

Minutes – Begbrook Primary Academy Council

Version:	Final	
Date	22 May 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
	Tony Mooney (TM)	Parent Academy Councillor
	Shashi McGregor (SM)	LA Representative Councillor
Attendees:	Jen Shaw (JS)	Academy Assistant Principal
	Linda Corbidge (LC)	Academy Council Clerk
Apologies:	Graham Wilkie (GW)	Sponsor Academy Councillor
	Emma Pearn (EP)	Operations Manager
	Becca Hine (BH)	Academy Vice Principal

Absent:
Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by SC.	
2	Declarations of Interest	
2.1	None.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting held 6 March 2019 were agreed as accurate.	
4	Matters Arising, from previous meetings	
4.1	<ul style="list-style-type: none"> • Template Looked After Children Policy – SW recommended the Bristol model policy. • Safeguarding <ul style="list-style-type: none"> - Following discussion at the last meeting regarding the inconsistency of CPOM categories across schools, SW reported that Steve Bane had contacted Henry Chan to suggest meeting the Safeguarding Board to discuss consistency citywide. In addition, following recommendation to the CLF Board, the DSLO group was meeting in Term 6 to decide upon categories which would be used across the Trust in Term 1. Spotlight from CPOMS was also being trialled. As the data around bullying and harassment didn't correlate well as a result of the inconsistencies, <u>Academy Council requested analysis following the introduction of new</u> 	

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	<p>categories in Term 1. The Chair would contribute to the discussion with the SG Board.</p> <ul style="list-style-type: none"> Asset Register – LM reported that the Asset Register was now compliant apart from some checking on information for children on the SEN Register and some archiving to be done which EP would do this term. Update requested to next meeting LM reported that EP had confirmed that announcements had been updated on the website as requested. 	EP
5	Student Voice / Student Advocate	
5.1	<p>EM presented a video which had been produced by pupils for the Academy Council to highlight issues which were important to them. The children described what was involved in the communication meetings and what their plans were. The main issues were eco consciousness and the standard of school dinners.</p> <ul style="list-style-type: none"> Academy Council discussed the standard of school dinners, which they had experienced on the Academy Council Development Day, agreeing that the standard was not good enough. The two main issues were that Year 6's were not being given enough food and the wastage due to the standard of food. SW commented that there were strict guidelines which should be followed. Academy Council recommended that EP should contact Heidi to request a review. It was agreed that an Academy Councillor would attend some future meetings (every Monday at 2.45). The Clerk would collate responses for attendance. (EM left the meeting) 	EP LC
6	Parent Engagement	
6.1	<ul style="list-style-type: none"> Parent Forum – it was noted there were two parent forums next term; further information was in the newsletter. Academy Council requested that parent meetings should be held on different days at different times to allow more parents to attend. 	LM
	Academy Council Report	
7.1	<p>Academy Council Development Day - LM had presented the new Ofsted Framework and re-design of the curriculum. Academy Council commented that this had been really useful. Academy Council had also looked at the Parent Survey and Report, had visited classes and had lunch with the children.</p> <ul style="list-style-type: none"> Academy Council discussed feedback and actions as a result of the survey. Two areas highlighted had been communication and behaviour. Academy Council recommended feedback in the newsletter to parents; to include a reminder on routes of communication alongside positives of what had been done and future plans for the academy.. Behaviour – LM explained that SLT felt that some of the comments had related to how the academy supported the high needs children. As a result, LM had communicated with one year group with a large high needs profile by letter – some parents had thanked him for the advice and for being an inclusive setting. An external review of the implementation of the behaviour policy is planned for September. Parents who had toured the academy had commented that behaviour was good. The Academy Review had commented on the need to solve the issues of meeting complexity of need and parents visiting today from the Steiner Academy had commented how focussed the children were. TC commented that he had visited Year 5 and saw calmness and children engaged. SH had seen the same in Year 2. 	



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	<ul style="list-style-type: none"> LM said the new curriculum would tackle the comments regarding creativity – parents would see and feel that the school is delivering learning in a different way. Trials were taking place in Year 4 this week using sponge to demonstrate gas. Communication – The council asked how could this be improved further - increased use would be made of Twitter and the exploration of improving the accessibility of the newsletter Academy Council recommended a better formatted newsletter to ensure it can be read more easily on phones. TM said that he would look into this or if not CLF would help. A parent forum had met and focused on what success looked like in relation to Ofsted and taking into account parents’ expectations. Feedback had been around ensuring the school practised healthy living and being green. Lack of PE – a new PE Policy had been implemented which sometimes meant the children did not need to change into their PE kits.. SW commented that this was a very successful programme in other schools. Academy Council recommended that more communication on changes should be sent via Twitter and newsletters. LM said they were moving towards sending home curriculum newsletters more regularly. School uniform – LM said parents had already been consulted on uniform and a policy had been implemented which was now clear. Discussion followed on enforcement of policy. Academy Council recommended challenging main school uniform only and re-emphasis of policy/expectation from September. First Aid – LM reported that a welfare first aid role was included in the budget for next year. The role could also include responsibility for school uniform/lost property. Academy Council queried the comments about children not feeling safe. LM said this was predominantly about how the children with more complex needs were being dealt with and how this was perceived by others 	<p>TM</p>
7.2	<p>Academy Council Report</p> <ul style="list-style-type: none"> Academy Council queried the rise in in year admissions/leavers which had risen from 74 to 87. LM explained the reasons some families had left. Five children had come from overseas and were EAL. Academy Council asked if support was stretched with the increase in EAL. LM explained that Sharda now worked exclusively with EAL children and was creating groups who were working with her rather than one to one to ensure children’s needs were being met. Academy Council asked if the academy needed an EAL strategy. LM explained that this was covered by how the academy was meeting all children’s needs in the AIP. SW explained the CLF development of AIPs; individual schools would be asked to find 2 or 3 priorities for next year. Year 6: Academy Council asked if there were any lessons to be learned from SATs. LM said that in general vulnerable children had been well cared for and overall children had not been stressed. Some learners needed to feel high challenge more often earlier in the year to build resilience, specifically in Maths. The Academy were being moderated for Writing; next term the focus for Year 6 would be to create good writing work to prove consistency. SC reported that she had come into school three times during SATs week and saw that the school supported children well, from preparing breakfast in the morning, to catering for SEM needs. The children didn’t seem under 	

