

Beamont Collegiate Academy

Local Governing Body with C&L focus

Monday 12 October 2020 4.30-6.30pm

at the Academy



MINUTES – PART I

Present: G Harris (Principal), C Heesom (Clerk)

Remote access: P Cotton, M Eccleston, G Porter, L Waterson (Chairperson), M Reynolds, S Wright.

SLT in attendance via remote access: S Mullen, C Rixham, M McMillan), H Curwen

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chairperson welcomed all governors and staff to the meeting.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>The following apologies for absence were noted and approved;</p> <p>H Platt – resignation (discuss under item 5)</p> <p>J Flitcroft – Work commitments</p> <p>K Harvey – Illness</p> <p>J Sanders – Childcare issues</p> <p>N Kelly – Personal</p>
3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest received.</p> <p>Action: all governors were reminded to return their Declaration of pecuniary and personal interest forms for 2020-21. Clerk to follow up by email if necessary.</p>
4	<p>ADMISSIONS – C RIXHAM</p> <p>i. Admission arrangements 2022-2023 (to be agreed then to be determined by the Trust Board). C Rixham provided governors with an overview of the Admission Arrangements for Beamont Collegiate Academy on National Offer Day, 2nd March 2020.</p> <ul style="list-style-type: none"> • Oversubscription criteria must only be applied if there are more applications received for a school than there are places available. • The section below sets out oversubscription criteria for Beamont Collegiate Academy and how places were allocated in accordance with these criteria on the National Offer Day for admissions to Year 7 from September 2020. • The PAN (Pupil Admission Number) for Beamont Collegiate Academy is 180. The total number of preferences expressed for the Academy was 400. The total number of preferences allocated was 180. The total number of preferences refused was 101. • 119 preferences expressed were no longer required as they were allocated a higher preference. • On the 2nd March, National Offer Day, a total of 101 pupils were refused a place at Beamont Collegiate Academy and were automatically added to the waiting list. • It should be noted that 2 places were automatically offered to a child as the school has been named in their Education Health and Care Plan. These students are included in the cohort of 180. • The remaining places were allocated using the Academy's published oversubscription criteria as listed on page 2. <p>Appeals June/July 2020</p> <p>Due to COVID restrictions, appeals were carried out via conference calls. The process was fair to all parties, transparent and worked very well. BCA were subject to 28 appeals in total. A total of 4 students were admitted over the agreed Pupil Admission Number of 180. Due to families moving out of area and a non-attendance, meaning that the students were never admitted on roll, we have 180 students in Year 7. This is likely to increase due to in year admissions and we have the option of admitting up to 184 using the waiting list which is held by the local authority.</p>

	<p>BCA has met or exceeded the agreed PAN of 180 in all year groups: Year 7 180, Year 8 183, Year 9 187, Year 10 182, Year 11 190, Total on roll: 922</p> <p>Year 7 2020/2021</p> <ul style="list-style-type: none"> - Transition had to take place virtually - The students have made an excellent start to the year - Permanent Progress Leader for Year 7 Jill Robertson appointed summer 2019 - Year 7 zone is working well - Residential has been postponed - CATs testing has taken place. Profile to follow. <p>ii. Admissions policy 2022-23</p> <p>Governors agreed for the over subscription criteria to remain the same and approved the admission policy for 2022-23. This decision will be ratified by the Trust board. In line with the Admissions Code, details must be confirmed to the LA by 28 February. Action: Admission arrangements to be determined by the Trust. Noted and agreed.</p> <p>Governors expressed their praise and thanks to Mrs Rixham regarding the preparation and impressive presentation of BCA's Virtual Open Evening. The Principal also acknowledged how Mrs Rixham, whilst under challenging personal circumstances, succeeded in ensuring the Virtual Open Evening was a success.</p>
<p>17</p>	<p>POLICIES</p> <p>Governors were asked to take the following policies as read. All amendments to the policies were highlighted in red.</p> <ul style="list-style-type: none"> i. Policies and procedures delegated by the TRUST to academies <ul style="list-style-type: none"> (a) Curriculum – M McMillan explained the changes within the policy to 3.6, 3.9 & 8.1. All changes were noted and approved. (b) CEIAG – M McMillan explained the changes within the policy to 8.1 and answered governor questions relating to apprenticeships, confirming they are included under transition pathways. All changes were noted and approved. (c) Relationships & Sex Education (RSE). There were no substantive changes made to this policy. Noted. (d) Admissions – discussed under agenda item 4. (e) E-Learning. Mr Harris explained the changes within the policy, outlining why Google Classroom is the preferred platform for home learning. All changes were noted and approved. <p>TCAT POLICIES</p> <ul style="list-style-type: none"> • A full list of TCAT policies approved for by the Trust was circulated to governors. This list of policies confirms policies that have been agreed by the Trust and are adhered to by academies within the Trust.
<p>5</p>	<p>MEMBERSHIP</p> <p>Membership within the governing body was discussed in detail.</p> <p>Term of office expiry; For noting</p> <ul style="list-style-type: none"> i. L Waterson. Due to the COVID-19 situation L Waterson's term of office was extended to May 2021. This decision was agreed and approved during the meeting on 15/06/20. LW <p>During today's meeting, LW confirmed that she is happy to continue in the role of Chairperson, however, due to work life balance, she intends to step down from the role in May 2021. Succession planning for her departure is currently being discussed with Mr Harris. She will continue to support her successor for a further 12 months after May 2021. Governors noted Mrs Waterson's decision and expressed their intention to support the succession planning to ensure a suitable replacement Chairperson is in post by 2021.</p> <ul style="list-style-type: none"> ii. G Porter - Term of office expiry March 2020. During the FGB meeting on 15.06.20 Mrs Porter's term of office expiry date was extended to September 2020. MR proposed for GP

