

# Beamont Collegiate Academy

## Local Governing Body with BFP focus

### Monday 18 March 2024 4.30-6.30pm

# MINUTES – PART I



Present: E Blackburn, Z Conroy, M Eccleston, G Harris (Principal), H Jones, G Porter (Vice Chairperson), C Heesom (Clerk)

In attendance: M Reynolds (VP), C Rixham (AP/SENDCo), T Finch (ICT Manager), A Viar (Operations/Business Manager), S Charnock (AP), J Hackney (Cluster Finance Manager)

	<p><b>STUDENT PRESENTATION</b></p> <p>A selection of students from years 8-10 delivered as short presentation to governors outlining their experiences during National Careers Week. National Careers Week (NCW) is a one-week celebration of careers guidance and free resources in education across the UK. Its aim is to provide a focus for careers guidance activity at an important stage in the academic calendar to help support young people develop awareness and excitement about their future pathways. Students summarised the wide selection of CEIAG/Careers activities they had access to and talked about what they gained from their chosen sessions/activities. Students were inspired by <i>partner organisations</i> who provided bespoke resources which will help support each child to make career decisions throughout their life. A Q&amp;A session followed the presentation. Governors asked students how they would access their chosen career pathway and thanked them for delivering a very good presentation.</p>
1	<p><b>WELCOME AND INTRODUCTIONS – VICE CHAIRPERSON</b></p> <p>In the absence of the Chairperson, GP chaired today's meeting.</p>
2	<p><b>APOLOGIES FOR ABSENCE – CLERK</b></p> <p>Apologies for absence were received from the following governors; S Whatmore – unwell. Noted and accepted. L Perks – prior personal commitments. Noted and accepted.</p>
3	<p><b>DECLARATION OF INTEREST – CLERK</b></p> <p>There were no declarations of interest.</p>
4	<p><b>DINING ROOM UPDATE/TIMELINE – T FINCH</b></p> <p>TF, ICT/Premises Manager, outlined all details regarding the dining room extension project. An informative timeline was provided for governors and key items, actions, leading body and deadline dates were noted. TF is confident all timelines will be met and building works will stay within budget. The project is expected to be finished and furnished in time for the start of the new academic year in September.</p> <p><b>Governor challenge;</b> <i>Governors asked a number of questions relating to the extension details provided in the timeline.</i></p> <p><i>GH expressed how the additional seating capacity of 160 (current seating capacity is 180 places) will provide students with a more relaxed and enjoyable environment in which to eat and socialise with friends.</i></p> <p>Governors were also advised that in an effort to minimise disruption to learning, noise levels will be kept to a minimum between 8:30am and 14:45 each day.</p> <p>Evacuation procedures have been amended to take into account areas that are no longer permissible to staff and students during the extension programme.</p>
5	<p><b>ADMISSIONS UPDATE – C RIXHAM</b></p> <p>CR provided governors with an update on current admissions numbers/criteria for year 7 intake for 2024.</p> <p>Total number of preferences expressed for the school = <b>372</b></p> <p>Total number of preferences allocated = <b>180 (BCA PAN)</b></p>

