

Minutes – Begbrook Primary Academy Council

Version:	<i>Final</i>	
Date	6 March 2019	
Location:	Begbrook Primary Academy	
Time:	4.00 pm	
Members Present:	Su Coombes (SC)	Sponsor Academy Councillor (Chair)
	Sally Harrison (SH)	Parent Academy Councillor
	John Israel (JI)	Teacher Academy Councillor
	Laurie Munro (LM)	Academy Principal
	Susie Weaver (SW)	Executive Principal
	Emily Mowlem (EM)	Student Advocate
	Graham Wilkie (GW)	Sponsor Academy Councillor
Attendees:	Becca Hine (BH)	Academy Vice Principal
	Jen Shaw (JS)	Academy Assistant Principal
	Emma Pearn (EP)	Operations Manager
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Shashi Mcgregor (SM)	LA Representative Councillor
	Mandy Milsom (MM)	Executive Principal
	Sara Sansom (SS)	Support Staff Academy Councillor
	Tony Mooney (TM)	Parent Academy Councillor

Absent:
Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by SC. It was established that the meeting was quorate.	
2	Declarations of Interest	
2.1	None.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting held 9 January 2019 were agreed as accurate.	
4	Matters Arising, from previous meetings	
4.1	<ul style="list-style-type: none"> Parent Forum dates had been circulated and would be attended by Academy Council members. Looked after Children Policy – SW will update on template policy at next meeting – it was confirmed there were currently no LAC at BPA. Term 2 Safeguarding Report – SC had completed a safeguarding visit and signed off the reports. It has been agreed that the format of the report required amendment. SC, LM to meet with CLF Safeguarding lead to progress. 	SW

Item	Description	Action
5	Pupil Premium Strategy Report	
5.1	<p>BH briefed the meeting on the Pupil Premium Strategy Statement and impact data in the Pupil Premium Report.</p> <ul style="list-style-type: none"> Provision was put in place to support individual children depending on their barriers to future attainment. Academy Council asked how often interventions were monitored and evaluated. It was explained that termly monitoring and analysis of all strategies, not just hard data took place with detailed recording on individual needs. Selected vulnerable families were invited into school to develop links. Parental engagement would be a focus next term. SW reported on a bid through Bristol Works Agenda, around developing family working across the CLF. Lunchtime provision of sports coaches had shown an impact with less challenging behaviours seen at lunchtime. With positive experiences there had been a big shift with children ready to learn straight away when back in the classroom. GW commented that on his link visit he had been impressed with the level of detail on gap analysis with the plan clearly showing targeted supported. 	
6	Academy Council Report	
6.1	<p>LM briefed the meeting on his report, which included reports on Phonics, Attendance and an update on children arriving late (requested by Academy Council).</p> <p>Academy Council commented that the requested extra narrative in the report was really helpful.</p> <ul style="list-style-type: none"> Numbers were steadily rising. Some children who had joined from the Steiner School had found the transition challenging regarding behaviour expectations. <p>Year 6:</p> <ul style="list-style-type: none"> Results from Mock SATs Reading paper this week was 63%. 35 children were receiving 1:1 which was a high priority for the school. Pupil Premium Reading results were 34%; a greater proportion of PP children were in PIXL intervention groups. Academy Council questioned whether the New Reading strategy last year and Reading Recovery School interventions were being evaluated for impact. It was noted this was being picked up in the whole school reading strategy review which included a vocabulary focus within that. Staff were being trained on vocabulary across the wider curriculum this year, with a 10% improvement seen since half term. Maths Results from two Mock SATs papers – arrived during the meeting showing results of 83%. Academy Council asked for their thanks to be passed onto the Maths teachers for staying on to mark the papers for the meeting. Academy Council questioned the strategies in place for high attaining pupils. It was explained they were provided through quality first provision and current expectations for greater depth within main class teaching. Academy Council asked how it felt compared to last year's cohort. LM explained that this year's cohort were higher need, lower attaining on entry with more children in therapy groups than last year (32 children) More therapies were on offer this year with pupil progress meetings being held every week. 	

Item	Description	Action
	<p>Year 5:</p> <ul style="list-style-type: none"> Progress measures were broadly in line with outcomes at KS1. Academy Council questioned if there was an EAL whole school plan. It was explained that this was monitored frequently, on a case by case basis. <p>Year 4:</p> <ul style="list-style-type: none"> This was the smallest cohort with a gender gap where girls were outperforming boys. Academy Council queried if the gender gap was closing and not just moving. Discussion took place on the challenges of closing the gap. It was felt the new curriculum next year would help. <p>Year 3:</p> <ul style="list-style-type: none"> Children with SEN were attaining well in this year group, better than others. <p>Year 2:</p> <ul style="list-style-type: none"> Was looking positive at this point. Academy Council asked why 0% of SEND children were on track for Writing. It was explained there were particularly high needs children in the cohort. <p>Year 1:</p> <ul style="list-style-type: none"> Phonics was a focus in Year 1 to ensure fluency is there. 47 children would already pass; a significant improvement had been seen since Term 2. Predicting 84% will pass Phonics screening. <p>Reception:</p> <ul style="list-style-type: none"> Increased rigour around expectations on Phonics to ensure 100% of children were on track. Nelly programme had been introduced re speaking – as a result 86% had made one year’s progress on speaking in 6 weeks. The increased focus of early language acquisition in Early Years was helping for children coming from the nursery. Academy Council asked if most children from the Nursery come into Reception – it was noted that most do, although some children come in from other settings. 	
6.2	<p>Attendance Report</p> <ul style="list-style-type: none"> Academy Council asked if any fines had been issued for lateness yet. It was noted some were in process. The biggest single trend for non-attendance was illness for PP children. Guidance re illness was included in the newsletter. Discussion followed on the perception of reasons for not being in school. SH/GW/BH would meet separately to discuss, with update to next meeting. Academy Council asked if the academy were focussing on any particular groups. It was explained that absence was authorised on an individual basis. Academy Council suggested that the academy should look in further detail at the children included in the group ‘any other mixed background’ as these also appeared in ‘lates’. Academy Council asked if the attendance data for Reception was better this year as a result of the guidelines issued. LM will update at next meeting. <p>Lates Report</p> <ul style="list-style-type: none"> Following discussion on the report provided, Academy Council questioned whether some of the reasons for lates could be cultural and asked what interventions were in place to address culture and lates with families. The academy would conduct a case study approach next term and bring further analysis including gender and ethnicity combined to the next meeting. 	<p>SH/GW/ BH</p> <p>LM</p> <p>BH</p>

