

ABBEY ACADEMIES TRUST
BAPA LOCAL GOVERNING BODY
MINUTES OF MEETING
HELD ON TUESDAY 25TH MAY 2021, 4.00 p.m.
VIA MICROSOFT TEAMS

NB - held via Microsoft Teams to remove the need for governors to come into school due to COVID-19

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

Apologies: Paul Gandy - Vice-Chair (PG)

		Action
1	Welcome & Prayer SH welcomed all to the meeting and PL said a prayer.	
2	Apologies Apologies had been received and were accepted from PG (work commitments).	
3	Declarations of Interest Nothing declared.	
4	Minutes of the LGB Meeting 1st March 2021 Agreed as a true record and signed off as such.	
5	Matters arising from the minutes of the LGB 1st March 2021 All actions either completed or covered under later agenda items except: Item 8 Page 4 Q. A gov asked if the Senior Leadership team can be confident that all trustees and gobs understand what Seesaw is about and suggested that a small presentation could be put together and shared. A. SM agreed that a presentation would be an excellent idea. She advised gobs that Peter Bellamy (PB) has updated our digital learning report and asked JB to circulate the updated copy to trustees and gobs. Update 25th May 2021 - although the presentation had taken place a number of gobs had been unable to attend. The presentation was recorded and is available on MS teams for gobs to view. JB will ensure trustees and gobs have the link.	JB issue link to presentation
6	Items from the minutes of the Trust Board meeting 24th March 2021 The following were the highlights from the Spring term Trust Board meeting. SM noted that the minutes of that meeting have not yet been ratified as the next Trust Board meeting will not be held until Thursday 24 th June. <ul style="list-style-type: none"> Trustees are hoping that Nick Page (NP), formerly a Trustee, will be approved as a Church Member by the Diocese. NP had completed an application which had been supported by references from SM and Fr Chris. His application was to be considered at the Diocesan SLT meeting yesterday evening and we are awaiting the outcome of that meeting 	JB contact Diocese for an update

	<ul style="list-style-type: none"> • Amelia Eggleston (AE), Chair CSW LGB; Revd Neil (NG), CSW LGB and Roger Moore (RM), formerly a Member, are now Trustees. RM has already been into school for a day to look at our curriculum. He and Jane Salt (Education Consultant and Ofsted Inspector) have reviewed the BAPA Ofsted Excellence document and given really useful feedback about amendments and actions we might consider. RM has vast experience of governance including governing body reviews • Trustees had discussed the BAPA parent governor election which has now taken place • A discussion had taken place regarding the online learning presentation 	
7	<p>Review of Local Governing Board Membership – Parent election</p> <p>We had been delighted to receive 6 nominations for 2 parent governor vacancies. The ballot has taken place with the count being carried out yesterday. The successful candidates were:</p> <ul style="list-style-type: none"> • Mrs Samantha Bloor – parent of a Y1 pupil and an experienced primary school teacher who has had SENCo and SLT responsibilities • Mrs Uche Odogun – parent of Abbey Ark and Y2 pupils who is a midwife <p>SM also advised govs that Fr Chris had recently suggested Dr Philip Brierley (PB) as a possible Foundation Trustee. Following a meeting with SM, SLB and JB, Dr Brierley had decided that he would prefer to start as a local governor first and as a parent of the school had been one of the candidates who stood for election. Whilst he was not successful in the ballot we hope that Trustees will agree to co-opt him to the BAPA LGB at their meeting on 24th June 2021.</p> <p>SM advised govs that due to the gap between the election and the next LGB meeting in the Autumn she will email the new parent govs to welcome them; JB will issue an appointment letter and appropriate documentation and SLB will invite them into school next term to carry out induction. They will also be offered CPD opportunities as appropriate during Term 6.</p> <p>Skills audit – this will be carried out in the Autumn term.</p>	Trustees to consider co-opting PB at their meeting 24/06/21
8	<p>Budget</p> <p>Budget update from Jane King and Chris Bates</p> <p>See also confidential minutes.</p> <p>Year-end position for Bourne Abbey</p> <p>In-year position at 31.03.2021</p> <p>Govs had received a one page summary of the school's position at the end of March 2021. CB reported that funds are in a really healthy position in line with our long term plan to build reserves and that the projected position for 31.08.21 is very encouraging.</p> <p>The success of Kids' Club and Abbey Ark have had a very positive impact on funds. SM thanked SLB for her hard work in monitoring our pre-school provision to ensure its continued success and praised our pre-school staff.</p> <p>Kids' Club and Abbey Ark update – Covid-19 impact</p> <p>Already covered.</p>	

