

# Beamont Collegiate Academy

## Local Governing Body with BFP focus

### Monday 24 June 2024 4.30-6.30pm

# MINUTES – PART I



Present: G Porter (VC), H Jones, L Perks, E Blackburn, G Harris (Principal), Z Conroy, C Heesom (Clerk)

In attendance: G Finch, S Mullen, A Viar, J Hackney.

Observer: D Coyne

<b>1</b>	<p><b>WELCOME AND INTRODUCTIONS – CHAIR</b></p> <p>In the absence of the Chairperson, GP (VC) welcomed everyone to the meeting. Due to the number of apologies received for the scheduled meeting on 17/06/24 the Principal proposed for the meeting to be postponed to 24/06/24. Governors agreed to the Principal's proposal and confirmed their attendance to the clerk via email.</p> <p>All present introduced themselves to D Coyne – refer to item 5.</p>
<b>2</b>	<p><b>EDT PROJECT STUDENT PRESENTATION</b></p> <p>This item was postponed until further notice.</p>
<b>3</b>	<p><b>APOLOGIES FOR ABSENCE – CLERK</b></p> <p>Apologies for absence were received from the following governor; M Eccleston – work commitments. Noted and approved.</p>
<b>4</b>	<p><b>DECLARATION OF INTEREST – CLERK</b></p> <p>There were no declarations of interest.</p>
<b>5</b>	<p><b>MEMBERSHIP</b></p> <p>Vacancy: Co-opted governor. After registering an interest of becoming a school governor with TCAT, Debbie Coyne (DC) was referred to BCA for consideration. DC met with the Principal to discuss her application. The meeting also provided the Principal with the opportunity to promote the roles and responsibilities of becoming a school governor at BCA. DC was invited to attend tonight's meeting in an observer role to allow her to digest and consider moving forward with her application and subsequent appointment. DC is a solicitor and her specialist knowledge is Employment Law. She is currently a Senior Associate for Aaron and Partners LLP based in Manchester.</p> <p><b>Action: Clerk to add application/appointment as an agenda item for discussion and consideration at the next FGB meeting on 9/9/24.</b></p>
<b>6</b>	<p><b>GOVERNANCE MATTERS</b></p> <ul style="list-style-type: none"> <li>• ELECTION OF CHAIRPERSON 24-25. <b>Acton: For further discussion. Clerk to add to next agenda 9/9/24.</b></li> <li>• CHAIRPERSON TERM OF OFFICE (EXP 19.03.24) – see above. ELECTION VICE CHAIRPERSON 24-25 <b>Action: Clerk to add to next agenda 9/9/24.</b></li> </ul> <p>SUCCESSION PLANNING <b>For further discussion. Clerk to add to next agenda 9/9/24.</b></p>
<b>7</b>	<p><b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b></p> <p>GP proposed the Part I minutes of the previous Local Governing Body meeting held on 22/04/24 were a true and accurate record and should be taken as read. LP seconded the proposal. Minutes were approved.</p> <p><b>MATTERS ARISING</b></p> <p>Refer to action log. Items actioned were noted.</p> <p>Item 5. Parent governor. Clerk has attempted to make contact with parent on 2 occasions. No response.</p> <p>Item 6. S Whatmore – term of office expiry date. Carry forward to 9/9/24</p>

