

**ABBEY ACADEMIES TRUST  
BAPA LOCAL GOVERNING BODY  
MINUTES OF MEETING  
HELD ON TUESDAY 6<sup>th</sup> FEBRUARY 2024, 5.00 p.m.  
AT BAPA**

**Present:** Paul Gandy – Vice-Chair (PG); Philip Brierley (PBr); Paul Houghton – Acting Head of School (PH); Rachael Skidmore – Deputy Head (RS); Chris Bates (CB) Megan Shears (MS); Samantha Bloor (SB); Jill Bates (JB) – Clerk

**Apologies :** Stephen Haigh – Chair (SH); Peter Bellamy – Executive Headteacher (PBe)

**Absent:** Uche Odogun (UO)

**Guests:** Jo Bergmann – PSHE team (JBe)

		<b>Action</b>
<b>1</b>	<b>Welcome &amp; Prayer</b> PG welcomed all to the meeting and said a prayer.	
<b>2</b>	<b>Apologies</b> Apologies had been received and were accepted from SH (holiday) and PBe (illness). JB explained that in accordance with the Scheme of Delegation, SM no longer sits on the BAPA LGB as she is CEO for the Bourne schools and not Executive Headteacher.  NB – apologies were received after the meeting from UO.	
<b>3</b>	<b>Declarations of Interest</b> None declared.	
<b>4</b>	<b>10-minute presentation – Megan Shears ‘Relationships and Sex Education (RSE)’</b> MS was joined by Jo Bergmann (JBe), Year 1 Leader and a member of the PSHE team at Bourne Abbey.  MS explained the consultation process to be followed to agree the new RSE policy: <ul style="list-style-type: none"> <li>• Staff (already complete)</li> <li>• Governors &amp; trustees (presentations taking place at each meeting)</li> <li>• Parents/carers (dates planned in for each school)</li> </ul> MS and JBe gave some background to the introduction of Jigsaw for our PSHE curriculum and an overview of our revised curriculum including the statutory and non-statutory elements. They reminded govs that RSE is not just about sex education but includes social, emotional, moral and health education. MS and JBe took govs through the presentation slides.  There are 3 non-statutory units that parents/carers can withdraw their children from. Our policy makes it very clear which units these are.  Puberty is statutory element but if, for example, parents/carers have concerns, we will invite them in to explore their concerns, explain the content and show the materials. However, ultimately parents/carers cannot withdraw their child from a statutory element.  Parents/carers who wish to withdraw their child from a non-statutory element must do so in writing.	

	<p>MS advised that there is some new content for teachers to deliver e.g. IVF in Y6 which recognises that not all families are created in the same way. Adoption is already covered.</p> <p>MS shared feedback that staff had given following the recent staff meeting. Staff welcome the clarity provided about what they are teaching and when. The materials and animations provided are extremely helpful. Additional teacher notes provided by Jigsaw for each unit provide support for teachers who identify that there may be a vulnerable child in their class who needs extra support with a particular unit e.g. conception as a result of IVF. Any teacher who needs additional support will be able to discuss delivery of a lesson with the PSHE/RSE team.</p> <p>Once the consultation process has been completed, we expect to invite Y5 and Y6 parents/carers into school to view the materials we will be using before delivering the first units in term 6. There will be a couple of transition years e.g. Y5 will need to complete the Y3 &amp; Y4 curriculum.</p> <p>Jigsaw are very quick to respond to guidance from the DfE and we are confident that our materials will always be up to date.</p> <p>MS distributed copies of a QR code for gobs to complete a questionnaire as part of the consultation process, along with copies of the draft RSE policy.</p> <p><b>Q</b> Q. A gov asked if boys and girls are taught the same content at the same time. A. MS confirmed that they are but there are then break-out opportunities for girls to speak to a female member of staff and boys to speak to a male member of staff if they wish.</p> <p><b>Q</b> Q. A gov asked if the materials cover same sex relationships. A. MS advised that there is imagery to cover all family make-up – same sex/grandparents etc. Whilst there is not a specific unit covering same sex relationships, Year 6 have 2 units discussing celebrating differences and the 9 protected characteristics. Jigsaw are clear that all children and family circumstances are included in their materials.</p> <p><b>Q</b> Q. A gov asked for clarification that IVF is included. A. MS advised that it is. Teachers have not been required to teach lessons on conception before although our existing curriculum already covers adoption/fostering.</p> <p>JB took the opportunity at this point to remind gobs that the presentation had not been intended as a Q&amp;A session and asked gobs to take the policy and feedback/ask questions once they have had an opportunity to read it.</p> <p>5.20 p.m. JBe left the meeting</p>	<p><b>Gobs read policy &amp; provide feedback</b></p>
5	<p><b>Minutes of the LGB meeting 21<sup>st</sup> November 2023 - agree as a true record</b> Agreed as a true record and signed off as such.</p>	
6	<p><b>Matters arising from the minutes of the LGB meeting 21<sup>st</sup> November 2023</b> All actions completed or covered later on the agenda except:</p> <p><b>Item 6</b> <b>Page 3</b> <b>Governor and pupil H&amp;S visit</b></p>	

