

# Minutes – Begbrook Primary Academy Council

<b>Version:</b>	<i>Final</i>	
<b>Date</b>	9 January 2019	
<b>Location:</b>	Begbrook Primary Academy	
<b>Time:</b>	4.00 pm	
<b>Present:</b>	Su Coombes (SC)	Sponsor Academy Councillor (Chair)
	Tony Mooney (TM )	Parent Academy Councillor
	Shashi Mcgregor (SM)	LA Representative Councillor
	Sally Harrison (SH)	Parent Academy Councillor
	John Israel (JI)	Teacher Academy Councillor
	Laurie Munro (LM)	Academy Principal
	Susie Weaver (SW)	Executive Principal
	Mandy Milsom (MM)	Executive Principal
	Emily Mowlem (EM)	Student Advocate
<b>Attendees:</b>	Becca Hine (BH)	Academy Vice Principal
	Jen Shaw (JS)	Academy Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk
<b>Apologies:</b>	Graham Wilkie (GW)	Sponsor Academy Councillor
	Sara Sansom (SS)	Support Staff Academy Councillor
<b>Absent:</b>		
<b>Minutes</b>		

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions 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 22 October 2018 were agreed as accurate, and signed by the Chair.	
<b>4</b>	<b>Matters Arising, from previous meetings</b>	
4.1	<ul style="list-style-type: none"> <li>Parent Forum feedback –LM reported that the last parent forum was about finance and had only been attended by 3 people. Academy Council (AC) noted that parent questions had been about sustainability as parents had an awareness of the finance issues in education. Another parent forum was taking place this term on Behaviour. AC would aim to attend future parent forums. <b>SC would send dates to LC for circulating to AC.</b></li> <li>Attendance strategies – SW to send example letter to parents to BH – <i>completed</i></li> <li>LAC Report 17/18 had been circulated. There were no questions. AC discussed the requirement for an LAC policy – <b>SW/MM would follow up re policy template for academy.</b></li> <li>Pupil Premium Strategy Report – this was almost ready to go on the website. <b>AC requested a report at the next meeting</b></li> </ul>	<p>SC</p> <p>SW/MM</p> <p>Agenda</p>

Item	Description	Action
5	<b>Academy Councillor Visit Report Summary</b>	
5.1	ACs were now linked to AIP areas and will visit this term. <b><u>SC would send visit form out for each area to support AC visits.</u></b>	SC
6	<b>Academy Council Report</b>	
6.1	<p>LM briefed the AC on the report which had been circulated with meeting papers. Outcomes:</p> <ul style="list-style-type: none"> <li>LM updated AC on Introduction and context data numbers for Term 1 as this had changed since the report was produced.</li> <li>Student outcomes are currently Good.</li> <li>AC noted the above national average attainment detailed in the report for KS2, with KS1 at NA. KS1 disadvantaged group were above NA. <b><u>AC asked if this was expected to continue this year</u></b> LM reported it was currently expected to be at least in line.</li> <li>The Phonics average mark showed that this was an area development for the academy. <b>Discussion followed on the actions being taken going forward.</b> BH explained that the academy now had a Phonics Lead and Phonics was a major focus this year. They had visited Herons Moor Primary who had strong Phonics data to look at the provision there. It was commented that the approach for Phonics had been inconsistent for a number of years. EG said that they had been looking more closely at individual children; teaching was more rigorous and Phonics was now feeling more positive. AC were pleased to see Phonics was being closely monitored, with better data. <b><u>AC requested a detailed analysis to investigate the reason for the low average mark; report to include details of children with EAL.</u></b></li> <li>AC noted progress measures against other schools.</li> <li><b><u>AC discussed SEND pupil attainment in KS1, noting disadvantaged pupils achieved as well as non-disadvantaged.</u></b> (SW left the meeting)</li> <li>AC discussed the mocks' data for Year 6. It was noted a range of different approaches were in place to focus on and accelerate 'YTB' (Yet to be on Track) children. <b><u>AC asked if teacher assessment was now more accurate.</u></b> LM was confident that SLT intervention had resulted in more accuracy. <b><u>AC asked how data fed into the quality of teaching.</u></b> LM explained that following lesson observations, support was put in place if required.</li> <li>AC noted the data in the report for Year 5, Year 4, Year 2 and Year 1. There were no questions.</li> <li>Year 3 – data was missing. <b><u>LM would circulate missing data</u></b></li> <li>LM explained that an Early Years Expert had supported the academy with teacher reviews last term. As a result, improvements had been made to the quality of provision and they were now able to articulate teaching in reception, with adult directed, child initiated activities.</li> <li><b><u>AC requested SEND/EAL data be included in future under each Year group.</u></b></li> </ul>	<p>BH</p> <p>LM</p> <p>LM</p>
7.2	Attendance, at 95.7%, was slightly higher than last year. It was noted the data included children on a reduced timetable – <b><u>AC asked if this was evaluated regularly.</u></b> LM explained that this was closely monitored with plans to support a return to a full time table being put in place this term. LM said that a recent review of attendance had shown the attendance officer was doing really good job. Class teachers were now supporting attendance in a positive way, ensuring children/parents know what they have missed. <b><u>AC questioned the reasons for the lower attendance in Year 6.</u></b> <b><u>LM would check and advise AC.</u></b>	

