

# Beamont Collegiate Academy

## Local Governing Body with BFP focus

### Monday 20 June 2022 4.30-6.30pm at the academy



## MINUTES – PART I

Present: P Cotton, M Eccleston, G Harris (Principal), M Reynolds, S Wright, S Whatmore (Chairperson), C Heesom (Clerk)

**In attendance:**

A Viar (Business Operations Manager)

C Hillidge (Assistant Principal)

J Hackney (TCAT Cluster Finance Manager)

<b>1</b>	<p><b>WELCOME AND INTRODUCTIONS</b></p> <p>The Chairperson welcomed all governors to the meeting.</p>
<b>2</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from the following governors; G Porter (Holiday). Noted and accepted.</p> <p>Apologies for absence were not received from; Kyle Harvey. Noted. Nikki Sanders. Noted.</p>
<b>3</b>	<p><b>DECLARATION OF INTEREST – CLERK</b></p> <p>There were no declarations of interest. Noted.</p>
<b>4</b>	<p><b>MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>i. Parent governor vacancy. Mark Asher expressed an interest in becoming a school governor at BCA and met with the Chairperson and Principal in June. Mark's term of office will start in September 2022. Mark will be formally introduced to the governing during the first FGB meeting on 12 September. Mark was previously a governor at St Margaret's Primary School.</li> <li>ii. Community governor. Heather Jones. Heather is employed by Warrington Youth Zone and has expressed interest in becoming a governor within TCAT. Heather has a background in STEM and will informally meet with the Principal and Chairperson in September to further discuss the process and expectations of becoming a school governor.</li> <li>iii. <b>Support Staff governor vacancy. Clerk to proceed with staff governor election process in September.</b></li> </ul>
<b>5</b>	<p><b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b></p> <p>The Chairperson thanked the Vice Chairperson for chairing the previous meeting held on 25 April.</p> <p>The Chairperson proposed the draft Part I minutes of previous Local Governing Body meeting held on 25 April 2022 were a true and accurate account and should be taken as read. S Wright seconded his proposal. Governors approved the minutes.</p> <p><b>MATTERS ARISING</b></p> <p>Action log from 21.03.22. All items actioned. Action log from 25.04.22. All items actioned. <b>Action log from 20.06.22 – refer to action log.</b></p>
<b>6</b>	<p><b>PP RECOVERY SPEND &amp; IMPACT.</b></p> <p>GH asked for the report to be taken as read and explained how this year, there has been a significant investment in both remote and face-to-face tuition primarily across English, maths and science and in the main, targeted at year 11. This has been to support the GCSE outcomes and ensure where gaps have emerged as result of lockdown/long periods of illness, no student has been disadvantaged.</p>

Tuition has been in place on a Saturday, during the school day and remotely and has hit in excess of 100+ students in the year group. Approximately £55,000 has been invested into 1-1/small group tuition and this has supported a strong set of predictions despite all the disruption to learning of the last two years. To address the literacy and numeracy gaps that were diagnosed from the CATS testing/primary feeder information, various interventions have been in place this year with an investment of approximately £25,000. The report outlines how Lexonik Leap and Advance for students in years 7-9 has been delivered by both BCA teachers and an additional primary school teacher. Literacy tuition sessions also take place during Saturdays and GH explained how tuition for numeracy for identified students is delivered throughout the school day via the National tutoring programme and on Saturdays. Attendance for all Saturday tuition sessions remains strong with up to 60-100 students regularly attending.

GH explained how, as part of our PP strategy this year, how we have focussed funding on additional staffing in English, MfL, Science and Maths and the implementation of a KS3 reading curriculum. The attendance manager ensures first calls to year 11 targeted students are prioritised which has supported a strong attendance to school throughout the year and has seen our average attendance hit 90.5% which is above the national average. Revision classes also run during the school holidays including all EBacc subjects.

