

**ABBEY ACADEMIES TRUST  
BEPPA LOCAL GOVERNING BODY  
MINUTES OF MEETING  
HELD ON 11<sup>TH</sup> JUNE 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); Jill Bates - Clerk (JB)

**Apologies:** Wendy Campbell (WC)

**Guest:** Louise Jordan, Head of School – CSW (LJ)

		<b>Action</b>
	<p>Before the meeting commenced SM distributed hard copies of 3 reports:</p> <ul style="list-style-type: none"> <li>• June Richardson (JR), Diocesan School Effectiveness Adviser visit report for BAP and BEP 18<sup>th</sup> April 2024</li> <li>• Jill Chandar-Nair, LA safeguarding audit report CSW 1<sup>st</sup> May 2024</li> <li>• June Richardson (JR) Diocesan School Effectiveness Adviser visit report for CSW 3rd May 2024</li> </ul> <p>SM advised that these are all excellent reports and recommended that govs take time to read them.</p>	<p><b>Govs to read reports &amp; let SM now if they have any questions or comments</b></p>
<b>1</b>	<p><b>Welcome &amp; Prayer</b> SF welcomed all to the meeting and particularly Mrs Louise Jordan (LJ), currently HoS at CSW who has been appointed as HoS at BEPPA from September 2024. SF said a prayer.</p> <p style="text-align: center;">Dear God our Father,</p> <p style="text-align: center;">As Governors of Bourne Elsea Park Church of England Primary Academy</p> <p style="text-align: center;">May we seek your blessing and support in all the responsibilities we share</p> <p style="text-align: center;">May we reach our decisions prompted by our desire to serve.</p> <p style="text-align: center;">May your Spirit grant us wisdom and understanding.</p> <p style="text-align: center;">May you guide us in our discussions and do your work in formal meetings.</p> <p style="text-align: center;">Keep the children and staff and all associated with our school under your watchful eye, so that our school may flourish for the good of all.</p> <p style="text-align: center;">We make this prayer through Christ our Lord as we follow your great commandment</p> <p style="text-align: center;">'Love the Lord your God with all your heart and with all your soul and with all your mind...Love your neighbour as yourself.'</p> <p style="text-align: center;">Amen</p>	
<b>2</b>	<p><b>Apologies</b> Apologies had been received and were accepted from WC (R2024 parents' evening).</p>	
<b>3</b>	<p><b>Declarations of Interest</b> None.</p>	

4	<p><b>10 minute presentation led by members of the Safeguarding Team – Updated Local Authority Safeguarding Tool</b></p> <p>LJ demonstrated the new safeguarding tool on the interactive screen and explained to govs:</p> <ul style="list-style-type: none"> <li>• The background to the introduction of the new tool</li> <li>• The process DSLs/DDSLS at AAT use to update the tool</li> <li>• The link between this and the recent safeguarding audit carried out at CSW which examined Trust-wide practice</li> </ul> <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	<p><b>Minutes of the LGB meeting 21<sup>st</sup> February 2024 - agree as a true record</b></p> <p>Agreed as a true record and signed off as such.</p>	
6	<p><b>Matters arising from the minutes of the LGB meeting 21<sup>st</sup> February 2024</b></p> <p>All actions completed or covered later on the agenda except:</p> <p><b>Item 6 Page 2 Governor and pupil H&amp;S visit</b></p> <p>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 except for 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 turfing. 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. <b>Update 11<sup>th</sup> June 2024</b> – SM was delighted to advise that the PTFA have kindly agreed to fund an additional scooter rack. She recorded her thanks to GJ and the PTFA for their work in resolving this issue.</p> <p><b>Item 6 Page 3</b></p> <p>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. <b>Update 11<sup>th</sup> June 2024</b> – carried forward to new academic year 2024-25.</p> <p><b>Item 6 Page 3 Governor Statutory checks and RE/CW governor representative</b></p> <p>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. <b>Update 11<sup>th</sup> June 2024</b> – PG confirmed that he is attending school on Thursday this week to complete the checks for summer term.</p>	<p>SLT plan SENCO presentation for trustees &amp; govs</p>

