

**Beamont Collegiate Academy**  
**Local Governing Body with BFP focus**  
**Monday 16 November 2020 4.30-6.30pm via**  
**Zoom**



**AGENDA – PART I**

Governors in attendance via zoom: LW, PC, ME, GP, MR, LW (Chairperson)

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

Staff in attendance via zoom: S Mullen (Vice Principal), L Gannon (Director of Facilities, operations & personnel), J Hackney (Finance Manager)

<b>1</b>	<b>WELCOME AND INTRODUCTIONS – CHAIR</b> The Chairperson welcomed all governors and staff to the meeting.																																						
<b>2</b>	<b>APOLOGIES FOR ABSENCE – CLERK</b> The following apologies for absence were noted and approved; J Flitcroft – Work commitments J Sanders – Childcare issues S Wright – Work commitments																																						
<b>3</b>	<b>DECLARATION OF INTEREST – CLERK</b> There were no declarations of interest received. Action: all governors were reminded to return their Declaration of pecuniary and personal interest forms for 2020-21. Clerk to chase all outstanding returns.																																						
<b>4</b>	<p><b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b> The Chairperson asked for the Part I minutes of the previous LGB meeting held on 12.10. 20 to be taken as read. Approved.</p> <p><b>MATTERS ARISING</b> Action log;</p> <table border="1"> <thead> <tr> <th style="background-color: #92d050;">Agenda Item</th> <th style="background-color: #92d050;">Action</th> <th style="background-color: #92d050;">Lead</th> <th style="background-color: #92d050;">Action Taken</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>3</b></td> <td>Return of Declaration of pecuniary and personal interest forms for 2020-21</td> <td>Clerk</td> <td>Clerk reminded governors to return forms during the meeting. Clerk to send follow up email if necessary – sent 15.10.20</td> </tr> <tr> <td style="text-align: center;"><b>4</b></td> <td>4iii Admission arrangements to be determined by the Trust</td> <td>CR</td> <td>Trust board meeting not until December 10<sup>th</sup>. Noted</td> </tr> <tr> <td style="text-align: center;"><b>10</b></td> <td>Circulate OFSTED findings from COVID-19 Pilot Inspection visits</td> <td>GHA</td> <td>Clerk emailed to governors 13.10.20</td> </tr> <tr> <td style="text-align: center;"><b>11</b></td> <td>Covid-19 Catch-Up premium. S Mullen to present the COVID-19 spend plan to governors on 16.11.20</td> <td>SMU</td> <td>Discussed under agenda item 6</td> </tr> <tr> <td style="text-align: center;"><b>15</b></td> <td>Clerk to circulate full set of Impact reports for Term 1 to governors w/c 2.11.20</td> <td>Clerk</td> <td>Emailed 05.11.20. Refer to agenda item 7.</td> </tr> <tr> <td style="text-align: center;"><b>15</b></td> <td>SLT leads to contact link governors to discuss contents of impact report.</td> <td>SLT leads</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>16</b></td> <td>Governors to complete skills audit return</td> <td>Clerk</td> <td>Governor reminder sent 05.11.20</td> </tr> <tr> <td style="text-align: center;"><b>16</b></td> <td>Governors to complete Hays on-line Safeguarding training and send certificate</td> <td>Clerk</td> <td>Governor reminder sent 05.11.20</td> </tr> </tbody> </table>			Agenda Item	Action	Lead	Action Taken	<b>3</b>	Return of Declaration of pecuniary and personal interest forms for 2020-21	Clerk	Clerk reminded governors to return forms during the meeting. Clerk to send follow up email if necessary – sent 15.10.20	<b>4</b>	4iii Admission arrangements to be determined by the Trust	CR	Trust board meeting not until December 10 <sup>th</sup> . Noted	<b>10</b>	Circulate OFSTED findings from COVID-19 Pilot Inspection visits	GHA	Clerk emailed to governors 13.10.20	<b>11</b>	Covid-19 Catch-Up premium. S Mullen to present the COVID-19 spend plan to governors on 16.11.20	SMU	Discussed under agenda item 6	<b>15</b>	Clerk to circulate full set of Impact reports for Term 1 to governors w/c 2.11.20	Clerk	Emailed 05.11.20. Refer to agenda item 7.	<b>15</b>	SLT leads to contact link governors to discuss contents of impact report.	SLT leads		<b>16</b>	Governors to complete skills audit return	Clerk	Governor reminder sent 05.11.20	<b>16</b>	Governors to complete Hays on-line Safeguarding training and send certificate	Clerk	Governor reminder sent 05.11.20
Agenda Item	Action	Lead	Action Taken																																				
<b>3</b>	Return of Declaration of pecuniary and personal interest forms for 2020-21	Clerk	Clerk reminded governors to return forms during the meeting. Clerk to send follow up email if necessary – sent 15.10.20																																				
<b>4</b>	4iii Admission arrangements to be determined by the Trust	CR	Trust board meeting not until December 10 <sup>th</sup> . Noted																																				
<b>10</b>	Circulate OFSTED findings from COVID-19 Pilot Inspection visits	GHA	Clerk emailed to governors 13.10.20																																				
<b>11</b>	Covid-19 Catch-Up premium. S Mullen to present the COVID-19 spend plan to governors on 16.11.20	SMU	Discussed under agenda item 6																																				
<b>15</b>	Clerk to circulate full set of Impact reports for Term 1 to governors w/c 2.11.20	Clerk	Emailed 05.11.20. Refer to agenda item 7.																																				
<b>15</b>	SLT leads to contact link governors to discuss contents of impact report.	SLT leads																																					
<b>16</b>	Governors to complete skills audit return	Clerk	Governor reminder sent 05.11.20																																				
<b>16</b>	Governors to complete Hays on-line Safeguarding training and send certificate	Clerk	Governor reminder sent 05.11.20																																				