	<p>Item 7. Succession planning. C/F to 9/9/24  Item 15. Student's leaving the school role. Refer to agenda item 14.  Item 16. Accessibility Plan. Refer to agenda item 9.</p>
<b>8</b>	<p><b>IT INFRASTRUCTURE PLAN &amp; CAPITAL PROJECTS – T FINCH</b></p> <p><b>Capital projects update</b>  TF provided governors with a breakdown of the BCA Capital Spend Plan and asked for the report to be taken as read. The report provided governors with information and the rationale behind the proposed update of the ICT systems at BCA. The proposal included how funds from the reserves balance will be spent to accommodate the capital spend. Figures within the report are based on costs at June 2023 but plans have been included to cover the next 7 years as a rolling programme which needs to be put in place to futureproof the ICT and technological advances at BCA. This is to ensure the academy remains a front runner within the areas of STEM and ICT. The proposal also supports all activities at BCA as is in line with the TCAT ICT roadmap.</p> <p>Governors approval for funding in the following areas were considered and approved;  Dinning room extension; Cost submitted so far £294,796. Overall costs expected is £500,158. £150 is committed from BCA's reserves for completion plus furniture costs and 2 out of scope changes as detailed within the report.  £350k plus additional items below is committed from the Trusts SCA funding.</p> <p><b>Variation from the original budget approved. For governor approval.</b></p> <ul style="list-style-type: none"> <li>• Control systems £2,052 (c/o TCAT for information)</li> <li>• Gate installation £1,475 (c/o TCAT for information)</li> <li>• <b>Removal of internal porch/lobby area £5,248. Approved (from BCA reserves).</b></li> <li>• <b>Pod electrical installation £2,632. Approved (from BCA reserves).</b></li> <li>• <b>Furniture (provided by OSI) £20k (from BCA reserves). Dining room capacity increased 154 capacity. Approved. Action: Invite governors for walk through of new dining area during the next FGB meeting 9/9/24.</b></li> </ul> <p><i>Governor challenge.</i>  HJ queried the high furniture costs of £20k. TF confirmed the process of due diligence has been followed to obtain the necessary number of quotes. GH added the decision to accept the quote provided OSI was based on the quality design of the furniture which lends itself to creating a balance of communal dining space with a college feel for students to encourage a feeling of social setting. Parent survey results also raised concerns for the need to improve the current dining facilities/experience for students. The new dining space and facilities should also help to improve the uptake of FSM.</p> <p><b>Total amount for governors' approval £27,800. Approved.</b></p> <p><b>IT projects update.</b>  This document provided governors with a breakdown of projects, costs and scheduled deadlines for completion. TFI provided governors with a verbal update of spending to date however figures within the document need adjusting incorporate an additional spend of £66k for governor approval.  <b>Action: Although the £66k for Year 2 and £7k to complete Year 1 was agreed in principle, TF is to provide governors with an updated report/breakdown IT projects costs for governors to revisit on 25/11/24.</b></p>
<b>9</b>	<p><b>POLICIES – A VIAR ACCESSIBILITY PLAN</b>  AV confirmed the current Accessibility Plan is fit for purpose and should be taken as read.  <i>Governor challenge</i>  P11 – GP queried Aim 2 Building Accessibility/Target 2. Success criteria references pupils only. Should this also reference staff? <b>AV to check and amend where necessary.</b></p> <p><b>Action: An updated version of the plan will be provided for governors on 25/11/24.</b></p>
<b>10</b>	<p><b>PP SPEND SUMMARY – S MULLEN</b></p>

SM asked for the report to be taken as read. SM provided governors with a verbal summary of the report and reminded governors that whilst evidenced informed teaching and an ambitious curriculum is at the heart of our strategy, here at BCA we recognise that additional measures are needed to meet our intention. From both our PP funding and recovery, BCA has implemented the many initiatives and whilst we do not have impact data as yet to validate this, we do believe all are an integral part of continuing to predict strong outcomes across the GCSEs this year. SM explained the rationale behind each initiative and justified the subsequent funding related to each initiative.

As shown in the March data, the year 11 picture is looking promising with a projected uplift in both in our Grade 7+ in 3 or more subjects, BASICs at grade 4 and 5 and our 2 sciences at grade 4. This clearly shows the impact of our comprehensive tuition program and the focus on our high-level learners through the Endeavour+ revision recordings and the residential.

In respect of the KS3 reading interventions, 66 students have completed LA and there have been gains of 20 months from the 31 PP students with an average of 21 months for all students. Currently we have 38 Year 7 students completing the program so a more comprehensive picture of the impact of these interventions will be provided in September.

## **11 FINANCE BUDGET FOR APPROVAL – J HACKNEY**

JH asked for the revised budget figures and commentary breakdown for 24-25 to be taken as read. JH provided a verbal and gave a verbal summary as follows;

### **Overview**

The budget for BCA is split into the following 4 strands;

- BCA only budget
- STEM Projects
- Catering function
- School sports partnership.

