

**ABBEY ACADEMIES TRUST
BAPA LOCAL GOVERNING BODY
MINUTES OF MEETING
HELD ON TUESDAY 18TH JUNE 2024, 5.00 p.m.
AT BAPA**

Present: Paul Gandy – Vice-Chair (PG); Sarah Moore – Executive Headteacher (SM); Philip Brierley (PBr); Paul Houghton – Acting Head of School (PH); Chris Bates (CB) Megan Shears (MS); Samantha Bloor (SB); Uche Odogun (UO); Jill Bates (JB) – Clerk

Apologies: Stephen Haigh – Chair (SH)

Guests: Linsey Leafe - Designated Safeguarding Lead (LL)

		Action
1	Welcome & Prayer PG welcomed all to the meeting and said CB a prayer.	
2	Apologies Apologies had been received and were accepted from SH (holiday).	
3	Declarations of Interest None declared.	
4	10-minute presentation led by members of the Safeguarding Team – Updated Local Authority Safeguarding Tool LL demonstrated the new safeguarding tool on a large screen and explained to govs: <ul style="list-style-type: none"> • The background to the introduction of the new tool • The fact that she has gone through this in detail with SH already • The process DSLs/DDSs at AAT use to update the tool and follow up actions • The link between this and the recent safeguarding audit carried out at CSW which examined Trust-wide practice <p>LL thanked govs for completing the safeguarding training issued this year and reassured them that we only ask them to do this where it is absolutely necessary or mandatory.</p> <p>SM showed govs the completed and signed safeguarding gov audit which covers issues including records storage and the safeguarding compliance gov check form.</p>	
5	Minutes of the LGB meeting 6th February 2024 - agree as a true record Agreed as a true record and signed off as such.	
6	Matters arising from the minutes of the LGB meeting 6th February 2024 All actions completed or covered later on the agenda except: Item 6 Page 3 Governor and pupil H&S visit The gov visit had taken place this morning. PBe is to arrange a pupil H&S walk. Update 20th June 2023 – PBe/JB in discussion with govs to timetable a visit. Update 21st November 2023 – Summer term visit completed on 3 rd July 2023. Autumn term visit to be arranged. Update 6th February 2024 – 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 st February 2024. PG and CB	CB complete check 2nd

	<p>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. Update 18th June 2024 – JB/DY currently arranging. NB since the meeting a date of 2nd July has been agreed with CB at 8.00 a.m.</p> <p>Item 6 Page 3 Trustee/Governor visibility in school SM advised that each school will hold a trustee/gov Collective Worship next month. Update 6th February 2024 – SLT to plan CWs. Update 18th June 2024 – trustees and gobs have been invited into all 3 schools on the last day of term, 19th July, to celebrate pupils’ attendance and for staff and children to thank governors for all they do to support our school communities. SM encouraged gobs to attend if they possibly can. Another collective worship will be planned for the Autumn term</p> <p>Item 7 Page 4 Review of Local Governing Board Membership: PG has spoken to SM about a potential candidate. SM to progress. Update 18th June 2024 – carried forward.</p> <p>Item 12 Page 8 Mental Health and Well-being Update on provision for pupils and staff 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. Update 18th June 2024 – SM confirmed SLT have reviewed the available guidance and feel that we are already doing everything we can. A staff survey was issued at the start of this academic year which gave staff the opportunity to feed back in this respect. We do this every two years.</p>	<p>July and report back</p> <p>PH plan collective worship for T1 or T2</p> <p>SM to progress</p> <p>SLT issue survey Autumn term 2026</p>
7	<p>Review of Local Governing Board Membership:</p> <p>i. AAT Trustee & Governor vacancies SM shared a summary of who is currently a member, a trustee and who sits on each LGB including details of who is a Foundation governor. She reminded gobs that AAT is currently governed by the original Church Articles of Association. However, next time AAT takes another school into the Trust, we will be expected to adopt new model Church Articles of Association. These require further separation between each level of governance and mean that the Chair of Trustees will no longer be a member and trustees should no longer sit on LGBs. She also reminded gobs that the Diocese are looking for there to be Foundation gobs at LGB level.</p> <p>At present BAPA is fortunate to have two Foundation gobs – CB and PBr.</p> <p>ii. Pen Portraits JB explained that we have pen portraits of members and trustees on the AAT website.</p> <p>We would now like to include pen portraits of local governors on the relevant school website. JB circulated a copy of the information we hold for trustees as an example and asked gobs to let her have their pen portrait by 1st July 2024. If trustees would like to update their information, they should let JB have updates by the same date.</p>	<p>Gobs let JB have pen portraits/ updates by 1st July</p>