	<p>Total number of preferences refused = <b>84</b>. CR will attend appeal meetings for families refused a place at BCA. It is thought the LA will instruct BCA to accept between 5 &amp; 10 additional places increasing the Year 7 intake to 190 if the appeals are successful.</p> <p><b>108</b> preferences expressed were no longer required as they were allocated a higher preference</p> <p>CR explained the SEN criteria and how places are allocated using the school's oversubscription criteria. CR directed governors to <a href="http://bca.warrington.ac.uk/">http://bca.warrington.ac.uk/</a> which includes a full copy of the school's admission arrangements. BCA PAN remains at 180</p> <p>The number of students named in their EHCP = 12. This allocation number falls outside of normal admission criteria. The academy is currently unable to meet 6 student needs. The academy continues to follow the SEND criteria/process for these students. If the number of EHCP is reduced, this will free up places for the 84 families who have been refused a place. Once again BCA remains significantly oversubscribed.</p> <p><i>Governor challenge</i>  <i>ME asked who currently deals with BCA appeals?</i>  <i>CR replied she presents all cases to an independent appeals panel who ultimately make the decision of which school the child is offered.</i></p> <p><i>GP asked what is the birth rate prediction for Warrington for the next few years?</i>  <i>GH replied a large housing development within the area has named TCAT as its institution of choice for which BCA and Padgate would fall into. The LA are currently in discussion to address the number of places available. However, there is an expected dip in the birth rate over the next few years therefore it is important for BCA to maintain key indicators and fulfil school places. Gaps in the number of school places within TCAT schools are currently being filled by International students from Hong Kong. The Trust are working with the LA the address this.</i></p>
<p><b>6</b></p>	<p><b>SEND REVIEW – C RIXHAM</b></p> <p>Governors were provided with a breakdown of the findings from the LA SEND Peer Review that took place on 18 January 2024. The self-evaluation is accurate and findings confirmed that BCA offers a calm, consistent, safe environment for learners with SEND. A clear vision for SEND is evident. BCA has adopted a more granular approach to disadvantage and SEND and leaders are using outcome data effectively. Leaders have high aspirations for all learners, including those with SEND. Access arrangements are well considered, and these ensure all learners have the best opportunity to succeed. The 'Golden Thread' activity identified that EHCP objectives are effectively addressed through Annual Reviews. The school is adopting evidence-informed approaches and is keen to work with other agencies, across the wider Trust and with the LA to drive SEND improvement. CR explained how recommendations in the following areas will be prioritised and effectively implemented;</p> <ul style="list-style-type: none"> <li>• improved Leadership of SEND</li> <li>• improved Quality of Teaching and Learning</li> <li>• improved Working with Pupils and Parents/carers</li> <li>• improved Monitoring, Tracking and Evaluation</li> <li>• improved Efficient Use of Resources</li> </ul> <p>Governors acknowledged this was a very pleasing report and thanked Mrs Rixham for her hard work in fulfilling the role of SENDCo since the departure of the previous SENDCo. Governors said they recognised the enormity of 'need' within the academy and it was pleasing to see that the findings of the review fully support the hard work and dedication of the SEND department that is working hard to ensure the best outcomes for BCA SEND students are achieved.</p>
<p><b>7</b></p>	<p><b>IMPACT REPORTS – G HARRIS</b></p> <p><b>For noting;</b></p> <ol style="list-style-type: none"> <li>i. H&amp;S. A Viar asked for the report to be taken as read. AV gave a verbal summary and update of the accident stats, near misses, safeguarding, safety and security, training and audit and inspections since the previous report in November 2023. Planned key actions and activities over the next half term and expected outcomes were noted and discussed.</li> </ol>

*Governor challenge*

*GP queried the reason(s) for the number of corridor accidents reported?*

*AV replied although we have seen a reduction in the number of reportable accidents overall (4%) since the same period last year, the highest number of incidents have occurred within the areas of PE and sports pitches and school corridors. A high number of these incidents were caused by physical collisions involving sport activities, slips, trips and falls. The majority of incidents were reported during lessons 2, 3 & 4 including lunch and break times.*

H&S audit action plan. GP queried the areas highlighted in red. AV explained these are mainly in areas involving 'compliance' and are currently being reviewed/updated by the IT/Facilities Manager.

- ii. Staffing & HR/(Part II). To be discussed in Part II.
- iii. Safeguarding and welfare. M Reynolds asked for the report to be taken as read and provided governors with a summary of the following key actions;
  - Annual safeguarding refresher training has now been delivered to all staff.
  - All staff have completed the National college safeguarding and prevent training.
  - All staff have confirmed they have read and understand section 1 and 5 of Keeping Children Safe In Education (KELSIE) September 2023.
  - Students who suffer with mental and emotional health conditions are currently being supported by trained BCA Mental Health staff.

Planned key actions and activities over the next half term and expected outcomes were noted and discussed.

- iv. Behaviour. M Reynolds asked for the report to be taken as read and provided governors with a summary of the following key actions;
  - Introduction and implementation of the new LEARN (Look and listen, engage, ambitious language, respect, never give in) behaviour strategy. The behaviour for learning strategy is based upon the acronym LEARN to reinforce classroom expectations. All students are inducted into the new LEARN behaviour strategy.
  - Enhanced behaviour expectations around the academy maintained.
  - Continued focus on attendance and targeting families who need support and challenge.
  - Introduction of dismissal at the end of every break and lunch time to ensure a calm orderly transition to lessons.
  - Behaviour training for all teachers and teaching assistants led by an external behaviour consultant Robin Launder. The training session was very well received by teachers.

The introduction of a new member of staff to the attendance team in December 2023 is having a positive impact on attendance figures;

	Autumn 1	Autumn 2	Spring 1
2023-24	92.55	92.2	92.45
2022-23	93.1	91.7	91.9

BCA whole school attendance figure remains above national average however attendance figures for years 11 and 9 remain challenging.

BCA persistent absence figures for years 7-10 remains below the national average of 25%. Year 11 is slightly above and is currently 26%. Strategies are in place to address this issue.

A new and inventive rewards strategy 'exceptional learners' has been introduced at BCA. All behaviour strategies in place are continuing to have a positive impact on behaviour with a significant decrease in the number of suspensions and duty teacher calls evident.

Planned key actions and activities over the next half term and expected outcomes were noted and discussed.

