

Beamont Collegiate Academy

Local Governing Body with BFP focus

Monday 22 November 2024 4.30-6.30 at the academy.



MINUTES – PART I

Governors attendance: P Cotton, G Harris (Principal), K Harvey, G Porter, N Sanders, M Reynolds, S Whatmore (Chairperson), S Wright (zoom), C Heesom (clerk)

In attendance: S Mullen (VP), C Rixham (AP), J Hackney (TCAT Cluster Finance Manager), N Marsh (IT Manager), A Viar (Business Operations Manager)

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chairperson welcomed all governors and staff to the meeting. Annabel Viar, the academy's newly appointed Business Operations Manager was introduced to the governing body.</p> <p>S Wright attended today's meeting via zoom.</p>
2	<p>APOLOGIES FOR ABSENCE – CLERK</p> <p>Apologies for absence were not received from A Reid. (Chair to address non-attendance to meetings). Apologies for absence were not received from M Eccleston. Noted.</p>
3	<p>DECLARATION OF INTEREST – CLERK</p> <p>There were no declarations of interest. Action: Clerk to chase all outstanding declarations.</p>
6	<p>FINANCE</p> <p>It was proposed and agreed for item 6 to be discussed next.</p> <p>J Hackney provided governors with the following breakdown of the reduction to exam fees; BCA use several different exam boards and each exam board has determined their owe rebate or refund amount which equate to: OCR reduction was at 33%, Pearson was at 23%, WJEC was at 42%. Noted.</p> <p>i) 2021/22 Budget Forecast.</p> <p>J Hackney provided governors with the following budgetary information for Period 2 of the financial year 2021-22.</p> <p>The income budgeted for 2021-2022 financial year is currently on track with no concerns. The income stream for activities generating funds look high as BCA finance have invoiced the salary figure for TCAT staff in September and October. This will be offset against staffing costs.</p> <p>Trips: Currently showing an income line. This is due to several trips currently running at BCA. However, this income will be removed as and when each trip takes place and bookings are paid. To reflect this, the income has been removed in the outturn forecast.</p> <p>Additional funding: Since the original budget was set the academy has received confirmation of additional funding in relation to recovery premium and the school led tutoring programme. This income is not included in this set of account but the expected income is as follows:</p> <ul style="list-style-type: none"> • Recovery premium: £57,348 • Schools led tutoring programme: £47,992.50 <p>The original budget included a catch-up premium of £25,270 but this will now be replaced by the recovery premium. This income is <i>ring-fenced</i> and must be used on specific purposes and a detailed breakdown will be provided by SM under agenda item 9.</p> <p>Non- staffing expenditure: Non-staffing expenditure is in line with budget. There has been some <i>top heavy</i> spend in some curriculum areas but this is to be expected as most curriculum departments buy supplies at the beginning of the new academic year. All</p>

curriculum areas are expected to remain within budget this academic year with monthly cost centre reports being sent to budget holder from November 2021 to help budget holders manage their budgets more accurately.

Staffing expenditure: Staffing expenditure is on track for salaried costs. There have been some additional costs that were not budgeted for which will impact on the salary budget by the end of period 03 accounts. This is a *settlement* payment due to staff structural changes at a cost of around £38k. Over the rest of the academic year this cost will be offset by savings made in the areas of restructure.

Supply costs: These are an area of concern. The budget for supply staffing (£36K) has already been spent due to several factors including general staff sickness, Covid related absences and long-term absences. The impact of this is that external supply at BCA will need to remain as tight as possible for the remainder of this academic year and any *overspend* will need to be clawed back in other areas. This is a national problem for school and academies in the current climate.

Governor challenge:

Governors raised questions relating to the situation of the current lack of supply teachers nationally and asked if there was any scope within TCAT to help ease this problem? The Principal highlighted the difficulties facing all schools struggling to recruit supply staff and explained how a long term supply teacher has been secured to support a phased return. It is hoped this teacher will be retained further as a full time cover teacher to help maintain any short term cover requirements. The Principal told governors he hoped a centralised team of 'cover/supply' staff could be introduced across the Trust in time.

Staff pay rises/budget set. In the original budget there was a 1% pay rise budgeted for teaching staff from 1st September against the recommendation nationally of 0%. This is the route we are pursuing and we do anticipate a pay rise from 1st April when the public sector pay freeze will be lifted as per information from the Chancellor of the Exchequer. There will also be an added cost of national insurance when the contributions increase in April 2022. This increase is expected to be funded but schools have received no information on how that will take place. GH

Support staff pay: We are still carrying 2.75% pay rise as originally budgeted. There has been no final agreement to date and there is a potential for strike action in the coming weeks/months. BCA will continue to carry forward 2.75% to April 2022.

