

Beamont Collegiate Academy

Local Governing Body with BFP focus

Monday 20 March 2023 4.30-6.30pm

MINUTES – PART I



Present: M Eccleston (VC), G Harris (Principal), K Harvey, H Jones, M Reynolds, G Porter, S Whatmore (Chairperson), S Wright, C Heesom (Clerk).

In attendance: S Mullen, C Hillidge, J Hackney, A Viar, C Rixham
Observer: L Perks

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chairperson welcomed all governors and staff to the meeting. The Clerk welcomed Lauren Perks to the meeting. Lauren attended the meeting as an observer. All governors and staff introduced themselves to Miss Perks.</p>
2	<p>APOLOGIES FOR ABSENCE – CLERK</p> <p>There were no apologies for absence.</p>
3	<p>DECLARATION OF INTEREST – CLERK</p> <p>Governors are asked to: Declare any interest in items on the agenda. The following declaration of interest was received by H Jones; WYZ – invoicing BCA for room hire. Noted.</p>
4	<p>MEMBERSHIP</p> <ul style="list-style-type: none"> • S Whatmore. Term of office expiry March 2023. Re-election of SW was discussed. ME proposed for Mr Whatmore to continue in his role of Chairperson for a further 12 months. G Porter seconded the proposal. The governing body unanimously agreed for Mr Whatmore to continue in his role as Chairperson until March 2024. SW thanked the governing body and advised this will be his final term of office as Chairperson. • M Reynolds. Term of office expiry March 2023. MR was thanked for his support as a teacher governor. <p>COG – Succession planning; Following Mr Whatmore’s intension to step down as Chairperson with effect from March 2024, SW expressed the importance of succession planning for the role of Chairperson. SW asked governors to consider whether they would like to shadow him in his duties as Chairperson for the next 12 months with the intension of standing for the position in March 2024 should they wish to do so. Action: Expressions of interest to be forwarded to the clerk for consideration.</p> <ul style="list-style-type: none"> • Lauren Perks. Proposal of new co-opted governor. Miss Perks has met with the Principal and COG to discuss the roles and responsibilities of becoming a co-opted governor at BCA and would like to be considered for the role. In her role as a Primary School Teacher at Meadowside and her knowledge of SEND, the COG and Principal recommended Miss Perks would be a valuable addition to the governing body. Governors agreed with the recommendation. Action(s); <ul style="list-style-type: none"> • L Perk to complete application form and return to clerk • Clerk to apply for references • COG/Principal to discuss and agree appropriate link governor role • Governing body to formally appoint Miss Perk at the next governing body meeting 24.04.23 • S Wright; resignation. Mr Wright was thanked by the governing body for his knowledge, support and challenge since his appointment in 2019 and wished him every success in his new school.