GH also outlined the how the implementation of a range of additional strategies to support PP/all year 11 students this year has helped in the delivery of extensive booster classes and additional tuition sessions. An additional face to face Year 11 Parents' evening was also well received by both staff and parents. The GCSE Support Centre continues to support over 75 students, including mentoring, counselling, tuition, reduction of subjects, mid-year entries, EAL students and SEMH issues. The centre has support the academy's inclusion to commitment as a school and has also helped to maintain strong attendance and engagement with students.

#### **Governor Challenge**

##### **ME asked if the school uses Yipiyap tuition?**

GHA explained why the academy no longer uses this resource. BCA teachers felt students valued adult tuition and developed more with better qualified staff.

The CoG acknowledged the report/summary and commented on how both were helpful in informing governors on how BCA are closing the gap for disadvantaged students.

#### **7 SLP/NCCE FINANCE UPDATE – C HILLIDGE**

C Hillidge provided governors with a breakdown of all Slp/ncce Projects income and spend. A full breakdown of NCCE spend, including staff contracts is included within the budget information for 2022-23. NCCE income includes all fixed income that is guaranteed and 100% of the variable income. This is based on the expectation that all KPI's for each project are met and all variable funding is received.

FabLAB. BCA's FabLab remains one of the longest serving FabLab's within the country, however, there is a significant lack of funding streams post pandemic which will inevitably have an impact on its sustainability. In recent months the academy has failed to recruit a FabLab manager. This post is currently being filled on an interim basis by one of BCA's FabLab assistants.

#### **Governor challenge**

##### **SW asked if the current funding received would secure staffing costs for 2023?**

CHI replied negotiations with the DfE to secure future funding are continuing to take place and it is likely the current funding stream will be available until August 2025. JH and GH explained the funding processes and how they are reflected within the budget recruitment figures.

##### **ME asked how the pandemic affected delivery of workshops and events?**

CHI explained how BCA adapted by delivering events and workshops via 'virtual' platforms. Although this meant engagement with a wider audience was possible, the demise in funding streams and other sources of income, plus the limited life span of current machinery, means longer term sustainability will be difficult and we may need to think about capital expenditure.

<p><b>8</b></p>	<p><b>IMPACT REPORTS – A VIAR/N MARSH</b></p> <p>i) HR. AV asked for the report to be taken as read and provided governors with a verbal summary of the report. Staff attendance remains good and has recorded the highest overall staff attendance rate of 98% since the pandemic. AV currently working on HR issues to reduce absence below 2%. Only 2 staff COVID cases reported since April. 2 support staff members remain on long-term absence and 2 out of 5 teaching staff have returned from maternity leave. Governors noted the planned actions and expected outcomes over the next half-term.</p> <p>ii) H&amp;S. AV asked for the report to be taken as read and provided governors with a verbal summary of the report. Currently the highest number of incidents have occurred with areas of the PE and Sports facilities, however, post pandemic, the number of recorded incidents is 35% lower than previously recorded and this is merited to the school conducting more thorough investigations resulting in improvements to safety.</p> <p>Prior to today’s meeting, a very positive and successful H&amp;S audit was conducted by Adele Partridge and involved AV and NM. <b>Action. Full report to be delivered to governors on 21 November 2022.</b></p> <p>iii) Capital Projects. Author N Marsh. AV asked for the report to be taken as read and provided governors with a verbal summary of the report. Key items discussed/noted;</p> <ul style="list-style-type: none"> <li>• Relocation of school gates and refurbishment of KS3 Support Centre. 3 quotes received. NM to discuss quotes with stakeholders and arrange works/agree deadline with preferred contractor(s).</li> <li>• SIF bid submitted to AL (TCAT) – awaiting approval. BCA to take from reserve if not approved.</li> </ul>
<p><b>9</b></p>	<p><b>BUSINESS COMPLIANCE REVIEW FEEDBACK.</b></p> <p>AV asked governors to take the report as read and provided governors with a verbal summary of the report.</p> <p><b>Overall strengths SAFEGUARDING - Safer Recruitment / Educational Visits</b></p> <ul style="list-style-type: none"> <li>- The processes in place to manage the SCR are good and the information held of permanent and fixed-term staff was up to date and complete.</li> <li>- The new process being implemented to formalise recruitment approval processes is an example of good practice in managing recruitment and other schools in the Trust would benefit from this process being shared.</li> </ul> <p><b>Business Compliance</b></p> <p><b>Overall strengths Website, Health &amp; Safety, Estates</b></p> <ul style="list-style-type: none"> <li>- The website is clear and very easily accessible and information is easy to find. The Pupil Premium three-year strategy and KS3&amp;4 pathways elements are particularly good.</li> <li>- Estates Management: Increase in compliance on iAM to 93%</li> </ul> <p>All recommendations within the report will now be reviewed and implemented.</p> <p>The CoG congratulated AV on a very positive report. Well done.</p>
<p><b>10</b></p>	<p><b>FINANCE – APPROVAL OF 2022-2023 BUDGET (V6)</b></p> <p>The Principal and JH presented the 2022-23 budget information to governors. JH explained to governors how the 2022-23 budget for BCA has been set using the general assumptions outlined below. The reports show the academy budget has been split into 3 sections; income, staffing costs and non-staffing costs. JH also shared budget information on the budget setting process for the Catering facility, School Sports Partnership project and the SLP/NCCE STEM Projects.</p> <p><b>Academy-General Assumptions-Income</b></p> <p><b>ESFA &amp; LA Income</b></p> <ul style="list-style-type: none"> <li>• The ESFA income is per the ESFA annual funding letter for 2022-2023.</li> <li>• The LA income is per the WBC Funding pack and top up information received from WBC.</li> </ul>