<p>The gov visit had taken place this morning. PBe is to arrange a pupil H&amp;S walk.  <b>Update 20<sup>th</sup> June 2023</b> – PBe/JP in discussion with govs to timetable a visit. <b>Update 21<sup>st</sup> November 2023</b> – Summer term visit completed on 3<sup>rd</sup> July 2023. Autumn term visit to be arranged. <b>Update 6<sup>th</sup> February 2024</b> – Autumn visit not completed due to gov work commitments. JB noted that it had been agreed that 2 visits per year would be acceptable. Spring visit completed last week on 1<sup>st</sup> February 2024. PG and CB had completed the visit with Michael Pateman (Site Manager) and Debi Yeats (Senior Admin). PH had been able to join the visit for a short while.</p> <p><b>Item 6</b>  <b>Page 3</b>  <b>Standards</b>  <b>SIAMS</b>  Q. A gov asked if it would be possible to display some quotes from the report around school.  A. PBe noted that we have included some in the updated prospectus for 2023-24 but agreed to take that suggestion forward. <b>Update 21<sup>st</sup> November 2023</b> – PH/RS to progress this. <b>Update 6<sup>th</sup> February 2024</b> – RS has created some signs which will be put up around school before the end of the week.</p> <p><b>Item 12</b>  <b>Page 11</b>  <b>Governor Statutory checks and RE/CW governor representative</b>  PG and SF are the link govs for BAP and BEP respectively. <b>Update 6<sup>th</sup> February 2024</b> – PG had completed Term 2 checks. Next checks to be arranged at the end of Term 4.</p> <p><b>Item 17</b>  <b>Page 12</b>  <b>SCR check</b>  To be arranged for Term 3. <b>Update 6<sup>th</sup> February 2024</b> – JB confirmed check had been completed this morning with PH/RS/ Linsey Leafe (DSL)/ Louise Jordan (HoS – CSW)/ Nic Chapman (AAT SEN Admin). Next check to be completed Term 5 after LA SCR course.</p> <p><b>Item 18</b>  <b>Page 12</b>  <b>Update from training governor</b>  JB advised that some of the govs do still need to view the recording. JB will speak to Linsey Leafe, BAPA DSL about making the video available to govs. <b>Update 6<sup>th</sup> February 2024</b> – recording had been distributed before Christmas. JB to check with DSL if any govs are outstanding still.</p> <p><b>Governor open morning</b>  A gov suggested that instead of the trust planning the dates in, it would be helpful if govs are offered a range of dates to ensure open mornings are held when maximum attendance can be achieved. <b>Update 6<sup>th</sup> February 2024</b> – SLT to agree a range of dates at a time to ensure maximum benefit for trustees, govs and staff.</p> <p><b>Trustee/Governor visibility in school</b>  SM advised that each school will hold a trustee/gov Collective Worship next month. <b>Update 6<sup>th</sup> February 2024</b> – SLT to plan CWs.</p>	<p><b>PH/JP</b>  <b>arrange for 2nd visit in the summer term</b></p> <p><b>RS</b>  <b>arrange for signs to be displayed</b></p> <p><b>PH/ Charlotte Seymour</b>  <b>liaise with PG for T4 checks</b></p> <p><b>JB arrange check for Term 5</b></p> <p><b>JB check with DSL</b></p> <p><b>SLT suggest dates</b></p> <p><b>SLT plan CW</b></p>
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	<p>A gov took the opportunity to ask about provision mapping as he would like to have a clearer understanding. JB advised that this was to be included in the planned SENCO presentation to govts but at present one full-time non-teaching SENCO is on maternity leave and the other begins maternity leave this week. We will arrange the presentation in due course.</p> <p>SB, SEN governor, confirmed she is happy to come in for a visit with the SEN team when appropriate – her non-working days are Monday and Tuesday.</p>	<p><b>SLT plan SENCO presentation for trustees &amp; govts</b></p> <p><b>RS arrange visit</b></p>
<b>7</b>	<p><b>Items from the minutes of the Trust Board meeting 29<sup>th</sup> November 2023</b> The minutes of 29<sup>th</sup> November have yet to be ratified but JB was able to share:</p> <p>AGM</p> <ul style="list-style-type: none"> <li>• The auditors had given the Trust’s accounts a clean bill of health</li> <li>• Azets were reappointed as the Trust’s auditors. Jane Parsons had completed a value for money benchmarking exercise and trustees will continue to review best value</li> <li>• Members had suggested they introduce mid-term meetings</li> <li>• New Church articles of association will be introduced at the appropriate time – when the Trust takes on another school</li> </ul> <p>Trust Board</p> <ul style="list-style-type: none"> <li>• Clerking arrangements going forward</li> <li>• New governors/trustees – we have now appointed two new parent govts at BEPPA</li> <li>• Pupil numbers for September 2024 for AAT</li> <li>• Church SEFS</li> <li>• Admissions policies</li> <li>• SCR check term 3</li> <li>• Open mornings for trustees and governors</li> <li>• Staffing issues (not in respect of CSW)</li> </ul>	
<b>7</b>	<p><b>Review of Local Governing Board Membership:</b> JB advised that the LGB currently has 8 governors now that SM is no longer included – the minimum required by the Scheme of Delegation (SoD) is 7.</p> <p>Ideally, we need to appoint an additional gov to bring the total to 9 (odd number). Historically the BAPA LGB had 11 members. JB to ask Trust Board at the March meeting to confirm their preferred number.</p> <p>PG has spoken to SM about a potential candidate. SM to progress.</p>	<p><b>JB raise at March TB meeting</b></p> <p><b>SM progress</b></p>
<b>9</b>	<p><b>External Review of Governance (ERG)</b> JB advised that given the Trust is in a current state of flux, the ERG which had been planned for the summer term, has been postponed.</p>	
<b>10</b>	<p><b>Budget</b></p> <p><b>i. Budget update from Jane Parsons and Chris Bates</b> <b>In year position at 30.11.23</b> Govts had been sent a one-page summary of the school’s financial position electronically prior to the meeting.</p> <p>CB reported that it is a positive picture for BAPA financially. Although the total funds carried forward at the end of November 2023 are down on those at the end of August 2023 we had anticipated this due to backdated support staff pay awards. He drew</p>	