Listed below are the budget figures and details for each of the strands;

### **BCA Only**

BCA-Income:

The ESFA GAG funding statement has been received. Pupil numbers showing on the document are 889 based upon the Autumn 2023 pupil census. The GAG funding for 2024/2025 includes the original supplementary grant.

The Basic entitlement age weighted pupil rates (AWPU) for 2024/2025 are:

- KS3: £5,040.93
- KS4: £5,682.34

The total GAG figure is £6,250,157 plus a total of pupil premium income of £392,700 is expected in 24/25. There are 2 additional grants in 24/25 but both of these grants are to cover the significant increases in costs for the teacher pay rise of 6.5% in 2023-2024 and the 5% increase to employer pension rates:

- Teachers pay additional grant (TPAG)- £111,847
- Teachers pensions increase grant (TPECG)- £139,429

These income figures have been taken from the ESFA calculator.

There have been 2 major funding changes within income for Beamont collegiate Academy 24/25 budget, both School led tutoring and recovery funding has been removed from the budget in line with information received via the DfE. In the 2023-2024 financial year the funding received was:

- School-Led tutoring: £62,046
- Recovery funding: £57,348
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Figures show a reduction in additional funding of £119,394 for 2024/2025.

### **BCA - Staffing expenditure**

Staffing expenditure has been increased to take in account a potential 3.5% pay increase for teaching staff and includes all expected changes to staffing from September 2024. The STRB has not yet released recommendations for the 2024-2025 teachers pay increases. 3.5% has been included as the pay rise increase on the basis that 3.5% of the 6.5% pay increase for teachers in 2023-2024 was unfunded.

The support staff pay figure has also increased to include the current offer which is £1,290 on each pay spine from April 2024 and a 3.5% pay rise from April 2025. The current offer is vastly different to the proposed pay increases requested by Unions. To date there has not been a formal agreement put in place.

### **BCA - Non-staffing expenditure**

Non staffing expenditure has been decreased across many areas including curriculum, admin and premises. The decreases relate to non-allocated spend and will not impact licenses, subscriptions and service level agreements but it will mean budget holders will need to consider more carefully if the money they are spending on goods and equipment are a necessity.

BCA's cleaning contract has been increased by 5% given the support staff pay proposal and utilities have been included in line with this academic year.

Alternative provision offsite has been included at £38k which allows for 3 student places at Kassia.

TCAT central charge has been increased in line with the increased income for Beamont Collegiate Academy. TCAT central charge is calculated at 3.75%.

### **STEM Projects**

STEM projects budget is showing a £82k surplus for 2024/2025. Variable income for the STEM projects has been included at the same rate as the KPI's that are being achieved in the 2023/2024 year. Confirmation of some contracts relating to STEM projects next year has not yet been agreed. Due to the announcement of the general election before the tenders for the contracts had been completed, BCA are unlikely to receive any information about the upcoming contracts before the end of this financial year.

### **Catering function**

Catering income has been included based on income data from 2023/2024. The rate per meal charge has changed for 2024/2025 and has increased from £2.40 to £2.60 per meal deal. The increase in sale price has been included within this budget.

Catering staff costs are based on the current staffing levels and include the potential pay increase for support staff at £1,290 on each pay spine.

Food costs and consumable has been based on 2023/2024 data.

This leaves the catering function showing a deficit of £33,072 for 2024/2025.

### **School Sports Partnership**

School Sports Partnership is expecting income totalling £90,360 from schools across Warrington. This figure includes 61 primary schools and 8 secondary schools. There is additional funding of £55,500 from the Ecorys grant and other smaller sports grants. School Sports partnership staffing costs have increased in line with the support staff offer of £1,290 on each pay spine and non-staffing expenditure has been included at the same rate as 2023-2024. Overall the budget for School Sports Partnership for 2024-2025 is showing a deficit of £760.

### **Full Budget Strand Summary**

BCA Only activities: £25,702 deficit

STEM Projects: £82,446 surplus

Catering function: £33,072 deficit

Schools sports: £760 deficit

### **Overall budget position**

The overall position for BCA is positive showing a surplus of £22,912.

Governors discussed and approved the revised budget figures for 2024-25.

