

ABBAY ACADEMIES TRUST
BAPA LOCAL GOVERNING BODY
MINUTES OF MEETING
HELD ON TUESDAY 20TH OCTOBER 2020, 4.00 p.m.
VIA MICROSOFT TEAMS

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

Present: Sarah Moore (SM); Sarah Buttress (SLB); Chris Bates (CB); Louise Holbrook (LH); Stephen Haigh - Chair (SH); Fr Peter (PL); John Kirkman (JAK); Steph Kelby (SK); Jill Bates (JB) - Clerk

Apologies: Paul Gandy - Vice-Chair (PG)

		Action
1	Welcome & Prayer SH welcomed all to the meeting and SLB said a prayer.	
2	Apologies Apologies had been received and were accepted from PG (work abroad).	
3	Declarations of Interest Nothing declared.	
4	Minutes of the LGB Meeting 3rd Jun 2020 Agreed as a true record and signed off as such.	
5	<p>Matters arising from the minutes of the LGB 3rd June 2020 All actions either completed or covered under later agenda items except:</p> <p>Page 1 Item 5</p> <ul style="list-style-type: none"> 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. <p>Page 2 Item 5</p> <ul style="list-style-type: none"> 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. <p>SLB took the opportunity at this point to remind govs that LH is leaving AAT for a new role with Cambridgeshire County Council which therefore means that this would be her last LGB meeting. SLB thanked LH for all of her hard work and</p>	<p>RE team & SLB</p> <p>SLB arrange H&S inspection</p>

	commitment in both her TA and gov roles on behalf of the Bourne Abbey school family.	
6	<p>Appointment of Clerk SM advised govs that during 2019-20 the Trust had engaged the services of LCC clerking service as JB wished to resign from the role. Unfortunately this hadn't been successful due to a lack of continuity in personnel and poor quality minutes.</p> <p>SM thanked JB for stepping back in. SM and JB will discuss the role going forward.</p>	SM/JB discuss role
7	<p>Budget Budget update from Jane King and Chris Bates SM had circulated a hard copy of a budget summary report electronically before the meeting.</p> <p>See confidential minutes.</p> <p>Abbey Ark and Kids' Club update - impact of Covid-19 SLB advised that the Jolly Giraffe's room (3-4 year olds) is full to capacity on most days with a waiting list. The Happy Hippos room (2-3 year olds) still has spaces available.</p> <p>See confidential minutes.</p> <p>PP impact report 2019-2020 and PP report 2020-2021 SM advised govs that the Autumn meetings had been brought forward. Usually we would be waiting for ASP (Analyse School Performance) and IDSR (Inspection Data Summary Report) before meeting but those will not be produced as there were no SATs in 2019-2020.</p> <p>SM had circulated the PP impact report 2019-2020 and PP report 2020-2021 electronically before the meeting and drew govs attention to the COVID-19 caveat on the back pages. She asked if govs had any questions.</p> <p>See confidential minutes.</p> <p>SEND spending impact report 2019-2020 and SEND spending report 2020-2021 See confidential minutes.</p> <p>Sports funding impact report 2019-2020 and Sports funding report 2020-2021 SM had circulated both reports to govs before the meeting.</p>	

	<p>SM advised govs that Inspire+ have replaced Premier Sports at BEPPA and BAPA and now supply our PE provision at all 3 schools. The quality of the provision is excellent and also includes CPD for staff.</p> <p>She asked if govs had any questions.</p> <p>CB briefly left the meeting.</p>	
8	<p>Head of School's report including:</p> <ul style="list-style-type: none"> • Update on the Academy Improvement Plan including Covid-19 • Standards and Covid-19 • Attendance and Covid-19 • Appraisal and Covid-19 • Behaviour and Covid-19 • Ofsted updated key messages from Jane Salt and Local Authority including monitoring visit report (29.9.2020) <p>The report had been circulated electronically to govs prior to the meeting and SLB took them through the highlights.</p> <p>Organisation The number on roll at the end of 2019-2020 was 604 (R- Y6) and we began the new school year with 606.</p> <p>PLAC and LAC numbers are low for our school (5 pupils) but we expect this to build during the year.</p> <p>The number of EAL pupils is increasing (11%).</p> <p>Q Q. A gov asked if there is any guidance from the DfE in respect of providing FSM pupils with a meal during half-term.</p> <p>A. SLB advised that this is not a requirement for this school holiday. SM advised govs that we will ensure that FSM pupils who are absent from school as a result of COVID-19 receive a free school meal.</p> <p>SLB drew govs' attention to the number of children in Reception (79) and advised that we expect this to build during the year. SM noted that this figure had been impacted by the addition of a second Reception class at BEPPA and that overall AAT Reception numbers are healthy.</p> <p>Attendance When school closed in March 2020 as a result of the COVID-19 lockdown attendance was 96.1%. The percentage for PP (FSM/FSM 6) children was slightly lower at 95.2% and we are constantly monitoring this.</p>	

Since our return, absences which are as a result of COVID-19 are recorded as 'X'. This means that the absence does not impact our overall percentage. We are, of course, still monitoring this absence.

