

Minutes – Begbrook Primary Academy Council

Version:	Final	
Date	10 October 2019	
Location:	Begbrook Primary Academy	
Time:	4.00 pm	
Members Present:	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	Sponsor Academy Councillor
	Kate Richardson (KR)	Executive Principal
	Rachel Harris (RH)	Teacher Academy Councillor
Attendees:	Jen Shaw (JS)	Academy Assistant Principal
	Emma Pearn (EP)	Operations Manager
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:		
Absent:	Tony Mooney (TM)	Parent Academy Councillor

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions were made by SC. SC introduced Rachel Harris, the new Teacher Academy Councillor and welcomed Hayley to her first Academy Council meeting	
2	Declarations of Interest	
2.1	None.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting held 17 July 2019 were agreed as accurate.	
4	Matters Arising, from previous meetings	
4.1	<ul style="list-style-type: none"> School dinner contract review following complaints – LM explained that this was a CLF central contract which was under review. Councillors requested feedback to Student Council as they had raised the issue. <u>Taken forward to next meeting.</u> Request for review of newsletter format so easily readable on phones/devices – KR suggested changing to jpeg format. <u>LM would action to see if this solves the issue.</u> RH requested the newsletter be emailed to staff – <u>LM noted for action.</u> Website - AC requested the pupil video be uploaded to website – <u>taken forward for EM to action.</u> 	<p>EP</p> <p>LM</p> <p>LM</p> <p>EM</p>

Item	Description	Action
	<ul style="list-style-type: none"> Councillors to take an area of scrutiny from the plan – <u>SC will advise ACs of areas shortly.</u> SC explained the process for link visits /visit notes to be sent SC to summarise. 	SC
	<ul style="list-style-type: none"> <u>SC will send scan of last summary visit report to LC for upload to Teams.</u> <u>ACs to arrange a visit before Christmas by coordinating directly with their link in school.</u> 	SC ALL
	<ul style="list-style-type: none"> Maths results for children in receipt of PP Grant to be an area of scrutiny for Academy Council this year – LM explained this was covered within the AIP as they were part of expert groups. It needed to be a part of wider initiative that all children shouldn't fall behind in Maths. <u>GW will add this to his visit questions re PP Link.</u> 	GW
	<ul style="list-style-type: none"> Quality of Teaching and Learning – update on support plans. LM explained that he had agreed with the HR Director that timescales around support plans needed to be longer to ensure staff received support for between 9/12 months. AC discussed processes individual to academies. <u>Taken forward</u> 	LM
	<ul style="list-style-type: none"> Request for report on nurture provision following review - LM explained that nurture provision was running for 2 half terms either side of the holiday, data would be available later this term. <u>LM would present a report at the next meeting.</u> 	LM
	<ul style="list-style-type: none"> EAL Provision – Academy Council recommended cross referencing with BME data as there were still some gaps. LM reported that after cross referencing it had been found that there were no significant gaps. Academy Council suggested that discussion around why children receive homework could be built around student voice. <u>EM would cover this cover this in the first meeting with the newly elected councillors.</u> 	EM
	<ul style="list-style-type: none"> Risk re parking issues/safety – request for EOI to be sent to BCC re closing roads at drop off times. LM said the academy had applied to be part of a Bristol initiative to close off roads and would also be looking into other light touch issues at Parents Forum e.g. parking tickets made by children etc. <u>LM would bring update to next meeting.</u> 	LM
	<ul style="list-style-type: none"> Risk Register to be updated re risk improved on front entrance – it was confirmed the RR had been circulated and updated. AC would look at Risk 20, 24, 28, 32 at Oct meeting – Following discussion, it was agreed that all risks had been mitigated except IT. Academy Council asked if there were any high risk areas within the IT risk. LM commented that a recent attack on the Academy Trust Firewall had been unsuccessful. Academy Council were reassured that there were no high risks. Draft AIP to be sent to Academy Council for comment. AIP had been circulated with meeting papers. 	
	<ul style="list-style-type: none"> Safeguarding – two outstanding checks on staff to be chased – LM said these were two new starters. <u>SC would do a spot check and report at the next meeting.</u> Academy Council requested that the Equality Policy, E Safety Policy on the website be updated along with the Access Plan; Business Continuity; SEN/Inclusion; Sex & Relationship Education. See item on Policies. SRE duty – LM explained the consultation process required for parents for the new policy from next Sept. Academy Council asked if there were any 	SC