Action: The Chairperson asked for a reforecast in the Spring term when the pending support staff pay is agreed and finalised and the supply costs can be discussed further.

Catering: JH advised governors of the continuing issues surrounding the catering income figures and level of service during busy times. The Principal advised he is aware of issues surrounding delays in service and these are being addressed. AV to discuss the overall role/menu/income in more detail with the catering manager.

- ii) **Capital projects spend and status update:** N Marsh gave a brief verbal summary of his report and outlined the following projects and their current status;
- Service Road and Entrance/Exit changes: The bulk of the works have now been completed. The final part of the installation is due to start on the 22nd November which is the installation of the automated gates. This will take approximately 3 days.
 - CCTV expansion works to start on the 29th November. This will focus upon adding additional cameras to the grounds and 3g sports pitches. **Governors asked if the additional CCTV cameras included monitoring facilities? NM replied this is something BCA is currently looking into.**
 - STEM Centre Door. The installation of an additional door & ramp into the stem centre has started. This is due to be completed 26th November. Students remain within the secure boundary of the school.

- Additional Computer Room Conversion: Additional computer room to support DT and the wider curriculum has been completed and is now operational.
- 3G Pitch Repair: All works relating to the repair of the fire damaged pitches has now been completed and expansion to the CCTV range will now include coverage of the 3G pitches.

The Chairperson thanked NM and advised the Trust has announced funding is still available for further capital projects for consideration. In addition to this, the Principal said once received, it will use the £70k owed by WVR on any future capital projects, such as addressing the lack of space at the academy which remains an issue.

10 HEALTH & SAFETY IMPACT REPORT.
NM provided governors with a summary of the report for HT1 confirming there are no major issues.

Planned key actions and activities over the next half term and expected outcomes:

Action/Activity	Expected Outcomes
Complete actions specified in H&S audit and Fire Risk Assessment.	Actions to be undertaken specified in the H&S audit and fire risk assessment are expected to not only serve as mechanisms to comply with the health and safety regulatory obligations but more importantly, will ensure that risks throughout the school are managed appropriately resulting in less accidents and no harm to all stakeholders (pupils, staff and visitors).
Periodic review of protocols and procedures to address risks around COVID pandemic.	This will ensure that the institutional risk assessment and those that assessments done within teams and in various activities will continually adapt to the needs and restrictions set by the government and/or Public Health. This should be evidenced by a lack of community transmission – both amongst pupils and within the workplace,
Ensure that the appropriate types and level of training are provided to new staff members who hold major H&S responsibility.	Further training for staff taking on new system or processes and new staff members taking on critical roles are essential in making sure that the healthy and safety standards are maintained across the school organisation.

Action: H&S link governor meeting. AV to meet with KH.

4 MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR
The Chairperson proposed the Part I minutes the previous LGB meeting held on 11.10.21 were true and accurate record and should be taken as read. GP seconded his proposal. Governors approved the minutes.

MATTERS ARISING:

Refer to action log 13.09.21

5	BCA NEET information to governors.	Chair	CHI provided governors will a full list of names & destinations and confirmed only 2 students classed as NEET due to health reasons.
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Refer to action log 11.10.21.

2	Apologies for absence. Chairperson to address A Reid absence from meetings.	Chair	Pending
3	Declaration of pecuniary and business interest returns. Governors reminded 8.11.21.	Clerk	Replies pending
6	Constitution of the LGB. Parent governor recruitment options to be discussed with BIV/CRI	GHA	Outcome pending
6	Constitution of the LGB. GHA to seek possibilities via Trust for senior leader recruitment	GHA	Outcome pending.
11	Curriculum strategy. Circulate PPT to governors.	Clerk	Actioned.
17	Hays on line Safeguarding training. Clerk to remind governors to complete and return.	Clerk	Replies pending.
18	Policies; Relationships & Sex Education E Learning	Clerk	Add to Governor Hub. Actioned 12.11.21.

Constitution of the LGB. Governors term of office.

- P Cotton: Expiry of term of office December 2021. SW proposed P Cotton for a further 12 months term of office. Proposal was seconded by GP. Approved.
- N Kelly. Term of office to lapse. Noted.

Governor recruitment.

- Due to VP commitments, MR to step down as staff governor. **Clerk to advertise staff governor vacancy.**

8 ADMISSIONS UPDATE – C RIXHAM

Admissions policy: CR provided governors with brief summary of the slight changes made within the admissions policy 2023/24. There were no changes made to the admissions oversubscription criteria and BCA's PAN remains at 180. Noted.