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	<p><b>AC discussed the dramatic increase in lates.</b> LM explained the support and challenge in place which included sanction after 30 rolling lates. <b><u>AC asked for an analysis and update at the next meeting</u></b></p>	<p>LM</p> <p>LM</p>
7.3	<p>Exclusions – AC discussed the 7 Fixed Term exclusions involving 6 children. <b>AC commented that data showed that boys and SEND with SEMH profile is high.</b> BH explained that new provision had been put in place in response to the exclusions. <b>AC asked if anything further could be done differently.</b> JS said the additional adult in year 3 had made a difference. Transition points were being managed better and it now felt more settled with fewer incidents. <b>AC asked if there was an additional strain on resources with the extra provision.</b> It was explained that funding for the additional adult had come from savings in the premises budget, with SLT covering transition times. <b>AC asked if the academy received extra money for the SEND children.</b> It was explained that top up funding was not available for the children as the threshold was so high. <b>AC asked if there was anything more that could be done, particularly for the very different SEMH needs.</b> BH said they were constantly reviewing and sharing practice in school. There was also a lunch club in place which provided nurture and coaching for 10 children.</p>	
7.4	<p>Behaviour – <b>AC questioned the balance of integration regarding the alternative arrangements for children.</b> LM responded that the aim was always to keep children in the classroom as far as possible.</p>	
7.5	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>• The safeguarding audit had taken place last term, SC, Safeguarding Link Councillor, had attended the meeting and gone through the actions. The academy were working through a number of actions following the audit. <b>AC asked for progress on actions to be presented at the next meeting.</b></li> <li>• <b>LM would send the Term 2 Safeguarding Report to SC to sign off. AC requested the report to be circulated with the minutes</b></li> <li>• It was noted that the new Operations Manager has provided extra capacity for safeguarding.</li> <li>• SC had completed a safeguarding visit and a Prevent self-assessment and action plan which was now being used on regular basis. The school had done a lot of work to improve the SCR. <b>AC asked if any anomalies had been found.</b> LM confirmed that there had but there was no one at the school who shouldn't be.</li> <li>• SC highlighted a concern regarding safety of the front entrance which had been designed when the school was smaller. This was also noted on the risk register. LM said an alternative design was being looked into. <b>AC requested an update at the next meeting.</b></li> </ul>	<p>LM</p> <p>LM</p> <p>LM</p>
7.6	<p>Risk Register – LM advised this would be presented at the next meeting when the new Operations Manager was in place.</p>	
7.7	<p>Finance – LM presented highlights:</p> <ul style="list-style-type: none"> <li>• There was currently adverse income against nursery funding however the nursery was currently full so income should pick back up;</li> <li>• £10K grant for Reading Recovery was not continuing; although Reading Recovery would continue at BPA as the role had now been seconded for CLF;</li> <li>• A number of savings had been made against staffing and premises.</li> <li>• The budget process for next year would begin shortly.</li> </ul>	

Item	Description	Action
7.8	<p>Policies</p> <p>Policies were presented with recommendations for approval/noting:</p> <ul style="list-style-type: none"> <li>Board approved policies - Health &amp; Safety Policy and Equalities Policy were <b>noted</b>; SC requested Academy Councillors to email any comments on the Equalities Policy to her by the end of the week.</li> <li><b>AC requested the policy tracker to be presented at the next meeting.</b></li> </ul>	<p>ALL</p> <p>LM</p>
<b>8</b>	<b>Student Voice / Student Advocate</b>	
8.1	<p>EM explained that the school was now a member of the Small Schools Council and a communications team had been voted in. This had made expectations for communication with other children much clearer. Lots of easy to action ideas had been received from the first question regarding improving behaviour at wet play. <b>AC commented that this would empower the children and were pleased to see British values would also be covered. AC asked how the actions were shared with the wider community – BH would include in newsletters and on the boards in the corridors.</b></p> <p>EM said Academy Councillors were welcome to attend the weekly meetings, which took place at 2.30 – 3.30 pm on Mondays – AC to advise EM if coming along. <b>AC would suggest a question for the Term 4 meeting – question sheet to be circulated with the minutes – questions to be emailed to EM before the end of term.</b></p>	<p>ALL</p>
<b>9</b>	<b>Governance</b>	
9.1	<ul style="list-style-type: none"> <li><b>SC would email visit forms out this week.</b></li> <li>Link Councillors were confirmed as TM – H&amp;S; SC – Safeguarding; SH – LAC and SEND. TM would link with Emma regarding H&amp;S as soon as possible.</li> <li>Vacancies – it was noted there were still 3 vacancies; one person was visiting this month. SC would follow this up with the aim of provided a balanced AC. <b>Other ACs to help support finding further academy councillors.</b></li> <li>Training – ACs were encouraged to attend training where possible. <b>LC would email details of training available.</b> Online modules (Nimble) would be released later this term.</li> </ul>	<p>SC</p> <p>TM</p> <p>ALL</p> <p>LC</p>
<b>10</b>	<b>Matters for the attention of the Board</b>	
10.1	The meeting scheduled for the first week back after the Christmas break had been difficult for meeting preparation. MM said they were aware of the difficulties this had caused and it would not happen again next year.	
<b>11</b>	<b>AOB</b>	
11.1	None.	
<b>13</b>	<b>Next Meetings</b>	
	<b>6 March, 24 April, 17 July at 4.00 pm (pre meet 3.30 pm)</b>	

The meeting closed at 6.00 pm