

**ABBEY ACADEMIES TRUST  
BEPPA LOCAL GOVERNING BODY  
MINUTES OF MEETING  
HELD ON WEDNESDAY 21<sup>ST</sup> FEBRUARY 2024, 4.30 p.m.  
AT BEPPA**

**Present:** Sarah Moore – CEO (SM); Stephen Farnaby – Chair (SF); Ray Kinch – Vice-Chair (RK); Paul Gandy (PG); Emily Annis-Woods (EA); Emily Giddings (EG); Andy Whiteway – Acting Head of School (AW); Jill Bates - Clerk (JB)

**Apologies:** Peter Bellamy (PB); Wendy Campbell (WC)

**Guest:** Megan Shears – Director of Curriculum & Standards (MS)

		<b>Action</b>
<b>1</b>	<p><b>Welcome &amp; Prayer</b> SF welcomed all to the meeting and particularly newly appointed parent governors EA and EG. SF said a prayer.</p>	
<b>2</b>	<p><b>Apologies</b> Apologies had been received and were accepted from PB (illness) and WC (parents' evening).</p> <p>NB - in accordance with the Scheme of Delegation, SM no longer sits on the BEPPA LGB as she is CEO for the Bourne schools and not Executive Headteacher. However, she attended in the absence of PB.</p>	
<b>3</b>	<p><b>Declarations of Interest</b> None.</p>	
<b>4</b>	<p><b>10-minute presentation – Megan Shears 'Relationships and Sex Education (RSE)'</b> MS introduced herself and explained that she would normally have been joined by Steph Davey (SD), BEPPA class teacher who is part of the PSHE team, but that SD was seeing parents/carers as it is parents' evening.</p> <p>MS explained the consultation process to be followed to agree the new RSE policy:</p> <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> <p>MS 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. She reminded govs that RSE is not just about sex education but includes social, emotional, moral and health education.</p> <p><b>4.35 p.m.</b> AW left the meeting.</p> <p>There are 3 non-statutory units that parents/carers can withdraw their children from. Our policy makes it very clear which units these are.</p> <p>Puberty is a 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.</p>	

	<p>Parents/carers who wish to withdraw their child from a non-statutory element must do so in writing.</p> <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.</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 govs to complete a questionnaire as part of the consultation process, along with copies of the draft RSE policy and asked for their feedback by Mon 26<sup>th</sup> February 2024.</p> <p><b>4.45 p.m.</b> MS left the meeting.</p>	<p><b>Govs read policy &amp; provide feedback by 26<sup>th</sup> Feb</b></p>
	<p>At this point those present took the opportunity to introduce themselves and give a little information about their background.</p>	
<p><b>5</b></p>	<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>	
<p><b>6</b></p>	<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 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. <b>Update 21<sup>st</sup> February 2024</b> - SM confirmed that she has agreed a quote to have the area returfed. She also took the opportunity to advise that an additional H&amp;S concern will be addressed by the installation of another scooter rack to improve safe storage.</p>	<p><b>SM to progress scooter rack</b></p>

