

Beamont Collegiate Academy

Local Governing Body with BFP focus

Monday 19 June 2023 4.30-6.30pm

MINUTES – PART I



Present: Z Conroy, G Harris (Principal), H Jones, L Perks, G Porter, S Whatmore (Chairperson), C Heesom (Clerk).

In attendance:

A Viar, Business Operations Manager

J Hackney, Cluster Finance Manager

N Marsh, ICT Manager

M Reynolds, Vice Principal

D Maguire, Finance Director – TCAT

1	<p>WELCOME AND INTRODUCTIONS – CHAIR The Chairperson welcomed Zoe Conroy (elected staff governor) onto the governing body.</p>
2	<p>APOLOGIES FOR ABSENCE – CLERK Apologies for absence were received from: M Eccleston – personal. Noted and approved.</p> <p>Apologies for absence were not received from K Harvey. Noted.</p>
3	<p>DECLARATION OF INTEREST – CLERK There were no declarations of interest. Noted.</p>
4	<p>MEMBERSHIP As in agenda item 1.</p>
5	<p>ELECTION VICE CHAIRPERSON 2022-23 & 23-24 The role of VC was discussed. ME has expressed his intention to step down from the role of VC with immediate effect (if possible). GP expressed her interest in taking up the role for 12 months. Discussion. On the assumption that ME would still like to relinquish the role of VC, governors unanimously agreed for GP to take up the role. Term of role – 12 months.</p>
6	<p>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR The Chairperson proposed for the Part I minutes of the previous FGB meeting held on 24 April 2023 were a true and accurate record and should be taken as read. GP second his proposal. Governors approved the minutes.</p> <p>MATTERS ARISING Amendments to the school day. To be postponed to September 2024 due to dining room refurbishment. Current lunch time arrangements will remain. Election of VC role. Discussed and agree under item 5. Revised budget for approval. To be discussed under agenda item 9. Safeguarding review document. Circulated to governors. Dining room extension plans. To be discussed under agenda item 7. KASSIA placements. AP options. To be discussed under agenda item 15. Term dates 2024-25. To be discussed under agenda item 19.</p>
7.	<p>IT INFRASTRUCTURE PLAN & CAPITAL PROJECTS N Marsh provided governors with a verbal summary of the report and outlined BCA's 7 year Capital Spend rolling programme. NM explained the rationale behind the proposed update of the ICT systems and how funds from the reserves balance to accommodate the capital spend will be used. Figures are based on costs at June 2023. The updating of the ICT systems will ensure the academy remains a front runner within the areas of STEM and ICT. The proposal also supports all activities of BCA and is in line with the TCAT ICT roadmap. Governors approved funding costs as shown within the report and said they fully supported the need to replace and update current IT systems within the academy and asked for possible funding options to be pursued with TCAT.</p> <p>NM outlined further capital projects;</p> <ul style="list-style-type: none"> • Extension of the current dining room facilities • Library patrician • Hall seating

	<ul style="list-style-type: none"> • Expansion of the finance office <p>Current insurance claims still to be agreed with loss adjusters are;</p> <ul style="list-style-type: none"> • Overheating of boiler and replacement of damaged equipment • Boiler room leak <p>Action: NM to provide timeline for construction works on site during the next BFP meeting 20/11/23.</p>
<p>8.</p>	<p>IMPACT REPORTS</p> <p>For noting; Governors are asked to take the reports as read.</p> <ol style="list-style-type: none"> Behaviour, M Reynolds provided governors with a verbal summary of the report. Governors confirmed the contents of the report were noted. Safeguarding, M Reynolds. Governors queried details regarding Safeguarding referrals of 3 students. MR confirmed the PREVENT strategy was followed in each case. CIAG, C Hillidge provided governors with a verbal summary of the report and explained how BCA links with the Warrington Pledge, a collaboration of business & education providers, to ensure that students are equipped to deal with the workplace. Various sources of funding are available to link school & businesses and support careers/enterprise Businesses local to Warrington include logistics, engineering, IT, life sciences. There is also a huge future demand for green technology. Students are seen as an important potential supply of employees, and businesses are increasingly keen to engage <p><i>Governor challenge;</i> <i>What is Virtual Work Experience and why is it offered to students?</i> <i>Logistically, work exp is difficult to arrange – range of employers, safeguarding, transport etc. Students are not necessarily gaining anything from this experience, may be given irrelevant tasks Many students have already gained experience of the workplace through p/t jobs with virtual opportunities being made available and provided in school, for example emergency services “A day in the life of an NHS worker seen through the eyes of staff wearing a body cam with QAs at the end of each session.</i></p> <p>HJ provide governors with a summary of her link governor report for CEIAG. HJ met with CH to discuss and challenge the contents of his Impact Report. Key points;</p> <ul style="list-style-type: none"> • A wide range of education/employment events is provided by BCA for all students across all departments. In addition, all pupils meet with SLE, the school careers advisor in Y10 • Students’ career profiles are logged over their time at BCA • BCA is performing above average against the 8 Gatsby benchmarks (recommended elements of good practice in careers guidance) • As well as encouraging career engagement for all, students at risk of NEET are identified from primary school onwards • More strategic support for students at risk of NEET is in place from Y9, intensifying in Y10 &11, as described in the IMPACT Report • School is proactive in ensuring that students are appropriately signposted and college applications are completed • Information on all career opportunities and events is sent to parents to maximise engagement • School has links with various outside organisations, such as the Warrington Pledge, colleges and local employers, and this ensures that students aware of a wide range of opportunities post-Y11 • Careers provision is inclusive, focussing on vulnerable pupils, non-attenders, those in alternative provision and able students, with increased input from SLE as appropriate
<p>9.</p>	<p>FINANCE – REVISED 2023-24 BUDGET FOR APPROVAL – J HACKNEY</p> <p>J Hackney provided governors with a verbal account of the report. DM joined the meeting.</p> <p>Overview</p> <p>Governors were advised that BCA’s budget is now split into 4 strands;</p> <ul style="list-style-type: none"> • BCA academy only budget