	Staff election process to be arranged – Clerk to action
5	<p>ELECTION CHAIR/VICE CHAIRPERSON 2022-23 & 23-24 Election of COG – Discussed under agenda item 4.</p> <p>Election of Vice-Chairperson. Carry forward to 24.04.23</p>
6	<p>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR The Chairperson proposed for the Part I minutes of the previous LGB meeting held on 20.03.23 were a true and accurate record and should be taken as read. ME seconded his proposal. Governors approved the minutes.</p> <p>Matters arising – all actioned. Noted.</p>
7	<p>PP RECOVERY SPEND – S MULLEN SM asked for the paper to be taken as read and gave a brief summary of its contents to governors. SM talked about the rationale behind the PP spend, and explained how much of the planned spend this year has focussed on the most successful and impactful measures put in place during the last academic year. These strategies include, Saturday tuition (English, Maths, Science – Yr11), nummary for Year 7, History/Spanish for Yr11 (10 weeks in the lead up to exams), In school tuition, impact on the learning of BCA's most vulnerable students who need ext ract support to keep them <i>on track</i>. Following the most recent round of PPE's, SM will provide data on the impact of the Reading curriculum at a later date. There is still funding available for BCA to offer 'off site' provision conferences to students, something that we have not been able to offer since lockdown – these will be driven by the most recent PPE data.</p> <p>The Pupil Premium statement for 2021-2024 is available on the website with a comprehensive review of the impact of our spend on outcomes in 2022.</p> <p><i>Governor challenge;</i> <i>SW asked for an explanation of 'precision' teaching?</i> SM explained that <i>Precision teaching</i> is a structured teaching method that's designed to improve the accuracy and fluency of reading, spelling and maths. The main goal of precision teaching is to target and improve specific skills to ensure students make expected gains. This type of teaching is delivered via an extra-layer of tutors.</p> <p><i>GP – is PP funding a set amount and is it part of the PP recovery spend?</i> SM explained how the DfE has allocated additional funding to extend the recovery premium over the next 2 academic years. It is focussed on students eligible for PP and students in specialist settings. Due to the additional impact of the pandemic on these students, however, schools can use it to deliver evidence-based approaches to support any pupil the school assess to be in of additional support. Unlike previous years, the Recovery Premium Grant (RPG) cannot be carried forward to future academic years. Schools must spend all of the RPG they receive in the 2022/23 academic year.</p>
8	<p>IMPACT REPORTS – G HARRIS For noting;</p> <p>i. H&S – A Viar asked for the report to be taken as read. Main points discussed were;</p> <ul style="list-style-type: none"> • Accident stats and impact. Following the recent H&S inspection in February, improved staff awareness of reporting/investigatory measures in place to help reduce the number of incidents. • Lockdown training for all staff • Emergency procedures updated daily on iAMCOMPLIANT system. Queries raised are measured and identified. • KH (H&S Link Governor) met with AVR to discuss current H&S procedures and to offer help and support moving forward. RAMS – record and communicate – KH provided information on how to record level(s) of acceptable evidence trail, explaining the rationale behind the need for a 'wet' signature on documentation. KH

and AVR to meet again post Easter to look at R.A to confirm correct capture/audience to ensure compliance. Governors acknowledged improvements to procedures and questioned the use of 'wet' signatures. **KH recommended to query with insurers.** KH said he was impressed with 85% compliance on iAMCOMPLIANT. AVR said she would like to progress to 95% compliance.

- ii. Staffing & HR (Part II) – A Viar
- iii. Safeguarding and welfare – M Reynolds asked for the report to be taken as read. MR provided governors with a verbal summary of the report. The main areas of discussion were;
 - All staff have received annual safeguarding refresher training led by MR.
 - All staff have completed the Hays online training through the BCA Hays portal.
 - All staff have confirmed they have read and understand section 1 of keeping children safe in education September 2022.
 - Teachers and Teaching assistants have received 1 safeguarding briefing on bullying.
 - Karen Stamp is supporting students (32) with Mental and emotional health conditions.
 - There have been 3 referrals made to the LADO regarding incidents (with no further action required).
 - VPA notifications x 57. Increase compared to previous years.
 - PREVENT referral (Y10 boy) now being electively home educated.
- iv. Behaviour – M Reynolds asked for the report to be taken as ready. MR provided governor with a verbal summary of the report. The main areas of discussion were;
 - BCA whole school attendance figure for Spring 1 is 91.9%
 - BCA Persistent Absence figure for Spring 1 is 22%. This figure is below the National average figure of 28%
 - Due to the increase in the number of suspensions, the school is trying to work differently with students, in particular, those in years 7-9 (KS3).
 - Mental health (self-diagnosis) – in addition to insufficient levels of support, the school is having to differentiate genuine mental health *needs* of students. With this in mind, TCAT is exploring the possibility of employing a Educational Psychologist, whilst also continuing to work with outside agencies.
 - Behavioural unit (in partnership with Padgate) with the possibility of rolling out across the Trust if successful. The intention is to trail mainly KS3 year 9 students who are presenting extreme challenging behaviour.
- v. CEIAG – C Hillidge asked for the report to be taken as read. CH met with HJ (Link Governor for CIAG) and provided governors with a verbal summary of the report. The main areas of discussion were;
 - NEET figures. Y11 pupils at risk of NEET will be supported by an enhanced Warrington MBC Careers service and a new initiative, journey first which provides bespoke 1 to 1 support for those young people at risk of NEET. Steve Leech (SL) has made several referrals for 2022 leavers. SL will make referrals for the six non-attenders in Y11. The updated and externally validated compass plus report shows that BCA continues to perform well above national average in all 8 Gatsby benchmarks. The meaningful engagement with employers' benchmark is being addressed through careers fairs, mock interview days and careers in the curriculum events. All Y11 pupils met with SL, the BCA careers advisor, for individualised career planning in Y10. The senior leadership team reviewed these plans in half term 5 last academic year and will review again in HT2 this year. 98.5% of Y11 pupils have made a college application. SL is targeting the remaining pupils this half term. NEET data for the 2022 cohort shows that all but 6 students are not in full time education, employment or training. All students who are NEET are continuing to receive enhanced support from BCA and all but one of the students has now enrolled, or is about to enrol onto a college course/job.

