

**ABBAY ACADEMIES TRUST  
BAPA & BEPPA LOCAL GOVERNING BODIES  
MINUTES OF MEETING  
HELD ON TUESDAY 21<sup>ST</sup> NOVEMBER 2023, 4.30 P.M.  
AT BEPPA**

**NB BAPA originally due to be held on 1<sup>st</sup> then 16<sup>th</sup> November 2023 but postponed due to absence  
BEPPA originally due to be held on 17<sup>th</sup> October 2023**

**Present:**

Sarah Moore – Chief Executive Officer (SM); Stephen Farnaby – Chair, BEP (SF); Ray Kinch – Vice-Chair, BEP (RK); Paul Gandy – BEP & Vice-Chair, BAP (PG); Wendy Campbell – BEP (WC); Stephen Haigh – Chair, BAP (SH); Chris Bates – BAP (CB); Sam Bloor – BAP (SB); Uche Odogun – BAP (UO); Philip Brierley – BAP (PB); Jane Parsons – CFO, (JP); Jill Bates - Clerk (JB)

**Observers:** Rachael Skidmore – Deputy Head, BAP (RS); Paul Houghton – Deputy Head, BAP (PH); Andy Whiteway – Deputy Head, BEP (AW)

**Apologies** – Peter Bellamy (PB)

		Action
1	<b>Welcome &amp; Prayer</b> SF welcomed all to the meeting and said a prayer.	
2	<b>Apologies</b> Apologies given on behalf of PB and accepted (illness).	
3	<b>Declarations of Interest</b> None declared.	
4	<b>10-minute presentation – AAT Growth Strategy (videos and brochure)</b> Since the original planned date of the meeting, SM had arranged for JB to send trustees and gobs the links to the new presentation video and Trust schools' video along with a .pdf version of the strategy brochure.	
5	<b>Minutes of the BEPPA LGB meeting 13<sup>th</sup> June 2023 - agree as a true record</b> Agreed as a true record and signed off as such.  <b>Minutes of the BAPA LGB meeting 20<sup>th</sup> June 2023 - agree as a true record</b> Agreed as a true record and signed off as such.	
6	<b>Matters arising from the minutes of the BEPPA LGB meeting 13<sup>th</sup> June 2023</b> All actions completed or covered later on the agenda except:  <b>Item 5</b> <b>Page 1</b> <b>Trustee/Governor SCR check – feedback</b> 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. <b>Update 2<sup>nd</sup> November 2022</b> – 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:  <b>250. As good practice, many schools and colleges require new staff to join the Update Service as part of their employment contract.</b>	

<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><b>Update 22<sup>nd</sup> February 2023</b> - JB continues to investigate. <b>Update 13<sup>th</sup> June 2023</b> – In progress. JB reminded govs this is a 'good practice' and not a 'must' but will continue to progress with HR Solutions. <b>Update 21<sup>st</sup> November 2023</b> – JB advised that we do not plan to progress this at present. Whilst it remains 'good practice' in KCSIE 2023 there are considerable cost implications, and it was not raised as an issue at either Ofsted inspection last year. We will continue to monitor the situation.</p> <p><b>Item 5</b> <b>Page 2</b> <b>Governor and pupil H&amp;S visit</b> RK had completed a H&amp;S walk with Gemma Jones (GJ) and 2 Y6 pupils and SM thanked him for his comprehensive report. RK advised that all previous actions had been completed with the exception of consideration of some soft matting outside the outdoor classroom. <b>Update 13<sup>th</sup> June 2023</b> – RS had investigated the cost of safety flooring and this is very expensive. The expenditure needs to be weighed against the risk involved and will be taken to the Finance/Pay/Audit committee for consideration. <b>Update 21<sup>st</sup> November 2023</b> – JB is aware that Gemma Jones, Senior Admin, has obtained an alternative quote for having the area turfed. JB to obtain both quotes and discuss with SM.</p> <p><b>Item 10</b> <b>Page 6</b> SM suggested that SENCOs be asked to bring copies of the whole school provision maps to the Autumn term LGB meetings. <b>Update 21<sup>st</sup> November 2023</b> – carried forward to Spring meetings.</p> <p><b>Item 16</b> <b>Page 8</b> <b>NCC – H&amp;S audit update</b> JB reported that NCC are trialling a remote audit process. As yet it is not clear when we will be able to access either the remote process or on-site audits. She noted that the NCC H&amp;S team are incredibly supportive but staff in the team have decreased by 50% at present. <b>Update 21<sup>st</sup> November 2023</b> - JB advised that audits are planned as follows:</p> <ul style="list-style-type: none"> <li>• 2023-24 – CSW (Term 6)</li> <li>• 2024-25 – BAPA (Term 1)</li> <li>• 2025-26 – BEPPA (Term 6)</li> </ul> <p>We plan to try to push back the BAPA audit to later in 2024-25 to ensure they are more easily spaced, and AAT can gain the maximum benefit from any changes/recommendations.</p> <p><b>Matters arising from the minutes of the BAPA LGB meeting 20<sup>th</sup> June 2023</b> All actions completed or covered later on the agenda except:</p> <p><b>Item 5</b> <b>Page 1</b> <b>Trustee/Governor SCR check – feedback</b> 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. <b>Update 2<sup>nd</sup> November 2022</b> – 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</p>	<p><b>JB obtain quotes &amp; discuss with SM</b></p> <p><b>SM/AW/PH to arrange</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