	<p>to be reappointed for a further 4 year term of office. ME seconded the proposal. GPs reappointment was approved by governors.</p> <p>iii. H Platt. Due to multiple roles within a number of other TCAT schools' governing bodies, Mr Platt has tendered his resignation from BCA's governing body. Mr Platt has served on the governing body since 2011 and his commitment and support will be sadly missed however, he will continue to support BCA in the event of an Ofsted inspection. The governing body wish him well. Noted.</p> <p>iv. J Flitcroft. Due to work life balance, JF intends to resign from the governing body post-Christmas. Although JF has only been a governor at BCA since 2018, her commitment and enthusiasm as a governor will be sadly missed. Noted.</p> <p>Mr Harris is currently looking at a number of governor recruitment options.</p>
<p>6</p>	<p>ELECTION VICE CHAIRPERSON 2019-20 A request for self-nominations was circulated to governors on 01/10/20</p> <p>An expression of interest was received from Mark Eccleston. LW supported the self-nomination and this was seconded by SW. The decision for ME to remain as VC for a further 1 year term of office was approved by the governing body</p> <p>Chairperson. L Waterson. Discussed and agreed under agenda item 5.</p>
<p>7</p>	<p>CONSTITUTION OF THE LGB Constitution of the Local Governing Body: – for noting (see page 4 section 3 of TCAT Scheme of Delegation)</p> <p>i. TCAT Scheme of Delegation. There are no changes to the SoD therefore the list of duties delegated to LGBs remain the same.</p> <p>ii. Guidance to local governing bodies within TCAT regarding constitution including governor link strands. LW reminded governors of the constitution of the LGB that <i>where possible</i>, the Local Governing Body shall have the following members;</p> <p>1.1.1 The optimum number of people who shall sit on the Local Governing Body shall be not less than five and not more than 15.</p> <p>1.1.2 Where possible, the Local Governing Body shall have the following members:</p> <p>1.1.2.1 up to 6 members, appointed under clause 3.2.1;</p> <p>1.1.2.2 no less than one staff member, appointed under clause 3.2.2;</p> <p>1.1.2.3 no less than two parent members elected or appointed under clause 3.2.5</p> <p>1.1.2.4 no less than one community member elected or appointed under clause 3.2.11;</p> <p>1.1.2.5 the Principal</p> <p>Link governor roles were discussed and agreed as outlined below;</p> <ul style="list-style-type: none"> • Quality of education (x2) – L Waterson & S Wright • Vulnerable groups – G Porter • Safeguarding, behaviour & welfare – M Eccleston • Personal development – P Cotton • Health & safety/premises – K Harvey • Leadership (incl finance & personnel) L Waterson • Stakeholders – N Sanders (termly). To be agreed.
<p>8</p>	<p>TERMS OF REFERENCE Governors were reminded that by agreeing to the TORs, they were agreeing that the governing body is operating within the terms laid out in the TCAT SoD.</p> <ul style="list-style-type: none"> • Local Governing Body. TOR agreed. • Discipline/Exclusion Panel. TOR agreed. • Admissions Panel. TOR agreed. • Pay Panel. Tor agreed.

