

ABBAY ACADEMIES TRUST
BAPA LOCAL GOVERNING BODY
MINUTES OF MEETING
HELD ON MONDAY 1ST MARCH 2021, 4.00 p.m.
VIA MICROSOFT TEAMS

NB - held via Microsoft Teams to remove the need for governors to come into school

Present: Sarah Moore (SM); Sarah Buttress (SLB); Stephen Haigh - Chair (SH); Fr Peter (PL); John Kirkman (JAK); Paul Gandy - Vice-Chair (PG); Linda Orme (LO); Chris Bates (CB); Jill Bates (JB) - Clerk

Apologies: All present

		Action
1	Welcome & Prayer SH welcomed all to the meeting and PL said a prayer.	
2	Apologies All present. SLB took the opportunity at this point to record her thanks to Steph Kelby whose term of office as a parent governor had recently come to an end. Govs echoed those thanks. The Chair of Trustees has written to thank SK and JB will arrange flowers to be sent on behalf of the LGB.	JB arrange flowers
3	Declarations of Interest Nothing declared.	
4	Minutes of the LGB Meeting 20th October 2020 Agreed as a true record and signed off as such.	
5	Matters arising from the minutes of the LGB 20th October 2020 All actions either completed or covered under later agenda items except: Page 1 Item 5 Collective Worship were to be arranged at a time that govs could attend. 3rd June 2020 Update - carried forward as a result of COVID-19. Update 20th October 2020 - carried forward due to COVID-19. 1st March 2021 - carried forward as a result of COVID-19. SLB reminded govs that there are many recorded Collective Worship on the school website. Page 2 Item 5 It has not been possible yet to repeat the pupils' health and safety inspection due to COVID-19 but it is SLB's intention to arrange for this to happen this term with a group of Y6 children, taking into account appropriate social distancing. Update 20th October 2020 - carried forward due to COVID-19. Update 1st March 2021 - carried forward due to COVID-19 and latest national lockdown.	RE team & SLB SLB arrange H&S inspection in summer term

	<p>Page 2 Item 6 SM and JB discuss clerk's role going forward. Update 1st March 2021 - JB has agreed to continue as clerk at the present time.</p> <p>Page 8 Item 13 JB to arrange H&S visit with the H&S govs. Update 1st March 2021 - carried forward due to COVID 19 and latest national lockdown.</p> <p>Page 8 Item 14 Arrangements are in hand for a gov SCR to take place after half-term. Update 1st March 2021 - check completed by SLT 30th November 2020 due to COVID-19. JB to attend updated SCR course 11th March. SLT and govs check to be arranged for the end of March.</p> <p>Page 10 Item 8 Abbey Ark SLB reported that nationally there has been a 25% drop in 2 year olds accessing early years' provision which is thought to be due to the COVID-19 pandemic. We have agreed with the Local Authority that it would be counterproductive from a pupil recruitment point of view to stop offering 2 year old places, as those 2 year olds usually then attend our pre-school and transition to Reception. SLB and Hollie Dalglish (HD), Abbey Ark Manager, will continue to monitor the situation. It is likely that we will introduce a greater degree of flexibility in terms of the rooms used for each age group so younger Jolly Giraffes (3 year olds) may mix with 2 year olds in the Happy Hippos room.</p> <p>Q. A gov asked if the mixing of age groups would cause issues for parents/carers. A. SLB suggested that this would not be the case. A huge number of parents/carers keep their children at home until their 3 year old funding begins and enrol them as soon as that happens. At that stage they are not yet 'pre-school' children. SM advised that we market the provision as one unit rather than as two separate rooms.</p>	<p>JB to arrange visit in summer term</p> <p>JB to arrange check</p> <p>SLB / HD /JEK continue to monitor</p>
6	<p>Review of Local Governing Board Membership - vacancies SK's term of office had come to an end last month and plans are in place to seek nominations and run an election if needed after the Easter holiday.</p> <p>Jo Hilder's vacancy is still open. JB to review full scheme of delegation and liaise with trustees regarding membership of the LGB.</p>	<p>JB review SoD and take to trustees</p>
7	<p>Items from the minutes of the Trust Board meeting 24th November 2020 The following were the highlights from the Autumn term Trust Board and AGM meetings: Trust Board</p> <ul style="list-style-type: none"> • Trustees agreed to approach Amelia Eggleston (Chair of CSW LGB and member of the Finance/Pay/Audit committee) to join the Trust Board • Responsible Officer report - apart from a few minor actions we were given a clean bill of health • Budget projections for 2020-21 had been reviewed 	