**5 PRINCIPAL'S BFP UPDATES – G HARRIS**

i) Performance Management. The Principal talked governors through the PM cycle review. A unique set of circumstances as a result of the impact of COVID19 on schools has meant teachers were unable to meet their PM target in the conventional sense the outcome being that of the 51 teachers listed on the PM cycle during the academic year 2019-20, no teachers were recorded as having failed to meet their PM objectives. A robust QA validation process ensured all teachers met their objective 1.

**Summary of Pay Recommendations**  
Of the 51 teachers meeting their PM targets, 25 have been recommended for pay progression:

- 5 members of SLT are recommended for pay progression. (excluding the Principal. The review cycle for Headteachers/Principal's runs from January to December.)
- 6 Middle Leaders are recommended for pay progression on the leadership pay spine.
- 4 teachers are recommended for pay progression onto or up the UPS.
- 10 teachers are recommended for pay progression on the main pay scale.
- 4 NQTs have passed so progression M2.

A breakdown of pay progression salary details can be found under Part II agenda item 17.

ii) COVID-19 Status. The Principal provided governors with a verbal update and outlined a difficult 10 day period due to the number of staff and students having to self-isolate. A small number of staff are having to *shield* due to medical reasons. Robust procedures and risk assessments have been put in place to ensure the academy continues to operate in a safe and well managed way consistent with ensuring government safety guidelines are met, whilst still maintaining an expected level of challenge for students so that their academic achievement does not suffer as a result.

LW commented that she is aware of the challenges the academy has faced since the start of the pandemic and is fully supportive of the way in which the academy has dealt with these challenges and would like to thank all staff on behalf of governors of their continued support, dedication and professionalism.

**6 COVID-19 SPEND PLAN – S MULLEN**  
S Mullen presented the spending plan to governors. The allocation is approximately £74k which includes £25k year 7 COVID catch up. The following provision is funded through the catch-up fund.

Description of spending	Cost
Small group Saturday tuition for Year 11 students studying History, Geography and Spanish planned for January to June.	£12,000
Increase the evening tuition for English and Maths to 6 hours a week to support the basics agenda	£3000
2 x Teach First Academic Mentors supporting literacy (Yr. 7-10 in response to RA results and possibly Geography (KS4)	£26000
Additional staffing capacity to support attendance/delivery of FSM provisions for families self-isolating	£3000
CBT sessions for vulnerable students in Year 11 through our GCSE Support Centre (approximately 8 students).	£3000
Commission staff to produce GCSE revision Sway (Microsoft Office) presentations to support GCSE revision and those students who are self-isolating	£4000
Online maths tuition for vulnerable students in year 11 through our GCSE Support Centre	£3000
Purchase sets of chrome books to support KS4 students who don't have adequate IT at home when having to self- isolate.	£20000