### **Academy generated revenue**

- Lettings income has been removed from 22/23 budget as it has not yet been decided if lettings at BCA will continue. Currently staff have been working overtime to fulfil lettings booking which is not cost effective. In order to run lettings with a profit BCA will need to hire a lettings officer. This is being drawn up as a costed plan over summer alongside a review of lettings charges to determine if BCA can make this a profitable facility.
- Recover premium has been confirmed and is included in the budget.
- School Led tutoring income is £38,070, this make up 60% of the costs for school led tutoring the other 40% is school funded.
- Staff consultancy income has been included for secure placements.

### **Catering income**

- Internal catering function shows income of £218k, this is an increase on the previous year as the school meal charge has increased from £2.10 to £2.40 from September.

### **School Sports Partnership income**

- This income is based on information from Penny Moorfield the School games organiser, this figure include schools contributions and also the standard funding and grants that are expected to be received.

### **Slp/ncce Projects income**

- Project income for the STEM projects has been included per information from Chris Hillidge STEM project lead. This income includes all fixed income that is guaranteed and 100% of the variable income. This is based on the expectation that all KPI's for each project are met and all f the variable funding is received.

### **Academy: General Assumptions - Staffing expenditure**

All staffing costs have been based on actual staffing information from May 2022 including any new starters and excluding any leavers. This budget includes inflationary increases based on the School teachers review body (STRB) recommendations (not yet agreed) for teaching staff and a 2% pay increase for support staff. There have also been allowances made for staff to receive an incremental increase if they are not at the top of their pay grade. Mat leave costs have been clawed back via NI contributions.

Staffing expenditure also includes £40k for cover costs for the Academy, these costs are to cover sickness absence, authorised absence and staff training absences. Currently 1.7% but this will reduce to 0.7% but will be consumed within staffing.

Staffing expenditure has been split out over catering and other projects in order to show an accurate representation of costs.

### **Academy: General Assumptions - non staff costs**

- Non staffing costs have been allocated line but line with different inflationary increases due to the current volatile market in fuel and utilities.
- An inflation increases of 5% has been applied to refuse collection, water and sewerage costs, IT costs and catering costs.
- 3% has been added to the cleaning contract – in line with support staff increase
- **Governors were alerted to the increase in Gas and Electricity charges.** Figures are based on information from the energy companies based on consumption. This budget is increased from previous years and is an area for concern.
- Curriculum budgets are in the majority in line with the previous year with leadership budget at £40k. This area will be managed more closely by finance.
- The Trust management charge is included in the budget at £219k (3.79% Levy).
- FSM costs are based on previous years with the number of FSM students being similar in the next financial year however, as the school meal price has increased from £2.10 to £2.40, the cost to BCA has also increased. Governor challenge; GP asked if BCA expect to receive all FSM income? JH said BCA will receive all expected FSM income and explained how the income will be spent.