	<ul style="list-style-type: none"> • Discussion took place about the Diocesan health checks. BAPA's was led by Paul Thompson • Discussions re the mental health and wellbeing of staff and pupils • Through SM, trustees thanked all staff for all of their hard work during the current COVID-19 pandemic • A query had been raised regarding outstanding safeguarding training for trustees and gobs and two virtual sessions had been held on 10/12/20 and 27/01/21 <p>AGM</p> <ul style="list-style-type: none"> • The external auditors had reported on a clean set of accounts and trustees had thanked Jane King (JEK), Chief Financial Officer, for all of her hard work • Growth of the Trust - Member Jackie Waters-Dewhurst, had asked what plans there are for growing the Trust. Trustees agreed that their preference is to consolidate our position with the 3 schools we currently have, especially during COVID-19, but to consider any school to school support work that we can accommodate 	
8	<p>Budget Budget update from Jane King and Chris Bates</p> <p>See also confidential minutes.</p> <p>Year-end position for Bourne Abbey In-year position at 31.01.2021 JB to send one page budget update to gobs.</p> <p>Kids' Club update - Covid-19 impact Already covered.</p> <p>SEND spending update Gobs had received an updated copy of the SEND spending statement electronically before the meeting. SLB advised that we have continued to support our SEND pupils from both a pastoral and academic point of view during the latest lockdown. Out of our 18 children with EHCPs, 15 have been attending school regularly during this period of school closure.</p> <p>See also confidential minutes.</p> <p>Finance policy Financial Risk register Procurement and tendering policy Reimbursement of expenses policy Investment policy JEK has updated the finance policies and these are currently with the Finance/Pay/Audit committee for comment.</p> <p>CIF bids With the support of an external firm of architects we have submitted two Condition Improvement Fund bids for Bourne Abbey. An amount for contingency purposes has been provided for in each quote. We should know the outcome of the bids in June 2021.</p> <p>See also confidential minutes.</p>	<p>JB send budget update</p>

8	<p>Head of School's report including:</p> <ul style="list-style-type: none"> • Standards and Covid-19 • Attendance and Covid-19 • Appraisal and Covid-19 • Online/remote learning monitoring summary including vulnerable groups • Mental Health and Well-being <p>The report had been circulated electronically to govs prior to the meeting and SLB took them through the highlights.</p> <p>Organisation We have 76 first preference applications for Reception 2021 but we expect that to increase between now and September.</p> <p>Attendance Whole school attendance for the academic year to 17th December 2020 was 97.8% and PP attendance 96.5%. Whole school attendance including 'X' codes was 95.4%.</p> <p>Up to 17th December 2020, 34% of pupils YR to Y6 had a period of absence due to COVID-19. This includes one class of 30 who had to isolate. Pupils absent due to COVID-19 are able to access remote learning via Seesaw. Our bubble closure early in the academic year allowed us to trial the arrangements we had in place with a whole class.</p>	
Q	<p>Q. A gov asked if the Senior Leadership team can be confident that all trustees and govs understand what Seesaw is about and suggested that a small presentation could be put together and shared.</p> <p>A. SM agreed that a presentation would be an excellent idea. She advised govs that Peter Bellamy (PB) has updated our digital learning report and asked JB to circulate the updated copy to trustees and govs,</p> <p>Since the introduction of the new national lockdown in January 2021, keyworker and vulnerable children have been arranged in 'bubbles' of no more than 20. Mixing is minimised through break and lunchtime arrangements and the importance of hygiene and handwashing is regularly reinforced. The small number of bubble closures across the Trust demonstrates the effectiveness of controls when compared to the closures required at other local primary schools.</p> <p>Our 'live' risk assessment sets out our expectations and continues to be regularly updated with specific reviews in time for our return in January 2021 and for full re-opening on March 8th 2021. We regularly seek comments/feedback from key stakeholders.</p> <p>Exclusions and Behaviour</p> <ul style="list-style-type: none"> • 3 pupils currently have a Pastoral Support Plan in place • There has been 1 fixed term exclusion since the last HoS report in October 2020 • Lunchtime monitoring in Term 2 focussed on staggered lunchtimes for bubbles and activities for children. All recommended actions will be put in place on our return to school <p>Physical handling There have been 4 restraints involving 1 pupil since the last HoS report in October.</p>	<p>JB circulate report. SM arrange Seesaw presentation for summer LGB meetings</p>

Elective Home Education

Nil.

