

**ABBAY ACADEMIES TRUST
BAPA LOCAL GOVERNING BODY
MINUTES OF MEETING
HELD ON THURSDAY 9TH FEBRUARY 2023, 5.00 p.m.
AT BAPA**

Present: Stephen Haigh – Chair (SH); Paul Gandy – Vice-Chair (PG); Peter Bellamy – Head of School (PBe); Uche Odogun (UO); Philip Brierley (PBr); Megan Shears (MS); Jill Bates (JB) – Clerk

Apologies: Sarah Moore - Executive Headteacher (SM); Chris Bates (CB); Samantha Bloor (SB)

		Action
1	Welcome & Prayer SH welcomed all to the meeting. PBe said a prayer from the prayer tree which had been written by Mariella (Y6).	
2	Apologies Apologies had been received and were accepted from SM; CB (unwell); SB (unwell).	
3	Declarations of Interest Nothing declared.	
4	Minutes of the LGB meeting 2nd November 2022 - agree as a true record Agreed as a true record and signed off as such.	
5	<p>Matters arising from the minutes of the LGB meeting 2nd November 2022 All actions completed or covered on later on the agenda except:</p> <p>Item 6 Page 3 Trustee/Governor SCR check – feedback JB is currently investigating whether it is best practice to re-check DBS for staff every 3 or 5 years and calculating the cost to the Trust. Update 2nd November 2022 – JB advised that whilst she cannot find reference in KCSIE to re-checking every 3 or 5 years, she has researched costs which are likely to be approx. £7K for the Trust which could be spread over either a 3 or 5-year rolling programme. However, KCSIE 2022 para 250 does refer to:</p> <p>250. As good practice, many schools and colleges require new staff to join the Update Service as part of their employment contract.</p> <p>This would allow the Trust, with the staff member's consent, to check their up-to-date DBS status online. JB is investigating cost and contract implications with HR Solutions and will report back.</p> <p>Update 9th February 2023 JB continues to investigate.</p> <p>Item 8 Page 4 Review of Local Governing Board Membership and skills audit analysis JB advised that she has prepared the NGA skills analysis dashboards for trustees and for governors for each LGB. As well as ratings for several questions on the matrix, trustees and gobs had been able to provide narrative answers to some questions in respect of skills and development needs. It was agreed that SM, PBe and JB will review the submissions and discuss and agree future development with individual trustees and gobs. Update 9th February 2023 – SM and JB have reviewed the skills</p>	<p>JB continue to investigate & report back</p> <p>SM take to spring TB & summer</p>

	<p>audits and SM is preparing an MSR. This will be taken to the spring Trust Board meeting and then fed back to LGBs in the summer term.</p> <p>Item 18 Page 10 Governor visits and training</p> <p>JB reminded all present that it is a requirement of our RPA cyber insurance that all trustees and govs with access to the school system complete the nominated cyber security training and asked SH and PG to complete. Update 9th February 2023 – PG requested that JB send the link again.</p>	<p>LGB meetings</p> <p>JB send link & PG complete cyber training</p>
6	<p>Items from the minutes of the AGM meeting on 30th November 2022</p> <p>SH and JB reported that the focus of the AGM had been:</p> <ul style="list-style-type: none"> • A clean set of accounts for 2021-2022 • Growth strategy discussions 	
7	<p>Items from the minutes of the Trust Board meeting 13th December 2022</p> <p>The minutes of 13th December have yet to be ratified but SM had asked JB to share:</p> <ul style="list-style-type: none"> • Possible review of Members – Jo Derrick standing down to be replaced by John Kirkman • CB appointed Vice-Chair • Vacancy for Foundation Trustee • Ratified policies taken to the Autumn term LGB meetings • Growth strategy • New Ofsted framework • KCSIE 2022 	
8	<p>Review of Local Governing Board Membership</p> <p>JB reported that with two vacancies created by the resignations of John Kirkman and Father Peter, the LGB currently has a sufficient, odd number of governors. As the LGB is an academy committee, Trustees will need to decide if both are to be replaced or if the present format is to continue.</p> <p>SM/JB continue to progress a replacement Foundation Trustee for PL. There is a possibility that a local candidate known to the Trust has been identified.</p>	<p>Trust Board to consider at spring meeting</p> <p>SM/JB continue to progress</p>
9	<p>Budget</p> <p>i. Budget update from Jane Parsons (JP) and Chris Bates including cost of living crisis</p> <p>In-year position at 30.11.22 – most recent figures given to Finance Committee</p> <p>PBe drew govs attention to the carried forward figures at 30.11.2021 and 30.11.2022 for comparison purposes.</p> <p>Additional Capital Funding for Schools – energy efficiency</p> <p>This funding must be spent on capital projects, prioritising projects that improve the school estate’s energy efficiency. If we judge this is not appropriate based on local circumstances, we have the discretion to spend this on other capital projects. The ESFA expect that this funding is spent within the 2022/23 financial year. We have earmarked the funding to be spent on new fire doors following recommendations from our fire risk assessor that we increase compartmentalisation and new/replacement/repairs to blinds.</p>	