- Admin supplies, catering costs and ICT supplies are based on historic cost with some modifications for known changes in 2022-2023 such as reduction in postage due to an online parental communication system.
- CPD. Therapy/counselling sessions delivered by Lisa Wisner introduced to support mental health/well-being to all school staff

**Further Considerations for governors**

There could be a further change to this budget that cannot yet be determined. The support staff inflationary increases for this financial year 2021-2022 have still not been decided and agreed. The teaching staff increases could be reduced if schools do not move forward with the STRB recommendations although that is unlikely. The impact of the decisions will change the staffing costs in the following year budget 2022-2023.

The cost of running Coderdojo activities are not included in this budget due to there being a proposal to change the structure and time of these activities to bring them into a time or day when salaried staff are working.

School Sports Partnership is showing a small surplus for 22-23 however this is an area that will need to be monitored closely, if 1 Warrington school pulls out from the partnership this could tip the budget into deficit. There is potential for the school sports partnership to expand, currently there are 2 School games organisers in Warrington to cover South and North. The current South school games organiser has relinquished the role and it has been taken over temporarily by Penny Moorfield who is the school games organiser attached to BCA. If no other schools express an interest in taking over this role it could become part of the role for Penny long term and would attract further income.

Supplementary Grant; Health and Social Care Levy – next year £180k.

GH expressed some concerns about the accuracy of costs relating to staffing. GH to review to avoid setting a deficit budget. GH to update/discuss further with CoG.

**Governor challenge:**

The Principal explained how a number of projects are no longer cost effective and will be discontinued. The money from these projects will be used to reduce the deficit. The schools Business Operations Manager is also promoting a lettings strategy to generate income with the possibility of sharing facilities with Meadows Primary. The Principal also outlined BCA’s staffing model and explained how teachers with additional roles within the Trust are used to increase tuition sessions and decrease the number of fixed term suspensions and permanent exclusions.

The CoG said the new reporting system was useful in that it clearly shows where and how funding is used.

**Action. JH to provide staff percentage figure for governors.**

**11 MONTHLY MANAGEMENT ACCOUNTS/END OF YEAR FORECAST**

JH delivered the monthly management accounts/end of year forecast to governors. JH explained each department income/expenditure and clarified all comments and variance analysis. JH explained the management accounts reflected expectations of the year end (£5k deficit). JH explained issues around demand for supply staff has meant revising the supply staff budget from the original figure of £70k. To the end of May £137k has been spent on supply costs. Although BCA employ 2 Cover Supervisors these did not cover staff absences during the Pandemic. Planned absence next year will be looked at closely and may not be approved if staff absence increases beyond capacity.

**Governor challenge**

SW asked if staff absence was purely as a result of COVID?  
 The Principal explained a number of staff absences were as a result of *Long Covid* and staff recovering from operations however the sheer volume and spread of COVID has been the main problem.  
 SW said the school had done well to mitigate the deficit under the circumstances with such a high number of staff absence.

SW asked where the academy had made savings to off-set the increase in supply costs? The Principal explained he had met with the CoG to discuss how to reduce the deficit and it was agreed savings could be made in areas of STEM and Capitation.

Other areas of increased expenditure are Leadership/Kassia spend. The Principal explained the current arrangements with Kassia (formally New Horizons). Placements are allocated to KS3 students who are unable to attend our own Alt Provision at WW due to the extremity of their behavioural and other complex needs. This has resulted in an increase in the number of placements at Kassia that the academy had not budgeted for. To reduce costs in the future, BCA has now invested in its own in-house provision via the KS3 Support Centre.