	<p>could be spread over either a 3 or 5-year rolling programme. However, KCSIE 2022 para 250 does refer to:</p> <p><b>250. As good practice, many schools and colleges require new staff to join the Update Service as part of their employment contract.</b></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><b>Update 22<sup>nd</sup> February 2023</b> - JB continues to investigate. <b>Update 13<sup>th</sup> June 2023</b> – In progress. JB reminded govs this is a 'good practice' and not a 'must' but will continue to progress with HR Solutions. <b>Update 21<sup>st</sup> November 2023</b> – JB advised that we do not plan to progress this at present. Whilst it remains 'good practice' in KCSIE 2023 there are considerable cost implications, and it was not raised as an issue at either Ofsted inspection last year. We will continue to monitor the situation.</p> <p><b>Item 5</b> <b>Page 2</b> <b>Governor and pupil H&amp;S visit</b> 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/JB 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.</p> <p><b>Item 10</b> <b>Page 6</b> <b>Standards</b> <b>SIAMS</b> Govs had previously received a copy of the SIAMS report. PBe advised govs that the children had been excellent ambassadors for the school. He thanked those present who had been able to meet with the inspector.</p> <p>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.</p> <p><b>Update 21<sup>st</sup> November 2023</b> – PH/RS to progress this.</p> <p><b>Item 12</b> <b>Page 7</b> <b>Update on provision for pupils and staff</b> Pupil questionnaires have been completed and are currently being analysed by an external company. <b>Update 21<sup>st</sup> November 2023</b> – analysis complete and MSRs drawn up for each school.</p>	<p>PH/JB arrange with govs</p> <p>PH/RS progress</p> <p>SM/PH/RS/ AW to share MSRs with govs</p>
7	<p><b>Items from the minutes of the Trust Board meeting 29<sup>th</sup> June 2023</b> The minutes of 29<sup>th</sup> June have yet to be ratified but SM was able to share:</p> <ul style="list-style-type: none"> <li>• Discussion of possible new Member of AAT. John Kirkman had declined but SM was able to report that Fr Peter Lister, who has returned on a temporary basis to Bourne Abbey Church, has agreed to stand as a Member</li> <li>• AAT pupil numbers – healthy at BEP and CSW. Lower than normal at BAP</li> <li>• Agreed the budget for 2023-24</li> <li>• Update on the growth strategy</li> <li>• Outputs from the DfE visit to Bourne Abbey and Colsterworth</li> </ul>	