	<p>govs attention to the much improved in-year position in respect of unrestricted funds (Kids' Club and Abbey Ark) at 30.11.23 compared to 30.11.22.</p> <p>Abbey Ark numbers are considerably up on last year (low birth rate year) and is full with a waiting list.</p> <p><b>ii. Kids' Club update</b></p> <p>PH reported that Kids' Club continues to be an asset to the school. The provision is full most evenings. Our new leader, Kerry-Jane Whiteway, has settled in well and has plans to develop the range of activities on offer.</p> <p><b>Q.</b> A gov asked if Holiday Club will be open in the summer.  <b>A.</b> PH advised that we hope to open at both Easter and summer subject to numbers and staff availability.</p> <p><b>iii. PP report 2023-2024 – impact at Assessment Point 1 (Dec 2023)</b>  <b>iv. SEND spending report 2023-24 – January update</b></p> <p>Govs had received electronic copies prior to the meeting. PH noted that they had been reviewed following Assessment Point 1. Provision maps have been updated.</p> <p>PH noted how well Lauren Briggs (LB) has settled in to the Assistant SENCO role supported by Charlotte Seymour and RS.</p> <p>A gov noted that there is a misleading figure on the SEND spending report – the national figure in the report includes alternative provision and specialist settings. The primary figure is different. RS will update.</p> <p><b>v. Pupil numbers September 2024 - number of first preference applications for Reception 2024-25</b></p> <p>The first R2024 application round will close on Friday 9<sup>th</sup> February with offers made on April 16<sup>th</sup>.</p> <p>See also confidential minutes.</p>	<p><b>RS update report</b></p>
<p><b>11</b></p>	<p><b>Head of School's report including:</b></p> <ul style="list-style-type: none"> <li>i. Update on the Academy Improvement Plan</li> <li>ii. Standards</li> <li>iii. Attendance</li> <li>iv. Appraisal</li> <li>v. Behaviour</li> </ul> <p>The report had been circulated electronically to govts prior to the meeting and PH took them through the highlights.</p> <p><b>Attendance</b></p> <p>Whole school attendance for Autumn term 2023-24 was 96% compared to 92% for the same period in academic year 2022-23. Disadvantaged attendance for Autumn term 2023-24 was at 94% compared to 90% for the same period last academic year.</p> <p>For Autumn term 2023-24 there were 62 (10%) persistent absentees compared with 194 for the same period last academic year. 11 pupils were at 88% or more and if they were removed from the calculation, the percentage would drop to 8%.</p> <p>In January 2024 Bourne Abbey and Bourne Elsea Park completed a Termly Attendance Support Meeting with Carol Harrison, Safeguarding and Education Welfare Officer for LCC. In her feedback Carol wrote: 'You can clearly see all the hard work</p>	