	<p style="text-align: center;">ii. Abbey Ark and Kids' Club update</p> <p>PBe reported that he continues to meet regularly with Ellie Thompson, EYFS Leader (ET), Hollie Dagleish, Abbey Ark Manager (HD) and JP to monitor Abbey Ark numbers and financial performance. Numbers remain low in Jolly Giraffes (3-4-year-olds) due to a low birth-rate year although we have a waiting list for Happy Hippos (2-3-year-olds). We continue to review our marketing including new banners and signage; planned coffee mornings. Our prices remain competitive when compared to other local providers.</p> <p style="text-align: center;">iii. Number of first preference applications for Reception 2023-2024</p> <p>We have 49 first preferences as at today. This is reflective of the numbers in Jolly Giraffes and the reported low birth rate year. SM has contacted Matt Clayton (LA Admissions and Education Provision Manager) to query if this is a Bourne issue or more widespread.</p> <p style="text-align: center;">iv. SEND spending report 2022-2023 – January update</p> <p>Reports had previously been circulated to govts and PBe asked if anyone had any questions.</p> <p>SH advised that he had been into school and met with Danielle Gould (DG), SENCo, earlier in the week and had been impressed with what he had seen.</p> <p>Q Q. A gov asked if school has many children with particular medical needs. A. See confidential minutes.</p> <p>Q Q. A gov asked if staff receive training to support children with specific medical needs. A. PBe confirmed that training is provided by specialist nurses or other medical professionals such as physios. Medical training is always prioritised and refreshed as required e.g. when pupils transition from one year group to another or go on a residential visit.</p>	<p>PB/HD continue to market AA</p> <p>JP/PB/HD meet re inc in fees from Easter 2023 & share with Finance committee</p>
<p>10</p>	<p>Head of School's report including:</p> <ul style="list-style-type: none"> i. Update on the Academy Improvement Plan ii. Standards iii. Attendance iv. Appraisal v. Behaviour <p>The report had been circulated electronically to govts prior to the meeting and PBe took them through the highlights.</p> <p>Attendance</p> <p>PBe drew govts attention to the weekly attendance figures provided from 21.11.22 to 16.12.22 and reported that, in common with the wider community, school had experienced high levels of sickness amongst children and staff at that time. This included scarlet fever, strep A and chicken pox. Attendance has been monitored more closely since that time with reviews every 3 weeks. PBe and Deputy Heads, Andy Whiteway (AW) and Paul Houghton (PH), have made phone calls to parents/carers where appropriate and letters have been sent home to parents/carers of persistent absentees.</p> <p>PBe was cautiously optimistic that the situation is improving. Since the beginning of 2023 sickness absence has reduced and attendance from 06.09.22 to 27.01.23 was 93%.</p>	

There is still no official DfE attendance data for 2021-22.

Suspensions, Exclusions and Behaviour

There has been 1 suspension since the last HoS report. We have assurances from BOSS (Behavioural Outreach Support Service) and PRT (Pupil Reintegration Team) that we are doing everything we can to support this child.

Physical handling

There have been 10 physical restraints since the last HoS report. 8 of these have been for the same child.

PBe showed govs an example of our behaviour book/log. These may only be needed in the short-term or may be in place longer-term and sit alongside PSPs (Pastoral Support Plan), BSPs (Behaviour Support Plan) and reactive plans. Following the BEPPA Ofsted inspection we have reviewed our use of these documents and ensure that after any incidents, action plans are reviewed to identify trends or patterns in behaviour and the logs are updated accordingly. We are always asking 'so what' else can we do?

Elective Home Education

Nil.

Racial incidents

There have been 2 racist incidents since the last HoS report which have resulted in consequences for the perpetrators and conversations with the parents/carers of the victims and the perpetrators. Additional actions have included a 1:1 lesson with the perpetrator, year group lessons and additional Trust-wide PSHE lessons which all build on the work we are already doing on protected characteristics.