<p>9</p>	<p>MINUTES OF THE AUTUMN TERM EXTRA ORDINARY LGB MEETING The Chairperson asked for the Part I minutes of the previous LGB meeting held on 14.09.20 to be taken as read. Approved.</p> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> • Clerk to remind governor to complete Hays KCSIE Safeguarding training. Actioned. • Clerk to convene a Pay Panel meeting on 12.10.20 and confirm governor’s attendance. Actioned.
<p>10</p>	<p>PAP 2020-21 INCLUDING OUTCOMES STRATEGY – S MULLEN</p> <p>i. Post-COVID recovery PAP. Mr Harris outlined the 4 objectives of the PAP to governors and explained how, due to the current pandemic, BCA will follow 2 separate actions plans that will work in conjunction with one another.</p> <p>PAP objectives for 2020-21</p> <p>Objective 1: Pupils Focused: To improve outcomes in GCSE maths so that FFT50 is met or exceeded. SLT Lead: S Mullen.</p> <p>Objective 2: Pupils Focused: To improve outcomes in science and history and geography. SLT Lead: S Mullen. Additional SLT: M McMillan, C Hillidge, H Curwen + D Roche - NPQSL project.</p> <p>Objective 3 from SEF/ Areas for development: Deliver a structured programme of personal development and IAG enhances students’ cultural capital and character. SLT Lead: C Rixham. Additional SLT: M McMillan, M Reynolds, H Curwen.</p> <p>Objective 4 from SEF/ Areas for development: Ensure the academy’s curriculum strategy is delivered effectively across all subjects with clear evidence of impact. SLT Lead: MMC. Additional SLT: CHI, HCU, SMU.</p> <p>A post COVID recovery action plan will be considered by the TRUST this week. Target: To secure FFT 50 targets for BASICS in 2020-2201. Target: To secure FFT 50 targets for Ebacc in 2020-2021</p> <p>S Mullen summarised the contents of the action plan(s) to governors and outlined the actions in place to ensure the best possible outcome(s) for 2020-21 are achieved.</p> <p>Mr Harris briefed governors on the findings from COVID-19 Pilot Inspection visits carried out by OFSTED during the autumn term. Action: Clerk to forward to governors.</p>
<p>11</p>	<p>COVID19 CATCH-UP PREMIUM - S MULLEN</p> <p>Action – S Mullen to present the COVID-19 spend plan on 16.11.20.</p>
<p>12</p>	<p>PUPIL PREMIUM FORECAST – S MULLEN</p> <p>BCA has a distinctive ethos built on a culture of high expectation, raising aspiration and the fulfilling of all students ambitions. BCA recognises that social disadvantage affects life chances for students and so to combat this we carefully and strategically use our Pupil Premium funding.</p> <p>Our Pupil Premium spending guarantees equal access to learning opportunities and a positive educational experience for all. Pupil Premium funding is used at BCA to remove the barriers to learning for these pupils and so improve their life chances.</p> <p>Total Forecast Expenditure for 2019-2020: £417,667.00. S Mullen outlined and explained the total of expenditure and impact in each area.</p> <p>PP allocation for 2020-21: £420,000.00. Although year 7 catch-up funding is no longer available, this has been absorbed within the COVID catch-up fund.</p>