- STEM Projects
- Catering function
- School sports partnership.

Below is a summary of the overall position for each of the 4 strands;

1. BCA Only:

Income: The ESFA GAG funding statement has been received and the pupil number showing on the document is 895 based upon the Autumn 2022 pupil census. The GAG funding for 2023/2024 now includes the original supplementary grant.

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

- Ks3: £4,802.37
- Ks4: £5,412.58

The projected Income for Beamont Collegiate Academy has increased. The recovery premium has been included at the original rate of £57,348. An additional supplementary grant has been confirmed and included at £218,569 for BCA.

School led tutoring funding has been confirmed and included at £62,046 although it has not yet been decided if BCA are going to continue to use the school led tutoring programme in 2023/2024. BCA are looking to move forward with a bespoke tuition programme funded from the in-year academy budget. If it is decided that the school led tutoring programme can support some or all of their tuition needs then there will be a small saving to be made or the tuition programme may be increased. School led tutoring has been confirmed for 2023/2024 as a 50% subsidy.

Staff consultancy income has been included based on 4 members of BCA staff supporting TCAT on a weekly basis. The income for SLT and Principal time has been included at the actual cost per day to BCA although it is likely there will be a set rate applied and agreed with TCAT which may impact the income shown.

Staffing expenditure:

Staffing expenditure has increased to take in account the potential 5% pay increase for teaching staff and includes all expected changes to staffing from September 2023.

The support staff pay has also increased to include the current proposed pay rise which is on the same basis as last year, £1,925 on each pay spine from April 2023 and a 3% pay rise from April 2024.

Non-staffing expenditure:

Non staffing expenditure has been increased across many areas, an inflation rate of 5% has been included in most areas however the cleaning costs contract has been increased by 10% given the support staff pay proposal.

Premises costs have been increased to include a separate budget line for remedial works to ensure all statutory work are completed and to allow BCA to closely monitor the remedial costs year on year.

Alternative provision offsite has been included at £37k this allows for 3 places at Kassia. TCAT central charge has been increased in line with the increased income for Beamont Collegiate Academy. TCAT central charge is calculated at 3.75%.

Beamont Collegiate Academy is showing a £41.8k surplus for 2023/2024 budget. This figure is for Beamont Collegiate Academy activity only and does not include the impact from projects which are listed below.

2. STEM Projects:

STEM projects budget is showing a £38k surplus for 2023/2024. This includes the additional contract that has taken place from April 2023 which is the NCCE Lancashire project. Variable income for the STEM projects has been included at 75%, if more than 75% of the variable KPI's

are met then the income for these areas will increase. FABLab costs are included within this budget alongside the new staffing roles needed to fulfil the Lancashire contract.

3. Catering function:

Catering income has been included based on income data from 2022/2023, the rate per meal charge is not being changed for 2023/2024 and will remain at £2.40 per meal deal.