	<ul style="list-style-type: none"> <li>Safeguarding visits and checklists completed for each school</li> </ul>	
8	<p><b>Review of Local Governing Board Membership:</b></p> <p><b>BEPPA</b></p> <p><b>i. Election of Chair</b> JB asked for nominations for the role of Chair. SM nominated SF and WC seconded that nomination. JB asked SF to confirm that he was happy to continue as Chair. SF indicated his agreement. Gobs voted unanimously to appoint SF as Chair.</p> <p><b>ii. Election of Vice-Chair</b> JB asked for nominations for the role of Vice-Chair. SM nominated RK and SF seconded that nomination. JB asked RK to confirm that he was happy to continue as Chair. RK indicated his agreement. Gobs voted unanimously to appoint RK as Vice-Chair.</p> <p><b>iii. Replacement for NF – co-opted</b></p> <p><b>iv. Parent Governor elections (2 vacancies) Term 2</b> JB updated gobs regarding mix (staff, parent, external) and number of gobs on the LGB. Parent governor nomination information to be sent out shortly. She reminded gobs that the Diocese are looking for LGBs to include Foundation gobs.</p> <p><b>v. Skills audit - Autumn term 2024</b> Already covered under item 6.</p> <p><b>BAPA</b></p> <p><b>i. Election of Chair</b> JB asked for nominations for the role of Chair. SM nominated SH and CB seconded that nomination. JB asked SH to confirm that he was happy to continue as Chair. SH indicated his agreement. Gobs voted unanimously to appoint SH as Chair.</p> <p><b>ii. Election of Vice-Chair</b> JB asked for nominations for the role of Vice-Chair. SM nominated PG and SH seconded that nomination. JB asked PG to confirm that he was happy to continue as Chair. PG indicated his agreement. Gobs voted unanimously to appoint PG as Vice-Chair.</p> <p><b>iii. Replacement for Fr Peter and John Kirkman</b> JB to agree number of gobs to be recruited with Trust Board 29<sup>th</sup> Nov. She reminded gobs that the Diocese are looking for LGBs to include Foundation gobs.</p> <p><b>iv. Skills audit – Autumn term 2024</b> Already covered under item 6.</p>	<p><b>JB initiate parent gov nomination process</b></p> <p><b>JB/SM progress</b></p>
9	<p><b>Budget</b></p> <p><b>i. Budget update from Jane Parsons and Chris Bates</b> Gobs had been sent a one-page summary of the respective school's financial position electronically prior to the meeting.  See also confidential minutes.</p> <p><b>ii. Abbey Ark Update – BAP</b> JP reported that numbers had been lower than normal last year, but this had been the result of a low birth rate year (confirmed by the Local Authority). Numbers on roll are much higher for 2023-24. Regular meetings are held and numbers monitored so we can be prepared to increase marketing if needed. She reminded gobs that this is one of the trust's additional sources of income.</p>	