Racial incidents

There have been no racial incidents since the last HoS report.

CME

We have reported 1 child missing education since the last report, following all of the appropriate protocols.

Health and safety

- Fire and shelter drills took place in the first week of Term 3
- The Notts H&S audit has been postponed as they are not making visits at this time. It will be rearranged as soon as is practicable

SEND

The 2020-2021 SEND spending report has been reviewed in light of school closure and was shared with govs electronically prior to the meeting. It will continue to be updated as needed throughout the academic year and shared with trustees and govs so they are clear how much SEND funding is received, what it is being used for and its impact.

Staffing

Mrs Shears will return from her maternity leave at the end of Term 4. SM and SLB will begin to consider staffing for 2021-2022 at the beginning of this term.

There has been additional staff absence due to COVID-19, mostly short-term in nature.

Staff across the Trust are taking Lateral Flow Device tests twice a week to identify positive cases. Of those staff invited to take part in this voluntary scheme, 89% have submitted at least one test result. Staff who have not been in school since the beginning of the January lockdown have not been testing but have been invited to do so on their return to school. No positive cases have been identified across the Trust.

Standards

All primary assessments have been cancelled for this academic year but we will ensure rigorous assessments are carried out internally. This will include the usual raft of tests and assessments from previous years.

As a result of high quality 'catch up' learning and teaching since the children returned to school in September 2020, 84% of Y2 pupils at BAPA achieved the pass level of 32 out of 40 in phonics screening. (Lincs and National averages not available)

Teaching observations in Autumn Term showed high quality teaching across the school including in NQT classes.

Planning monitoring and work scrutiny was carried out in Term 2 with all key actions fed back to staff and agreed actions included in the AIP.

Rigorous analysis of school tracking data from November 2020 Assessment Point included outcomes and progress for all vulnerable groups. Clear provision maps have been written,

ensuring necessary support is in place for all children to make the maximum progress and 'catch up' where appropriate.

'Catch up/Flying high' provision has continued even during school closure when children are being educated remotely at home. Teachers provide high quality, differentiated learning for all abilities, ensuring pupils identified on the provision map at AP1 receive the additional support they require to reach their aspirational target.

Remote/Online Learning

In Terms 1 and 2 we received much positive feedback from parents/carers, teachers and pupils who accessed online learning from home. This included the Y6 class bubble who had to isolate in October 2020.

AAT was allocated 70 iPads by the DfE. During the current school closure we have loaned devices to every pupil who needed one (74 across the Trust at 12th February 2021). Parents/carers signed a safeguarding agreement for each device loaned.

Remote learning is monitored weekly by Linda Orme (LO), BAPA Deputy Head, Louise Jordan (LJ), CSW HoS and Peter Bellamy (PB), BEPPA Acting HoS, ensuring consistency of quality, continuity and progression throughout school. This also ensures we track the % of pupils accessing Seesaw and support is put in place for those who are not. From the second full week of home learning 98%+ of BAPA pupils were accessing Seesaw.

SM recorded her thanks to LO, LJ and PB for all of their hard work in carrying out the monitoring and following up the outcomes and reporting back.

As part of our Seesaw provision, teachers and TAs check in with the mental health and wellbeing of the children. Additionally, our team of trained mental health and wellbeing first aiders use Seesaw as a platform for weekly sessions with all children. During the first week of Term 4 children had the opportunity to take part in virtual 'meet ups' via MS Teams to celebrate remote and in-school learning since January 2021.

AIP

Our annual Diocesan review was held via MS Teams and led by Paul Thompson (Deputy Diocesan Director of Education). The review was very successful and the report has already been shared with gobs and trustees. Our Church SEF will be updated by Easter.