	<p><b>Item 6</b> <b>Page 2</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. <b>Update 21<sup>st</sup> February 2024</b> – due to the current maternity leave situation with our full-time SENCOs, this will be carried forward to next academic year.</p> <p><b>Item 12</b> <b>Page 10</b> <b>SIAMS (Statutory Inspection of Anglican and Methodist Schools) and Church SEF (Self Evaluation Form)</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. <b>Update 21<sup>st</sup> February 2024</b> – Louise Jordan, CSW Head of School (LJ), MS and Alison Simpson, Director of Church Distinctiveness (AS), have been working hard to prepare the new Church SEF. This is a whole new document following introduction of a new SIAMS framework in September 2023. Our draft has been submitted to Gillian Georgiou at the Diocese for feedback and will then be updated accordingly. We will be in a position to share the finished document at the summer meeting. BEPPA is the next school due for a SIAMS inspection.</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 21<sup>st</sup> February 2024</b> – Term 2 checks completed. 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 21<sup>st</sup> February 2024</b> – JB confirmed check had been completed at the end of last term with Paul Houghton, BAPA Acting HoS (PH)/Rachael Skidmore, BAPA Deputy Head (RS)/ Linsey Leafe, BAPA DSL/ Louise Jordan (CSW HoS)/ 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 21<sup>st</sup> February 2024</b> – all existing govs had completed. EA has completed training in her professional capacity and will send certificate to JB. JB to send video to EG.</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 21<sup>st</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>SLT plan SENCO presentation for trustees &amp; govs</b></p> <p><b>SLT share Church SEF at summer meeting</b></p> <p><b>AW/PG to arrange Term 4 checks</b></p> <p><b>JB arrange check for Term 5</b></p> <p><b>EA submit certificate</b></p> <p><b>JB send video to EG</b></p> <p><b>SLT suggest dates</b></p>
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7	<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 SM was able to share:</p> <p><b>Trust Board</b></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</li> </ul> <p><b>AGM</b></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>	
8	<p><b>Review of Local Governing Board Membership:</b> With the appointment of EA and EG the LGB has 7 members for the summer term, the minimum required by the Scheme of Delegation.</p> <p>During summer term SM will return to the LGB in a dual role as Executive Headteacher and most senior member of staff.</p> <p>The Trust Board are to consider the role of clerk going forward as JB will retire next year.</p>	<p><b>Trust Board to consider clerking</b></p>
9	<p><b>External Review of Governance (ERG)</b> SM 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>	
10	<p><b>Budget</b></p> <p><b>i. Budget update from Jane Parsons and Sarah Moore</b> <b>In year position at 30.11.23</b> Govs had been sent a one-page summary of the school’s financial position electronically prior to the meeting and JB circulated hard copies at the meeting.</p> <p>SM reported that AAT is in a sound position financially. BEPPA is in a strong position. SM drew govts attention to the carried forward figures.</p> <p>SM explained the difference between restricted funds (GAG – General Annual Grant) and unrestricted funds (income from Kids’ Club).</p>	