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### **HR & H&S – A VIAR**

AV asked for the Summer 2024 HR & Staffing Impact Report to be taken as read and provided governors with a short verbal summary of the report.

#### **Staff Attendance**

- BCA have so far maintained an overall staff attendance rate of **95.83%**.
- Summer term recorded **96.44%**, higher than last year's, however it is still lower than the pre-pandemic attendance figures. Teacher group attendance rate of 99% has been the highest recorded since the pandemic. *Governors recognised and acknowledged the high attendance rate for teachers.*
- Support Staff attendance rate has dropped due to the long-term absence of 3 staff members contributing to a total of 67 working days lost for the whole of summer term 1. This was primarily down to sickness absences due to medical operations including recovery period, and other health issues.

#### **Disciplinary**

- 1 staff suspended from September 2023 has returned in February 2024 following conclusions of investigation.
- 1 support staff member have been subjected to informal performance and capability process. This staff member has also been issued a management instruction due to unauthorised absence and non-adherence to the school's absence reporting protocols for the second time in 12 months.

#### **Grievance**

- 1 Grievance filed by a support staff against his line manager (October 2023). Both parties have since come to an agreement and decided to repair their working relationship.

#### **GDPR**

- There has been 1 GDPR Breach reported since January 2024 (refer to Appendix 2 of the report for full details).

#### **Staff Well-Being**

From September 2024 the new wellbeing offer and engagement programme for all staff will be implemented. (Refer to Appendix 1 of the report for full details).

#### **H&S Report**

AV asked for the Summer 2024 HR & Staffing Impact Report to be taken as read and provided governors with a short verbal summary of the report.

#### **Accidents Stats (Appendix 1 & 2)**

- BCA accident stats have increased by 39.47% against the same period (Summer 1) last year.
- The highest number of incidents have occurred within the areas of PE and Sports Pitches and Corridors, with a high number of these incidents being caused by a physical collision involving students taking part in sport activities;
  - being hit by stationary or moving objects
  - slips, trips and falls
  - struck by moving and other natural causes.
- BCA has improved its reporting process to include all offsite accidents and wellness checks are being undertaken and recorded as part of the school's 'duty of care'.

#### **Near-Miss Stats**

- There have been 7 reported near-miss incidents (YTD). Reporting of near-miss incidents have been reviewed and reporting process now in place.

*Governor challenge*

	<p><i>Governors queried the wording 'off site' and asked who is responsible for the inputting of accident stats information? AV advised governors that all 'off site' references within the report relate to incidences have occurred not on the school site.</i></p> <p><i>Following a recent TCAT H&amp;S review, a recommendation was for additional staff (x 3) to receive appropriate training to ensure all incidents, including 'near miss' occurrences are recorded correctly. This recommendation has been actioned. The completion of induction and training for newly appointed key members of staff within the operations team, with significant H&amp;S responsibilities have also taken place.</i></p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• BCA continue to operate in line with The TCAT policy on use of disclosure and barring service and the employment of ex-offenders. The BCA safeguarding team carry out DBS and other checks for all new employees and volunteers in compliance with the safe recruitment protocols</li> </ul> <p><i>Governor challenge. GP asked how often do staff/visitors undergo DBS checks? AV said that following the TCAT Safeguarding visit on 06/03/24 and 18/03/24, although there were no urgent actions required, she recommended that priority is given to carrying out DBS checks for anyone with a DBS check date prior to 2019. A further recommendation was to carry out rechecks annually on 20% of colleagues in each cohort, which is currently around 30.</i></p> <p><b>Action: H&amp;S Audit 25 June 2024 feedback to be shared with governors at the next BFP meeting.</b></p>
<p><b>13</b></p>	<p><b>CATERING CASH FLOW – A VIAR</b></p> <p>AV shared the most recent catering figures with governors. The current in-year cash balance is -£31k. This is as a result of 2 major factors;</p> <ul style="list-style-type: none"> <li>- Increase in food costs</li> <li>- Significant increase in catering staff salaries (NJC)</li> </ul> <p>Following a recent survey sent to parents/pupils, returns confirm that although parents and pupils were happy with the catering service offered both would like to see an improvement to the number of meal options available and an increase to the duration of each lunchtime, which are currently 25 minutes each. AV confirmed an action plan is in place to mitigate current loses.</p> <p><i>Governor challenge. GP queried the disparity between number the of FSM take up compared to the number of FSM allocation. AV confirmed the academy only receives income of £2.40 per meal for the number of FSM take up. Currently approximately 50 students which equates to 25% of students do not take up their FSM allocation.</i></p> <p><i>GP asked if the proportion of wastage is proportionate to the number of meals cooked and if raising the cost of each meal to £2.60 would still result in a cash flow deficit? AV said although pupils are encouraged to eat vegetables, waste can be high in this area. Predictions indicate the newly improved dining facilities will help to increase the uptake of FSM and school dinners by approximately 25%. The introduction of a 2 week menu (from a 3 week menu) to include popular meals more often will also help to increase the uptake of meals. A more efficient queuing system will also operate from September.</i></p> <p><i>GH confirmed measures to remedy issues to reduce the current deficit within the catering department are set to be put in place from September.</i></p>
<p><b>14</b></p>	<p><b>STUDENTS LEAVING SCHOOL ROLE (09/23 – 06/24) – GH</b></p> <p>In the absence of MR, the Principal asked for the report to be taken as read. The Principal told governors of the impending departure of Mr Reynolds in August as a result of him securing a Headship at the Prescott School in Knowsley. The Principal said Mr Reynolds would be a huge loss the school and the wider community. Governors wished Mr Reynolds well in his new role.</p> <p>The Principal gave a verbal summary of the report and explained the rationale behind a 'managed transfer' (MT). Current data shows;</p>