Pupil questionnaires were updated to include COVID-19 questions specifically related to mental health and wellbeing. The average positive response rate for all questions was at least 94%. These questionnaires will be carried out again in Term 5.

Our staff questionnaire included questions related to COVID-19 and staff wellbeing. There was a good level of support staff response. The vast majority of those staff who responded agreed or strongly agreed with the statements.

Staff development

Staff continue to attend a range of CPD courses, all of which are being delivered remotely at present.

Inset

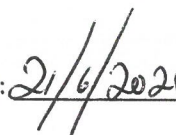
There is an inset day planned for June 2021.

	<p>Staff appraisal Teaching staff appraisals interim review meetings have were completed in Term 3.</p> <p>Events/actions for govs SM drew govs attention to the dates for the Easter service and attendance assemblies and advised that these will be pre-recorded events which govs and trustees will be able to view.</p> <p>Policies In addition to the finance policies which had been covered under item 8, SM tabled the updated Complaints policy. Following a website check by the ESFA, they had recommended some changes be made to the Trust's policy. We made those changes on the same day we received the ESFA email and have since received feedback confirming that the policy is fully compliant. SM advised govs that the policy is still a concise document.</p> <p>Q Q. A gov asked if school receives many complaints. A. The majority tend to be of an informal nature. We have received one formal complaint this academic year which was withdrawn following discussions between SH, Trustee and BAPA LGB Chair, and the complainant.</p> <p>The Admissions policy for 2022-23 had been determined by the trustees in accordance with DfE timescales and is on the school website if govs wish to read it.</p> <p>SLB finished by thanking govs for their continued support and flexibility and asked if anyone had any questions.</p>	
10	<p>Mental Health and Well-being Already covered under item 9.</p>	
11	<p>Church Distinctiveness Paul Thompson report 17.11.20 Already covered.</p> <p>SIAMS and Church SEF SM reported that she was informed in January that there will be no SIAMs inspections before September 2021.</p> <p>Collective Worship Covid-19 update SLB advised govs that daily Collective Worship continues albeit through recordings. Staff and pupils still reflect on the content and make notes. She recorded her thanks to the RE and Collective Worship teams for all of their hard work in organising this, maintaining our focus on our Christian Values and for making sure that SLT and staff keep to the rota.</p> <p>SM noted her thanks to Revd Neil Griffiths, Vicar of Colsterworth, who continues to send Collective Worship for all 3 of our schools.</p>	
12	<p>Health and Safety Covid-19 'live' risk assessment This is available in the school office to anyone who wants to read it.</p>	

	<p>SLT had met last Thursday, 25th February, to update it ready for our re-opening on 8th March.</p> <p>Whilst it is shared with the Chairs and the H&S govs it is not shared more widely so that old versions are not in circulation. She noted how beneficial it is to have a parent view too through our BEPPA and CSW H&S govs, Ray Kinch and Julie Nichols. SM thanked govs for their feedback.</p>	
13	<p>Safeguarding SCR governor check This will take place before the end of term. We now have one SCR for the whole of the Trust.</p> <p>Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (January 2021) SM tabled both documents. SLB advised that this had been updated in respect of the role of the safeguarding governor. SM asked JB to send an electronic copy of the updated policy to govs.</p> <p>Covid-19 and vulnerable pupils Already covered.</p>	<p>JB to confirm arrangements for check</p> <p>JB send policy to govs</p>
15	<p>Governor visits and training Visits are not currently taking place.</p> <p>JB reported that</p> <ul style="list-style-type: none"> Linsey Leafe had completed two sessions of updated safeguarding training for govs JB and Jo Derrick had completed virtual Diocesan Members training PDC members, LL and JB had completed virtual exclusions training with the local authority Natalie Fox (BEPPA LGB) is booked on the upcoming Diocesan Ofsted toolkit virtual course 	
13	<p>Determination of confidentiality of business All items relating to budget, pupils and staffing.</p>	
14	<p>Date and time of next meetings:</p> <ul style="list-style-type: none"> Summer 2021 - Tuesday 25th May 5.00 p.m. 	

Meeting closed at 4.56 p.m.

Signed:  _____
Chair

Date:  _____