	<p>iii. June Richardson (JR), Diocesan School Effectiveness Advisor, annual review</p> <p>SM distributed hard copies of a report pack including the following documents:</p> <ul style="list-style-type: none"> • June Richardson (JR), Diocesan School Effectiveness Adviser visit report for BAP and BEP 18th April 2024 • June Richardson (JR) Diocesan School Effectiveness Adviser visit report for CSW 3rd May 2024 • Jill Chandar-Nair, LA safeguarding audit report CSW 1st May 2024 <p>SM advised that although all 3 schools are unique much of our practice is Trust-wide and we are able to share the best practice advice JR gave at each visit across the Trust. JR had advised that spirituality should be explicit and form a common thread running through our teaching and learning, documents and websites.</p> <p>SM reported that MS had worked hard on including spirituality in our curriculum documents. Last week’s staff meeting had focussed on spirituality.</p> <p>JR had asked the children on her visits about the vision and about spirituality. The Reception children at CSW had explained spirituality as being “thinking and feeling about ourselves, others the world and beyond”. They used actions for each of the words.</p>	
8	<p>Items from the minutes of the Trust Board meeting 7th March 2024</p> <p>The minutes of 7th March 2024 have yet to be ratified but JB was able to share:</p> <p>Trust Board</p> <ul style="list-style-type: none"> • Progressing the appointment of Foundation trustees to replace Rev Neil and Fr Chris. Fr Stephen Buckman has kindly agreed to replace Fr Chris • Overview of key issues at all 3 schools from the LGBs • Trust budget • Pupil numbers across the Trust including those for R2024 • CIF (Condition Improvement Funding) update • New housing development at CSW and any possible s106 funding • AAT website launch • Feedback in respect of RE and H&S checks • Leadership staffing and plans for leadership moving forward 	
9	<p>Budget</p> <p>i. 2023-24 report from Chris Bates and Sarah Moore (In-year position end of March 2024)</p> <p>Govs had been sent a one-page summary of the school’s financial position electronically prior to the meeting.</p> <p>CB reported that the budget position is in line with projections. Reserves are down on the previous year but funding due in the next 3 months will have a positive impact.</p> <p>See also confidential minutes.</p> <p>ii. Kids’ and Abbey Ark Club update</p> <p>SM reported that Abbey Ark is in a very strong position.</p> <p>See also confidential minutes.</p> <p>Q Q. A gov asked if the numbers registered for summer holiday club make the sessions viable.</p>	