Q Q. A gov asked if the pupils on the receiving end was new to school?

A. PBe advised that one had been new this academic year and one last academic year. One of the perpetrators had also been new to the school this year.

A gov acknowledged the work the school is doing in this respect and noted that when organisations think that they have no racial incidents it is usually because they don't notice or acknowledge them.

Sexualised Behaviours

There have been no incidents involving sexualised behaviour. PBe advised that we have begun to report this at the suggestion of the BEPPA Ofsted inspector.

CME

Five pupils have been reported as CME since the last HoS report. All CME procedures have been followed.

Confidential Files

PBe gave examples of why we may have archived files for pupils no longer in school e.g. two pupils who have moved abroad.

Health and safety

PG had completed the gov H&S visit this morning with Michael Pateman (Site Manager) and Debi Yeats (Senior Administrator) and gave a brief overview of his findings.

SEND

See confidential minutes.

PBe advised that in addition to the mental health and wellbeing work detailed in the HoS report we also source art therapy and invite 'Don't lose hope' in when specialist counselling skills are needed. Our pupil Wellbeing Warriors also speak regularly at our Wednesday Collective Worship.

SH noted that when he visited on Monday, he had the opportunity to meet the Wellbeing Warriors who were amazing.

PBe reported that the SEND coffee afternoons had been well received by parents and carers.

Staffing

In addition to the staffing updates in the HoS report, PBe reported that Charlotte Seymour begins her maternity leave on 10th March and that her class will be taught by AW and PH at no additional cost to school. This also provides continuity in high quality education and support for our pupils.

Govs had received an email detailing Louise Pape's additional role as leader of EAL (English as an Additional Language) and PBe reminded them that this too is at no additional cost to school as well as being excellent for our pupils and staff.

Two classes were closed as a result of the strike on 1st February. The next planned strike action is due on 1st March 2023.

Standards

PBe advised that AP2 will take place at Easter.

- Q** Q. A gov asked what tools the trust uses for data analysis.
A. PBe reported that we use a range of tools including visual maps. We are able to see clearly where individual children are not where they should be. The trust has used the Classroom Monitor package in the past but it wasn't as flexible as we needed it to be.
- Q** Q. A gov asked if it is possible to aggregate data for individual classes.
A. PBe confirmed that we can collate data based on the whole school, year groups, classes and other groups e.g. disadvantaged, service, SEND, EAL, A&T etc.
- Q** Q. A gov asked if it is clear to see if, for example, there is more green or red this term than last term.
A. PBe advised that is the case. The next update will be at AP2. MS noted that schools used to have 6 data points a year. However, it was felt that staff were spending too much time assessing and not teaching and most schools have reduced the number of data points to 3. Regular moderation provides reassurance that we are assessing pupils accurately. Staff workload is taken into consideration and the purpose and the use of data is clear and in line with our school values. We regularly review our processes for collecting and making use of data, ensuring the amount of data collected and the frequency with which it is collected is proportionate in order to best support outcomes for children.
- PBe noted that the school and the trust benefit significantly from the fact that Jess Schaffer (Y2) and AW (Y6) are LA moderators.

Professional Development

PBe noted that all SLT have been able to benefit from being involved in school-to-school support with Heckington St Andrews primary school.

	<p>A huge raft of CPD is being undertaken with a focus on curriculum.</p> <p>PBe took the opportunity at this point to show govs the floor book which Charlotte Seymour has begun to create to show what makes us special as a Church school. These are all things we look for and can evidence during the weekly learning walks we are currently undertaking. A raft of different staff have taken part in these learning walks and their feedback at the opportunity to be involved has been very positive.</p> <p>Q Q. A gov asked what a learning walk is. A. PBe advised that govs are usually invited to join a learning walk during trustee and gov open mornings. Staff and visitors walk round to get a feel for the school. Different learning walks might focus on different aspects of school life.</p> <p>Educational Visits and Events PBe noted that we are delighted that pupils are once again able to enjoy a full range of educational visits and experiences/enrichment activities.</p> <p>PBe finished by thanking govs for all their hard work, support and commitment.</p> <p>He asked govs if they had any questions.</p> <p>Q Q. A gov asked if school had been affected by pickets during the strike on 1st February. A. PBe advised that there had been no pickets at school.</p>	
11	<p>Mental Health and Well-being</p> <p>i. Update on provision for pupils and staff PBe reminded govs that the list of children who access mental health and wellbeing support is very fluid.</p> <p>ii. BEPPA and Colsterworth Ofsted reports PBe reported that feedback in respect of mental health and wellbeing for pupils and staff during both recent Ofsted inspections had been very positive. The CSW report is not yet published.</p>	
12	<p>Church Distinctiveness:</p> <p>i. SIAMS update and Church SEF ii. Collective Worship iii. Governor Statutory checks and RE/CW governor representative iv. Church Distinctiveness crib sheet</p> <p>Already covered.</p>	
13	<p>AAT Growth Strategy SH reported that Keystone MAT (which includes Bourne Westfield) have made a successful application to become a Church MAT. The Meridian Education Trust (a new MAT) have also become a Church MAT for Lincolnshire.</p> <p>See confidential minutes.</p> <p>SH advised that the next meeting of the growth strategy committee will take place on Thursday 23rd Feb.</p>	