- v. CEIAG. S Charnock asked for the report to be taken as read and provided governors with a summary of the following key actions;

- Steve Leach (SL) has worked intensively with NEET (Not in Education, Employment or Training) students from our 2023 cohort. There are currently 12 (6%) students who are NEET which is a higher number than usual and SL is working with Karen Berry from WBC on *reengagement* with these students.
- Both Priestley College and WVR have delivered face to face sessions to support Y11 college applications. This was also supported through the PSHE slots to ensure all college applications were completed by end of HT3. All Y11 students have had their 1 to 1 interview with SL. All Y11 students at BCA alternative provision have also met with SL.
- There are 4 students who are yet to finalise their college applications (none attenders). SL is continuing to support them through this process.
- Y11 pupils at risk of NEET will also be supported by an enhanced Warrington Life Careers service and a new initiative, *journey first* which provides bespoke 1 to 1 support for those young people at risk of NEET.
- Students have identified their careers pathways by identifying three careers that they are interested in or would like more information about. This data has been used to plan a wide range of bespoke career events as detailed within the impact report.

Planned key actions and activities over the next half term and expected outcomes were noted and discussed.

*Governor challenge*

*GP asked what age(s) are students identified as NEET?*

*SC advised governors NEET students are tracked by schools/LA between the ages of 16-21. NEET student are then tracked for a further 3 years by Post 16 establishments.*

**8 FINANCE**

2024/25 Budget. GH updated governors on recruitment costs not accounted for. Setting update carried forward to the next meeting.

i) Monthly Management Accounts (February)

J Hackney provided governors with an update of the 2023/24 monthly management accounts. January 2024 accounts are showing a predicted deficit of £257k deficit, however there are several adjustments to the accounts which will reduce the deficit figures considerably to a deficit of £38.6k at the end of period 5.

Income:

Income to the end of Jan 2024 is on track per the budget with 40.75% of the income showing in the period 05 accounts. Below are some key points that were highlighted in relation to income:

- Staff consultancy income shows higher than budgeted as it includes the TCAT employee recharges.
- Recovery premium is higher than originally expected. Confirmation has been received that BCA will have a higher rate of recovery funding than previously set out in the original budget document. As a result, this budget line will be increased accordingly in the revised budget.
- STEM projects; £150k guaranteed income has not yet been included in these accounts. Remittances have been received but the funding was not with BCA when PD05 reports were created.

Staffing expenditure:

- Staffing expenditure is higher than expected at this point in the year largely due to an overspend in the supply budget allocation. £40k was the original budget figure for *supply* however, at the end of PD05 £90k has already been spent. This is due to a number of long-term sickness absences that have required external cover. BCA, in line with TCAT, are moving forward with an absence insurance policy which may help reduce further supply costs in the coming months resulting in an increase to this budget line in the revised budget.

Non staffing Expenditure: Non staffing expenditure is higher than expected in the areas listed below:

- The overall budget for total indirect employee costs will be overbudget due to recruitment costs so far this year.

- Premises budget(s) are on track although there are concerns over the cost of Gas and Electricity up to period 5. These budget lines will be increased accordingly in the revised budget.
- IT costs are on track. Period 05 accounts show a small overspend in the IT Admin code however £3.7k of this spend will be distributed between school games and TCAT for provision costs at WW Alt Provision.
- Curriculum budget spend; almost all of the full original budget has been spent. However, there *is* a tendency by most curriculum areas to spend their budget allocation in a *top heavy* fashion by purchasing most materials at the beginning of an academic year resulting in a need to monitor these budget lines closely.
- Learning support budget is currently showing as overspent however these budget lines include costs for the TCAT KS3 AP unit which currently stands at a cost of £64.7k, this amount will be recharged to TCAT.

Additional information:

- Catering function is at a £25k deficit for period 05. Refer to full breakdown for cost(s) breakdown.
- There is concern that several non-staffing areas are overspent or will be close full spend on their original budget amount by the end of period 05. JH said she would recommend that BCA cease placing orders for the 2023/2024 financial year at Easter half term. If approved, this recommendation would need to be communicated to staff to allow them to consider and plan any items/services/order processing they require for the remainder of this academic year enabling finance to process during the Easter half-term. As a result, BCA will gain better control over the potential deficit enabling a more accurate representation of the forecast spend for this academic year.

*Governor challenge*

*GP queried why the recruitment costs were so high?*

*GH explained that TCAT have secured an advertisement contract for Trust schools with TES which will help to reduce high supply/retention costs in the future. A more acute recruitment strategy is needed throughout the Trust to address this matter moving forward. The academy is also looking at the current number of planned absence(s) which may result in some pre-booked courses having to be cancelled to help reduce the need for further supply staff. The Principal will raise the question of the percentage of reserve within TCAT's holding account.*

ii) Catering Cash Flow update. A Viar supplied governors with a verbal summary of the breakdown of the monthly cash flow for BCA diner 2023-24. GH explained the difficulties cheaper external suppliers is having on producing meals *in-house* and how 'outsourcing' also brings a number of problems in that schools have less control over supply.