SEND spending update

Govs had received an updated copy of the SEND spending statement electronically before the meeting.

SLB noted that the number of pupils with EHCPs (old 'statements') for whom we receive funding from the LA is shown as 17 on the report. This is a reduction of 1 from the previous report. She advised that a further pupil has moved schools due to a house move and we now have 16.

SM reminded govs that sometimes the school applies for EHCPs for pupils and sometimes they transfer into school with one already in place. Historically the number of pupils with EHCPs has usually increased during the academic year so SM and JEK ensure that there is contingency in the budget for those situations.

SM noted that it is important, in light of the fact that she has requested an Ofsted inspection that govs know what our SEN funding is spent on and what the impact of that spending is. SLB reminded them that the funding is used to support children to meet their targets in a variety of ways. She drew govs particular attention to the final page of the update. SM advised that the document will form part of a pack of documents she is preparing for govs in readiness for Ofsted.

SLB asked if anyone had any questions.

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Q. A gov asked about attendance and SEN pupils.

A. SLB noted that attendance is covered in the HoS report but took the opportunity to cover it at this point. SM and SLB explained that our attendance is higher across all 3 schools as we are permitted to discount 'X' codes which are used for COVID-19 related absence. However, we continue to look at the whole picture. Attendance overall is slightly lower for PP pupils. The number of persistent absentees is very low this academic year - 27 pupils which is low for a school the size of BAPA. No SEN pupils are included in that number. All pupils with attendance under 90% are being closely monitored and we have a complete story for each one e.g. that they are involved in Team Around the Child (TAC); Early Help Assessments (EHA) etc.

A gov noted that the true cost of SEN provision i.e. how much we spend over and above the funding we receive, had been raised at the last meeting.

SLB advised that we would be able to evidence additional spending with support of the provision maps. These will show the amount of intervention for SEN pupils from their class teacher and general TAs amongst a raft of other evidence.

SM commented that whilst our specific costs are identified on the SEND spending report, much of the support is part and parcel of what we do for all children - 'Quality First Teaching' which is teacher led. We can also evidence the 'impact' of this spending.

See also confidential minutes.

Pupil numbers September 2021

SLB noted that in the initial allocation of places 83 offers had been made for Reception 2021. Additional offers are to be made this week for late applications and we hope that by September our Reception year group will be full. This will be the first time for a number of years and is due to a local 'bulge' year for this cohort.