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	<p>difficulties expected with the new policy. LM said some difficulties were expected as parents cannot withdraw from Relationships Education.</p> <p>Academy Council requested an update to the February meeting</p>	LM
5	Trails and focus for the year – from Academy Results Review morning	
5.1	<p>Academy Councillors who had attended comments that the meeting had been useful. SC explained how COAC had discussed how Academy Council will support and challenge in relation to the new curriculum i.e. delivery of intent of new curriculum and how the Academy Council can demonstrate impact through AIP focus.</p>	
6	Academy Council Report	
6.1	<p>LM explained the SEF document which the Academy uses to evaluate provision on a regular basis and emphasised that the Academy Council should ensure they have an awareness and ask questions about the SEF. Academy Improvement points should be reflected in the AIP with the Academy Council Report giving additional information. LM briefed Academy Council on the information in the SEF.</p> <p>Academy Council discussed the overall effectiveness information noting that LM/KR would be working together 1:1 on this shortly, with an update to next meeting. LM said that he was confident with Intent in the document. External reported data was being used as Impact in the document. KR explained that the Trust were working on how children retain key concepts in curriculum.</p>	
6.2	<p>Behaviour</p> <p>LM reported that the evaluation of behaviour was broadly good.</p> <ul style="list-style-type: none"> • Academy Council expressed their concern at the number of Fixed Term Exclusions (FTE) again this term. LM explained that FTE were always used as a last resort; the FTEs had been as a result of episodes of violence by children managed with EHCPs where reviewing/changing provision takes time. Following further discussion Academy Council noted that safeguarding was not a consideration with the children and they were spread across year groups. Academy Council queried the use of part-time time tables and were re-assured that they were reviewed/changed regularly with professionals who support the process. • Behaviour Review – Academy Council asked when the review would be finished and if Academy Council could be involved. LM said that he would use the minutes of Academy Council meetings to ensure questioning by Councillors was covered in the review, which would be completed shortly. • Academy Council asked how violence on staff was managed. LM said training was provided re supervision for inclusion in schools. SEMH was the biggest concern in the Bristol area. The academy worked to ensure plans were in place and well understood. Academy Council asked “If they spoke to staff who work with the children would they say they were well supported?” LM said there would be sense of realism as the budget restricts the ability to have different provision. Academy Council asked if staff knew who to go to for support. Staff members present commented that staff morale was high and they felt supported. Academy Council asked what affect the behaviour had on other children. LM commented that it was challenging for other children – assemblies were provided for children to understand. Children/parents were also supported on an individual basis. 	

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6.3	<p>Attendance – LM reported there had been a strong start to the school year. This had improved from this time last year. Academy Council asked why it was better this year. LM said that Reception tours focussed on the importance of attendance. Academy Council asked if it could be due to the new curriculum. JS said that a parent had shared that her child was really enjoying the new science classes.</p>	
6.4	<p>Personal Development</p> <ul style="list-style-type: none"> • Discussion took place on the delivery of British Values and CLF Heart Values in the curriculum. • Academy Council questioned plans around parental relationships with the school. LM advised that they were planning different reporting to parents which was required due to the new curriculum. Parent Forums would be running the same as last year and the academy would deliver more information sessions. Academy Council requested Parent Forum dates so Academy Councillors can take turns to attend. JS to circulate dates. • Academy Council commented that parents had questioned behaviour last year at Parent Forum and asked if parents had commented this year. LM said that he had not had parents question behaviour this year. There was now some extra provision in place. A parent survey would be sent out again for comparison. Parent visitors say they always go away feeling the academy is calm. LM noted that Academy Council requested joint ownership of parent survey. • Academy Council questioned the climate demonstration the children were attending. LM explained this was picked up in Citizenship and value of collective voice /community involvement in an age appropriate way. Parent Forum would be about environmental awareness - the academy had someone leading on this for the first time. 	<p>JS</p> <p>LM</p>
6.6	<p>Safeguarding and Inclusion</p> <ul style="list-style-type: none"> • SC said the end of term Safeguarding Report had not been circulated. LM would circulate. • Safeguarding Audit – SC said that she would follow up on the audit in her Safeguarding Visit and will report back on actions at the next meeting. 	<p>LM</p> <p>SC</p>
6.7	<p>Equalities Diversity & Inclusion</p> <ul style="list-style-type: none"> • Academy Council asked if the Equality Objectives needed reviewing re priorities around objectives for the school. Taken forward to next meeting (re Agenda Plan) to include how often to report and in what format. 	<p>LM</p>
6.8	<p>Curriculum</p> <ul style="list-style-type: none"> • Academy Council asked for an update on how the new curriculum was working. LM advised that it was early days although the teaching of writing within units of learning was already showing promise and the quality of written work was demonstrably better than ever seen before. SC reported that she been in this term to look at books and had found the amount and quality of work considerably better. KR added that this had also been seen at ARV by everyone who visited and said the Trust were really impressed with what's going on at BPA. KR said that she would be supporting LM on how they measure and challenge going forward. • Academy Council commented on the progress scores, noting progress in Reading and Maths was average, Writing was significantly above average. 	

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	<p><u>The Chair requested that Academy Councillors should email the clerk with any comments by 17 October.</u></p> <ul style="list-style-type: none"> <u>Access Plan and Business Continuity taken forward to next meeting.</u> <p>Sex & Relationship Education Policy - SRE duty – LM explained the consultation process required for parents for the new policy from next Sept. Academy Council asked if there were any difficulties expected with the new policy. LM said some difficulties were expected as parents cannot withdraw from Relationships Education. <u>Academy Council requested an update to the February meeting</u></p>	<p>ALL EP</p> <p>LM</p>
8	Parent Forum – dates	
8.1	<ul style="list-style-type: none"> <u>Next meeting is 23 October – SH will attend.</u> 	SH
9	Student Voice / Student Advocate	
9.1	It was noted this would be completed by next week. EM will update at next meeting.	
10	Governance	
10.1	<ul style="list-style-type: none"> Membership – Rachel Harris was now the new teacher academy councillor. It was noted a support staff councillor was still needed. SC said that the academy council was working well and she was comfortable carrying the vacancies at present. Training – as emailed. <u>All Academy Councillors should complete their NIMBLE training via Teams before the end of term.</u> Visits – No further visits to report so far this term. 	ALL
11	Matters for the attention of the Board/COAC	
11.1	None to report.	
12	Any Other Business	
12.1	SH reported that she had attended a parents meeting regarding SEN where parents had been emotional regarding the delay with EHCPs and support from outside schools. 3 parents had attended. The representatives attended had been really good and they had welcomed feedback from parents.	

The meeting closed at 6.00 pm

Meeting Dates: (all Wednesdays at 4.00 pm (pre meet 3.30 pm)
4 December 2019, 12 February 2020, 25 March 2020, 8 July 2020