	<p>Governors will receive a review of the impact and judgements of impact for 2019-2020 at a later date.</p> <p>Governor challenge: SM also talked about revision materials currently being used by the academy GH answered governor questions around the effectiveness of google classrooms for revision purposes and eluded to a longer term collaborative approach to revision across the Trust.</p> <p>On 23 October, an announcement from the government confirmed that out of the 122 laptops originally allocated to BCA via the DfE <i>laptops for vulnerable children scheme</i>, unfortunately, this number has now been reduced to 32. This figure falls well below the number of laptops needed to support our most vulnerable students. LW said she is fully supportive of the need for the academy to buy additional hardware to support students having to study and work at home. SM briefed governors about some of the problems some families are having to face such as lack of internet provision, limited access to devices, and outlined how the academy is currently helping to support these families.</p>
<p><b>7</b></p>	<p><b>IMPACT REPORTS – SENIOR LEADERSHIP TEAM</b></p> <p>i) Safeguarding, behaviour &amp; welfare. <b>Attendance:</b> M Reynolds asked for the report to be taken as read and provided a verbal summary the report for governors. M Reynolds provided governors with a snap shot of comparative attendance and persistent absence figures. Currently the whole school attendance figure of 95.8% is above the national average (95.4%). There is currently a reduction to the number of students registered as Persistent Absence (PA) compared to the same time as the previous year. The PA figure is currently 4.2% compared to the national average figure of 5.5%. MR explained the meaning of the school attendance 'X' code and explained the rationale of how it is applied in relation to COVID-19 cases.</p> <p><b>Behaviour:</b> There has been an increase to the number of <i>outstanding</i> lessons awarded to students.</p> <p><b>Safeguarding:</b> ME outlined the number BCA students classed as CiC and talked about the number of students currently subject to Child Protection Plans and students subject to Child in Need plans. Governors were made aware of the number of MARS referrals and Prevent referrals.</p> <p>MR briefed governors on the planned key actions and activities and expected outcomes for the next half term.</p> <p>Governor challenge; Due to changes in the current school and home environment, governors asked questions relating to whether there have been any significant changes in Safeguarding issues being reported? MR reported good relationships with social care workers have meant that vulnerable students have been able to access support and interventions offered via inter-agency working, which in turn has helped to build more collaborative relationships with children, young people and families.</p> <p>ii) Health &amp; safety/premises. <b>Health:</b> LG asked for the report to be taken as read and gave a brief summary of its contents to governors. The report included an additional COVID-19 section and outlined the number of staff and students who have currently tested positive for COVID-19 between 1 September and 31 October 2020. The measures in place to deal with and support staff and students who have tested positive were outlined. <b>Accident Stats:</b> Accident statistics for Autumn term 1 have been monitored and the total number of incidents by location and cause are captured in a graph and were discussed with governors. Following an investigation, 1 incident involving a student and outdoor gym equipment was reported to the HSE. No near misses were recorded.</p>

	<p>Governor challenge: KH questioned whether a COVID secure certificate was in place at BCA? LG answered this is something the academy has not been instructed to do but she will check if this applies to schools. <b>Action: COVID QR code? NM to look at legislation for schools.</b></p> <p>iii) Staffing. LG asked for the report to be taken as read and gave a brief summary of its contents to governors. LG confirmed staff attendance is currently 98.94%. This is the lowest recorded figure since September 2017 and is an improvement on the same period of the previous year. The figure includes those staff who have tested positive for COVID-19 and who have been unable to work from home due to their illness. Staff were well supported during the lockdown period.</p> <p>Governor challenge; LG and GH answered governor questions in relation to the governments Track and Trace app and the effect it is having on potential staff absence. Governors were advised that TCAT are currently questioning some of the mandatory instructions recommended for self-isolating.</p> <p>Staff well-being. TCAT are currently supporting concerns and worries raised by staff. In support of teacher work/home life balance, BCA have introduced a teacher well-being period that has been greatly received by staff.</p>
<p><b>8</b></p>	<p><b>FINANCE – J HACKNEY</b></p> <p>i) September management accounts; JH provided governors with an overview of the management accounts period 1 September 2020.</p> <p>Overview: The 2019-2020 year end accounts are not yet finalised as the audit is currently taking place. There has been some adjustments made to the figures previously sent to governors that include some income for Covid catch up premium which has shown some slight improvements to the overall result but a final closing balance is not yet available.</p> <p><b>2020-2021:</b> Management accounts to the end of Period 01 September 2020 show an outturn forecast of £14.7k deficit for Beamont Collegiate Academy. There are a number of factors leading to this, most related to Covid-19. These are:</p> <ul style="list-style-type: none"> <li>• Loss of income from the Catering facility</li> <li>• Increased costs in terms of Covid related expenditure e.g. hygiene costs, supply costs.</li> </ul> <p><b>Income:</b> Income received from the ESFA is in line with budget as expected. Catering income to the end of September is nil due to the ongoing impact of Covid-19, there is a small balance shown in these accounts however that is internal recharges and not income generated through sales. The budget for Catering income this year was set on the basis of previous years as during the time of setting the budget we did not know the effect Covid 19 was going to continue to have on business and sectors such as this. The original budget was set to incur an income of £210k for Beamont Collegiate Academy from the Catering function but this amount will now not be achievable however BCA have taken steps to reopen the catering facility from the start of term 2. The catering facility has opened on a reduced basis but we are now able to offer students a to meal and start to generate some income. I must note there has been associated costs in doing so as we have had to increase our equipment and capacity for serving food to several locations within the academy due to the students being in bubbles, with a reduction in the offer on the menu and the removal of sales at break-time we will continue to see a reduction in sales compared to previous years.</p> <p><b>Staffing Expenditure:</b> Staffing expenditure for staff employed on a salary basis are on track and in-line with budget. Supply costs are high due to increase in sickness and absence due to Covid 19 and the regulations in place for individuals to self-isolate with symptoms or contract with positive cases. Beamont Collegiate Academy have no staff left on furlough.</p>