Governor challenge;

SW queried this year's NEET figure in comparison to previous years?

CH explained how complex mental needs have impacted on this year's NEET figures.

SW asked for clarity of the Warrington Pledge?

CH explained how 'The Pledge Partnership' enables businesses to work together with educators to provide every young person living, studying and/or working in Cheshire and Warrington with everything they need to succeed in the world of work.

9 FINANCE

- i) 2023/24 Budget– J Hackney
- ii) Monthly Management Accounts (February) – J Hackney

The CoG asked for an explanation of why current budget figures are showing a deficit of £16k.

Income

The projected Income for Beamont Collegiate Academy has increased. The recovery premium and school led tutoring grants are both higher than originally expected. This has added an increase in costs for the school led top up which is 40% of the overall spend on tuition. The top up amount cannot come from the recovery premium grant but can be taken from other income areas such as pupil premium.

We have received confirmation that BCA are expected to receive a second supplementary grant that is in addition to the original grant of £179,393. The additional grant is for £83,333. The original supplementary grant runs to August 2023 after that it is included within the GAG income figures for the Academy. The additional supplementary grant has been confirmed to run from April 2023 to August 2024 and this amount has been included on a pro rata basis for the revised budget.

Staffing expenditure

There has been an increased to staffing expenditure. Teachers' pay now reflects the STRB recommendation on pay with a range of rise from just over 8% at M1 to 5% from M6 onwards. KS3 Support Centre Manager cost now included within the budget. This additional cost has also had an impact on the rise in teacher costs shown in current budget figures.

Support staff pay has also increased to include the pay rise up to April 2023 that was agreed in November 2022. From April 2023 onwards a provision of 3% increase for support staff has been included in the revised figures however since the revised budget was set an *opening offer* has been submitted to unions on a similar basis to the previous pay rise. If agreed this will not be a *percentage* rise and will be a set amount to increase each scale point. The current offer is £1,925 per pay scale. The proposed amount is only an *opening offer* which the unions have already rejected. This additional pay cost has not been included within the revised budget.

Additional staffing has increased the budget in the following areas and were not factored into the original budget;

- Educational support for an additional midday assistant
- minibus driving support
- SEN admin support

Supply costs have been increased in the revised budget due to several long term absences.

School led tuition has increased to include the additional income received and the 40% top up.

Non-staffing expenditure

Non staffing expenditure has been increased across many areas as several budgets were overspent by Feb 2023 or are predicting an overspend by Aug 2023 (if spending continues at the current rate).

PP budget has been reduced as the 40% top up for school led has been removed from the PP cost centre however the recovery premium cost centre has increased and additional PP needs will come from this area.

Indirect staffing costs have been increased as staff training and advertising/recruitment fees where both overspent by January 23.