	<p>you are putting into the schools which is evidenced by your figures. It is refreshing to have a Primary(s) that track attendance and are as vigilant as you are, as you mostly see this approach in secondary schools. Its lovely to work with schools like yours who work tirelessly to improve outcomes.' Carol acknowledged that this is Trust-wide practice.</p> <p><b>Q</b> Q. A gov asked what persistent absenteeism had been like prior to COVID. A. Those figures were not to hand. PH to investigate and feedback.</p> <p><b>Suspensions, Exclusions &amp; Behaviour</b> There have been no exclusions and 3 suspensions since the last HoS report. The suspensions all relate to one child and PH gave some background to the work being done to arrange an intervention placement to support the pupil and their family.</p> <p><b>Physical Handling</b> There have been 5 physical restraints since the last HoS report.</p> <p><b>Q</b> Q. A gov asked if these were all for the same child. A. PH explained that 2 were for the child who has had 3 suspensions, and the others were for 2 different pupils.</p> <p><b>Q</b> Q. A gov brought to the meeting's attention a report of a local primary school teacher suing her school following an injury caused by a pupil and asked about the care we offer staff and other pupils in these situations. A. A discussion took place about the trust's policies and procedures as well as record keeping. Each situation is dealt with on an individual basis. External support is sought where appropriate. When situations have occurred, SLT check in with staff and pupils afterwards. Goves were reassured that staff go above and beyond to safeguard all members of the school community.</p> <p><b>Q</b> Q. A gov asked if there has ever been an issue with knives in school. A. No but we are not complacent and clear, robust actions are in our behaviour policy should a pupil have a knife in school.</p> <p><b>Q</b> Q. A gov asked if school has to report reduced timetables to the LA. A. RS advised that we report them through on online system. Parents/carers sign a letter to agree to the arrangement, but all such arrangements are voluntary. Reduced timetables are reviewed on a a 4-week cycle.</p> <p><b>Racial Incidents</b> There have been no racial incidents since the last HoS report.</p> <p><b>Sexualised Behaviours</b> There have been no incidents involving sexualised behaviour since the last HoS report.</p> <p><b>EHE</b> No children are being electively home educated since the last HoS report.</p> <p><b>CME</b> No children have been reported as CME since the last HoS report.</p> <p><b>SEND</b> Provision maps were updated at Assessment Point 1. All pupils who had not met aspirational targets or were working below expectations were identified and</p>	<p><b>PH feedback</b></p>
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	<p>interventions planned. Impact of those interventions will be discussed at Assessment Point 2.</p> <p><b>Q</b> Q. A gov asked if we have a measure of progress. A. Yes – our cohort evaluations provide this information as well as intervention impact overviews.</p> <p><b>Q</b> Q. A gov asked if these give an indication of how well teaching is going in the school. A. Yes – at each Assessment Point we can see where every individual child is and whether they are on track to reach or exceed their aspirational targets. Our data summary provides information about progress and attainment and we track pupils through all 3 Assessment Points.</p> <p><b>Q</b> Q. A gov asked if there is a lot of administration involved in preparing the data. A. Whilst teachers have to complete assessments and analyse the results, we make every effort to minimise the administration involved. Ultimately this work is for the benefit of the teaching staff as well as the children. We can also see how teaching is going through more informal methods such as learning walks, drop-ins, discussions with staff and more formal observations.</p> <p><b>Q</b> Q. A gov asked if it would be reasonable to include a short summary in the HoS report. A. The cohort evaluations are the snapshot summary, and it is not possible to condense them further. There is a huge amount of work behind each evaluation.</p> <p>A gov reminded the meeting that results are subject to what can be considerable differences in abilities between cohorts. There are naturally stronger cohorts in some years.