

Beamont Collegiate Academy
Local Governing Body with BFP focus
Monday 15 March 2021 4.30-6.30pm via Zoom



MINUTES – PART I

Governors in attendance via zoom: PC, ME, KH, NK, GP, MR, NS, SW, LW (Chairperson – items 1-4), S Whatmore (Chairperson – items 5-13)

Staff in attendance via zoom; G Harris (Principal), C Heesom (Clerk)

Staff in attendance via zoom: S Mullen (Vice Principal), C Hillidge (Director of STEM), M McMillan (Assistant Principal) J Hackey (Finance Manager), N Marsh (IT and interim Facilities Manager).

1	<p>WELCOME AND INTRODUCTIONS Linda Waterson welcomed all governors and staff to the meeting. It was proposed and agreed for LW to chair items 1-4.</p>																												
2	<p>APOLOGIES FOR ABSENCE There were no apologies.</p>																												
3	<p>DECLARATION OF INTEREST There were no declarations of interest received.</p>																												
4	<p>SUCCESSION PLANNING Nomination of Chairperson: LW nominated S Whatmore as chairperson for a 12 month term of office. ME seconded the nomination. Governor’s agreed to the nomination and Mr Whatmore was welcomed as COG. Mr Whatmore will chair the</p> <p>Membership Mr Andy Reid (Standing Tall Foundation) Mr Reid has expressed an interest in becoming a school governor at BCA. Action Clerk: Mr Reid will be invited to the next FGB meeting on 26.04.2021 in an observer role during which his application will be discussed.</p> <p>Linda Waterson GP proposed for LW term of office to be extended to the end of the academic year. SW seconded the proposal. Agreed.</p>																												
5	<p>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR The Chairperson asked for the Part I minutes of the previous LGB meeting held on 01.02.2021 to be taken as read. Approved.</p> <p>MATTERS ARISING Action log</p> <table border="1"> <thead> <tr> <th style="background-color: #c6e0b4;">Agenda Item</th> <th style="background-color: #c6e0b4;">Action</th> <th style="background-color: #c6e0b4;">Lead</th> <th style="background-color: #c6e0b4;">Action Taken</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Revised catch up spend to GP</td> <td>SMU</td> <td>Actioned 02.02.21</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Provide list of acronyms for governors</td> <td>Clerk</td> <td>Actioned</td> </tr> <tr> <td style="text-align: center;">8</td> <td>SMU to forward final centre assessed grades for WA/Predicted 18/19 to ME</td> <td>SMU</td> <td>Actioned 02.02.21</td> </tr> <tr> <td style="text-align: center;">11</td> <td>QA – understanding good remote teaching practice – GH submitted findings to the TRUST</td> <td>GHA</td> <td>Chase with TRUST and then send to governors.</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Confirm school term dates for 2022-23 to LA</td> <td>Clerk</td> <td>Actioned 23.02.21</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Circulated staff cypher list to governors</td> <td>Clerk</td> <td>Actioned</td> </tr> </tbody> </table> <p>Meadowside: SW informed governors that children and staff have returned to Meadowside and thanked Mr Harris once more for housing them when their school building was undergoing maintenance work due to flooding.</p>	Agenda Item	Action	Lead	Action Taken	4	Revised catch up spend to GP	SMU	Actioned 02.02.21	7	Provide list of acronyms for governors	Clerk	Actioned	8	SMU to forward final centre assessed grades for WA/Predicted 18/19 to ME	SMU	Actioned 02.02.21	11	QA – understanding good remote teaching practice – GH submitted findings to the TRUST	GHA	Chase with TRUST and then send to governors.	12	Confirm school term dates for 2022-23 to LA	Clerk	Actioned 23.02.21	13	Circulated staff cypher list to governors	Clerk	Actioned
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<p>6</p>	<p>PRINCIPAL'S UPDATE (March return to school) Mr Harris provided governors with a verbal summary of the following updates; Asymptomatic Testing and Face Masks. To provide reassurance and to identify asymptomatic cases testing on Yr11 students started on site on Thursday 4 March and continued on 5 March for Yr10 students. Each student will receive 3 tests each. The full testing programme is as follows:</p> <p>Monday 8 March, full lessons started for students in Yrs 10/11 and Yr9 students arrived for testing. Tuesday March Yr11-9 attended full lessons. Yr8 students arrived for testing. Wednesday 10 March Yr11-8 attended full lessons. Yr7 students arrived for testing. Thursday 11 March Yr11-7 attended full lessons. 2nd round of testing began for Yr11.</p> <p>By 17 March we will have completed all 3 rounds of testing. Only students who have parental consent are being tested which is currently about 60/70% of the school cohort. From 17 March students will be provided with home testing kits.</p> <p>Update of CV-19 testing: LG confirmed BCA continue to offer testing for staff but this will also move to a home testing process in the run up to the Easter break. Upwards of 2,000 lateral flow tests (LFT) have currently been carried out on staff and students. No positive tests have been recorded.</p> <p>The wearing of face masks in lessons is now mandatory for staff and students and students will continue to operate under a 'zone' system limiting contact amongst students and reducing the risk of cross contamination within year groups.</p> <p>Attendance: Return to school attendance has been strong with approximately 95% of students attending school.</p> <p><i>Governor challenge: ME asked what strategies are being employed to maintain such good attendance? MR explained how 3 members of his attendance team supported families prior to the return on 8 March. In addition, each member of the attendance team has a list of critical and vulnerable students that they are accountable for ensuring they attend school.</i></p>
<p>7</p>	<p>HEALTH & SAFETY UPDATE INCLUDING OVERVIEW OF CV-19 TESTING Neil Marsh, IT & Interim Facilities Manager, provided governors with a verbal summary of his report. Accident stats for Autumn 1 were discussed. L Gannon explained why the stats regarding Science stools/seating were non-reportable incidents adding that, following a review, it was decided that all stools, which were provided as part of the new build, were to be replaced. Governors noted that BCA is operating in line with the TCAT policy on use of disclosure and barring service. Random checks on 12 members of staff have been carried out in the period since the previous report. Action; Health and Safety audit to be rescheduled and NM to update governors at the next FGB BPF focus meeting.</p> <p>Overview of CV-19 testing discussed under item 6</p>
<p>8</p>	<p>SAFEGUARDING & WELFARE Mr Reynolds provided governors with a verbal summary of his report. Students identified as showing concerns about returning to school continue to be supported by the Pastoral team. High expectations and high standards have been the focus of assemblies and MR is currently researching different strategies in to improving behaviour and habits in a bit to enhance current behaviour systems. BCA was successfully awarded a number of ASDA grants which has helped to improve provision in the form of laptops and food vouchers for a number of students and their families. Mental Health support continues to be offered to students with mental health concerns.</p> <p>Attendance: From September to December, BCA was the highest attended school in Warrington recording 95.1% attendance. Governors recognised the hard work and dedication by staff in achieving this figure.</p>