Fsm income data is again based on 2022/2023 and the cost of the FSM income is shown in BCA's budget. Catering staff costs are based on the current staffing levels and include the potential pay increase for support staff at £1,925 on each pay spine. Food costs and consumable has been based on 2022/2023 data. The catering function deficit budget figure will need to be reconciled with BCA figures.

Summary:

BCA Only activities: £41,862 surplus

STEM Projects: £38,202 surplus

Catering function: (£43,615) deficit - This will need to be reconciled with BCA figures refer to agenda item 12 bullet point 5.

Governor challenge;

CoG raised queries relating to;

- *Teachers pay increase and possible shortage of funds? JH explained 5% and 6.5 % scenarios with projected funding outcomes in that the academy should have enough funds to fulfil the spend.*
- *Gas and electric projection of costs for 2023-24? JH explained confirmation of wholesale rates is still unclear however BCA have signed with a new provider and possible savings could follow*
- *Funding of in-year students? Numbers? GH explained the number of students going off roll for 2022-23 is 177 with 186 on roll expected in September. DM confirmed BCA's PAN is full and numbers remained stable at BCA, and although government funding is yet unknown, scenarios given within the budget confirm at £41k surplus*
- *Recovery premium. JH explained the rationale of recovery which is to increase outcomes for students affected by the loss of learning during the pandemic. The change to 23/24 recovery strategy mean we can no longer carry forward any unused recovery funding.*

Overall position:

The overall position for BCA is positive showing a surplus of £36,449. Governors approved the budget for 2023-24.

10. MONTHLY MANAGEMENT ACCOUNTS/END OF YEAR FORECAST – J HACKNEY

Beamont Collegiate Academy May accounts are showing a predicted deficit of £127k deficit.

Income:

Income to the end of May 2023 is higher than originally budgeted due to several factors:

- Academy for generating funds income shows higher than budgeted as it includes the TCAT employee recharges.
- Letting's income is an additional income that was not budgeted for.
- An additional supplementary grant has been received by BCA of £83,333.

Non staffing Expenditure:

- Non staffing expenditure is higher than expected.
- Premises costs are overbudget due to an increase in the cost of remedial works.
- KS3 AP unit centre costs of £6k are included in the non-staffing costs however these are likely to be reimbursed by TCAT

Purchase orders for 2022/2023 have now closed at BCA so very little spend will now take place across the curriculum and admin areas. There will still be some spend across site for works during the summer holidays but the majority of this cost is accounted for and committed within these accounts.

	<p>Staffing expenditure: Staffing expenditure is higher than budgeted due to the increase costs for support and teaching staff. Supply costs budget line is overspent due to 2 long term sickness covers in the same department. <i>Governor challenge; Governors queried the predicted deficit forecast and GH explained how long term absence have contributed to significant unforeseen costs and could not be helped.</i></p> <p>Additional information: Included in these accounts are the potential one-off teacher payment totalling £86,000. Currently the pay offer for teachers has been rejected however the offer of £1k one off payment is still a possibility as it is unlikely the government will be able to withdraw the offer at this stage. The final negotiations regarding teacher pay for 2022/2023 are ongoing so the payment has been included to maintain a prudent approach in the accounts. The final income position for the STEM projects is unknown at this point and it is likely the variable income in this area will increase, all costs expected for the STEM projects are included.</p> <p>Catering function is currently projecting a £48k deficit this is largely due to the substantial increase in staffing costs due to the inflationary pay rise, the catering function is also a department that has been impacted by the high inflation rates for food costs and delivery costs.</p> <p><i>Governor challenge; Governors queried when the final outturn figure would be shared? DM explained final outturn position would be available during November after auditors have signed off the accounts.</i></p>
<p>11.</p>	<p>HR & H&S – A VIAR AV asked for the reports to be taken as read. HR AV advised governors of the following headlines;</p> <ul style="list-style-type: none"> • The Summer Term 1 has recorded the highest overall staff attendance rate of 97.49% since the pandemic. The school has returned to the normal attendance figures pre-COVID and this is mainly driven by the school’s multi-pronged attendance management strategy. • BCA’s recorded absence figure of 2.7% is below TCAT’s overall absence figure of 3.5%. • Formal letters continue to be sent to all staff reiterating guidance relating to sickness absence and their status in relation to absence triggers. This is now being implemented at the start of each academic year and every January to cover absences recorded for the full calendar year. 35% of all absences can be attributed to paid authorised, dependant leave and medical appointments. <p>Recruitment Recruitment documentation is currently being finalised; a new recruitment and onboarding pack is being introduced for September 2023. Ten (10) staff were hired from March 2023, six (6) on permanent contracts to start in September, two (2) each on fixed term and casual employment.</p> <p>H&S AVR confirmed accident stats and near misses contained within the report. AV reminded governors of the qualitative outcomes due to actions outlined in Section 2 of the report and explained expected outcomes against key actions.</p> <p>External Scrutiny and Challenge Annual Health and Safety Audit 21/07/2022, Catering, Accessibility Audit and Fire Risk Assessment conducted by Adele Partridge 14/11/2022. Governors noted and acknowledged that all action points listed within Appendices 3-5 have been completed.</p> <p>The next audit is scheduled for 04/07/2023</p>
<p>12.</p>	<p>CATERING CASH FLOW – A VIAR AV explained the cash flow figures contained within the report and confirmed there is currently a possible £30K discrepancy within current prediction figures and that the final catering financial figure is to be reconciled with TCAT</p>