- FSM and School Meals Income are impacted by number of school days. AV explained how the academy is currently promoting school dinner menus to improve the uptake in meals as opposed to students bringing a packed lunch to school. Further marketing will target families eligible for FSM and highlight the benefits of opting to take up the offer of free school meals for their child(ren).
- To cover for loss of income due to shorter term days, catering manager reviews menu offer and introduce new product to boost sales (e.g. introduction of best-selling snack items that encourage pupils to purchase more or convert non-paying pupils).
- Utilities cost being covered by the school budget.
- Salaries for 6 staff members within the catering team - 1 catering manager, 1 cook and 4 catering assistants.
- Gross Profit Margin: 33%

iii) Lettings income. A Viar provided governors with a verbal summary of the figures within the report. Currently BCA is showing a total gross income of £26,484k and are looking to increase this figure by 10%.

**9 TCAT SAFEGUARDING REVIEW**

M Reynolds asked for the report to be taken as read and gave a verbal summary of the report to governors. The report gave a snapshot in time of current safeguarding and child protection policies and procedures and mapped the academy's position against UK standards. The review was conducted

	<p>as a supportive measure and highlighted exemplar practice and helped to identify some quick fixes. The report also helped to highlight gaps in provision and areas for development. The report took a holistic view of safeguarding and considered the work of a range of teams in schools. It considered the 'culture of care' that is currently in place. The outcome of the report was very strong. There were a number of safeguarding recommendations to help improve current practices and procedures.</p> <p>Governors acknowledged this was a very positive report.</p>												
<b>10</b>	<p><b>STUDENTS LEAVING THE SCHOOL ROLL</b></p> <p>M Reynolds provided governors with an update of the current figures relating to students leaving the school roll. MR explained the reason(s) for leaving the school roll for each child and their destinations, <b>confirming no Year 11 students have left the school role for this academic year.</b></p> <p><i>Governor challenge</i>  <i>GP asked if there was any information/data available for students in elective home education and if any have returned to the academy?</i>  <i>MR confirmed parents are accountable for providing this information and currently no students have returned to the academy to continue their education.</i>  <i>MR also explained why some students return to their host schools – this is when a phase transfer has failed and in most cases is due to behavioural issues.</i></p>												
<b>11</b>	<p><b>REDUCING SUSPENSIONS STRATEGY</b></p> <p>M Reynolds provided governors with a summary of the impact the reducing suspensions strategy has had on behaviour at the academy. To date, BCA has seen a significant reduction to the number of suspensions and duty teacher calls – figures which support consistency and implementation of truanting and behaviour strategies.</p> <table border="1"> <thead> <tr> <th>Behaviour comparison:</th> <th>Sept 22- Feb 23</th> <th>Sept 23 -Feb 24</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Suspensions</td> <td>61</td> <td>40</td> <td>20</td> </tr> <tr> <td>Duty teacher calls</td> <td>632</td> <td>402</td> <td>230</td> </tr> </tbody> </table> <p>Governors acknowledged the figures were impressive noted how all areas of school life (SEND/Pastoral Teams/Attendance) are working together and in in synergy to ensure behavioural issues and <i>needs</i> are addressed. Consistency in the academy's approach to dealing with behavioural issues and the effective use of additional support measures are helping to ensure improved behaviour throughout the academy is evident.</p>	Behaviour comparison:	Sept 22- Feb 23	Sept 23 -Feb 24	Difference	Suspensions	61	40	20	Duty teacher calls	632	402	230
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<b>12</b>	<p><b>MEMBERSHIP</b></p> <p>S Whatmore. Term of office expiry end of March 2023. <b>C/f to next meeting 22/04/24.</b></p>												
<b>13</b>	<p><b>ELECTION CHAIRPERSON (remaining academic year 23-24)</b></p> <p><b>C/f to next meeting 22/04/24.</b></p>												
<b>14</b>	<p><b>GOVERNANCE AND SUCCESSION PLANNING</b></p> <p><b>C/F to next meeting 22/04/24.</b></p>												
<b>15</b>	<p><b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b></p> <p>GP proposed the Part I minutes of the previous LGB held on 29/01/24 were a true and accurate record and should to be taken as read. ME seconded the proposal.</p> <p><b>MATTERS ARISING</b></p> <p>All outstanding matters have been actioned.</p>												
<b>16</b>	<p><b>TERM DATES 2025-26</b></p> <p>Governors approved BCA terms dates for 2025-26.  Action(s). Clerk to send to LA and add to academy website.</p>												
<b>17</b>	<p><b>POLICIES</b></p> <p>Accessibility Plan – A Viar to review with C Rixham for delivery on 17/06/2024</p>												
<b>18</b>	<p><b>AoB</b></p>												