Premises costs have increased. The majority of the fixtures and fittings budget was spent by January 23.

IT costs have not been changed as these budgets are on track.

TCAT central charge has been increased in line with the increased income for Beamont Collegiate Academy. TCAT central charge is calculated at 3.75%.

The revised budget for Beamont Collegiate Academy alone is showing an £70k deficit, which is subsidised from catering, sports partnership and STEM projects by a surplus of £53,219, leaving an overall deficit of £16,623. The Trust, taking onboard its obligations from the Academies Handbook and Funding Agreement, requests that all academies within the Trust set at least a break-even budget. Therefore, it would be appropriate for the academy to take steps to bring the budget into a surplus position. There are actions that can be taken to reduce this deficit in year by creating tighter financial controls, with the following proposals for consideration;

- All orders for goods and services for the remainder of this financial year are requested by the Easter holidays. This would allow for the budget to be reviewed again to see which budget areas can be clawed back. Naturally there would be an allowance made for emergency orders in relation to health and safety etc. Finance would need the full support of the senior leadership team to implement this and the message would need to be clear to staff that no spend can take place after Easter.
- In relation to purchase orders being raised, there are staff who commit spend outside of the finance system either by not following the order procedure or purchasing and then seeking reimbursement. The Principal is asked to remind staff of their obligations under the financial regulations and processes reinforced about seeking proper approval and budget limits being adhered to.
- Temporary reduction in credit card limits for the remainder of the financial year, currently BCA staff have access to spend £20k a month on credit cards, this should be reduced to a £500 per month on each card to reduce the access to spend money outside of the finance system, the remaining limit can be accessed in case of emergency.

2023/2024 budget update

The 2023/2024 budget setting process has begun. The ESFA GAG funding statement has been received and pupil numbers showing on the document are 895 based upon the Autumn 2022 pupil census. GAG funding for 2023/2024 includes the original supplementary grant and the funding is showing as a positive increase from this financial year:

- 2022/2023 GAG school allocation income: £5,673,899.79
- 2023/2024 GAG school allocation income: £5,995,962.09
- Positive difference: £322,062.30

The Basic entitlement age weighted pupil rates (AWPU) for 2023/2024 are as follows:

KS3: £4,802.37

KS4: £5,412.58

Action: After taking all of the above points into consideration, further revised budget to be submitted for approval.

- iii) TCAT/BCA Financial Regulations; AVR provided governors with a summary of the minor changes withing the Financial Regs;
 - Appendix D. Petty Cash Imprest. Noted.
 - Appendix E. Authorisation Levels for Orders of Works and Goods. Noted.
 - Appendix G. Details of Credit Card Limits. Noted.
- iv) Catering Cash Flow update; A Viar provided governors with a summary and explained the rationale behind proposals to increase sales to secure a positive revenue.
- v) Capital Projects Proposals. G Harris confirmed the following projects have been tabled and agreed by the Trust;