	<p>A. PH and JB reported that having gauged initial interest and then sent out registration forms, we feel that the club is viable. Numbers are lower on the last two Fridays of the holiday and on the training day but rather than decide to close individual sessions we have taken the decision to run all sessions. In September JP will review the club's cost effectiveness so we can take an informed decision about its future.</p> <p>SM reminded govs that the trust has previously had to take the hard decision to close Kids' Club at CSW. Despite issuing 'use it or lose it' warnings, numbers fell, and the club was no longer viable. However, SM had committed to keep the situation under review and when interest increased the club had been re-opened and is now proving to be profitable as well as providing a valuable service for parents and carers.</p> <p>iii. SEND spending update and impact of provision mapping</p> <p>These had been issued electronically prior to the meeting. SM reminded govs that they are not expected to remember every detail but to use it as an aide-memoire if needed.</p> <p>Q. A gov noted that SEND spending had increased from approx. £300K in 2022-23 to approx. £400K in the current year and asked why that is the case.</p> <p>A. SM advised we have an increasing number of pupils with EHCPs. Many pupils' needs are also being identified at a younger age. Staffing costs have increased and some pupils who have been identified as needing a specialist setting, are having to stay in mainstream schooling for longer as there is a national shortage of specialist places. This is in line with the national trend.</p> <p>SM suggested the gov meet with SENCOs Danielle Gould and Lauren Briggs in Autumn term to discuss in more detail.</p> <p>At present we have at least 5 EHCPs in both Y1 and YR. We are already aware of one R2024 pupil who has an EHCP; one for whom an application has been made and two for whom we believe we will need to start gathering evidence in the first few weeks of the academic year.</p> <p>iv. Pupil numbers September 2024</p> <p>R2024 currently stands at 84 pupils.</p>	<p>JP review figures in Sept 2024</p> <p>PH arrange meeting gov/DG/LB</p>
<p>10</p>	<p>Head of School's report including:</p> <ol style="list-style-type: none"> i. Update on the Academy Improvement Plan ii. Progress that all pupils including vulnerable groups are making. What has been done to impact on outcomes for children? iii. Attendance iv. Behaviour <p>The report had been circulated electronically to govs prior to the meeting and SM took them through the highlights.</p> <p>Attendance</p> <p>From 4th September 2023 to 17th May 2024, whole school attendance was a very positive 96% compared to 94% for the same period in academic year 2022-23. In 2018-19, pre-COVID, attendance for the same period was 96.5%. Disadvantaged attendance from 4th September 2023 to 17th May 2024 was at 94% compared to 92% for the same period last academic year.</p> <p>For the period 4th September 2023 to 17th May 2024, there were 77 (13%) persistent absentees compared with 121 (19%) for the same period last academic year. This is a</p>	

significant improvement. 24 pupils were at 88% or more and if they were removed from the calculation, the percentage would drop to 9%.

PH reported that the number of persistently absent pupils has dropped to 66 (12%) since the report was prepared. In response to a gov question at the last meeting, PH reported that persistent absentees from Sep 2018 – Mar 2019, pre-COVID, had been 12% so in line with the current situation.

SM advised govs that as a trust we are incredibly frustrated by the number of term-time holidays being taken at present and will be taking a more robust approach to these from the Autumn term.

SM drew govs attention to the very positive feedback received for our trust-wide attendance practice from Carol Harrison, Safeguarding and Educational Welfare officer, LCC.

Suspensions, Exclusions & Behaviour

There have been no exclusions and no suspensions since the last HoS report.

Physical Handling

There have been no physical restraints since the last HoS report.

Racial Incidents

There has been one racial incident since the last HoS report. PH gave further background to the incident and to the actions which had followed including discussions with leaders and additional teaching put into place.

SM observed that in such circumstances we don't just record the incident. We follow up and try a different approach and if that doesn't work, we try something else. We are not complacent.

PH observed that the incidents that have occurred in school seem to be mostly around the Y4/Y5 cohorts and expressed the view that this is partly about children finding their voice and having increased confidence to make fun of others and take part in banter. It is key to ensure that pupils know that teasing only counts as banter if the recipient views it as such.

Q

Q. A gov asked if the issue lies with families.

A. PH observed that circumstances differ. It might be family but equally it might be access to social media, YouTube etc. content from which pupils might repeat in school without understanding the implications.

Sexualised Behaviours

There have been no incidents involving sexualised behaviour since the last HoS report.

EHE

One child has begun elective home education since the last HoS report. All of the appropriate LA guidance has been followed.

CME

Two children have been reported as CME since the last HoS report.

Mobility

Since the start of the academic year, 12 pupils have left the school. None have been because of dissatisfaction with the school.

Safeguarding

SM drew govs attention to Jill Chandar-Nair's report which she had distributed earlier in the meeting. Although the visit took place at CSW, the report reflects Trust-wide practice.

SEND

SM reported that Lauren Briggs (LB) and Charlotte Seymour (CS), supported by Rachael Skidmore (RS) have continued to offer high quality SENCO provision during Danielle Gould's (DG) maternity leave.

Staffing

SM noted how well Jim Shore (JSh) has stepped up to the Deputy Head role at BEPPA and advised that he will return to BAPA in the Autumn term as a Deputy Head with teaching responsibilities.