<p>13</p>	<p>CPD 2020-21 PROGRAMME – H CURWEN H Curwen delivered a PPT presentation to governors which outlined BCA' CPD programme; Intent:</p> <ul style="list-style-type: none"> • To embed and sustain a teaching and learning community and professional development programme built on collaboration. A continued growth in the sharing of staff expertise that is informed by pedagogy and impacts positively on learning and achievement for all students. • Teachers to make excellent evidence informed pedagogical choices within their practice. • Teachers to regularly evaluate their impact, enabling them to make informed decisions about incremental improvements within their practice • Educate and empower students to be independent and self-regulated learners– providing them with the knowledge of 'what works' and how to manage and move forward with their learning. • Consistently high quality teaching for all year groups - high standards of teaching & learning throughout BCA. <p>Implementation: The CPD calendar has been designed to build on the practice developed post CV – 19, to support the teaching and learning of the curriculum, the academy priorities and the 2020 – 21 curriculum working principles;</p> <ul style="list-style-type: none"> • We remain connected with our previous work on Rosenshine, cognitive load, metacognition and assessment. • We will capture the best element of our remote provision and develop this for a post-Covid-19 quality of education. • We will provide teachers with increased planning and collaboration time to plan and prepare great teaching. • We will dedicate increased time to reading aloud in class, reading challenging texts in all subjects and the explicit teaching of vocabulary. • We will use regular and proven methods of diagnostic assessment to inform curriculum. • We recognise that by "curriculum" we mean the day to day learning experience we provide. • CPD sessions build upon the culture of personal reflection, collaboration and evidence informed practice. <p>H Curwen explained how impact will be measured and outlined the BCA CPD offer available to staff: total hours CPD = 54 plus 2 INSET days.</p> <p>LW acknowledged CPD was a real strength at BCA which enables staff to develop and said it was reassuring to see impact of on-line CPD. SW echoed LW's comments and said he was impressed with BCA's CPD model.</p>																								
<p>14</p>	<p>REVIEW OF THE GOVERNORS CODE OF CONDUCT 2020 L Waterson asked for changes within the governance handbook to be noted by governors. Taking the changes into consideration, Governors felt no changes were necessary within the Governors Code of Conduct for 2020.</p>																								
<p>15</p>	<p>LINK GOVERNORS Proposed link governor strands and meeting schedule discussed. Amended link governors approved as outlined below;</p> <table border="1" data-bbox="197 1738 1347 2170"> <thead> <tr> <th>Strand</th> <th>Governor(s)</th> <th>SLT lead</th> </tr> </thead> <tbody> <tr> <td>Quality of Education <ul style="list-style-type: none"> • Curriculum • Teaching & Learning (including CPD) </td> <td>SW/LW SW</td> <td>GHA/MMC HCU</td> </tr> <tr> <td>Attainment & Achievement KS3/4 & performance of key groups (disadvantaged/vulnerable/CiC</td> <td>GP</td> <td>SMU</td> </tr> <tr> <td>SEND</td> <td>GP</td> <td>CRI</td> </tr> <tr> <td>Safeguarding, behaviour & welfare including attendance</td> <td>ME</td> <td>MRE</td> </tr> <tr> <td>Personal development & enrichment</td> <td>PC</td> <td>CRI</td> </tr> <tr> <td>H&S/premises</td> <td>KH</td> <td>NMA</td> </tr> <tr> <td>Leadership (including finance & personnel)</td> <td>LW</td> <td>GHA</td> </tr> </tbody> </table>	Strand	Governor(s)	SLT lead	Quality of Education <ul style="list-style-type: none"> • Curriculum • Teaching & Learning (including CPD) 	SW/LW SW	GHA/MMC HCU	Attainment & Achievement KS3/4 & performance of key groups (disadvantaged/vulnerable/CiC	GP	SMU	SEND	GP	CRI	Safeguarding, behaviour & welfare including attendance	ME	MRE	Personal development & enrichment	PC	CRI	H&S/premises	KH	NMA	Leadership (including finance & personnel)	LW	GHA
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	Stakeholders (termly)	NS	CRI
	Curriculum with CIAG focus	PC	MMC
	<p>Action(s):</p> <ul style="list-style-type: none"> • Clerk to circulate a full set of Impact reports for term 1 to governors w/c 2/11/20. • SLT lead to contact relevant link governor to discuss contents of the impact report during which appropriate and expected level of challenge should be directed towards SLT lead and outcomes recorded. 		
16	<p>GOVERNOR TRAINING</p> <ol style="list-style-type: none"> i. Governor's self-evaluation toolkit. Governors are asked to complete and return their skills audit return to the clerk for collating. ii. Hays on-line Safeguarding training – Governors are asked to send completed certificates to the clerk for collating iii. Opportunity for Chairs of Governors to talk with LA Officers about the return to school – LW attended and gave a brief summary of the meeting. She is confident that the LA are keeping schools informed with all COVID-19 related information. GH confirmed all positive cases at BCA have been recorded via Public Health England (PHE). iv. Autumn term governor training courses available – circulated to governors for information 		
17	<p>POLICIES</p> <p>Governors are asked to take all policies as read. Where there are no substantive changes to a policy, changes were shown for information purposes only. Only changes requiring clarification and highlighted in red were explained to governors.</p> <ol style="list-style-type: none"> i. Policies and procedures delegated by the TRUST to academies <ol style="list-style-type: none"> (a) Curriculum – M McMillan. Changes noted. (b) CEIAG – M McMillan. Changes noted. (c) Relationships & Sex Education (RSE) – L Mellor (no substantive changes). Noted. (d) Admissions – discussed under agenda item 4. (e) E-Learning – C Hillidge. Changes noted. ii. Governors noted the list of TCAT policies approved by the TRUST. 		
18	<p>AoB</p> <ol style="list-style-type: none"> i. Events calendar 2020-21 – Due to the risk assessment for the prevention of the spread of COVID-19, no events involving visitors to site have been planned so far this year. ii. BCA governor meetings 2020-21 for noting iii. Next FGB meeting with BFP focus, Monday 16 November 2020 at 16:30 via Zoom 		