	<p><b>Item 6</b> <b>Page 4</b> <b>Trustee/Governor visibility in school</b> SM advised that each school hold a trustee/gov Collective Worship next month. <b>Update 21<sup>st</sup> February 2024</b> – SLT to plan CWs. <b>Update 11<sup>th</sup> June 2024</b> – email has gone out to trustees &amp; gobs with details of the collective worships on Friday 19<sup>th</sup> July 2024. SM encouraged gobs to attend. Gobs to let relevant Senior Administrator know if they can attend.</p> <p><b>Item 8</b> <b>Page 4</b> <b>Review of Local Governing Board Membership:</b> The Trust Board are to consider the role of clerk going forward as JB will retire next year. <b>Update 11<sup>th</sup> June 2024</b> – to be discussed at the Trust Board meeting in July 2024.</p> <p><b>Item 11</b> <b>Page 6</b> <b>Head of School’s report including:</b> <b>Attendance</b> 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. <b>Update 11<sup>th</sup> June 2024</b> – included in the Head of School report which gobs had received in advance of the meeting.</p> <p><b>Item 12</b> <b>Page 8</b> <b>Mental Health and Well-being</b> 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. <b>Update 11<sup>th</sup> June 2024</b> – SLT continue to have this as a meeting agenda item.</p> <p><b>Item 16</b> <b>Page 9</b> <b>Health and Safety:</b> <b>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. <b>Update 11<sup>th</sup> June 2024</b> – audit booked for 27<sup>th</sup> June 2024.</p> <p><b>Item 18</b> <b>Page 10</b> <b>Governor visits and training</b> <b>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. <b>Update 11<sup>th</sup> June 2024</b> – carried forward to September 2024 when LJ has taken up her appointment as HoS.</p>	<p><b>Gobs respond to GJ</b></p> <p><b>SLT continue to discuss</b></p> <p><b>JB share audit outcomes</b></p> <p><b>Agree link roles for gobs</b></p>
7	<p><b>Review of Local Governing Board Membership:</b> <b>i. AAT Trustee &amp; Governor vacancies</b> 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</p>	

	<p>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 govts that the Diocese are looking for there to be Foundation govts at LGB level.</p> <p>At present SF is a Foundation trustee and therefore a Foundation representative on the LGB.</p> <p>In September when LJ joins the LGB that will increase the number of govts to 8. As best practice requires an odd number of govts, we plan to seek another Foundation gov at that point. SM asked govts to let her know if they are aware of anyone with links to the Church who may be prepared to put themselves forward.</p> <p><b>ii. Pen Portraits</b></p> <p>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 govts to let her have their pen portrait by 24<sup>th</sup> June 2024.</p> <p><b>iii. June Richardson, Diocesan School Effectiveness Advisor, annual review</b></p> <p>SM had distributed copies of the Diocesan report before the start of the meeting. BEPPA is due to have a SIAMS inspection in 2024-25 and it is important that all members of the school community can articulate our vision and what we do to make 'all flourish'. SM expressed the view that everything we do is towards that aim – trustee, gov and SLT meetings; monitoring our data; budgets etc.</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>	<p><b>Govs share details of possible candidates</b></p> <p><b>Govs let JB have pen portraits</b></p>
8	<p><b>Items from the minutes of the Trust Board meeting 7<sup>th</sup> March 2024</b></p> <p>The minutes of 7<sup>th</sup> March 2024 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>• Progressing the appointment of Foundation trustees to replace Rev Neil and Fr Chris. Fr Stephen Buckman has kindly agreed to replace Fr Chris</li> <li>• Overview of key issues at all 3 schools from the LGBs</li> <li>• Trust budget</li> <li>• Pupil numbers across the Trust including those for R2024</li> <li>• CIF (Condition Improvement Funding) update (NB this is not applicable for BEPPA as the school is so new)</li> <li>• New housing development at CSW and any possible s106 funding</li> <li>• AAT website launch</li> <li>• Feedback in respect of RE and H&amp;S checks</li> <li>• Leadership staffing and plans for leadership moving forward</li> </ul>	