	<p>Non staffing Expenditure Non-staffing expenditure is on track. Some cost centres have flagged already as high spend but this is expected as those areas tend to have top heavy spend but then very little expenditure throughout the rest of the year.</p> <p><b>ii) Action: End of year accounts will be provided during the next BFP focus meeting once they have been signed off by audit.</b></p> <p><b>iii) Capital Projects;</b> There are currently no major capital projects taking place at Beamont Collegiate academy but there are plans in place for changes to the road areas and car park areas of the academy grounds in line with the new crossing on Long lane. The cost of these changes to site will be substantial coming it at around £80k but Beamont Collegiate Academy have applied and been approved for the use of CIF funding (Condition improvement fund) from TCAT for these works</p> <p><b>iv) COVID expenditure;</b> Covid and its future financial impact. There are a number of areas where it is envisaged that the budget may face stress over the next couple of months. The following is a list of areas of concern:</p> <ul style="list-style-type: none"> <li>• Catering function income</li> <li>• Lettings income</li> <li>• Supply costs – due to isolation</li> <li>• Hygiene costs – increased costs supplying hand gel etc.</li> <li>• Items for Covid security</li> </ul> <p>The overall impact is being recorded but it should be noted that there is no additional funding being announced by the government. In addition, the IT for disadvantaged students was cut. The government made the announcement by email at 5.50pm on Friday 23rd October, the beginning of half term for most schools. This has reduced the number of devices available to Beamont from 122 to 32.</p> <p><b>COVID catch-up.</b> £25k Year 7 catch up fund has been incorporated within £74k COVID catch up funding LW met with J Hackney and G Harris to discuss loss income and additional spending.</p> <ul style="list-style-type: none"> <li>- There is an expected £3.7k surplus this year.</li> <li>- In a effort to reduce costs for paper masks, all students have been issued with washable face masks.</li> <li>- Catering staff – none furloughed at the moment but due to the government furlough scheme being extended to the end of March 2021, it may be necessary to look at possible savings in this area again.</li> </ul> <p>J Hackney answered governor questions in relation to hot meal provision including limited choice of menu.</p>
<b>9</b>	<p><b>STPC PAY RECOMMENDATIONS &amp; PAY GRANT – G HARRIS</b> 2.75% minimum pay award agreed by TCAT to be awarded in December pay backdated to September 2020.</p>
<b>10</b>	<p><b>GOVERNOR TRAINING AT A GLANCE 2020/21 – CHAIR</b> Available training courses discussed. Governors to email Clerk of courses they would like to attend. LW shared link to Schools and Academies Show and encouraged governors to attend on line. GP confirmed her attendance and will feedback to governors the next meeting.</p>

<p><b>11</b></p>	<p><b>POLICIES</b></p> <p>Governors were asked to take all polices as read. Where there were 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> <p>For review (changes shown in Red)</p> <ul style="list-style-type: none"> <li>• Behaviour – Noted and approved.</li> <li>• Health &amp; Safety – Noted and approved.</li> <li>• Medical Treatment – Noted and approved.</li> <li>• Charging and remissions – Noted and approved.</li> <li>• Critical Incident – Noted and approved.</li> <li>• CEIAG – Noted and approved.</li> <li>• SEN(D) – Noted and approved.</li> <li>• Safeguarding &amp; CP policy (interim BCA policy until TCAT policy in place) – noted and approved.</li> </ul> <p><b>TCAT POLICIES FOR INFORMATION</b></p> <p>Pay policy 2020-21.</p> <ul style="list-style-type: none"> <li>• Headteacher/Principal pay range increase from 5 to 7 scale points (26 – 32) agreed.</li> <li>• Deputy 5 point pay range agreed.</li> <li>• Assistant headteacher 5 point range agreed.</li> <li>• Other leadership determined by the LGB pay scale agreed</li> <li>• TLR structure/payments agreed.</li> </ul> <p><b>Action: Clerk to insert pay ranges into BCA policy.</b></p>
<p><b>12</b></p>	<p><b>AoB – no items.</b></p>