<p>9</p>	<p>POST-COVID-19 CATCH UP STRATEGY & EXPENDITURE</p> <p>The total Post-Covid allocation is £74,280. S Mullen provided governors with a breakdown of the expenditure. She explained the areas of allocation and gave a short review of the impact for each area, fully explaining the impact the purchase of chrome books has had on supporting students who do not have adequate IT provision at home and the significance of purchasing XP-Pen Tablets to support the remote teaching at home. There has been a significant spend on the 1:1 tuition programme providing extra tuition to 100 Year 10 students in English, Maths, Science, History, Geography, Spanish and French. To ensure sessions are good quality, each tutor will meet with the Head of Department (HoD) to ensure the provision of work and quality of delivery meets the needs of the students with a mixture of NQTs and experienced teachers delivering on a 1-3 rota. Saturday on line tuition will continue and catch up reading sessions will be introduced to support identified year 7 pupils with a reading age below 100 and will be delivered by 2 year 5 teachers.</p> <p>Governor challenge: <i>SW queried the Yr7 teaching programme and offered phonic based support from Meadowside teachers if needed.</i></p> <p><i>SM explained how a number of identified students across years 7-9 will access the Lexonik Advance bespoke reading programme, aimed at developing vocabulary and reading skills. Action: Update governors at next FGB (with C&L focus) meeting on 26 April 2021.</i></p> <p><i>ME asked if any parental concerns have been raised regarding how grades will be awarded? SM clarified this year's students will receive grades determined by their teachers, with assessments covering what they have been taught and not what they have missed. Teachers will be awarding grades that will be internally quality assured with further QA from leaders in other TCAT schools, with the emphasis being very much on fairness and evidence. Teachers have a good understanding of their students' performance and how they compare to other students this year and from those of previous years and this will be explained to parents during a live QA session tomorrow.</i></p> <p>The Chairperson thanked SM for her informative report.</p>
<p>10</p>	<p>FINANCE</p> <p>JH provided governors with a summary of the revised budget explaining the impact COVID-19 has had on school finances for 2020-21 was unclear at the time of setting the budget which was over 12 months ago. The revised budget for 2020-21 now sets out key changes that have been made due to the COVID-19 pandemic and the forecast position for the end of this financial year-August 2021.</p> <p>Income; JH provided a verbal summary of the Education Skills Funding Agency (ESFA) income. GP raised queries relating to the decrease in the amount of PP funding (£31k) and how this will affect disadvantaged groups was discussed. SW confirmed there has been a significant decrease in funding allocation in this area within all TCAT academies. JH explained Year 7 Catch up funding will be removed and replaced by COVID-19 catch up.</p> <p>Academy generated revenue; JH provided a summary of the revenue.</p> <p>Catering figures were discussed. JH confirmed the catering income was originally set on 2019 historical figures. This area of income has been impacted most severely with a current loss of £141k. GH said there were early signs of recovery with increased numbers of students taking a hot meal since the return on 8 March. LG outlined plans and explained the benefits of introducing a catering service involving BCA and Penketh HS with effect from September 2021.</p> <p>Staffing expenditure was discussed. Governors noted that all staffing costs have been based on actual staffing information from February 2021. As agreed by D McGuire across the Trust, the budget includes a 2.75% inflationary pay rise for all support staff, although this may not be agreed if the if the pay freeze is applied during negotiations. Action: JH to provide actual figure for 2.75% inflationary pay rise.</p> <p>Non staff costs; JH summarised the non-staff costs and explained the changes made to the revised budget and LW queried the additional trust management charges. Action: JH to provide</p>