</p> <p><b>Staffing</b> Lauren Briggs (LB), Year 1 class teacher, relinquished her class responsibilities at the end of term 2 and is covering Danielle Gould’s maternity leave as Assistant SENCo on a temporary, part-time basis. Helen Bergmann (HB) is covering LB’s teaching responsibilities.</p> <p><b>Standards</b> PH showed gobs the cohort evaluation sheets and drew gobs’ attention to the Inspection Data Summary Report (IDSR) and particularly to page 5 which shows a positive picture for both KS1 and KS2. Copies of the IDSR were provided for gobs to take away.</p> <p>Bottom 20% monitoring in English has taken place in all 3 schools, led by HB, Director of EYFS and Early Reading. Action plans have been put in place including fast track phonics intervention. Analysis last week showed very positive impacts of those interventions already. Bottom 20% monitoring in maths is currently underway.</p> <p><b>Areas for Development</b> Louise Jordan and Alison Simpson have drafted the first new Church SEF for BEPPA. This has been shared with Gillian Georgiou at the Diocese for her feedback. Once the BEPPA one has been finalised, SLT will work on those for BAPA and CSW and will share them at the summer LGB meetings.</p> <p><b>Staff Appraisal</b> Term 3 interim reviews have all been completed for teaching staff. Targets are linked to the AIP and are all on track. Staff are proud to talk about the work they are doing,</p>	<p><b>PH share at summer meeting</b></p>
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	<p>and the interim reviews provides us with a formal opportunity to thank them as well as support them to achieve their targets.</p> <p><b>Q</b> Q. A gov asked if the LGB receive an AIP update. A. This had been updated and shared in the Autumn term.</p> <p><b>Events</b> The HoS report details the huge amount of enrichment opportunities pupils have been able to experience already this year.</p>	
<b>12</b>	<p><b>Mental Health and Well-being</b></p> <p><b>i. Update on provision for pupils and staff</b> Sally Farrar (SF) and Laura Croom (LC) continue to lead our MH&amp;WB provision supported by Linsey Leafe (LL). Our action plan is regularly updated, and interventions are reviewed as appropriate. Some may be one-off sessions whilst others may be more regular. SF and LC continue to receive CPD through the ELSA (Emotional Literary Support Assistant) programme. They are available to support staff too.</p> <p><b>Q</b> Q. A gov asked if SLT have looked at the latest DfE document on reducing workloads which had come out recently. A. RS advised that we have not looked in detail yet but plan to do so. The gov reported that there seemed to be lots of suggestions to reduce work around admin/displays/moving furniture.</p> <p>PH and RS advised that staff are usually very open if they are struggling with workload for whatever reason and we always look at how we can help. We have made significant changes to staff workload including marking. We also have a staff wellbeing policy which was agreed by all teaching staff. Our staff wellbeing was highly praised in our recent BEPPA and CSW Ofsted reports and our BAPA SIAMS report.</p>	<b>SLT investigate and feedback</b>
<b>13</b>	<p><b>Church Distinctiveness:</b></p> <p><b>i. SIAMS and Church SEF</b> Already covered.</p> <p>JB reported that Archdeacon Justine and Paul Thompson, Diocesan Director of Education, had carried out a MAT visit at CSW last Thursday. The visit had been an incredible success and PT had commented on the amazing transformation the school has undergone since it became part of AAT. The children and the staff all shone and were a credit to the school.</p> <p><b>ii. Collective Worship</b> PH will continue to invite gobs to specific events but reminded them that that they are always welcome to join any collective worship.</p> <p><b>iii. Governor Statutory checks and RE/CW governor representative</b> Already covered.</p>	<b>PH invite gobs</b>
<b>14</b>	<p><b>AAT Growth Strategy</b> JB reported that the new AAT website <a href="http://www.abbeyacademies.co.uk">www.abbeyacademies.co.uk</a> will be live in the next few days. Additionally, SLT will be attending the Diocesan annual conference next month and will have a trust stall as we did last year.</p>	
<b>15</b>	<p><b>Policy reviews</b> No policy reviews.</p>	