<p><b>9</b></p>	<p><b>Budget</b></p> <p><b>i. Budget update from Jane Parsons and Sarah Moore (In year position end March 2024)</b></p> <p>Govs had been sent a one-page summary of the school’s financial position electronically prior to the meeting.</p> <p>SM reported that BEPPA is in a strong position financially. Although there is an in-year deficit which has been impacted by unfunded pay awards, SM drew govs attention to the positive carried forward figures which have increased compared to the same period last academic year.</p> <p>See also confidential minutes.</p> <p><b>ii. Kids’ Club update</b></p> <p>SM reported that Kids’ Club continues to operate very well. SLT monitor numbers of pupils and viability of increased numbers to decide if additional staffing is required to maintain ratios.</p> <p>SM noted that the profit from Kids’ Club goes back into the school budget and at the end of March 2024 was in line with or better than at the same point in 2023.</p> <p><b>iii. SEND spending update and impact of provision mapping</b></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>SM advised govs that if they ever have any questions about the report, they are welcome to come into school to meet with her or LJ.</p> <p><b>iv. Pupil numbers September 2024</b></p> <p>Our R2024 class was oversubscribed and will be full with 30 pupils.</p>	
<p><b>10</b></p>	<p><b>Executive Headteacher’s report including:</b></p> <ul style="list-style-type: none"> <li>i. Update on the Academy Improvement Plan</li> <li>ii. Progress that all pupils including vulnerable groups are making. What has been done to impact on outcomes for children?</li> <li>iii. Attendance</li> <li>iv. Behaviour</li> </ul> <p>The report had been circulated electronically to govs prior to the meeting and SM took them through the highlights.</p> <p><b>Attendance</b></p> <p>Whole school attendance from 4<sup>th</sup> September 2023 to 17<sup>th</sup> May 2024 was 96% compared to 95% for the same period in academic year 2022-23. Our data shows that for the same period in 2018-2019 our attendance was 97%. Disadvantaged attendance from 4<sup>th</sup> September 2023 to 17<sup>th</sup> May 2024 was 95% compared to 94% for the same period last academic year.</p> <p>From 4<sup>th</sup> September 2023 to 17<sup>th</sup> May 2024 there were 21 (8%) persistent absentees (PA) compared with 29 for the same period last academic year. Of those 21, 12 had attendance of 88%+. Removing those pupils from the calculation means that a more realistic PA absence percentage is 3% which is a very strong attendance picture.</p>	

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.

SM advised govs that the IDSR (Inspection Data Summary Report) has recently been reissued by the DfE which reflects a very positive data picture for last year and an upward trend in attendance figures for BEPPA.

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

There have been 4 suspensions since the last HoS report.

See also confidential minutes.

Two pupils have a PSP.

Four pupils are currently on a reduced timetable:

- 1 x Y6
- 1 x YR
- 1 x Y1
- 1 x Y2

SM reminded govs that we are required to update the LA every 3 weeks about each pupil's circumstances and what progress there has been towards them attending school full-time.

### **Physical Handling**

There have been 3 physical restraints since the last HoS report.

See also confidential minutes.

SM advised govs that if physical restraint is used, robust records are kept, and the individual risk assessment is reviewed with the child and their parents/carers.

### **Racial Incidents**

There have been no racial incidents since the last HoS report.

### **Sexualised Behaviours**

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

### **EHE**

No children have begun elective home education since the last HoS report.