- FSM and School Meals Income are impacted by number of school days. For example, the months of October, December and February have got a two-week transaction period. February only had 13 full school days and 2 strike days.
- Utilities cost being covered by the school budget.
- Wages for six (6) staff members within the catering team - 1 catering manager, 1 cook and 4 catering assistants
- To cover for loss of income due to shorter term days, catering manager reviews menu offer and introduce new product to boost sales (e.g. introduction of best-selling snack items that encourage pupils to purchase more or convert non-paying pupils)
- FORECAST for End of August 2023 - If the numbers break even for months of May, June and July, we can predict a negative cash flows of £10,000 by end of August.

PROPOSED ACTIONS - Review of Pricing and increase of FSM intake. There are currently 50 FSM pupils opting out of school's free meals.

Governor challenge

GP asked if FSM income is only available as a result of the uptake of the meal(s)?

AV replied yes, income is only available as a result of take up, however, breakfast and break options uptake also contribute to this.

13. BUSINESS SUPPORT MEETING 26.05.23

AV provided governors with a verbal summary of the report to governors;

Part 1 – Finance

- Discussion on catering finance – catering predicted be on a negative cashflows by end of academic year due to lack of income during school holiday. To reconcile information between TCAT and BCA.
- Key budgetary diagnostics metrics discussed in relation to benchmarking. BCA’s teaching staff ratio relatively higher than the secondary benchmark likely due to skewed teacher numbers.

Part 2 - HR

- Discussion on staff headcount, turnover ratio. BCA have relatively healthy turnover compared to other TCAT schools at 9.9%.
- Summary of staff sickness and disciplinary – 3 long term absences reported, 1 grievance and 1 informal disciplinary stage
- SCR compliance review being undertaken regularly

Part 3 – Operations, GPDR and H&S

- Overall Audit Compliance Score – Final 100% and Average of 91% - improvement from previous year’s 86% / 80%
- All H&S audit actions reported to be completed
- 1 GDPR Breach and 20 SARs – process defined and more efficient than other TCAT schools
- Part 4 – Complaints and Governance, Website Compliance
- 1 resolved stage 1 complaint, 1 outstanding stage 3 complaint
- All pending actions on website and governor hub have been completed
- To update CIAG Policy

Proposed actions	Lead	Target date
Catering budget forecasting being done on a day-to-day basis. AVR to meet with Jen Hackney to review modelling and ensure full year forecast is accurate.	AVR/JHY	30/06/2023
Ensure that calculation of contact ratio for next year takes into account the STEM and TCAT activity.	GHA/AL	30/06/2023
Re-establishing community links to support recruitment into the academy.	GHA	

Proposed actions were noted.

14. SUSPENSIONS ANALYSIS – M Reynolds

MR provided governors with a summary of his written report. Governors noted the comparative Spring term figures for 2021-22, acknowledging an increase nationally from the previous term compared to the autumn term for 20241/22 (increase for secondary pupils is +11%). When