	<p><b>iii. Kids' Club update</b></p> <p><b>BEP</b></p> <p>There has been an increasing demand for wrap around care at BEPPA. JP reported that capacity has been increased for 3 mornings and 2 evenings each week. Staff are working additional hours on a claims basis so that we can keep the situation flexible. Numbers and staffing will continue to be monitored.</p> <p><b>Q</b> Q. A gov asked if there is any scope for a pre-school provision at BEPPA. A. SM and JP reported that this is not likely to happen in the foreseeable future.</p> <p><b>Q</b> Q. A gov asked if there would be demand for such a pre-school provision. A. When Abbey Ark reviewed numbers and changed to all-year-round we were supported by Julie Grindley from LCC. LCC regularly conduct sufficiency surveys to assess if there are enough childcare places locally to meet need. Although a local nursery has recently closed due to funding and staffing issues, it is understood there are still sufficient places in the local area. Some children who attend Abbey Ark for their pre-school provision may then go on to join other schools for Reception including BEPPA.</p> <p><b>Q</b> Q. A gov asked if the new government funding from April 2024 will help pre-school provision settings. A. JP advised it is not clear yet what the impact will be. At present we are focussed on those children who will be eligible to join Abbey Ark from January 2024.</p> <p><b>BAP</b></p> <p>Numbers are up and the Kids' Club is thriving.</p> <p>SM took the opportunity at this point to advise govs that JP will be retiring with effect from 31.08.2024 and thanked her for all of her hard work and commitment. AAT expects to advertise for a replacement by the end of Term 2/early Term 3.</p> <p><b>iv. PP impact report 2022-2023 and PP report 2023-2024</b></p> <p>SM advised that we are not required to publish our PP report until 31<sup>st</sup> December 2023. We have now had our ASP (Analysing School Performance) and IDSR (Inspection Data Summary Report) reports which include comparisons of disadvantaged data. We can now feed this into our PP reports which we expect will be finished in the next couple of weeks.</p> <p><b>v. SEND spending impact report 2022-2023 and SEND spending report 2023-2024</b></p> <p>These had been issued electronically prior to the meeting. SM reminded govs that the Trust had introduced these reports following an Ofsted inspection at BEPPA in 2017 during which inspectors had asked govs how much SEND funding the school received, what it was spent on and what its impact is. Govs are not expected to remember all the information but to use it as a useful resource in the event of an inspection.</p> <p>SM recorded her thanks to Danielle Gould, BAPA SENCo and Becky Bradley, BEPPA SENCo and to SB who is the BAPA SEND gov and SF who has temporarily taken on the role of BEPPA SEND gov. Both govs have recently met with the relevant SENCo.</p> <p>SM asked if govs had any questions.</p> <p><b>Q</b> Q. A gov asked if the trust is receiving the appropriate funding for all our SEND children or if there is any pending.</p>	<p><b>AW/JP/SM continue to monitor</b></p> <p><b>RS/PH/AW/ SM complete PP report and publish on website</b></p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Q</b></p>	<p>A. SM and JP advised that we are in receipt of all the relevant funding. There is still an impact on the school budget for our SEND pupils.</p> <p>Q. A gov asked if we have to admit SEND pupils to Abbey Ark.</p> <p>A. SM advised that whilst we are as inclusive as possible, there are occasions when we have to refuse a place and say that we can't meet need. SM noted that we work hard to balance inclusivity with our capacity to meet need and funding in Abbey Ark so that we have robust transition to Reception.</p> <p>A gov noted that their understanding is that legally schools can say no to a place if there is a large proportion of SEND need in a class and the efficient education of other pupils will be affected. They also noted that SEND funding in Lincolnshire is much better than in Cambridgeshire.</p> <p><b>vi. Sports funding impact report 2022-2023 and Sports funding report 2023-2024</b></p> <p>SM drew govs' attention to the fact that the reports are available on the school websites.</p> <p>SM noted that the CEO of Inspire+, Vince Brittain, is concerned about the impact of any change of Government on future sports funding.</p> <p><b>vii. Pupil numbers September 2023</b></p> <p>Already covered. Total numbers on roll - 273 BEP and 636 BAP.</p> <p>SM asked govs if they had any additional questions regarding the budget and there were none.</p> <p>5.50 p.m. - JP left the meeting.</p>	
<p><b>10</b></p>	<p><b>Head of School's report including:</b></p> <ol 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> </ol> <p>SM took govs through the highlights.</p> <p><b>Pupil Projections</b></p> <p>Already covered.</p> <p><b>Attendance</b></p> <p>SM reported that attendance at all 3 schools in AAT is better than the national average.</p> <p><b>BAP</b></p> <ul style="list-style-type: none"> <li>• 2022-23 whole school 94.13% compared to 93.64% for the previous academic year. National for 2022-23 was 92.5%</li> <li>• 2022-23 disadvantaged was 93% compared to 93% for the previous academic year</li> <li>• 2023-24 attendance at the time of the EHT report was strong at 97% whole school and 96% disadvantaged</li> <li>• 2023-24 attendance to 17<sup>th</sup> November 2023 is 96.39% whole school and 94.89% disadvantaged. SM is meeting with PH and RS this week to discuss the slight drop in disadvantaged attendance</li> </ul>	



## **BEP**

- 2022-23 whole school 95% compared to 94% for the previous academic year. National for 2022-23 was 92.5%
- 2022-23 disadvantaged was 94% compared to 92% for the previous academic year
- 2023-24 attendance at the time of the EHT report was strong at 97% whole school and 96% disadvantaged
- 2023-24 attendance to 17<sup>th</sup> November 2023 is 96.96% whole school and 96.29% disadvantaged

SM advised govs that she receives a weekly email from each school detailing attendance for the previous week and the cumulative attendance percentage for the academic year to date.