Standards

SM advised govs that the IDSR (Inspection Data Summary Report) has recently been reissued by the DfE but there are no significant changes.

MS gave an update on the bottom 20% maths monitoring which had take place since the last HoS report. This had been a really positive piece of work. MS had taken part at all 3 schools supported each school's maths team. Lesson drop-ins had taken place. The aim of maths mastery is that all progress through the curriculum together but in some cases that simply isn't possible, so the team looked at the learning that children are accessing. MS advised that some great practice had been observed but that, as we do following all monitoring, an action plan has been drawn up. Those actions are being trialled in a couple of classes now, the trial will then be extended for the Autumn term with the intention of rolling the changes out after Christmas.

Areas for Development

The updated BEPPA Church SEF had been circulated electronically to govs prior to the meeting. SM recorded her thanks to Alison Simpson (AS), Director of Church Distinctiveness and to Louise Jordan, Head of School CSW, and MS, who had supported AS, for their hard work in preparing the new document. Our draft was sent to Gillian Georgiou, Diocesan RE & SIAMS Adviser, for her feedback. Following that feedback, the document was updated. Priority has been given to preparing the BEPPA Church SEF first as that school is due a SIAMs inspection next academic year. A BAPA version will be prepared in the Autumn term.

Staff Appraisal

All TA and office staff appraisals have been completed.

Observations of teaching staff are taking place this term which are linked to appraisal targets.

Events

SM noted that the report reflects the huge amount of stunning enrichment opportunities pupils have been able to experience this year which have had a positive impact on learning outcomes.

Policies

SM tabled the following:

- Child Protection & Safeguarding (name changes)
- RSHE (new policy following consultation process)
- Health & Safety (name changes)

	<p>PH took the opportunity to express his appreciation of the strong staff team at BAPA and his thanks to the leaders who have supported him and to the govs for the support, time and commitment they give.</p> <p>SM asked if govs had any questions.</p> <p>Q. A gov referred to the grading of 2 in the SEF for quality of education and asked how close the school is to achieving a 1.</p> <p>A. SM advised that more outstanding judgements are being awarded and BAPA is in a strong position. However, the reality is that a school is judged on its data. Unless data is significantly above the local and national averages for a sustained period, Ofsted will suggest that we cannot be outstanding. We will have a better view when the KS2 SATs results are released on 9th July 2024.</p> <p>Across the school our data so far is:</p> <p>EYFS – 82% achieving a good level of development Y1 – 87% in phonics assuming that the threshold remains the same KS1 – really positive KS2 – results due 9th July. Last year’s results were significantly above average</p> <p>SM observed that with the exception of 3 members of teaching staff who left during the year no other teachers are leaving this summer. She expressed the view that with a stable teaching workforce our data should continue to be very positive.</p>	
11	<p>Church Distinctiveness:</p> <p>i. Updated Church SEF Already covered.</p> <p>ii. Governor Statutory checks and RE/CW governor representative PG completes these termly with AS.</p> <p>iii. June Richardson - Annual Review Reports (BEPPA/BAPA & CSW) Already covered.</p>	
12	<p>Mental Health and Well-being</p> <p>i. Update on provision for pupils and staff Pupil questionnaires are currently being completed and will be sent off for professional analysis.</p> <p>Q. A gov asked what the pupil questionnaire is. A. These comprise a series of questions for pupils to give feedback about different aspects of our school and their experiences.</p> <p>A gov noted that pupils really like being asked for their opinion.</p> <p>Q. A gov asked how we approach this with Foundation. A. The questionnaires are shorter and structured differently with responses in the format of smiley/sad faces.</p> <p>SM reported that pupils’ input into the format of the questionnaires is sought. She gave details of a debate at each school’s student council about whether or not pupils should be asked to declare their gender when completing the questionnaire. Pupils at both BAP and BEP felt it wasn’t necessary whereas those at CSW felt it was important it be included. Questionnaires were therefore tailored appropriately based on those views.</p>	