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	<p>pressure and the school was very well organised to support needs. The letter home to parents post SATs had been well received. SC had heard good feedback and felt they had got the balance right.</p> <p>Year 5:</p> <ul style="list-style-type: none"> • Extra provision was now being put into Year 5; the cohort was challenging with low prior attainment at KS1 and a higher EAL group. Academy Council asked if there was any reason for increased EAL. LM responded the academy was a really diverse community with over 30 languages spoken with a recent intake of pupils who were new to English. • The work Year 5 were doing re writing in context was really good and was heading in the right direction. <p>Year 4:</p> <ul style="list-style-type: none"> • Outcomes were where they would hope. The year group had shrunk slightly; PP data was almost identical to Non PP. Boys remained a focus; the new curriculum would support boys in writing. The first trial was currently taking place – LM would report on this at the next meeting. <p>Year 3:</p> <ul style="list-style-type: none"> • A large number of children were not quite on track; some impact had been seen this term from work which was taking place to plug the gaps. <p>Year 2:</p> <ul style="list-style-type: none"> • SATs had taken place in May; for the first time they had felt calm and successful. Scaled scores for teacher assessment would be available shortly. At present test alone showed 82% maths, 74% reading, 72% writing and 71% combined. Academy Council asked how this was being communicated to parents. It was noted that a letter with context would be sent when data was received. <p>Year 1:</p> <ul style="list-style-type: none"> • The focus on Phonics teaching this year had been right as it had not had a high enough profile previously. Strong figures were just being received showing impact. <p>Reception:</p> <ul style="list-style-type: none"> • 70% was predicted; LM felt they would get there. Predictions and results would be analysed individually to increase accuracy. 	
7.2	<p>Attendance</p> <ul style="list-style-type: none"> • Academy Council queried the lower attendance/lates for two groups – Pakistani and Black Caribbean. LM explained this was the result of one or two families. Academy Council discussed unauthorised absences, the use of fines and communication to parents, noting prosecutions took place in the third year. Prosecutions in Bristol were low as it was difficult to prosecute. Academy Council recommended working with the affected families be re-energised to demonstrate the difference it makes. Academy Council recognised the impact of low attendance. Further discussion took place on what else could be done; Academy Council recommended issuing a letter which detailed the impact of missed learning as this had previously had an impact on attendance. 	
7.3	<p>Safeguarding</p> <ul style="list-style-type: none"> • LM reported that staff safeguarding training was now at 97% – SC would check on visit next term. 	

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7.4	Behaviour <ul style="list-style-type: none"> Academy Council asked how exclusions compared to other schools in the CLF. <u>SW would check and provide the information.</u> Academy Council requested information in future reports on the number of children/what percentage have exclusions and how many negotiated transfers take place at other schools in the CLF 	SW
7.5	Finance, Health & Safety & Estates <ul style="list-style-type: none"> LM highlighted that balancing the budget going forward was more difficult, with increasing costs. 	
7.6	Risk Register <ul style="list-style-type: none"> Academy Council requested the following changes be made to the RR: Concern re vehicles driving in the yard and children leaving after school clubs to be added under H&S. Increased disabled parking was required. It was noted that EP and Mike were looking into the issue. Front entrance risk to be amended as the new air lock was now in place; 	EP
7.7	Compliance, including Policies: <ul style="list-style-type: none"> The Board approved Complaints Policy & Process; Critical Incident Plan; Health & Safety Policy & Arrangements; Offsite Trips; Freedom of Information; CCTV and First Aid Policies were noted by Academy Council. The Intimate Care Policy was approved by Academy Council subject to the requested amendment re toileting; to indicate that the academy could accept children in nappies in Year 3. SH would contact EP to discuss this further. Policy Tracker – Access Plan and Business Continuity required updating. EP to check if available from the central team. SEN Inclusion Policy to be reviewed; Sex & Relationship Education – new policy required due to change in legislation. EP to check the latest Equality Policy was the on website. It was noted the Behaviour Policy had been updated on the website as requested. 	SH EP
8	Governance	
8.1	Chairs Report: <ul style="list-style-type: none"> As a result of the improved visit notes, SC advised that she would share these with the Academy Council. 	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: 17 July at 4.00 pm (pre meet 3.30 pm)