8	<p>Head of School's report including:</p> <ul style="list-style-type: none"> • Update on the Academy Improvement Plan including appraisal for staff and progress during school closure • Progress that all pupils including vulnerable groups are making and Covid-19 • What has been done to impact on outcomes for children including during any remote learning? • Attendance • Early Careers Framework and Teaching School update <p>The report had been circulated electronically to govts prior to the meeting and SLB took them through the highlights.</p> <p>Organisation Already covered.</p> <p>Attendance Already covered.</p> <p>Exclusions and Behaviour</p> <ul style="list-style-type: none"> • There have been no fixed term exclusions since the last HoS report in March 2021 • 2 pupils are at risk of exclusion. Appropriate reactive plans and risk assessments are in place <p>Physical handling There has been 1 restraint since the last HoS report in March 2021.</p> <p>Elective Home Education 3 pupils have transferred to EHE since the last HoS report in March 2021. SLB gave govts the background to these cases, and confirmed that we followed the robust LA process in each case.</p> <p>Q Q. A gov asked if EHE pupils remain on our roll and if we continue to receive funding for them. A. SLB advised that they have been removed from our roll and SM advised that we will still receive funding for this academic year for these pupils.</p> <p>Q Q. A gov asked if we have to keep places open for children who are EHE. A. No we don't. When parents/carers realise that is the case it is often the point at which they change their minds about proceeding with EHE. SM stresses that we do not encourage pupils to be educated at home.</p> <p>Racial incidents There have been no racial incidents since the last HoS report in March 2021.</p> <p>Safeguarding - E-safety We have recently dealt with a number of concerns in respect of E-safety which have necessitated calls to the Customer Care Team and the police. All of the issues had arisen outside school but were flagged to school for us to support children and their families. Our E-safety curriculum is robust and we have supplemented that with bespoke workshops for our Y6 pupils run by Dan Hawbrook from the LA. Additionally SM has written to all</p>	
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	<p>parents/carers about the issues experienced. We also continue to provide parents/carers with E-safety guides in connection with a variety of apps.</p> <p>It became clear that, in COVID times, children have been using their devices much more freely and in many cases using apps that are not designed for primary age pupils. The recent issues have provided an opportunity for staff to understand what we need to refer. SM expressed pride in the Trust as the disclosures had come from both pupils and parents/carers who clearly all felt that they could safely come to us for help without judgement.</p>	
Q	<p>Q. A gov asked if we liaise with other local schools in these cases.</p> <p>A. SM advised that the police do liaise but confirmed that SLT will share our experiences through the LA safeguarding team.</p> <p>CME</p> <p>Nil since the last HoS report in March 2021.</p> <p>Health and safety</p> <ul style="list-style-type: none"> • We continue to regularly update our 'live' COVID-19 risk assessment and this is shared with Chairs of Trustees and LGBs and H&S governors. A hard copy can be viewed in JB's office • The gov H&S visit took place on Weds 19th May. CB reported that he and PG had toured the school with Debi Yeats (Senior Administrator) and Michael Pateman (Site Manager) respectively. There were a few minor issues which are being followed up but nothing of significance to report. Additionally Y6 student councillors had completed a check the same afternoon and those findings had been shared with govs prior to their visit. SM noted that the H&S package of support we buy in from Notts CC has been hugely influential in ensuring that only minor issues had been identified • Accident trends have reduced this academic year. This is largely due to our bubble system and staggered break and lunch times which mean that there are fewer children on the playgrounds at the same time. For this reason it is unlikely that we will revert to previous arrangements when COVID restrictions are lifted <p>SEND</p> <p>Annual reviews of EHCPs have taken place in a timely manner, many of them virtual.</p> <p>Provision mapping has been undertaken using tracking information to identify children who need intervention, including those who need 'catch-up' support due to COVID-19 school closures.</p>	
Q	<p>Q. A gov asked if, given the rise in concerns, the school needs to have more than 3 Mental Health & Wellbeing First Aiders.</p> <p>A. SLB advised that we have reviewed this very recently. Of the 3 staff members concerned, one dedicates every afternoon to this role and these sessions are very well timetabled. The other 2 are able to respond on an ad-hoc basis. SM advised that Steph Cornish, Mental Health & Wellbeing First Aider at CSW, had created a mental health and wellbeing action plan which we have replicated at BAPA and BEPPA. This provides evidence that we are meeting everyone's needs and that the level of that need can be very fluid. The action plan has not been shared with govs as it includes confidential details.</p>	

