to be point of contact.</b> Further discussion took place on the possibility of liaising with other local CLF schools and support from the LA re risks of contentious issues.</p>	LM/GW
6.4	<p>Extra-curricular clubs <b>Academy Council asked how the school were planning to engage with vulnerable families to enable them to attend.</b> JS explained they received a letter first then phone calls. <b>Academy Council recommended the school should be mindful of barriers.</b></p>	
6.5	<p>ARV (Academy Review Visit)</p> <ul style="list-style-type: none"> <li>• <b>Academy Council requested an update of the review visit.</b> KR explained the structure of the day which had included seeing teachers on support plans re new curriculum practice. The day had gone well with evidence seen of good provision in relation to the curriculum. Dan Nicolls had been quite challenging. A lot of strengths and good practice had been seen across the school with children's writing and the way they speak about learning.</li> <li>• Areas of improvement were being addressed; following a reading deep dive discussion they had advised on tweaks and were happy that a really strong plan was in place. The main issue was SEND and how the school was able to support the children across the school. The team were already aware it was an action. LM explained that it needs to be area of development re an individual plan for those children and how the need is met. <b>Academy Council asked who would monitor this.</b> LM would monitor.</li> <li>• <b>Academy Council asked how teachers are being supported to change from a skills based to knowledge based curriculum.</b> KR explained that this was being looked at across the Trust. JS said that a lot of staff training had taken place before using the new curriculum. EM added that they had also shared lots of best practice. <b>SM fed back that she was aware that the children were excited about elements of the new curriculum.</b></li> </ul>	
6.6	<p>Data</p> <ul style="list-style-type: none"> <li>• <b>Academy Council questioned why a Data Dashboard had not been produced centrally this term. ACTION: KR would look into this.</b></li> <li>• Year 6: LM presented a comparison with PIXL dataset for other schools and explained how the score was worked out. The Reading area of the curriculum was the hardest to support in a short space of time. Maths was good at 53% - these children would have passed now and had not yet completed all the curriculum. <b>Academy Council asked if there were any gaps based on the data presented.</b> LM commented on the gap in PP - this year there were a lot of children with SEND in PP. Writing was good. <b>Academy Council asked why Maths PP data was lower at 27%. LM</b></li> </ul>	KR

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	<p>explained that more children were struggling with Maths –as a result individualised interventions were in place. KR commented that the Reading score for the school was the highest in the Trust and Maths and PP data was typically lower because the curriculum has not yet been covered. The next central training for teachers would be on Maths.</p> <ul style="list-style-type: none"> <li>• Other Years: <b>Academy Council asked if data was similar in other years.</b> LM said they were just starting to analyse other years. Discussion took place on GLD data; Academy Council noted the school were on track and in line with last year’s GLD outcomes at 80%.</li> <li>• Pupil Premium: LM explained that PP numbers were diminishing over time and the amount of money was less each year. It was noted that GW would be involved in signing off the PP Plan, which would be published in January.</li> </ul> <p><b><u>ACTION: Report to next meeting for information.</u></b></p>	LM/GW
6.7	<p>Risk Register</p> <p><b>Academy Council recommended that the RSHE implementation should be added as a risk. ACTION: EP to update RR.</b></p>	EP
6.8	<p>Deep Dives</p> <p>KR briefed Academy Council on the structure and support taking place for the Inspection Deep Dives.</p>	
6.9	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>• SC reported that she had been unable to undertake a Safeguarding Visit this term. She had been sent the reports however they were unreadable as they were corrupt. The school was due a CLF Safeguarding Audit shortly.</li> </ul> <p><b><u>ACTION: SC would undertake a visit/report before she leaves.</u></b></p>	SC
6.10	<p>Equalities Objectives</p> <ul style="list-style-type: none"> <li>• Discussion took place on the five objectives. <b>Academy Council discussed whether the difference between socio economic groups should be a priority.</b> Following discussion, it was agreed that, as a protected characteristic it should be a priority. <b><u>ACTION: LM to update Objectives and website.</u></b></li> </ul> <p><b><u>ACTION: Written report to be provided for information at the next meeting.</u></b></p>	LM LM
6.11	<p>Focus on Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• Taken forward to next meeting.</li> </ul>	LM/EP
6.12	<p>Policies/Website</p> <ul style="list-style-type: none"> <li>• <b><u>ACTION: Safeguarding Policy to be updated on website.</u></b></li> <li>• <b><u>ACTION: Request for Policy Tracker to be presented at next meeting.</u></b></li> <li>• <b><u>ACTION: Website to be updated with new Academy Councillor information.</u></b></li> <li>• <b><u>ACTION: Academy Councillors to review the Access Plan and add any comments to the Policy Review Sheet in Teams before 20 January. EP to note.</u></b></li> </ul>	EP EP LC ALL & EP
<b>7</b>	<b>Student Voice / Student Advocate</b>	
7.1	EM reported that the pupils had been discussing environmental issues.	
<b>8</b>	<b>Parent Voice</b>	
8.1	<p>Parent Voice</p> <p>LM said they were now reporting on a wide variety re curriculum and feedback and will take back again to Parent Forum.</p>	

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9	<b>Governance</b>	
9.1	<ul style="list-style-type: none"> <li>SC advised that she would be stepping down as Chair of BPA Academy Council due to other commitments. LM thanked SC for chairing the Academy Council and stated that it was now in a much stronger position than when SC took over. SC advised that Graham Wilkie would be taking over as Chair subject to formal approval by the Board.</li> <li>SC explained that she was proposing to appoint a new academy councillor who had an interest in STEM (science, technology, engineering &amp; mathematics).</li> <li>It was noted that following SC leaving, there would be a gap in the skills audit around educational knowledge. <b><u>ACTION: KR will follow this up re availability with Wendy Hellin.</u></b></li> </ul>	KR
10	<b>Matters for the attention of the Board/COAC</b>	
10.1	None to report.	
10	<b>Any Other Business</b>	
10.1	None.	

The meeting closed at 6.00 pm

**Meeting Dates:** (all Wednesdays at 4.00 pm (pre meet 3.30 pm)

**12 February 2020, 25 March 2020, 8 July 2020**