Admissions update: Provisional numbers for 2021-22 – see below table. 2021 figures do not include out of area applications and therefore a number of further late applications is expected.

Year	First pref	Second Pref	Third Pref	Other Pref	Total
2015	183	74	42	1	300
2016	220	77	49	0	346
2017	234	68	40	0	342
2018	255	66	34	0	355
2019	294	78	40	0	412
2020	262	88	53	0	403
2021	244	75	38	0	357

CR answered a number of governor questions relating to the number of appeals BCA will be instructed to put on roll. CR confirmed out of the 42 appeals received, the panel agreed to finalise the actual number (between 6-10) by the end of December and the full admission cohort for 2021/22 will be confirmed by the end of January 2022.

In reply to a number of questions around admission numbers, CR explained that the actual number on roll could reduce slightly due to a number of reasons. ME went on to explain how permanently excluded students are fairly placed in Warrington schools in accordance to the Fair Access Panel procedure.

CR gave a brief summary of the primary timetable for term 1 and outlined how Science, food technology and English sessions are delivered and accessed by primary pupils in years 5 & 6.

5 PRINCIPAL'S BFP UPDATES – G HARRIS

- i) COVID-19 Status. Mr Harris confirmed there are no current staff absences due to COVID and that on the academy is coping well compared to other schools. Mr Harris is hoping that disruption going forward will be limited.

Vaccination programme for 12-16 year old students. Mr Harris confirmed student uptake was approximately one third of

Distribution of LFTs to students will continue next week up until Christmas and will also include the first week back into the new term in January.

- ii) Visions and Values. Mr Harris revisited the Vision and Values presentation that was originally delivered to governors at the beginning of the year. Mr Harris talked about the importance of governors to recognise the Ofsted window for BCA is now open, however it is unlikely that we will be inspected before Christmas. Mr Harris emphasised the need for governors to be *Ofsted* ready and that they have a good understanding of the academy.

Vision:

Why: To inspire, challenge and support young people to excel in their learning and personal development, resulting in greater opportunities, life experiences and choices in adult life.
 How: Collegiately having the highest expectations of ourselves, each other and our students.
 What: Teach and evidence informed and ambitious curriculum supported by strong pastoral care resulting in positive outcomes for young people.

Values: At BCA our day to day behaviours and long term strategies should evidence that we value:

- Behaviour that is respectful and rooted in strong working relationships
- Reading and the access to society reading will bring for our students
- The well-being of all students and staff
- A balance between professional growth and ethical accountability

Document	Primary Audience	Additional audiences	Why?
Vision and values	All staff inc governors	Current and prospective parents. Prospective staff and new staff OfSTED	To communicate a clear and accessible message about the school's purpose and aims.
Staff and student charter	All students	Current staff Visitors (eg. guest teachers) Current and prospective parents.	A shorthand version of communicating the expectations we have around standards at the school.
Motto (I can, I do & I will be)	All students	Current staff Visitors (eg. guest teachers) Current and prospective parents.	A short, punchy and memorable phrase that encapsulates the high expectations we have here.
LEARN	All students	Current staff Visitors (eg. guest teachers)	A clear and memorable mnemonic that captures the expected in-class behaviours.

- That the curriculum is more than we teach in the classroom
- Positive outcomes for students can come in many forms, including excellent grades

Action: CHE to add LEARN document to GovernorHub.

7 IMPACT REPORTS & NEXT STEP FOR GOVERNORS
 GH asked governors to ensure link governor meetings take place with their SLT lead and for governors to provide their feedback for the next FGB 31.01.22.

9 COVID-19 RECOVERY PLAN – S MULLEN
 SM provided governors with a summary of the recovery plan/PP Spend and explained how the income is being used to train staff to deliver Lexonik Advance/Leap sessions to students. SM provided governors with a funding overview/breakdown. SM outlined the *statement of intent* explaining the focus of BCAs PP strategy – to support all students to ensure they make good progress and achieve well across the curriculum, particularly in Ebacc subjects, with a focus on areas in which disadvantaged students require the most support, helping to close the disadvantage gap.

 The PP plan will focus on 5 main areas: 1. Challenges, 2. Intended outcomes, 3. Teaching, 4. Targeted academic support and 5. Wider strategies eg, related to attendance, behaviour and well-being. SM talked about how assessment data suggests many disadvantages /MPA boys/SEND students have

developed gaps during periods of remote learning and as a result there is a greater risk of their outcomes across Ebacc subjects. Data also suggests our GCSE students lack revision/self-regulation strategies when faced with challenges tasks and timed exam questions across Ebacc subjects. Assessments of our KS3 pupils indicate that disadvantaged pupils generally have lower levels of reading comprehension/numeracy than peers. This then impacts on their progress in all subjects.