### **CME**

No children have been reported as CME since the last HoS report.

### **Mobility**

Since the start of the academic year, 2 pupils have left the school. None have been because of dissatisfaction with the school.

### **Health & Safety**

SM reported that an 'invacuation' drill had been completed at lunchtime today. The drill went very well and there are just 3 action points for the staff team to follow up.

### **Accident trends**

No accident trends have been identified since the last HoS report.

**SEND**

SM reported that LJ, Rachael Skidmore (Deputy Head, BAPA) and Linsey Leafe (DSL, BAPA) have been supporting Deborah Newnham (Assistant SENCO) while Becky Bradley is on maternity leave. Everything SEND has continued to be actioned and followed up during this period.

There are two children in KS1 who are awaiting places at a specialist setting. We continue to meet their needs as best as we can.

**Staffing**

SM reported that Jim Shore (JSh) has settled in well and has been a great support since the beginning of Term 5. She recorded her thanks to him.

**Standards**

SM noted that if the phonics threshold remains the same this year (32), 94% of BEPPA children will have passed.

SM advised govs that both BEPPA and CSW have been selected for KS2 moderation this year.

**Areas for Development/Action**

The updated 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 LJ and Megan Shears, Director of Curriculum & Standards, 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 Diocesan annual conference in March and access to a 'Flourishing School Systems' booklet, the Church SEF was updated. This is now a working document rather than a final version.

**Staff Appraisal**

All TA and office staff appraisals have been completed.

Observations of teaching staff are taking place this term.

**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)

SM noted that there had been a lot of changes at BEPPA this academic year and praised pupils' resilience and the school staff and trust-wide leadership teams for the support they have given.

She also recorded her thanks to govs for all their support so far this year.

SM observed that her Executive Headteacher report had given a flavour of what has been happening at school and asked govs if they had any questions.

<p><b>Q</b></p> <p><b>Q</b></p>	<p>Q. A gov asked, following a national report about school swimming, how much swimming the children do. A. SM advised that Year 4 and 5 have already been swimming this year and that Year 6 are swimming this term. We have our lessons at the local leisure centre and the cost is met from school funds. As the children travel by coach, parents/carers are asked to contribute to coach costs. Each school makes different arrangements in terms of which children swim when during the year.</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. A. SM advised that we are very close and gave the background to this area in the Autumn term 2022 Ofsted inspection.</p> <p>SM also reminded govs that everything in the report reflects how we are ensuring our vision that all flourish, including the questions from govs.</p> <p>SF asked if there were any other questions and there were none.</p>	
<p><b>11</b></p>	<p><b>Church Distinctiveness:</b></p> <p><b>i. Updated Church SEF</b> Already covered.</p> <p><b>ii. Governor Statutory checks and RE/CW governor representative</b> Already covered.</p> <p><b>iii. June Richardson – Annual Review Reports (BEP, BAP &amp; CSW)</b> Already covered.</p>	
<p><b>12</b></p>	<p><b>Mental Health &amp; Wellbeing Update</b> SM reported that both the recent LA safeguarding audit and Diocesan Adviser visits had identified many examples of the trust’s commitment to MH&amp;WB.</p> <p>Pupil questionnaires are currently being completed and will be sent off for professional analysis.</p>	
<p><b>13</b></p>	<p><b>Staffing and Classes 2024/2025</b> To be discussed at the end of the meeting.</p> <p>See confidential minutes.</p>	
<p><b>14</b></p>	<p><b>AAT Growth Strategy</b> Currently on hold due to leadership capacity.</p>	
<p><b>15</b></p>	<p><b>Policy reviews (RSE consultation completed)</b> Already covered.</p>	
<p><b>16</b></p>	<p><b>Health and Safety:</b></p> <p><b>i. Governor and pupil H&amp;S visit</b> RK had provided a comprehensive report following his H&amp;S visit last term. (see confidential items Appendix 1). He thanked SM for ensuring that previous actions had been completed and complimented the school community for taking such good care of the school environment.</p> <p>RK requested that one scooter rack be moved, and SM suggested that he speaks to GJ to see if that can be completed when the new rack is installed.</p>	<p><b>RK discuss with GJ</b></p>