<p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p>	<p>Q. A gov asked if the level of carried forward funds impacts the amount of funding the school is given. A. SM advised this is not the case. The Trust has a reserves policy and the level of funds held is based on guidance from the ESFA (Education &amp; Skills Funding Agency) and our auditors. AAT's reserves policy is to have one month's worth of operating costs for each school plus £200K for the Trust – a total of £770K.</p> <p><b>ii. Kids' Club update</b> SM reported that Kids' Club continues to be an asset in terms of childcare provision and income. We continue to monitor staff:pupil ratio and have been able to accommodate those parents/carers who were waiting for spaces.</p> <p>Q. A gov asked if Holiday Club will be open in the summer. A. JB advised that we hope to host at BAPA for both Easter and summer breaks subject to numbers and staff availability.</p> <p><b>iii. PP report 2023-2024 – impact at Assessment Point 1 (Dec 2023)</b> Govs had received electronic copies prior to the meeting. These are also available to view on the school website. SM noted that they had been reviewed following Assessment Point 1.</p> <p>SM took the opportunity to show the whole school cohort summary. She advised govs that at AP1 all cohorts were where they should be. Where individual pupils need support interventions have been planned and provision maps updated.</p> <p>Additional assessment points take place at Easter and in summer. However, if a pupil is not where they should be, we do not wait until the next assessment point to arrange interventions.</p> <p>Support for our PP children is not restricted to such interventions but includes mental health and wellbeing support and funding for a wide range of extra curricular events e.g. residential.</p> <p><b>iv. SEND spending report 2023-24 – January update</b> 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 every detail but to use it as an aide-memoire if needed.</p> <p>SM advised govs that if they ever have any questions about the report they are welcome to come into school to meet with her.</p> <p><b>v. Pupil numbers September 2024 - number of first preference applications for Reception 2024-25</b> The first R2024 application round closed on Friday 9<sup>th</sup> February with offers due to be made on April 16<sup>th</sup> 2024</p> <p>See also confidential minutes.</p> <p><b>5.20 p.m.</b> AW returned to the meeting.</p>	
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<p>11</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>SM thanked AW for preparing a through and detailed report. The report had been circulated electronically to govts prior to the meeting and SM took them through the highlights.</p> <p><b>Attendance</b>  Whole school attendance for Autumn term 2023-24 was 97% compared to 94% for the same period in academic year 2022-23. Disadvantaged attendance for Autumn term 2023-24 was at 95% compared to 93% for the same period last academic year.</p> <p>For Autumn term 2023-24 there were 14 (5%) persistent absentees compared with 45 for the same period last academic year.</p> <p>SM advised that for all pupils below 90% we consider 'so what are we doing . . .?'.  SM noted that a gov had asked at the recent BAPA LGB how the number of persistent absentees compares to pre-COVID times. SM and AW will report back on the equivalent information for BEPPA.</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 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>Suspensions, Exclusions &amp; Behaviour</b>  There have been no exclusions or suspensions since the last HoS report.</p> <p><b>Physical Handling</b>  There have been no physical restraints since the last HoS report.</p> <p><b>EHE</b>  One child has begun elective home education since the last HoS report. All LA guidance has been followed in this respect.</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>CME</b>  No children have been reported as CME since the last HoS report.</p>	<p><b>SM/AW report back to LGB</b></p>
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	<p><b>Mobility</b> Since the start of the academic year, 3 pupils have left the school. None have been as a result of dissatisfaction with the school.</p> <p><b>Confidential files</b> We have two confidential files which have been archived but remain in school.</p> <p><b>Health &amp; Safety</b> The next gov H&amp;S visit is booked for Monday 4<sup>th</sup> March.</p> <p><b>Accident trends</b> The changes detailed in the HoS report in respect of playtimes have resulted in a reduction in accidents.</p> <p><b>SEND</b> Becky Bradley (RB), SENCO, has begun her maternity leave. Deborah Newnham, (DN), Assistant SENCO, will be supported by Rachael Skidmore, Deputy Head at BAPA and previously HoS at BEPPA, and SM. RB has left detailed information to support the team to continue with 'business as usual'.</p> <p>Following reassessment one child in Y1 has been granted specialist provision. We await details of place availability locally.</p> <p>We have advised the LA that we have two pupils for whom we can no longer meet need and have requested reassessment for those pupils.</p> <p>Three new TAs have been appointed across the school following staff leaving.</p> <p>We held a second, successful SEND coffee afternoon in January in conjunction with BAPA and the Behaviour Outreach Support Service.</p> <p><b>Staffing</b> SM congratulated AW on his appointment to a new role at another Trust which he will take up after the Easter break.</p> <p><b>Q</b> Q. A gov asked if the Trust understands why senior staff don't stay in the HoS role at BEPPA. A SM advised that she couldn't discuss the details of every case but gave background information for some of those staff who had changed roles/schools or left the Trust. Reasons have included career development and wellbeing. We successfully grow our own leaders but this sometimes means that they are then ready to move on for their next role.</p> <p><b>Q</b> Q. A gov asked why the school has a HoS rather than a Headteacher. A. SM advised that where schools in a Trust have an overarching Executive Head, the most senior role in individual schools is that of HoS rather than a substantive Headteacher. We did advertise for a Headteacher at BAPA 2 years ago as the Trust Board felt that the size of the school warranted a substantive Headteacher but we did not receive the calibre of applicants we would want to appoint.</p> <p>SM reminded gobs that there has been consistency in terms of Exec Head for 8 years and recorded her thanks to parents/carers, staff and gobs for their support over a very difficult couple of months.</p> <p>SM advised gobs that WC is to have an operation in mid-March. After a period of recovery, we hope she will return after the Easter break. We have recruited a supply</p>	<p><b>RK feedback at summer meeting</b></p>
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	<p>teacher to cover her absence. The class will have a transition week with both teachers before WC begins her period of absence.</p> <p><b>Standards</b> SM issued copies of the Inspection Data Summary Report (IDSR) report and drew gov's attention particularly to page 5 which shows a positive picture for both KS1 and KS2.</p> <p><b>Tracking pupils' progress</b> Bottom 20% monitoring in English has taken place in all 3 schools, led by Helen Bergmann (HB), Director of EYFS and Early Reading. Action plans have been put in place including fast track phonics intervention. Recent analysis showed very positive impacts of those interventions already. Bottom 20% monitoring in maths is currently underway.</p> <p><b>Professional Development</b> SM noted that Jenny Greenwood (JG), our ECT (Early Careers Teacher) has settled in very well. We recruited her following a term spent on placement at BEPPA last academic year.</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, and the interim reviews provide us with a formal opportunity to thank them as well as support them to achieve their targets.</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>	
12	<p><b>Mental Health and Well-being</b></p> <p><b>i. Update on provision for pupils and staff</b> Mel Friel (MF) and Wendy Campbell (WC) continue to lead our MH&amp;WB provision. Our action plan is regularly updated, and interventions are reviewed as appropriate. Some may be one-off sessions whilst others may be more regular. MF continues to receive CPD through the ELSA (Emotional Literary Support Assistant) programme. They are available to support staff too.</p> <p>The DfE have recently published a document on reducing workloads. We have already 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>	SLT consider DfE workload guidelines
13	<p><b>Church Distinctiveness:</b></p> <p><b>i. SIAMS and Church SEF</b> Already covered.</p> <p><b>ii. Collective Worship</b> Collective Worship continues to be a daily right for ALL.</p> <p><b>iii. Governor Statutory checks and RE/CW governor representative</b> Already covered.</p> <p><b>iv. New Bourne vicar – Reverend Stephen Buckman</b> The licensing service for the new vicar of Bourne takes place at Bourne Abbey Church on Tuesday 27<sup>th</sup> February. The Trust will be represented by AW, JB and Paul</p>	