16	<p><b>Health and Safety:</b></p> <p><b>i. Governor H&amp;S visit - feedback</b>  A gov reported that he felt the school is looking very good at the moment despite the scaffolding and roofing works— a ‘step up’. Next visit to be booked for summer term.</p> <p>JB gave the background to a RIDDOR report which had been submitted for a member of staff who dislocated their knee on the last day of Term 2. No slip/trip/fall was involved – they simply turned, and their knee dislocated.</p> <p><b>ii. Notts H&amp;S Audit</b>  Not due this year at BAPA but one is scheduled at CSW in Term 6. Key points will be shared for Trust-wide best practice.</p>	PH/JB arrange summer visit
17	<p><b>Safeguarding:</b></p> <p><b>i. Update on Local Priorities for Safeguarding</b>  No changes at present.</p> <p><b>ii. Safeguarding governor visit feedback</b>  PH confirmed that SH has completed his visit.</p> <p>PH also advised govs that DSLs have now completed the new LCC online safeguarding audit. This is a completely new format and will be shared with trustees and govs at the summer meeting.</p> <p><b>iii. SCR check Term 3</b>  Already covered.</p>	PH share online audit
18	<p><b>Governor visits and training</b></p> <p><b>i. Update from training governor</b>  JB will continue to share training opportunities. She reminded govs about the LCC Strengthening Governance offer and undertook to share details of the latest NGA modules.</p> <p><b>ii. Governor open morning for all Trustees and Governors in AAT. Focus will be new SIAMS and Church Distinctiveness</b>  SLT will agree a selection of dates and will seek gov feedback on the most suitable dates and times.</p> <p><b>iii. Trustee/Governor visibility in school</b>  PH &amp; RS reported how proud the children are of being part of a Church school and how that came across in a recent learning walk with our fabulous tour guides. They encouraged govs to come in for a learning walk to see the school and hear about their experience from the children.</p> <p>A gov expressed an interest in coming in.</p> <p>Visits since last LGB meeting:</p> <ul style="list-style-type: none"> <li>• 12.12.2023 – PG to see AS for statutory checks</li> <li>• 23.01.24 – SH to see SM</li> <li>• 01.02.2024 – CB &amp; PG for H&amp;S visit</li> </ul>	<p>JB share NGA details</p> <p>SLT agree possible dates</p> <p>PH arrange learning walk</p>
19	<p><b>Determination of confidentiality of business</b>  Items relating to budget, pupils and staffing as appropriate.</p>	

<b>20</b>	<b>Date and time of next meetings:</b> Tuesday 18 <sup>th</sup> June 2024 5.00 p.m.	
	Meeting closed at 6.20p.m.	



Signed:  
Chair

Date: 18.06.2024