	<p>compared to the last pre-pandemic spring term, in 2018/19, suspensions have increased by 31%, driven by a 38% increase in suspensions in secondary schools. MR explained government analysis of suspension data showed suspension figures have soared since the end of the pandemic with disadvantaged students being worst hit by suspensions.</p> <p>2.7% of BCA students were suspended in the spring term in 2021-22 compared to 4.88% nationally. This figure is testament to the hard work and commitment by BCA staff in ensuring BCA students are only ever suspended as a last resort. BCA students have access to a number of alternative and proactive interventions and support strategies which are often used for nonthreatening behaviours, averting the need to implement a suspension.</p> <p>MR also alerted governors to the EHCP assessment process. Once evidence of the child's needs has been presented to the Local Authority EHCP team, once granted there is minimum assessment process of 20 weeks. The LA are blaming severe staff shortages for long delays, leaving many SEND children waiting an unacceptable amount of time for their EHCP to be issued.</p> <p><i>Governors thanked MR for explaining the suspension procedures and agreed the EHCP assessment process and timelines were frustrating but recognised the academy is doing everything possible to ensure students are identified and processed as soon as possible.</i></p>
<p>15.</p>	<p>ATTENDANCE ANALYSIS & OVERVIEW – M Reynolds</p> <p>MR provided governors with a verbal summary of his report. Although BCA's attendance figure sits below national figures published by the DfE for term 1 by 1%, absence at the academy is still higher than before the pandemic. Improving our attendance figure remains a priority. BCA continues to ensure strategies are in place to promote the importance of good attendance. MR shared attendance figures of key groups at BCA compared to FFT national average – figures in all groups are above national average. BCA attendance is currently within the top 25% FFT.</p> <p>Persistent absence at BCA is currently at 21.5% compared to the national average of 31%.</p> <p>Behaviour at the academy remains a strength and this is evidenced within the Trust report. A number of students have struggled to accept and adapt to higher expectations which have been implemented within the academy and this has led to an increase in behaviour referrals and suspensions.</p> <p>Students continue to be rewarded for excellent attendance and outstanding effort and progress in lessons.</p> <p><i>Governors agreed with the changes implemented to support the continued efforts of the attendance team and pastoral support staff to ensure attendance remains a priority within BCA and thanked MR for his report.</i></p>
<p>16.</p>	<p>STUDENTS LEAVING SCHOOL ROLE (09/22 – 06/23) – M REYNOLDS</p> <p>MR provided governors with a verbal summary of current student off-roll destinations for 2023. Out of a total of 18 there are 7 students who following elective home education, 6 in year transfers to other schools, 1 permanent exclusion and 3 students have failed a managed transfer and have return to their host school and 1 child has returned to her home country of Ukraine.</p> <p>Governors were satisfied that BCA has worked closely with the LA to ensure process has been followed and are confident no 'off-rolling' has occurred at BCA. Student destinations continue to be monitored by the LA.</p>
<p>17.</p>	<p>TCAT SAFEGUARDING REVIEW ARPIL 2023 – M REYNOLDS</p> <p>MR provided governors with a verbal summary of the Safeguarding and RSE report that took place on 18 April 2023. The review team consisted of Tracy Hatton, TCAT Safeguarding Lead Headteacher at Bridgewater HS and Mark Malam, Assistant Headteacher for PD at Bridgewater HS. The review confirmed Safeguarding is a priority at BCA and there is a strong culture of care supported by knowledge of pupils, families and the local community. The school promotes the ethos that Safeguarding is everyone's responsibility with clear lines of responsibility and accountability in the leadership and management of Safeguarding. CPOMS is used as the management system for Safeguarding and is used well by the DSL's and information is reported in a timely manner and actions and follow up plans were clear. The CP and Safeguarding Policy</p>

	<p>and associated Safeguarding policies including the Behaviours an RSE policies re readily available on the school website. The Single Central Record is responsibly maintained by A Viar (Business and Operations Manager).</p> <p>Governors were alerted to the recommendations within the report. Noted.</p>
18.	<p>SENIOR LEADERSHIP TEAM 2023-24 – G HARRIS</p> <p>Mr Harris outlined the new SLT structure for September 2023. To support Mr Harris’s outreach work for the Trust, Mr Reynolds, VP, will take on responsibility for leading the school for 1 day per week. Following the departure of A Harrison, C Rixham, Assistant Principal, will take on the role of SENDCo. C Hillidge will take on the role of SLP for the Trust (2 year secondment in the first instance) leaving his STEM duties to be encompassed within the SLT. Governors acknowledged opportunities for internal progression have been duly recognised and changes have been implemented well within the academy to ensure an effective career development strategy is supported.</p>
19.	<p>PROPOSED DATES FOR FGB MEETINGS 2023-24</p> <p>Extra-ordinary LGB meeting (results) Mon 11 Sept 16:30 LGB with C&L focus Mon 09 Oct 16:30 LGB with BFP focus Mon 20 Nov 16:30 LGB with C&L focus Mon 29 Jan 2024 16:30 LGB with BFP focus Mon 18 Mar2024 16:30</p> <p>LGB with C&L focus Mon 22 Apr 2024 16:30 LGB with BFP focus Mon 17 Jun 2024 16:30</p> <p>Proposed dates and times agreed.</p>
20.	AoB