Item	Description	Action
6.3	<p>Safeguarding Report</p> <ul style="list-style-type: none"> LM reported that actions had been taken as a result of the Safeguarding Audit. SC asked for an updated version of the audit. Academy Council questioned why 18 staff had not completed NIMBLE Safeguarding Training - It was noted the central records updating. 9 current staff had been given dedicated time to do it and were being chased – Academy Council requested an update at next meeting. Advanced DSL training – Academy Council recommended staff to complete – EP will look into further training session Academy Council questioned why low level behaviour alerts had being turned off. Academy Council were assured the alerts had been turned off due to the numerous alerts but they were still recorded and accessible. Prevent training for teaching staff had been completed. Academy Council commented that all staff should have completed Prevent Training. It was noted that EP was putting plans in place to ensure all staff were trained. CPOMS was being reviewed to ensure history of recorded incidents can be seen at all time to ensure trails aren't missed. Reporting was not accurate around bullying and harassment incidents at present - SC was working with the academy regarding recording/training on bullying incidents. Academy Council requested an update at the next meeting. Concern re safety of front entrance re safeguarding – Academy Council requested this to be updated to a 'red' risk on the Risk Register 	<p>LM</p> <p>EP</p> <p>EP</p> <p>LM</p> <p>EP</p>
6.4	<p>Review of SEND Provision:</p> <ul style="list-style-type: none"> Academy Council questioned the numbers of pupils eligible for top up funding. It was noted that the academy were now submitting increased top up bids as a result of high needs with the next panel being on 18 March. GW encouraged detailed analysis to submit cases for top up. 	
6.5	Quality of Teaching – noted.	
6.6	Curriculum – noted.	
6.7	<p>Behaviour</p> <ul style="list-style-type: none"> SC and GW had made visits (SC will include in visit note summary to be circulated shortly). As a result of questioning LM will change ways of reporting Behaviour to Academy Council. LM will commission external moderation and support, to include an evaluation of the application of the policy for high needs children to respond to the questions raised by the Academy council in that; has the application of the behaviour policy been evaluated and monitored for its impact on high end need children and has the demand and focus on this had an adverse effect on the whole school culture in relation to behaviour.. <p>Exclusions</p> <ul style="list-style-type: none"> Academy Council questioned the high number of fixed term exclusions. LM briefed the meeting on the reasons, including that one child was on longer exclusion. Academy Council noted the academy were buying in a review and results would be brought to Academy Council. 	
6.8	Parent Surveys – LM had shared responses with the teaching team. It was agreed that they would be shared with SC first then the wider council.	LM

Item	Description	Action
6.9	Finance, Health & Safety & Estates <ul style="list-style-type: none"> - Academy Council commented that it was good to see information on front entrance. - Academy Council requested that safeguarding was tightened on the front doorway, ensuring that parents/visitors were unaccompanied on seats. - Health & Safety - EP reported that the H&S visit had gone well. The H&S Committee had been started again, with a meeting being held on the 10Feb. The academy was currently rated Good, with another audit due in June. EP was working on the action plan and aiming for outstanding before Summer Term. <i>(JI left the meeting)</i> - New laptops were being purchased for the academy. 	LM
6.10	Risk Register <ul style="list-style-type: none"> • Academy Council questioned why Safeguarding was under Legal & Operational – EP would correct. • EP reported that she was focussing on the academy's asset register as currently the academy were not compliant as the information was not up to date. Academy Council received assurance from EP that she had access to CLF support and the register would be compliant by the end of this term. Academy Council requested an update to next meeting. 	EP EP
6.11	Compliance, including Policies: <ul style="list-style-type: none"> • The Admissions Policy 2020/21 was noted (Board approved). • Website –Academy Council had reviewed the website before the meeting and requested updates to announcements and Prevent information. The Academy council requested the Equality policy that is online be taken down as it is the wrong version. The behaviour policy is not accurate online. • Policy tracker to be reviewed re up to date website. 	EP EP
7	Student Voice / Student Advocate	
7.1	EM reported that discussion had taken place about wet play arrangements. The children wanted to look further into going green. Healthy snack and Comic Relief Plan was now in place. Academy Council suggested that it would be good for either some children to attend a meeting or present a video of the children – EM will take this forward for next meeting.	EM
8	Governance	
8.1	Chairs Report: <ul style="list-style-type: none"> • SC would put together and circulate a summary from the visit notes once all have been received. • LM commented that the visits by Academy Council are really helpful to create steer for the academy and to ensure Academy Council get a feel of what school is about. 	SC
9	Matters for the attention of the Board	
9.1	None reported.	
10	AOB	
10.1	None.	

The meeting closed at 6.00 pm

**Meeting Dates: 24 April (date to be re-arranged – Academy Council to be advised of new date)
17 July at 4.00 pm (pre meet 3.30 pm)**