	<p>She reassured govs that if we felt we needed more staff in this role we would not hesitate to arrange additional training.</p> <p>A gov noted that we need to ensure that the Mental Health & Wellbeing First Aiders are not overwhelmed themselves. SM advised that this is a whole school responsibility. All staff support children in this way including class teachers through Quality First Teaching.</p>	
Q	<p>Q. A gov asked how we determine which children need support.</p> <p>A. SLB advised that this can be in a variety of ways. Some of our older children might self-identify by expressing feelings such as 'I'm feeling anxious/angry/sad' etc. Alternatively pupils might be identified by class teachers, particularly after PSHE lessons; following SEND reviews; after discussions with parents/carers; as part of EHA or TAC meetings. Sometimes involvement might be as simple as pupils giving a thumbs up in the morning or at a check-in after break or lunchtime.</p>	
Q	<p>Q. A gov asked if we are likely to miss pupils.</p> <p>A. SM advised that we are confident that will not happen. She advised that pupils also use the SEAL (Social and Emotional Aspects of Learning) pegs in their classrooms to express how they are feeling.</p> <p>Staffing</p> <p>Once the resignation deadline of 31st May has passed we will be in a position to share details of staffing for next academic year. However, we are fortunate to have both Kate Aldiss (KA) and Helen Bergmann (HB) returning from maternity leave next term. KA has worked at all 3 schools in our Trust and will bring strength and depth to BAPA KS1. Her return is an example of how our MAT helps us to be flexible in meeting staffing requests such as KA's request to job share. HB is our very experienced Assistant Head in EYFS.</p> <p>Additionally Rachael Skidmore (RS) has been promoted to Deputy Head. She will teach for 3 days and be non-teaching Deputy for 2 days at the end of the week when additional SLT support is required in school.</p> <p>Our existing non-teaching Deputy Heads, Linda Orme and Megan Shears, both work Mon, Tue, Wed at present but from September they will form a job-share giving additional SLT strength across the week.</p> <p>Staff Absence</p> <p>There has been a small amount of short-term COVID-19 absences.</p> <p>All staff who had been advised to shield returned to school on 1st April when shielding ended. They each have an individual risk assessment and SLB checks in with them regularly.</p> <p>Standards</p> <p>Year 6 pupils completed tests during what would have been SATS week.</p> <p>Planning and work scrutiny took place last week. There is clear evidence, through the children's work, of catch-up prioritisation and the quality of work is the same as that we would have expected had school closures not happened. This helps to validate our high quality remote learning during school closures.</p>	