She reminded govs that Ofsted acknowledged at our two inspections last academic year, that we cannot do any more to support those children who are below 90%. We use every action in our toolbox. If needed, we will ring the Customer Care Team if we feel that families need additional support.

Pupils with 100% attendance by the end of Term 2 will be entered in the draw for our Christmas Hamper (whole school at BEPPA and one each for KS1 and KS2 at BAPA).

We continue to be mindful of those pupils with medical conditions who cannot achieve 100% attendance and use weekly attendance awards to reward them.

SM reported that overall it's a very positive picture for attendance across both schools.

## **BAP Suspensions, Exclusions & Behaviour**

There have been no exclusions or suspensions since the last HoS report and 11 pupils have a PSP in place.

**Q**

Q. A gov asked if the lack of suspensions is due to having a new Exec Head in place.  
A. SM advised that it is a mix of the approach taken by SLT, SENCo and Teaching Assistants.

A gov noted that this bucks the trend across the County. At secondary level, schools have been advised that they cannot permanently exclude any more pupils.

SM advised that we work closely with external agencies such as BOSS (Behavioural Outreach Support Service). They have recently suggested an external placement for a Y3 pupil at BAPA. School will work closely with the family to support them and help them to understand that this is a positive development.

At the time of writing the EHT report, there were 7 pupils on reduced timetables. RS was able to report that there are now only 3 pupils on reduced timetables.

21 pupils have a risk assessment and/or behaviour management plan. 3 of these are due to medical need.

## **BAP Physical Handling**

There have been 5 physical restraints since the last HoS report.

## **BAP EHE**

No children are being electively home educated since the last HoS report.

<p><b>Q</b></p>	<p><b>BAP Racial Incidents</b> There has been 1 racial incident since the last HoS report although there have been none since September. PH advised that the pupil concerned had seen something outside school on YouTube that they thought was funny and shared in school. They had not understood or appreciated the implications of sharing such items. This is a matter of educating parents/carers and pupils. Discussions took place with individuals, families, classes and the year group. Inspire+ ambassador and Paralympian Sam Ruddock has also carried out some mentoring sessions.</p> <p>Q. A gov asked how the pupil had shared what they had seen. A. PH advised that they had written something on a whiteboard and then partially rubbed it off. They were replicating something they had seen on YouTube which they thought was funny. The family of the child affected are happy with how it is has been dealt with and SLT are regularly touching base with the children concerned.</p> <p><b>BAP Sexualised Behaviours</b> There have been no incidents involving sexualised behaviour.</p> <p><b>BAP CME</b> There have been no children reported as CME since the last HoS report.</p> <p><b>BAP Mobility/Stability</b> No pupils have left due to discontented parents/carers.</p> <p><b>BAP Confidential Files</b> RS was able to report that the number of archive files on site which have yet to be sent on to a new school has reduced to 10 since the EHT report was written.</p> <p><b>BEP Suspensions, Exclusions &amp; Behaviour</b> There had been no exclusions or suspensions since the last HoS report at the time of writing the EHT report. There has been 1 suspension very recently. Details have been shared with SF as Chair.</p> <p>2 pupils attend on reduced timetables. These are agreed with the LA.</p> <p>2 pupils have a risk assessment and 6 a behaviour management plan.</p> <p><b>BEP Physical Handling</b> There have been 2 physical restraints since the last HoS report.</p> <p><b>BEP EHE</b> No children are being electively home educated since the last HoS report.</p> <p><b>BEP Racial Incidents</b> There have been 0 racial incidents since the last HoS report.</p> <p><b>BEP Sexualised Behaviours</b> There have been no incidents involving sexualised behaviour.</p> <p><b>BEP CME</b> There have been no children reported as CME since the last HoS report.</p> <p><b>BEP Mobility/Stability</b> No pupils have left due to discontented parents/carers.</p>	
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--



### **BEP Confidential Files**

AW was able to report that the number of archive files on site which have yet to be sent on to a new school has reduced to 1 since the EHT report was written.