	<p><b>MTs from BCA to other schools</b></p> <ul style="list-style-type: none"> <li>- 7 MT out of BCA</li> <li>- 6 of the 7 students MTs have been terminated by the 'host school' and are due to poor behaviour</li> <li>- Currently 1 managed transfer ongoing in which a BCA student remains at STB</li> </ul> <p>MTs from other schools to BCA</p> <ul style="list-style-type: none"> <li>- 9 MT to BCA since September 2023</li> <li>- Padgate to BCA x 4 (Yr8 x 2, Yr9 x 1, Yr10 x 1)</li> <li>- Cardinal Newman to BCA x 3 (Yr8 x 1, Y10 x 2)</li> <li>- Birchwood to BCA x 1 (Yr10)</li> </ul> <p>Of the 9 managed transfers to BCA, 6 have been successful and BCA have taken these students on a single roll basis. 3 students have failed their MT at BCA due to poor behaviour and/or poor attendance and have returned to the host school. <i>Governors recognised that MTs into BCA were more successful than students moving from BCA, acknowledging that provision at BCA is more accommodating than what neighbouring schools were able to offer. LP said it was good to see Warrington Schools working together to provide the best education for its students.</i></p> <p><i>Action log query 22.04.24</i></p> <p><i>Destination school 'out of area'. The Principal explained the rationale behind the 'destination school'. The carers of the student in question requested a place at an 'out of area' school as a result of the pupil being a CiC as they believed this was the best destination school to support the students' needs. Unfortunately this move was not successful and the pupil has since moved schools again.</i></p> <p><b>Action: Identify students who have an EHCP and add this information to future reports.</b></p> <p>The Principal also talked about 'home education' not always being the best solution for child(ren). The LA have recently asked for 2 siblings to be allowed to come back on roll at BCA. BCA always try to find ways to support students returning to BCA.</p> <p><i>GP asked about the effectiveness of the 12 week step out programme? The Principal said the programme has had mixed success.</i></p> <p><b>Alternative provision</b> - there is evidence of how a 'small setting' provision remains the best option for some students. <b>Action: Invite A Hawley and S Diggle to the next BFP meeting.</b></p> <p>Governors acknowledged that they understand the 'off roll' procedures and recognise that BCA fully adhere to off roll procedures.</p>
15	<p><b>PROPOSED DATES FOR FGB MEETINGS 2024-25</b></p> <p>Proposed dates for FGB meetings for 2024-25 approved. <b>Action. Clerk to add to BCA website.</b></p>
16	<p><b>AoB</b></p>