13	Staffing and Classes 2024/2025 See confidential minutes.	

14	<p>AAT Growth Strategy Currently on hold due to leadership capacity. We are updating our strategic brochure so that we can be ready again from September.</p> <p>SM gave govs brief details of the DfE’s new approach in respect of encouraging MATs to take in 3 schools at once.</p> <p>NB since the meeting Paul Thompson, Diocesan Director of Education, has confirmed that this new policy is due to come in from 1st September but that could change given the election. If a group of 3 schools join a MAT at the same time, each school receives £25K funding but if a MAT takes in a single school there will be no grant.</p>	
15	<p>Policy reviews (RSE consultation completed) Already covered.</p>	
16	<p>Health and Safety</p> <p>i. Governor and pupil H&S visit Already covered.</p> <p>i. NCC – H&S audit update Due to take place at CSW on 27th June 2024. BAPA due in Term 6 2026.</p>	<p>JB feedback CSW report & follow up actions Trust-wide</p>
17	<p>Safeguarding:</p> <p>i. SCR check feedback – term 5 (J Bates) Check completed with SLT and Senior Admins.</p> <p>ii. Update on Local Priorities for Safeguarding No new updates. Priorities remain the same –</p> <ul style="list-style-type: none"> • Domestic abuse continues to be a top priority, especially amongst the vulnerable • Children sexual abuse and exploitation • Mental health and wellbeing • Promoting healthy relationships • Modern Slavery • Enhancing emotional wellbeing • Sharing of indecent images • Risk taking behaviours – this includes missing children • Fraud, especially of the most vulnerable • Drug and substance abuse • County lines • Neglect – both intentional and unintentional • Road Safety <p>iii. Governor Safeguarding visit feedback Already covered.</p> <p>iv. LA Safeguarding audit update and annual governor ‘Safeguarding in Schools Self- Assurance Audit 2023-24 review’ Already covered.</p> <p>v. LA CSW safeguarding audit, 01/05/24 led by Jill Chandar-Nair (reflecting Trust wide practice) Already covered.</p>	

18	<p>Governor visits and training</p> <p>i. Update from training governor JB will continue to share training opportunities. She undertook to share the training summary she holds for govts to check their records.</p> <p>ii. Governance Review – Diocese On hold.</p> <p>iii. Governor open morning for all Trustees and Governors in AAT. Focus to be the new SIAMS and Church Distinctiveness – Wednesday 2nd October 2024 at BEPPA from 8.15 – 10.15 a.m. The date had been selected following govts feedback via a Doodle Poll. SM encouraged all govts to attend if they can. The event is being held at BEPPA and will be an opportunity to network with trustees and govts from our other schools and to focus on what we need to do for our SIAMS inspection at BEPPA.</p> <p>Visits since last LGB meeting:</p> <ul style="list-style-type: none"> • 29.02.2024 – SH to see SENCO • 08.03.2024 – CB for Head of Finance interview • 17.04.2024 – SH to see CEO/EHT 	JB share summary
19	<p>How have we, through our discussions and decisions in this meeting, seen the impact of our vision? JR had suggested this is something govts should consider during each meeting. Staff will also be reflecting following weekly staff meetings and leaders’ meetings.</p> <p>SM observed that govts might reflect on topics they have covered during the meeting including:</p> <ul style="list-style-type: none"> • Attendance – govts can feel reassured that we are ensuring that children come to school • Achievements/targets – demonstrates how children are flourishing • SEND provision – impact on SEND pupils flourishing • Staff appraisals – enabling staff to flourish <p>SM noted that govts make an impact by coming into school, asking questions and acting as critical friends.</p>	
20	<p>Determination of confidentiality of business Items relating to budget, pupils and staffing as appropriate.</p>	
21	<p>Date and time of next meetings: Autumn 2024, Spring 2025 and Summer 2025 meetings TBA + staff/governor meet and governor/trustee Collective Worship Autumn term</p>	SM/JB suggest dates
	Meeting closed at 6.40 p.m.	