### **Health & Safety**

Both schools completed fire and shelter drills in Term 1. No accident trends have been noted.

### **SEND**

SM updated govs on the upcoming SENCo changes at each school:

- BAP – Danielle Gould begins her maternity leave at the end of this week. Charlotte Seymour will continue in her Assistant SENCo role supported by PH, RS and Lauren Briggs (Y1 teacher and qualified SENCo)
- BEP – SM advised govs confidentially that Becky Bradley (RB) is expecting twins. We anticipate that she will begin her mat leave around Feb half-term. Deborah Newnham (Y2 teacher) has recently completed her SENCo qualification and is already involved in transition meetings with RB

### **Staffing**

#### **BAP**

- RS returned to BAP as non-teaching Deputy Head in September
- Two new teachers joined the school – Lauren Briggs, experienced teacher and SENCo, and Andy Jackson, ECT, both in Year 1
- PB began his new role as Executive Headteacher

#### **BEP**

- AW joined the school as non-teaching Deputy Head
- One new teacher joined the school – Emma Smith, experienced Year 2 teacher
- PB began his new role as Executive Headteacher

SM advised govs that PB is currently signed off sick until Friday 1<sup>st</sup> December 2023. She reminded govs that we have flexibility in SLT for just such times of adversity.

### **BAP & BEP Standards**

Govs had received data reports for EYFS and KS1 prior to the meeting and up to date KS2 reports were distributed at the meeting. SM observed that there is no need to do a main presentation to govs about the data as it is so good at both schools. Govs can also find a summary on each school's website.

She reassured govs that whilst we celebrate the positives, we also consider what we need to do to continue to improve and to narrow the gap/diminish the difference. Our 2023-2024 whole school curriculum and equality objective is 'To raise attainment in writing, especially for those with the potential to be high achievers/able and talented and boys.'

All teachers have set aspirational targets for their pupils.

We have completed work scrutiny already this term for EYFS, KS1 and Years 3 & 4. Years 5 & 6 will be completed next week.

All classroom observations were completed in Term 1 and pay awards are linked to appraisal targets which are linked to the Academy Improvement Plan.

We have once again invited Catherine Caldwell, Lead LA Moderator, in to support all 3 schools.

	<p>MS is supporting Lead Equate Teaching School Hub with planning and delivering subject leadership training for ECTs.</p> <p><b>BAP &amp; BEP AIP</b> SM thanked govs for their contributions to the reviewed AIP. She noted her thanks to MS for her support with reviewing the curriculum targets included in the AIP.</p> <p><b>BAP &amp; BEP Appraisal</b> All teaching staff appraisals were completed by the deadline of 31<sup>st</sup> October 2023. The Finance/Pay/Audit committee have reviewed the recommended pay awards which are linked to targets.</p> <p><b>BAP &amp; BEP Events</b> The EHT reports detail the huge amount of enrichment activities pupils have been able to experience already this year.</p> <p>Details of such events are uploaded to the website and SM reminded govs that we welcome their feedback on any aspect of the website.</p> <p>She recorded her thanks to PG for giving up 4 days of his time to attend the BAPA residential visit to Whitby. This is very much appreciated by staff and pupils.</p> <p>SM thanked govs for their flexibility in accommodating rearranged meeting dates this term.</p> <p><b>Policies</b> The following policies were tabled:</p> <ul style="list-style-type: none"> <li>• Child Protection &amp; Safeguarding</li> <li>• Health &amp; Safety</li> <li>• Prevent Risk Assessment</li> <li>• Whistleblowing</li> <li>• KCSIE September 2023 (a schedule of changes is available in each school and will be shared again with govs in the event of an Ofsted inspection)</li> <li>• Cyber Security</li> </ul> <p>SM asked if govs had any questions and there were none.</p>	<p><b>Govs monitor websites</b></p>
11	<p><b>Mental Health and Well-being</b></p> <p><b>i. Update on provision for pupils and staff</b> MH&amp;WB support for all is part of the ethos of our school. Interventions are planned and carried out and our MH&amp;WB action plan is regularly reviewed and updated.</p> <p><b>ii. Pupil questionnaires – summer term Monitoring Summary Report</b> SM advised that MSRs have been prepared for both schools since the questionnaire was completed in the summer. These will be circulated to govs as per item 6.</p>	<p><b>JB circulate MSRs</b></p>
12	<p><b>Church Distinctiveness:</b></p> <p><b>i. SIAMS and Church SEF</b> PB/MS/Alison Simpson (Director of Church Distinctiveness) and Louise Jordan (Head of School – CSW) had attended SIAMs training at the Diocese two weeks ago and will be meeting to draft the new Church SEF. The new format is quite different. Once the Church SEF has been created it will be shared with govs.</p> <p>BEPPA is the next school in the trust due for a SIAMS inspection.</p>	<p><b>SLT share SEF with govs</b></p>