	<ul style="list-style-type: none"> - Extension to the dining area. Approximate cost; £300k. This project will be managed by the Trust. - Erection of a studded wall within the library to create a separate teaching classroom for MfL. - Reconfiguration of the current Finance Office space to accommodate and create a better working environment for the new Finance Officer.
<p>10</p>	<p>ADMISSIONS UPDATE – C RIXHAM How places were allocated at the school as at 1 March 2023</p> <p>The Published Admission Number for Year 7 in September 2023 at Beamont Collegiate Academy is 180.</p> <p>Total number of preferences expressed for the school = 376 Total number of preferences allocated = 180 Total number of preferences refused = 96 97 preferences expressed were no longer required as they were allocated a higher preference</p> <p>Places were allocated using the school’s oversubscription criteria. For a full copy of the school’s admission arrangements, please visit; www.bca.warrington.ac.uk</p> <p>Complex needs cases will be dealt with as a priority, however governors were advised that capacity remains an issue within Warrington school and only limited A/P places are available.</p> <p>With a projected drop in the current birth rate expected within the next 4 years, BCA must ensure that its transition programme continues to ensure existing applications/preferences are maintained/exceeded.</p> <p>There is a projected drop in the current birth rate within the next 4 years. With this in mind, BCA must not become complacent with the high number of preferences received and must ensure that the transition programme continues to ensure the number of applications remains at its</p> <p>Appeals A total of 96 pupils have currently been refused a place at BCA. Parents have been offered their statutory right of appeal and have been provided with an appeal form and an ‘R’ Form (refusal form), copy above for reference. Parents have been asked to return their appeal forms to school admissions by 29 March 2023. This year parents have been directed to the website to download an appeal form. It is only after this date that we will know how many appeals for our school have actually been submitted.</p> <p>Appeals will be heard in April/May or June.</p>
<p>11</p>	<p>SEXUAL MISCONDUCT</p> <p>CR explained the rationale behind the new role of the Sexual Misconduct Liaison Officer (SMLO) and summarised how the model will be implemented at BCA. The SMLO model has been developed for schools and colleges to support the response to sexual misconduct for both the reporting and reported student/pupil. SMLO Officers at BCA are, C Rixham, K Stamp and L Burrows. All 3 staff have received specialist accredited training to enable them to appropriately support students/pupils who either report sexual misconduct or are reported against. Currently only female staff expressed an interest in becoming an SMLO however, BCA plan to encourage and train male staff moving forward.</p>
<p>12</p>	<p>STAKEHOLDER SURVEYS – C RIXHAM Student Perception Survey February 2023</p> <p>530 students have completed the survey so far. The survey remains open until the end of the week. Results so far show the majority of students feel safe and are happy.</p> <p>Snapshot perception survey</p>

	<p>Parent(s)/Carer(s) uptake so far has been low. Challenging behaviour has been raised as an issue. GH said there is a job of work to be done with a small number of students who are displaying challenging and disruptive behaviour and many school are struggling with certain types of unacceptable behaviour. Next steps; identify type of unacceptable behaviour and what, as a school, we can do about it.</p> <p>Governors recognised that student comments within the survey were positive in most areas.</p> <p>CR confirmed the academy is working on communication protocols which reflect practice.</p>
13	<p>TCAT SAFEGUARDING VISIT – G HARRIS</p> <p>As a result of concerns raised during the LA inspection in January 2023 regarding its SEND provision, a survey was sent to all BCA parents/carers. As a result, a small number of concerns were <i>red flagged</i> in relation to safeguarding and 2 parents complained about the academy's toilet policy. BCA was able evidence to Ofsted that the bullying concerns raised were managed exceptionally well by the academy and there were no concerns to answer.</p> <p>To substantiate Ofsted's findings, BCA decided to initiate its own Safeguarding review. The review was conducted by TCAT's Safeguarding Team who, in consultation with the Trust, looked at BCA's processes and explored its protocols regarding students going to the toilet. After meeting with both staff and students, the team reinforced that Safeguarding was a strength at the school. It was also evidenced that all students with a medical condition, identified by a doctor, were able to access a toilet when needed and students were fully aware of when they were able to access the toilet. Parents/Carers were notified of the changes within the school's toilet protocols on 2 December, with the changes taking effect from 3 January 2023.</p> <p>Action; Clerk to share review document with governors.</p>
14	<p>PROPOSED CHANGES TO THE SCHOOL DAY</p> <p>Mr Harris provided governors with a breakdown of the proposed changes to the school day. Schools will be "asked to offer" a week of at least 32.5 hours by September 2023, under plans to be set out in the government's white paper. BCA has consulted with staff and students and is currently in consultation with parents.</p> <p>BCA is proposing to extend its current lunch break from 25 minutes to 35 minutes, or 40 minutes, with the knock on effect being taken into account at the end of the school day. Further updates will follow with the intention to implement the agreed changes with effect from September 2023.</p>
15	<p>AoB</p> <p>No items.</p>