14	<p>Policy reviews</p> <p>JB advised that trustees had determined the Admissions Policy 2024-2025 at their meeting on 30th November in accordance with LA School Admission's timetable. There had been only slight changes to bring wording in line with the LCC model policy and there was therefore no need to go out to consultation. JB reminded govs that the policy was last consulted on in 2020 and that schools have to go out to consultation as a minimum every 7 years or if a significant change to the policy is proposed.</p>	
15	<p>Health and Safety:</p> <p>i. Governor and pupil H&S visit</p> <p>The gov visit had taken place this morning. PBe is to arrange a pupil H&S walk.</p> <p>JB took the opportunity to advise govs that Allison Homes have confirmed that they will begin the housing development work next week on the fields to the east and north of the playing field on Manning Road. Work is expected to take 2 – 2 ½ years. A letter has been sent to parents and carers.</p>	<p>PBe arrange pupil H&S walk</p>
16	<p>Safeguarding:</p> <p>i. Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2022)</p> <p>PBe advised that at the CSW Ofsted, the inspector had asked staff to tell her what changes had been included in KCSIE 2022. A one-page crib sheet has been drawn up and shared providing this information.</p> <p>ii. Update on Local Priorities for Safeguarding</p> <p>The Ofsted Ready Plan has been updated with the latest local priorities and shared with trustees and govs – promoting healthy relationships. This is one of the first things that Ofsted ask as part of inspecting safeguarding.</p> <p>iii. Safeguarding governance</p> <p>SH had completed his safeguarding governor visit earlier this week.</p> <p>iv. BEPPA and Colsterworth Ofsted reports</p> <p>Safeguarding was thoroughly inspected during both the BEPPA and CSW Ofsteds with successful outcomes.</p>	
17	<p>Governor visits and training</p> <p>i. Update from training governor</p> <p>JB shared the training summary with govs and asked them to let her know if there is anything missing.</p> <p>She continues to share details of training opportunities and reminded govs that if they wish to book on a course for which a fee is payable, they should do so through JB as a purchase order number will be required.</p> <p>Govs asked JB to re-send the link to register for the NGA e-learning platform.</p> <p>ii. Trustee & Governor open morning at Bourne Elsea Park on Wednesday 15th March 2023 at 9.15a.m.-11.30a.m. for all Trustees and Governors in AAT. Focus will be Curriculum, Character Education and Protected Characteristics (Diversity)</p> <p>PBe encouraged govs to attend the next trustee and gov open morning.</p> <p>iii. Trustee/Governor visibility in school</p> <p>PBe noted how much the staff and children appreciate seeing govs in school and encouraged them to take as many opportunities as possible to visit.</p>	<p>Govs advise JB of courses undertaken</p> <p>JB re-send NGA link</p>

	<p>Visits since last LGB meeting:</p> <ul style="list-style-type: none"> • 08.11.22 Visiting DG (SENCo) - SB • 08.11.22 Finance & growth strategy – CB • 16.11.22 Open morning – UO; CB; PBr; • 17.11.22 Visit to Exec Head - PBr • 30.11.22 Trust Board meeting & AGM – SH; CB; PG; PBr • 14.12.22 Y1,2,3 Carol Service at Church - PBr • 12.01.23 RE meeting – PG • 25.01.23 Collective worship – PBr • 06.02.23 SEN & safeguarding visit – SH 	
18	<p>Determination of confidentiality of business Items relating to budget, pupils and staffing as appropriate.</p>	
19	<p>Date and time of next meetings: Thursday 8th June 2023 5.00 p.m.</p>	

Meeting closed at 6.25 p.m.



Signed:
Chair

Date: 20.06.2023