From 02/09/20 to 02/10/20 whole school attendance was 97.4% with that for PP pupils still slightly lower at 96.2%

As at last week a total of 80 children (13%) have had some type of COVID-19 related absence which includes the 'bubble' of 30 who had to self-isolate and we continue to monitor this type of absence too.

SM commented that whilst our attendance figures look very good based on the discounting of those with an X code, it is important that we continue to consider the whole picture.

SLB noted that the office team are doing an amazing job in dealing with the calls and messages regarding absence and are keeping detailed records of those absent due to COVID-19. Lists are provided to Senior Leaders by 10.00 a.m. so that teachers can upload online learning and in order that SLT can act quickly if bubbles need to self-isolate and/or if parents/carers need to be contacted.

SLB advised govs that the Trust's attendance policy has been updated in respect of COVID-19 as required by the DfE.

See also confidential minutes.

Exclusions and Behaviour

Our Behaviour Policy has been reviewed following guidance from the DfE, Government and Public Health England which requires us to ensure that we have clear, consistent and robust behaviour practices in place regarding COVID-19.

SLB expressed the view that whilst introducing changes into a school our size has been challenging, the system of staggered start, lunches and break time and the class 'bubble' system is working well. The staff gov agreed and confirmed that there is no mixing of bubbles at all.

SLB advised that all feedback from staff and parents/carers is taken into account and was delighted to report that children, staff and parents/carers have all worked with us to provide the safest possible environment.

One pupil is on a pastoral support plan.

There have been no exclusions in 2020-2021 to date.

See also confidential minutes.

Physical handling

There have been 4 instances of physical restraint this academic year. All restraint logs are brought to SLB for her to check and sign off.

There were 15 instances of physical restraint in the last academic year involving 6 different pupils. All of these pupils except one have moved on to specialist or other settings.

Elective Home Education

Nil

Racial incidents

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

CME

We have reported 4 children missing education since the last report, following all of the appropriate protocols.

Health and safety

- Fire and shelter drills took place in the first few days of term particularly in light of the new class 'bubble' arrangements
- Our 'live' COVID-19 risk assessment continues to be regularly updated and shared with Chairs and H&S govs
- 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
- Pupil H&S visits have been postponed to maintain class 'bubble' social distancing

SEND

17 children have EHCPs and an assessment of needs is underway for one pupil. We anticipate that 3 more EHCPs will be awarded this year.

See also confidential minutes.

Staffing

SLB reminded govs that the full staffing for this year had been shared at the summer meeting.

There has been some additional COVID related staff absence but we have been able to cover that in school so far.

Standards

SLB advised that rigorous analysis of the March 2020 assessments had taken place and clear provision maps were written for our return in September. These have been updated in light of the September assessments.