	<p>SM noted that pupils had not been able to accompany RK on his last inspection due to the timing of the visit. LJ to ensure pupils are involved during the next visit.</p> <p><b>ii. NCC – H&amp;S audit update</b> Due to take place at CSW on 27<sup>th</sup> June 2024. BEPPA due in Term 6 2025.</p>	<p><b>LJ arrange for pupils to be involved</b></p>
<p>17</p>	<p><b>Safeguarding:</b></p> <p><b>i. SCR check feedback – term 5 (J Bates)</b> Check completed with SLT and Senior Admins.</p> <p><b>ii. Update on Local Priorities for Safeguarding</b> No new updates. Priorities remain the same –</p> <ul style="list-style-type: none"> <li>• Domestic abuse continues to be a top priority, especially amongst the vulnerable</li> <li>• Children sexual abuse and exploitation</li> <li>• Mental health and wellbeing</li> <li>• Promoting healthy relationships</li> <li>• Modern Slavery</li> <li>• Enhancing emotional wellbeing</li> <li>• Sharing of indecent images</li> <li>• Risk taking behaviours – this includes missing children</li> <li>• Fraud, especially of the most vulnerable</li> <li>• Drug and substance abuse</li> <li>• County lines</li> <li>• Neglect – both intentional and unintentional</li> <li>• Road Safety</li> </ul> <p><b>iii. Governor Safeguarding visit feedback</b> Already covered.</p> <p><b>iv. LA Safeguarding audit update and annual governor ‘Safeguarding in Schools Self- Assurance Audit 2023-24 review’</b> Already covered.</p> <p><b>v. LA CSW safeguarding audit, 01/05/24 led by Jill Chandar-Nair (reflecting Trust wide practice)</b> Already covered.</p>	
<p>18</p>	<p><b>Governor visits and training</b></p> <p><b>i. Update from training governor</b> JB will continue to share training opportunities. She undertook to share the training summary she holds for govts to check their records.</p> <p><b>ii. Governance Review – Diocese</b> On hold.</p> <p><b>iii. Governor open morning for all Trustees and Governors in AAT. Focus to be the new SIAMS and Church Distinctiveness – Wednesday 2<sup>nd</sup> October 2024 at BEPPA from 8.15 – 10.15 a.m.</b> 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.</p>	<p><b>JB share summary</b></p>

	<p><b>iv. Trustee/Governor visibility in school</b></p> <p>Visits since last LGB meeting:</p> <ul style="list-style-type: none"> <li>• 27.03.24 – SF to see SLT</li> <li>• 23.04.24 - PG &amp; CB for HoS interview</li> <li>• 03.05.24 – EG to see GJ</li> <li>• 09.05.24 – RK for H&amp;S visit</li> <li>• 14.05.24 – CB for SATS gov monitoring</li> <li>• 15.05.24 – SF for safeguarding gov visit</li> </ul>	
19	<p><b>How have we, through our discussions and decisions in this meeting, seen the impact of our vision?</b></p> <p>SM expressed the view that it is clear to see from the agenda items discussed, that everything we do is in support of all flourishing.</p>	
20	<p><b>Determination of confidentiality of business</b></p> <p>Items relating to budget, pupils and staffing as appropriate.</p>	
21	<p><b>Date and time of next meetings:</b></p> <p>Autumn 2024, Spring 2025 and Summer 2025 meetings TBA + staff/governor meet and governor/trustee Collective Worship Autumn term</p>	<p><b>SM/JB suggest dates</b></p>
	Meeting closed at 5.50 p.m.	



Signed:  
Chair

Date: 14.11.2024