	<p><b>ii. Collective Worship</b> SM reminded govs that they are welcome at Collective Worship which are a right for all children and adults.</p> <p><b>iii. Governor Statutory checks and RE/CW governor representative</b> PG and SF are the link govs for BAP and BEP respectively.</p>	<b>AS/SM arrange statutory checks end of Term 2 with PG</b>
<b>13</b>	<p><b>New Ofsted Framework</b> SM advised govs that following the death of Ruth Perry, Headteacher, the new framework sets out to be more collaborative. The MH&amp;WB of staff involved in an inspection will be paramount – ‘with you not to you’.</p>	
<b>14</b>	<p><b>AAT Growth Strategy</b> Already covered.</p>	
<b>15</b>	<p><b>Policy reviews</b> <b>To table</b></p> <ul style="list-style-type: none"> <li><b>i. Whistleblowing</b></li> <li><b>ii. Safeguarding and Child Protection &amp; KCSIE September 2023</b></li> <li><b>iii. Prevent Risk Assessment</b></li> <li><b>iv. Health and Safety</b></li> <li><b>v. Cyber</b></li> </ul> <p>All covered in item 10.</p> <p><b>Reviewed pending determination by Trust Board</b></p> <ul style="list-style-type: none"> <li><b>vi. Admissions 2025-26</b></li> </ul> <p>JB explained that the Admissions policy is reviewed each Autum ready for admissions to Reception a year the following September. We follow LCC guidance. This year’s review has been completed. The Trust Board is the admissions authority for the schools in the trust and is required to determine the policy by the end of February and publish the relevant policy on each school’s website by 15<sup>th</sup> March annually.</p>	
<b>16</b>	<p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li><b>i. Governor H&amp;S visit – BAP feedback June 2023 and date Term 2 / BEP feedback Term 1</b> Already covered.</li> <li><b>ii. Notts H&amp;S Audit</b> Already covered.</li> <li><b>iii. Emergency Plan</b> Updated in September with copies issued to those govs named as part of the Emergency Management Team.</li> <li><b>iv. BAP Fire Doors &amp; Drains - CIF bid</b> Already covered in item 9.</li> </ul> <p><b>BEP Leaking Roof Update</b> Up to date timelines had already been shared with govs and trustees electronically.</p>	
<b>17</b>	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li><b>i. Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2023)</b> Covered in item 10.</li> </ul>	<b>SM share checklists at Trust</b>