Q	<p>Tracking pupils' progress A full assessment took place in March 2021 and another will be carried out next term.</p> <p>Curriculum Monitoring and Prioritisation Detailed curriculum monitoring has taken place this term covering the period from September 2020 to after Easter. This has taken place for all subjects and not just core maths and English. Every subject leader knows where the gaps are and what prioritisation is required. This has been shared with all teaching staff at staff meetings thus empowering staff to be able to articulate and implement the results of the monitoring.</p> <p>Q. A gov asked if this is something that Trustees and gobs need to know. A. SM advised that it is covered in the Excellence document that was shared before the meeting. She explained that our spiral curriculum means that we revisit the same topics/themes in age appropriate detail and therefore our children know more and remember more.</p> <p>AIP Our pupil questionnaires will be completed this week.</p> <p>Gobs had received an AIP suggestion sheet with their meeting documents and were asked to return it to SM by the end of Term 6.</p> <p>Staff appraisal Amelia Eggleston (CSW Chair) had shared feedback from an Ofsted she had been involved in at another Trust when inspectors had asked how staff appraisal has happened during COVID times. SM advised gobs that teaching staff appraisals have taken place as usual either in person or remotely. Discussions have taken place about what staff have or have not been able to complete and targets have been carried forward where appropriate.</p> <p>Staff development Staff continue to attend a range of CPD courses, all of which are being delivered remotely at present.</p> <p>Teaching school update SM and SLB had joined a virtual Keystone Teaching School (Westfield) meeting this morning. There are still many unknowns about the new structure. From September the number of teaching schools will reduce from approx. 750 to 87 and Keystone will no longer be a designated teaching school. Ours will now be Lead Equate who will be quality assuring and advertising CPD. We will maintain a relationship with Keystone who will still be offering CPD and Early Career Teacher support. This is excellent news for us as we can still access local provision.</p> <p>Early Career Framework New teachers who are currently designated NQT will be Early Career Teachers (ECT) from September 2021 and will undergo structured training for two years as opposed to the current one year. This is part of the DfE's retention scheme and designed to give all new teachers the same quality CPD. We were fortunate to be part of the pilot for the scheme which has given us a great insight into how things will work from September for both new teachers and their mentors. LO and Emma Hornsby (NQT) had been praised by Keystone for their engagement with the pilot. It was clear from this morning's Keystone</p>	<p>Gobs return suggestion sheet by end Term 6</p>
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	<p>meeting that some NQTs had found that their training had been negatively impacted by school closures but that has not been the case for AAT.</p> <p>Policies The policies listed will be taken to the Trust Board meeting on 24th June. If govs wish to read them they are available on the school website. SM asked govs to continue to keep looking at the website and let us have any feedback on its content.</p> <p>SM took the opportunity to table:</p> <ul style="list-style-type: none"> • Teaching, Learning and Curriculum Policy which includes our curriculum statement • Keeping Children Safe in Education (KCSIE) Jan 2021 - particularly parts 1, 2 and 3 <p>SLB finished by thanking govs for their continued support and flexibility and asked if anyone had any questions.</p> <p>The Chair noted the LGB's thanks to SM and SLB for a very comprehensive report.</p>	Govs view website regularly and feedback
11	<p>Church Distinctiveness</p> <p>Collective Worship Council's summer term newsletter had been sent to govs.</p> <p>Updated Church SEF and Excellence documents These documents had been distributed to govs previously and SM reminded those present that these are 'live' documents. Although we are not having Collective Worships in person we have maintained our high quality virtual Collective Worships (shared with Trustees and govs where technology allows) and continue to talk to the children about our Christian Values.</p> <p>Governor Statutory checks and RE/CW governor representative. We have designed a check to show that we are following the Lincs Agreed Syllabus and that children are experiencing daily Collective Worship. PG had met with Charlotte Seymour (CW-S) and Eva Donington (ED) last week to review RE and Collective Worship evidence. PG had been very impressed with the evidence presented and SLB recorded her thanks to him. SM took the opportunity to invite PL to meet with CW-S and ED so that we can benefit from his knowledge and experience too.</p> <p>Q Q. A gov asked if an Ofsted inspection will trigger a SIAMs inspection. A. SM advised that we are aware that SIAMs inspections will not begin again until September 2021 but that we know we will be high on the list for a visit when that happens.</p>	
11	<p>Mental Health and Well-being Already covered under item 9.</p>	
12	<p>Staffing and Classes 2021/2022 Already covered under item 9.</p>	
13	<p>Policy reviews</p> <ul style="list-style-type: none"> • Safer Recruitment • Assessment 	