Additional staffing in English/MfL/Science and Maths has meant small group tuition sessions have been delivered alongside curriculum lessons. The implementation of a reading curriculum for KS3 students teaches and tests academic vocabulary. A year 11 GCSE tuition programme (including remote revision support sessions) in English, maths and Science has been implemented.

Within her detailed report, SM also included evidence that supports each approach and included a breakdown of the total budget of £502,088.

HoDs track student data and provide SM with detailed information to ensure she is able to scrutinise the data. It is important that governors understand that the money provided is being used wisely and SM will provide governors with an update in March.

SM also provided governors with a breakdown of outcomes in the previous academic year. Overall, the impact of the pandemic saw a dip in the performance of disadvantaged students in 2021 based on teacher assessed grades. The Progress 8 figure for disadvantaged -0.19 was lower than the figure of 0 in 2019 when students last sat terminal examinations. However, in terms of meeting the academy's priorities, we were able to have impact with our provision for disadvantaged students when delivering live lessons during remote learning, the attainment of disadvantaged students across BASICS and the post 16 destinations/courses chosen by our disadvantaged cohort.

Externally provided programmes include Lexonik Advance/Leap and NGRT/PASS.

Governors thanked SM for a very informative and detailed report.

10 IMPACT REPORTS

- i) Safeguarding, behaviour & welfare. MR provided governors with an overview of the report. MR talked about the introduction and implementation of the new LEARN behaviour strategy to reinforce classroom expectations. Alternative curriculum panel meetings have also been introduced to discuss the most appropriate route for students who are most at risk of permanent exclusions.

Attendance: Attendance figure at BCA continue to be good (93.7%) which is significantly above the FFT of 90% and is joint highest Warrington. Persistent Absence (PA) is 21.1% in comparison to Warrington schools which is currently running at 29% overall.

Behaviour remains strong as evidenced in the Trust report. Higher expectations have been introduced which have led to an increase in behaviour referrals and fixed-terms exclusions.

A TCAT review took place in September 2021 which judged behaviour and welfare as a strength at BCA. The report says student behaviour was *impressive* and there was very little evidence of low-level disruption in classes noting when this did occur, it was dealt with swiftly by staff. Overall, during lessons and around the school, students were respectful, courteous and keen to do their best. They showed a strong work ethic and were clearly committed to making as much progress and they could.

GH explained to governors how the academy is currently facing extreme challenges from a low number of students. To address these challenges, parental panel meetings have been arranged during which ME (governor), parents, students and MR discuss a number of options for students (KASSIA/Alt Provision) in an attempt to find an alternative solution before permanent exclusion becomes a possibility.

	<p>Safeguarding: All staff have received an annual safeguarding refresher training session led by MR. Staff have also received notification to complete the HAYS on-line safeguarding training via the BCA or TCAT portal. All staff have confirmed they have read and understood section 1 of Keeping Children Safe in Education document. MR outlined the number of students who have received support and intervention from external agencies and explained the reason(s) for support.</p> <p>ii) Health & safety/premises. NM provided governors with a verbal summary of this report. Safeguarding: NM confirmed BCA are operating in line with the TCAT policy and on the use of the disclosure and barring service and the employment checks of ex-offenders. The BCA Safeguarding team will continue to carry out DBS checks for all new employees and volunteers. For existing staff, periodic DBS checks on a random sample of staff will continue.</p>
11	<p>BCA GOVERNOR HEALTH CHECK GH explained the rationale behind the governor health check document and asked all governors to ensure that they read it and refer to the Quality of Education document/CPD calendar and PAP for further information.</p>
12	<p>POLICIES</p> <p>TCAT</p> <ul style="list-style-type: none"> • TCAT Pay policy. Section 14.5.to be determined by the governing body. Leadership posts (point(s) and range). This section has been amended to reflect the points range for the following groups; <ul style="list-style-type: none"> - Headteacher/Principal: – 7 point scale amended to L28 to L34. Approved. - Deputy pay range: – 5 point pay range as per the Principal’s discretion. Approved. - Assistant headteacher pay range: 5 point page range L11.0 to L15.0. Approved. - Other leadership posts: L1.0 to L15.0. Approved. <p>BCA</p> <ul style="list-style-type: none"> • Admissions – discussed during item 8 • Charging and Remissions. Amendments noted and approved. • H&S. Amendments noted and approved. • Medical Treatment. No amendments. • CEIAG. Amendments noted and approved. • TCAT Safeguarding and Child Protection policy. Policy adopted. • Behaviour. Policy adopted. • SEN(D). Amendments noted and approved.
13	AoB