	<p>Houghton, Acting Head of School – BAPA as SM will be unable to drive following her operation.</p> <p>SM reported that Archdeacon Justine and Paul Thompson, Diocesan Director of Education, had carried out a MAT visit at CSW before half-term. 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>	
14	<p><b>AAT Growth Strategy</b></p> <p>SM reported that the new AAT website <a href="http://www.abbeyacademies.co.uk">www.abbeyacademies.co.uk</a> is almost complete. Additionally, SLT will be attending the Diocesan annual conference next month and will have a trust stall as we did last year.</p>	<p><b>SLT launch new AAT website Term 4</b></p>
15	<p><b>Policy reviews</b></p> <p>No policy reviews.</p>	
16	<p><b>Health and Safety:</b></p> <p><b>i. Governor H&amp;S visit - feedback</b> Spring term visit due 4<sup>th</sup> March 2024.</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>	<p><b>JB share audit outcomes</b></p>
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> The spring term visit is to be rearranged.</p> <p>SM also advised govs that DSLs (Designated Safeguarding Leads) 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> <p>SM took the opportunity to advise govs that she will be the named DSL for BEPPA in the summer term supported by Linsey Leafe, BAPA DSL and Rachael Skidmore, BAPA DDSL (Deputy Designated Safeguarding Lead).</p> <p>Deborah Newnham (DN) is to undergo safeguarding training to become DDSL. There is often a link between SEN and safeguarding so this will be beneficial CPD for both DN and for the school.</p>	<p><b>AW liaise with SF</b></p> <p><b>DSLs share in summer</b></p>
18	<p><b>Governor visits and training</b></p> <p><b>i. Update from training governor</b></p> <p>JB will continue to share training opportunities. She reminded govs about the LCC Strengthening Governance offer and the NGA Welcome to Governance handbook which is available to borrow from school.</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> SM advised that once EA and EG have had time to settle in, we will discuss possible liaison roles such as Student Council etc.</p> <p>Visits since last LGB meeting:</p> <ul style="list-style-type: none"> <li>• 24.01.24 – EA-W and EG new gov welcome</li> <li>• 25.01.24 – SF for assembly</li> <li>• 01.02.24 – EA-W and EG new gov induction</li> <li>• 07.02.24 – SF to see SM</li> </ul>	<p><b>SLT agree possible dates</b></p> <p><b>Roles for new govs to be agreed</b></p>
<b>19</b>	<b>Determination of confidentiality of business</b> Items relating to budget, pupils and staffing as appropriate.	
<b>20</b>	<b>Date and time of next meetings:</b> Tuesday 11 <sup>th</sup> June 2024 4.30 p.m.	
	Meeting closed at 6.00p.m.	



Signed:

Date: 11.06.24