	<ul style="list-style-type: none"> • Teaching, Learning and Curriculum • Safeguarding and Child Protection • E Safety • Medicines in School • Volunteers in School • RE and Collective Worship <p>Already covered under item 9.</p>	
14	<p>Health and Safety</p> <ul style="list-style-type: none"> • Governor and pupil H&S visit feedback • COVID-19 risk assessments <p>Already covered under item 9.</p>	
15	<p>Safeguarding</p> <p>Trustee/governor SCR check - feedback</p> <p>AE and Duncan Pickering (DP) had visited school last week to carry out a check on the Trust wide SCR. Both had asked some very pertinent questions and it had been fabulous to benefit from their experience. An action list has been drawn up as a result of the check and this will be reviewed at the next check.</p> <p>Safeguarding Checklist for governors/trustees</p> <p>This will be taken to Trustees at the Trust Board meeting 24th June 2021.</p> <p>Update on Local Priorities for Safeguarding</p> <p>SLB advised govs that specific local priorities as advised by the police include domestic abuse; mental health and wellbeing of parents/carers and the impact on children; neglect of children; drugs (including County Lines); CSE; risk taking behaviour. These are detailed in each school's Ofsted ready plan and SM asked JB to circulate these to Trustees and govs.</p> <p>Cyber Crime</p> <p>Following advice given at the most recent LA safeguarding briefing we have updated cybercrime sections in our Child Protection and Safeguarding policy and our E-safety policy. Additionally we have checked cybercrime protocols with our ICT provider, Ark. A staff meeting on cybercrime is planned for 16th June for teaching staff with support staff all being picked up at alternative times.</p> <p>E Safety</p> <p>Already covered under item 9.</p> <p>Safer Recruitment - self disclosure form</p> <p>JB advised govs that SM, SLB and JB had all recently completed NSPCC safer recruitment training online and that each had identified that we need to introduce use of a self-disclosure form as part of our recruitment process. We used the NSPCC template to create an AAT form but when we checked this with the LA safeguarding team it became apparent that the template was not up to date and could not be used. Carolyn Eyre, the consultant used by the LA team, provided us with an alternative form and we now have that in place ready to use at shortlisting stage in future recruitment.</p>	<p>JB complete actions as per report</p> <p>JB circulate Ofsted ready plans</p>

Q	<p>Q. A gov asked if there is a similar self-disclosure for govs.</p> <p>A. JB advised that there is not although all govs are asked to sign a declaration of eligibility. On the advice of Carolyn Eyre we plan to issue the declaration of eligibility annually at the same time as the pecuniary interest form.</p>	JB issue forms in September 2021
15	<p>Governor visits and training</p> <p>Update from training governor & Clerks' update from Jill Bates</p> <p>Limited visits are now taking place in accordance with our 'live' COVID-19 risk assessment.</p> <p>JB reported that since the last LGB meeting:</p> <ul style="list-style-type: none"> • She had attended an LA clerks network meeting • Stephen Farnaby (BEPPA); Natalie Fox (BEPPA) and JAK had attended the virtual online learning presentation • Emma Bailey-Cole (CSW); CB; Ray Kinch (BEPPA) and Revd Neil (CSW) had attended virtual CSE training carried out by Linsey Leafe • Revd Neil has completed online Diocesan Governor Roles and Responsibilities training <p>Additionally the following training is planned:</p> <ul style="list-style-type: none"> • Stephen Farnaby and Revd Neil are attending Diocesan online training 'Diversifying Governance in C of E Schools' tonight • Two govs are due to attend LA New to Governance training next term. This will also be offered to our new parent governors <p>Child Sexual Exploitation virtual training with Linsey Leafe - 17.5.21</p> <p>Remote Learning Presentation via Teams</p> <p>SM recorded her thanks to LL for leading the CSE training session for govs. The links to both sessions will be made available to all Trustees and govs to watch.</p>	JB issue links
13	<p>Determination of confidentiality of business</p> <p>Items relating to budget, pupils and staffing as appropriate.</p>	
14	<p>Date and time of next meetings:</p> <ul style="list-style-type: none"> • Autumn 2021, Spring 2022 and Summer 2022 meetings TBA + staff/governor meet Autumn term <p>JB advised that dates will be provided towards the end of the summer holidays/at the beginning of the new academic year.</p> <p>SM suggested that the Autumn meeting could be brought forward to ensure that our new parent govs do not have to wait too long for their first meeting and all agreed that would be a good idea.</p>	SM/SLB/JB agree dates and communicate
	<p>Q. A gov asked if they could have a list of documents to read in preparation for Ofsted.</p> <p>A. SM advised that she is arranging for a pack of documents to be prepared for each Trustee/BAPA gov which will be delivered before the end of the week.</p>	SM/JB arrange delivery

Meeting closed at 5.14 p.m.

Signed: _____
Chair

Date: _____

BAPA LGB 25th May 2021
Abbey Academies Trust