**12 BEHAVIOUR, SAFEGUARDING AND ATTENDANCE UPDATE (including Climate Check Review) – M REYNOLDS**

Climate Check Review. MR asked for the report to be taken as read and provided governors with a verbal summary of the report. Naill Smith, Assistant Headteacher at Penketh HS conducted the review on 04.05.22.

**Strengths included;**

- Strong classroom leaders evident
- Routines well imbedded
- Low level disruption evident lessons visited
- Unstructured time – calmness observed with clear staff presence around the school
- Uniform – good standard. Pupils look smart
- KS3 lunch – calm and pupils well behaved and well mannered High visibility of staff.
- Pupil voice – honest responses and evidence that students enjoy school. Students confident in knowing who they could talk to if they had worries or fears. Pupil felt most concerns are resolved quickly. Pupil able to articulate the learning
- High standards of expectations and attendance evident
- Few students out of lessons – indication that learning time is maximised (backed up by pupil voice using the allocation of toilet passes as an example

**Governor challenge**

Governors asked about the overall consensus of the report? GH replied that climate and culture are regularly reviewed during SLT briefings however he felt that another view point by someone who was unfamiliar with the school would be beneficial.

**Safeguarding and Attendance – Summer Term**

MR asked for the report to be taken as read and provided governors with a verbal summary of the report.

**Safeguarding**

- All staff have received their annual safeguarding refresher training led by MRE
- All staff have completed the Hays online training through the BCA or TCAT Hays portal.
- All staff have confirmed they have read and understand section 1 of keeping children safe in education September 2021.
- All teaching and support staff have had 4 safeguarding sessions based on sexual violence, Incels and reporting abuse.
- Amy Vinton will join the pastoral support team to allow Karen Stamp to support students with Mental health conditions.

**Attendance**

- Full school attendance is currently 91.8% with PA currently 24%
- Attendance has stabilised over the past half-term and the academy's attendance figure remains above the National Average.
- Introduction and implementation of the new LEARN behaviour strategy. The behaviour for learning strategy is based upon the acronym LEARN to reinforce classroom expectations. Ensuring all students are inducted into the new LEARN behaviour strategy. LEARN stands for, Look and listen, engage, ambitious language, respect, never give in.
- Maintain enhanced behaviour expectations around the academy.
- Continuing focus on attendance and targeting families who need support and challenge.

	<ul style="list-style-type: none"> <li>• Introduction of dismissal at the end of every break and lunch time to ensure a calm orderly transition to lessons.</li> <li>• Introduction of the alternative curriculum panel meetings. This panel meet to discuss the most appropriate route for students who are at risk of permanent exclusion.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• Behaviour within the academy remains a strength (evident in Climate Check review)</li> <li>• 40% reduction in recorded code 4 and above</li> </ul> <p><b>Governor Challenge</b></p> <p>CoG asked ME to outline KASSIA and Alternative Curriculum (AC) places. MR confirmed;</p> <ul style="list-style-type: none"> <li>• 3 x KS3 and step-out places</li> <li>• AC – 10 X KS4 (including 4 year 11 students)</li> </ul>
<b>13</b>	<p><b>LINK GOVERNOR IMPACT REPORTS</b></p> <p>i) CIAG – P Cotton. Link governor meeting has taken place and governors were asked for the report to taken as read.</p> <p>ii) Vulnerable Pupils – SEND. G Porter. Link governor meeting has taken place and governor were asked to for the report taken as read. GP met with ERI SENDCo and incoming SENDCo, AH.</p> <p>PC commented about governors limited access and involvement in the day to day activities of the academy due to COVID. GH acknowledged his comments. <b>Action: Increase governor participation/inclusion to school learning environment and review in 6 months time.</b></p>
<b>14</b>	<p><b>PROPOSED DATES FOR FGB MEETINGS 2022/23</b></p> <p>Proposed dates agreed. <b>Action: Clerk to advise T Waters (LA).</b></p> <p><b>Action: Invite governors to GCSE results day 25 Aug.</b></p>
<b>15</b>	<p><b>AoB</b></p> <p>No items.</p>