<p>SLB advised that she and SM have carried out observations of some fabulous teaching and commented that it is still really important that these take place. They have been carried out in a COVID safe way.</p> <p>SM advised that as far as pupils' targets are concerned teachers have not just based them on the data from March 2020 but have used their previous key stage results too.</p> <p>SM had provided govs with details of the aspirational targets set for Reception, Year 2 and Year 6 electronically.</p> <p>A gov observed that they are challenging targets and SM confirmed that we are still aspirational for our pupils.</p> <p>Catch Up Govs had received the 'Catch Up' document electronically prior to the meeting.</p> <p>Remote/Online Learning SLB advised that we are using Seesaw for our online learning and that we have had really positive feedback from teachers and parents/carers.</p> <p>SM noted that teachers and TAs have taken the online learning on brilliantly. She recorded her thanks to Peter Bellamy, Acting HoS BEPPA, who had been instrumental in completing the research and getting the online learning system set up, and Gabi Huggins, Y6 class teacher, who had been the first to use it when her class' bubble' closed to self-isolate.</p> <p>Jane Salt (JS), Educational Consultant and Ofsted Inspector, had been extremely impressed during her recent visit that we are not changing our curriculum as a result of COVID and was delighted to see that it remains creative and cross-curricular. Many schools have lifted online learning from Oak National Academy but we prefer to stick to our own curriculum. Govs had received JS's report electronically prior to the meeting.</p> <p>AIP Govs had received the list of key priorities electronically prior to the meeting. SM advised that they will receive full AIPs and SEFs after half-term.</p> <p>Staff appraisals Teaching staff appraisal meetings have been completed during September and October. No staff pay increases were negatively affected due to school closure.</p> <p>Educational Events SLB advised that it is really pleasing that we have been able to provide video Collective Worship and Golden assemblies and confirmed that year group</p>	<p>SM send AIP & SEF</p>
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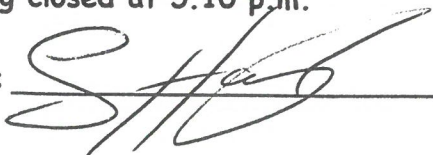
	<p>assemblies will be filmed in class 'bubbles' and made available to parents/carers on our website.</p> <p>Policies</p> <p>SM tabled the following policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding (including KCSIE parts 1 & 5) • Health and Safety • Prevent Risk Assessment • Whistleblowing <p>She also drew govs attention to an updated Trustee/Governor Code of Conduct which has been reviewed to include reference to the use of social media.</p> <p>SLB ended her report by saying that both she and SM feel that it is fabulous to have the children back in school. Whilst school life is a bit different, all of the children, parents/carers and staff have adapted really well.</p> <p>She thanked the govs for their support and flexibility and asked if anyone had any questions.</p>	
10	<p>Mental Health and Well-being</p> <p>Staff workload and Covid-19 issues</p> <p>SM advised that we regularly ask staff in emails to let us know if they need any extra support. We have recently been able to support some staff who have things happening in their personal lives by allowing them some time out. SLT have responded to feedback in respect of changes we have asked staff to make. SM observed that it is really positive that staff feel that they can say if they feel that something will not work or will add too much to their workload.</p> <p>Pupil questionnaire</p> <p>SM advised govs that a pupil questionnaire is usually completed in Term 4/5. We had been unable to do that last academic year due to lockdown and are therefore about to issue one now. The questions have been reviewed to include a small number of age-appropriate COVID-19 questions. Jenni Trafford (JT), BEPPA Y1 teacher, will coordinate the process for all 3 schools. The analysis of the outputs will be available in mid to late November.</p>	
10	<p>Church Distinctiveness</p> <ul style="list-style-type: none"> • SIAMS and Church SEF • Collective Worship policy and Covid-19 update <p>SM advised that she and the Heads of School are working on the SEFS, Church SEFs and Excellence document together and that they will be ready to distribute after half-term.</p> <p>The Collective Worship policy has been reviewed in respect of COVID-19. We are continuing to meet the statutory requirement through filmed Collective Worship which are shown to the children.</p>	

11	Policy reviews Covered under item 8.	
13	Health and Safety Governor H&S visit JB to arrange H&S visit with the H&S govs. Emergency Plan Updated and used in practice today at BEPPA when a lockdown became necessary. Fire Risk Assessment Updated in the summer and we are following up the recommended actions. Covid-19 'live' risk assessment This is available in the school office to anyone who wants to read it. 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. SM thanked govs for their feedback.	JB arrange visit
14	Safeguarding SCR governor check Arrangements are in hand for a gov SCR to take place after half-term. Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2020) Already tabled. Safeguarding checklist for Trustees/Governors SH had gone through the govs compliance checklist during his meeting with LL 19 th October 2020 and had signed it off. Covid-19 and vulnerable pupils Covered under item 8. SM added that if vulnerable children are off we will continue to do what we did during lockdown in terms of maintaining contact and completing checks.	JB to confirm
15	Governor visits and training JB advised govs that the updated Stronger Governance booklet has been received and is available in her office if anyone would like to look at it. She will email govs with the link to the online version.	JB email link
13	Determination of confidentiality of business All items relating to budget, pupils and staffing.	
14	Date and time of next meetings: <ul style="list-style-type: none"> Spring 2021 - Monday 1st March 5.00 p.m. Summer 2021 - Tuesday 25th May 5.00 p.m. 	

Meeting closed at 5.10 p.m.

Signed:

Chair



Date:

2/3/2021