Signed:
Chair

Date: 03.12.24

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CONFIDENTIAL ITEMS

9	<p>Budget</p> <p>i. 2023-24 report from Chris Bates and Sarah Moore (In-year position end of March 2024)</p> <p>SM reminded gobs that the trust’s budgets had been negatively impacted by unfunded pay awards for teachers and for support staff.</p> <p>The trust had incurred expenditure which had to be paid out for the roof works at BAPA prior to the relevant Condition Improvement Funding (CIF) being received. SM confirmed all funding has now been received.</p> <p>Savings will be made due to Peter Bellamy leaving at Easter and we are still receiving maternity insurance payments for those teaching staff on maternity leave. SEND funding is also due. She confirmed that all staff are aware that they need to consider need very carefully before requesting resources etc.</p> <p>Q Q. A gov asked if the lower numbers in YR have negatively impacted the budget. A. SM advised the lower numbers have not impacted school yet as funding for this academic year was based on the October 2022 census. However, we will see an impact on funding for 2024-25 which will be based on the October 2023 census. We are currently at 65 in Reception with one child awaiting a place at a specialist setting. SM has had long conversations with the LA about the impact, but we are bound by the infant class size regulations and also want to ensure that we get the start right for our youngest pupils. Once the cohort is in KS2 we will review the situation again and may need to consider splitting the cohort into 2 classes instead of 3.</p> <p>Q Q. A gov asked if there are benefits in terms of quality of education in smaller classes. A. SM confirmed that is the case. Class teachers have fewer pupils and therefore more time to spend on each individual child. We have deliberately created smaller classes at CSW in the past to support the curriculum and attract new families.</p> <p>Q Q. A gov asked if it is better to have smaller classes in YR or in Y6. A. SM and a parent gov expressed the view that it is preferable to have smaller classes in Reception. It is important to get the start right and to that end we ensure that we have experienced teachers and TAs and can facilitate free flow. Additionally, older pupils can cope more easily with larger classes.</p> <p>i. Kids’ and Abbey Ark Club update</p> <p>Surplus at the end of March 2024 was £78,280K compared to £760 at the end of March 2023.</p>	
13	<p>Staffing and Classes 2024/2025</p> <p>SM reminded gobs of the highly confidential nature of the information she will share.</p> <p>SM explained that SLT had started looking at the staffing for 2024-25 in January 2024. Requests from staff to have a change of year group/hours/school are considered as are SLT views on whether a teacher might need a change.</p> <p>Staffing will be:</p>	

CEO/EHT/DDSL – Sarah Moore
HoS – Paul Houghton
Deputy Head (non-teaching) – Rachael Skidmore
Deputy Head (teaching) – Luke Revell; Kirstin Ross; Jim Shore
DSL – Linsey Leafe
Deputy Head/SENCO – Danielle Gould (3 days)
SENCO – Lauren Briggs (3 days)
Assistant Head/Asst SENCO – Charlotte Seymour

YR

Anna Petrie (previously worked at BAPA as an Asst Head before moving abroad with her husband who is in the RAF but is now returning to the UK)
Janelle Disdale
Harriet Campbell

Y1

Jo Bergmann
Andy Jackson (ECT + 1)
Jenny Sandfield/Ellie Francombe (We tried to recruit a part-time teacher last term but did not have candidates of sufficient calibre. This job-share will give us time to readvertise in Term 1 before Ellie begins mat leave at October half-term.)

Y2

Jess Schaffer
Laura Matthews
Emma Smith (an experienced Y2 teacher who works at BEPPA)

Y3

Helen Fleming
Amy Durno
Maisie Cox (newly recruited ECT)

Y4

Claire Dickinson
Maxine Anderson
Richard Gombault

Y5

Cheryl Thomas
Jim Shore/Kirstin Ross
Josh Waterhouse

Y6

Gabi Rocchio/Lauren Morgan (Luke Revell to cover mat leaves Autumn term)
Charlotte Seymour (Megan Shears Mondays for Autumn then Luke Revell)
Chloe Cherry (HLTA for Fridays for Autumn term and then Luke Revell)

SM advised that PH will be in a position to advise which class is going up to which teacher in the next few days.

A gov observed that they didn't mind which class their children go into as they think all the teachers are fantastic.



Signed:

Chair

Date: 03.12.24