	<p><b>ii. Safeguarding checklist for Trustees/Governors</b> BEPPA visit completed. BAPA visit booked for Thursday 23<sup>rd</sup> November 2023.</p> <p><b>iii. Update on Local Priorities for Safeguarding</b> No updates available at present. The next LCC DSL update meeting takes place next week.</p> <p><b>iv. Safeguarding governance</b> No updates.</p> <p><b>v. Safeguarding visitor's leaflet</b> Updated in September 2023.</p> <p><b>vi. SCR check 11.10.2023</b> Completed by JB/LJ/PB and Duncan Pickering (Member).</p> <p>SM took the opportunity to record her thanks to RS and Janelle Disdale (BAPA DDSL) who, supported by JB, had been in school until 7.30 p.m. on Friday 17<sup>th</sup> November dealing with a safeguarding issue. She noted that all the DSLs/DDSLs have to deal with some harrowing situations and do an amazing job.</p>	<p><b>Board meeting 29<sup>th</sup> Nov 2023</b></p> <p><b>JB arrange SCR check Term 3</b></p>
18	<p><b>Governor visits and training</b></p> <p><b>i. Update from training governor</b> JB undertook to share the training summary with govs and asked them to let her know if there is anything missing.  SM asked if any govs still need to do the safeguarding training.  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.</p> <p><b>ii. Governor open morning at Bourne Elsea Park on Wednesday 21<sup>st</sup> November at 9.15a.m.-11.30a.m. for all Trustees and Governors in AAT. Focus will be new SIAMS and Church Distinctiveness</b> SM noted that the open morning which had been planned for this morning had been cancelled due to lack of support. As a trust we recognise that it is not always easy for trustees and govs to come to school during the day as they all have busy lives. It is important to us that we get this right and at the moment we are not doing so. SM asked govs for any thoughts on changing the approach we take to open mornings e.g. how often; timings.  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.</p> <p><b>iii. Trustee/Governor visibility in school</b> SM recorded her thanks to govs for all their commitment to our pupil voice and for attending assemblies, residentials etc.  She advised that each school will hold a trustee/gov Collective Worship next month.  Visits since last LGB meeting:</p> <p><b>BEP</b></p> <ul style="list-style-type: none"> <li>• 06.07.23 – SF to see Alison Simpson</li> </ul>	<p><b>JB circulate summary &amp; govs provide feedback</b></p> <p><b>JB share recording with govs. DSLs ensure all completed</b></p> <p><b>JB share possible dates with govs</b></p> <p><b>SLT plan CWs</b></p>

	<ul style="list-style-type: none"> <li>• 19.07.23 – SF to see SM</li> <li>• 21.07.23 – SH to see SM</li> <li>• 21.07.23 – N Fox to see SLT</li> <li>• 21.07.23 – SF to see SLT</li> <li>• 13.09.23 – SF to see AW</li> <li>• 19.09.23 – RK for H&amp;S visit</li> <li>• 28.09.23 – N Page (Member) to see SM</li> <li>• 03.10.23 – RK to see SLT</li> <li>• 06.10.23 – SF to see SLT</li> </ul> <p><b>BAP</b></p> <ul style="list-style-type: none"> <li>• 03.07.23 – CB for H&amp;S visit</li> <li>• 04.07.23 – PBr to see SM</li> <li>• 18.07.23 – SB to see DG, SENCo</li> <li>• 20.09.23 – SH to see SM</li> <li>• 28.09.23 – PBr safeguarding training</li> <li>• 02.10.23 – SB to see DG, SENCo</li> <li>• 11.10.23 – D Pickering (Member) for SCR check</li> </ul>	
<b>19</b>	<b>Determination of confidentiality of business</b> Items relating to budget, pupils and staffing as appropriate.	
<b>20</b>	<p><b>Date and time of next meetings:</b></p> <p><b>BEP</b> Wednesday 21<sup>st</sup> February 2024 4.30 p.m. Tuesday 11<sup>th</sup> June 2024 4.30 p.m.</p> <p><b>BAP</b> Tuesday 6<sup>th</sup> February 2024 5.00 p.m. Tuesday 18<sup>th</sup> June 2024 5.00 p.m.</p>	
	Meeting closed at 6.30p.m.	

Signed:  
BAPA Chair



Date: 06.02.2024

Signed:  
BEPPA Chair



Date: 21.02.2024