a further breakdown of contracts/services that the Trust provide as part of the 3.7% management charge.

Further consideration: During the original budget setting it was not clear what financial impact the projects at BCA would have. STEM projects as sports partnership project income are now both included within these figures. Without these income streams BCA would be facing a deficit this year of £58k. Within the financial year 2020-21 there is a projected net income of;
£15.5k for National Centre for Computing (NCCE)
£12k for Sports partnership
£30k for Science learning partnerships (SLP)

The Chairperson noted in year deficit is £19k + capital = £34k. LW asked how the capital will be spent? JH explained how the lap tops provided by the government funded scheme did not include chargers therefore we will need to invest in this area to ensure lap tops can be charged.

There is an extra £27k of potential income still not included in these figures. This is from STEM projects that have a variable payment element – STEM project work is not yet complete therefore the income is not yet guaranteed, however it *is* likely to be achieved. BCA will also receive funding for the mass testing programme but there is no indication as to how much this will be. GH may consider closing some budgets early in order to minimise any potential deficit.

The Chairperson thanked JH for her budget report. **Action: Spreadsheet information. JH to ensure future reports are legible as current font size is too small.**

Capital Projects;

Service Road and Entrance/Exit changes

A bid for £185k has been submitted and accepted by the trust for Condition and Improvement Funding (CIF) to complete the works;

- Current BCA entrance to be closed for vehicles. Entrance to allow for pedestrian access only.
- Current exit to be converted into an entrance/exit for both vehicles and pedestrians in accordance with architect plans. This would involve widening the road, altering the gates and road to allow for 2-way traffic.
- New drainage will be needed and service road to be resurfaced.

Once the above works have been completed this will allow for the new planned pedestrian crossing to be installed on Long Lane. BCA is currently working with the trust and E3 cube to tender for the works to be completed with an ideal time frame of the summer holidays 2021.

CCTV

A bid for £20k has been submitted and accepted by the trust for CIF funding to complete the works. CCTV to be installed to cover the grounds, sports pitches and new entrance/exit. A project specification is to be submitted to the trust who will combine the works with other schools needing CCTV to drive down the price.

Astro Turf Pitches Fire Damage

The loss adjustor for both insurance claims has been combined. The lost adjustor has selected a project manager to put together a project specification and invite companies to tender for the works. This has been completed with four companies attending site in February to tender for the works. An update from the loss adjustor to detail the next steps is currently outstanding. Mr Marsh has sourced quotes in the past that have totalled over £100k. The insurance company stated that this cost is higher than they originally expected and as a result decided to tender for the project themselves as detailed above. This process has led to a delay for the time scale of completion.

Outdoor Gym Equip Removal

A purchase order has been submitted to remove the outdoor gym equipment. The company will remove the equipment and make safe the area so that the space can be used in an alternative way.

11 GOVERNOR TRAINING AT A GLANCE

	<p>Spring term governor training programme circulated to governors. Governors wishing to attend any of the training courses should contact the clerk in the first instance who will book a space via Warrington Training Hub. All training for the Spring term will take place virtually via a corporate Zoom link which will be sent you approximately a week before each session.</p>
<p>14</p>	<p>POLICIES</p> <p>As part of the TCAT policy review, all statutory TCAT policies and Academy policies have now been agreed. The following procedures were previously reviewed annually by BCA governors however, as they are non-statutory, this will no longer be the case. They will instead form part of the new BCA Procedures Manual, which will be internally reviewed on an annual basis. Governors will be asked to approve staffing policies. Noted.</p> <p>066 Quality of Education Handbook – G Harris 005 ESOL 014 Citizenship/SMSC 021 Home School Procedures 027 RE and Collective Worship 028 Education of LAC 046 CPD 057 Exams 059 Exam Contingency 064 Positive Mental Health</p> <p>TCAT POLICIES REVIEWED BY THE TRUST POLICY LIST FOR INFORMATION Support Staff Appraisal Policy – noted. Trust Complaints Policy – noted.</p>
<p>15</p>	<p>A.o.B</p> <p>SW would like to pass on his thanks to Mr Harris and other staff for welcoming Meadowside staff and students to BCA during the flooding.</p> <p>The Chair thanked all governors for attending.</p>