

# Beamont Collegiate Academy

## Local Governing Body with BFP focus

### Monday 20 November 2023 4.30-6.30pm

# MINUTES – PART I



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

**In attendance:**

S Mullen – VP

M Reynolds – VP

A Viar – Business Operations Manager

C Rixham – AP/SENDCo

J Robertson – Yr7 Progress Leader

L Burrows – PSHE coordinator

J Hackney – Cluster Finance Manager

1	<p><b>WELCOME AND INTRODUCTIONS – CHAIR</b> The Chairperson welcomed all governors, staff and students to the meeting.</p>
2	<p><b>APOLOGIES FOR ABSENCE – CLERK</b> Apologies for absence were received from L Perks – work commitments. Noted and accepted.</p>
3	<p><b>DECLARATION OF INTEREST – CLERK</b> There were no declarations of interest.</p> <p>Governors confirmed governorhub has been updated as discussed during the previous meeting on 09/10/23.</p>
4	<p><b>TRANSITION INTO BCA: The student’s perspective</b> A selection of Year 7 students delivered a talk and presentation to governors which gave a summary of their experiences to date since joining BCA this academic year. Students talked about their transition from primary school to BCA and impressed governors with their positive, knowledgeable and mature presentation of ‘student life’ at BCA.</p> <p>A Q&amp;A session followed the presentation. Governors thanked students and acknowledged what fantastic insight to school life they provided during their presentation.</p>
14	<p><b>Relationships &amp; Sex Education (RSE) Policy.</b> L Burrows, PSHE coordinator, provided governors with a detailed summary of the substantive statutory changes to this policy.</p> <p>Statutory Relationships and Sex Education (RSE) at secondary level, became compulsory in all English schools from September 2020.</p> <p>LB explained the substantive changes/updates to Part 5 – Child on Child sexual violence and sexual harassment and how these changes are now reflected within the policy and how BCA promotes a culture that makes clear that there is a zero-tolerance approach to sexual violence and sexual harassment.</p> <p>SW thanked LB for her very comprehensive, written summary of the changes. Governors acknowledged the changes and approved amendments to the policy.</p>
5	<p><b>MEMBERSHIP</b> No update since 9.10.23 Vacancies below; Co-opted governor x 2. Noted. Parent governor x 1. Noted.</p>
6	<p><b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b> SW proposed for the minutes of the previous LGB meeting held on 9/10/23 to be taken as read. GP seconded the proposal. Governors approved the Part I draft minutes.</p> <p><b>MATTERS ARISING</b> Refer to action log. All points actioned.</p>

<p><b>7</b></p>	<p><b>ADMISSIONS CONSULTATION – C RIXHAM</b>  Admissions update.  Mrs Rixham outlined the current and proposed over subscription criteria and explained how point 6 affects pupils attending the partner primary schools listed in the policy (point 5).</p> <p>BCA current PAN number = 180.  Admission numbers for 24-25 currently stand at 350 named applications received, with 232 first choices, 73 second choices and 45 third choices.</p> <p>Mrs Rixham provided governors with a written summary of the Admissions 2025-26 review consultation <b>timeline</b> and explained the changes to the consultation period within the admissions code document 2021 – page 18. <b>Admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.</b></p> <p>Admissions arrangements for BCA will be published on the school website and in the single composite authority prospectus Summer/Autumn Term 2024. Parents can apply for a September 2025 places at BCA by the end of October 2024. If the academy is oversubscribed the deadline for allocation of over subscription criteria/admissions criteria is by the last school week of Autumn Term 2024. The school will receive the final admissions number by February 2025. Parents will receive allocation of school on National Offer Day which is 1 March 2025.</p> <p>CR explained the consultation process for the admission authorities to governors.  For the duration of the consultations period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with the details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.</p> <p><i>Governor challenge</i>  <i>GP asked if, to elevate the increase in numbers within Warrington high schools, are there any plans for a new secondary school to be built within the area?</i>  <i>GH explained Penketh and GSH have both expanded the size of their school capacity and the UTC are consulting on offering places to year 9 students (opposed to currently offering places at the end of KS3) however currently, there are no plans for a new build within Warrington.</i></p> <p>Following a comprehensive discussion, governors agreed for the current admissions criteria to remain the same at BCA.</p> <p><b>Admissions policy</b>  <b>Following today’s discussions, CR to amend policy and present to governors after the consultation period deadline, 31 January 2024.</b></p>
<p><b>8</b></p>	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>i) 2022/23 end of year statement – J Hackney</li> <li>ii) 2023-24 forecast – J Hackney</li> </ul> <p><b>Overview</b>  Budget information for 2023-2024 discussed with governors in June 2023 has changed significantly and the overall financial position has resulted in a positive balance. Budget changes within the areas below were highlighted and discussed with governors.</p> <p><b>Staffing</b>  A budget scenario with a 6.5% inflationary increase for teaching staff was presented in June which showed a deficit position at BCA of £18,928. The 6.5% proposal by STRB (Schools teacher review body) has now been accepted and the pay increase will take effect from 1<sup>st</sup> September 2023 for teaching staff. Although this has increased the staffing costs, this amount has been partially funded by the DfE and is explained below (see income).</p>

The Support staff inflationary pay increase was still in negotiations in June 2023. However, in November 2023 the original offer was accepted by the unions and it has been confirmed there will be an inflationary pay increase to support staff of £1,925 (FTE) on each pay spine. This figure was factored into the original budget.

### **Income**

Due to a percentage of the teacher pay increase being funded, this has resulted in an increase to the **income** figure for BCA. The Department for Education (DfE) has agreed to fund 3% of the 6.5% pay increase for teaching staff.

The recovery funding for 23-24 is also higher than expected by £43k, however this will not have an impact on the final financial position. All recovery funding needs to be spent *in-year* as part of the funding terms and conditions.

### **Other**

The Teachers Pensions employer rate is due to increase by 5% on 1<sup>st</sup> April 2024 to 28.68%. The increase will be fully funded according to the DfE however there has been no detailed announcement of how it will be funded and the actual amount of the funding.

**Overall position:** Taking the above changes into consideration, the overall position for BCA is now positive and is showing a surplus of £49.6k.

Governors asked for confirmation of the *reserves* and *opening balances* after which the following key points were discussed;

- Revenue Reserves £1,254,714 B/Fwd from 2021-2022
- Capital Funded by Reserves £109,590 – capital spend in the 2022-2023 financial year
- Surplus in year £12,790 at the end of 2022-2023
- Revenue Reserves £1,157,914 C/Fwd reserves figure into 2023-2024. This carry forward figure is committed to the ICT replenishment spend and has already been agreed by governors and is still £53.2k to spend on phase 1 of the ICT rolling plan plus £68.5k on Phase 2 which leaves a total of £121.7k to be spent on the IT plan in 2023-2024. If this total is removed from the revenue reserves C/Fwd this would show a figure of £1,036,214.

*Governor challenge;*

*Utility: Governors raised questions relating to the increase in Gas/Electricity charges. JHY confirmed these were in line with the previous years increase.*

*Alternative Provision: Governors raised questions relating to KASSIA spend? Governors were advised BCA have placed 6 students @ £13k each. 2 placements will be funded by the LA.*

*Key Stage 3 Re-route Programme: A 12 week step out programme is also being offered to a small number of students. MR clarified how funding for this programme has been allocated and explained to governors how BCA are having to incur some hidden costs in this area.*

*Governors queried £30K budget figure for KS4 provision? JHY explained this provision is fully funded by TCAT. The Principal regularly reviews this cost centre to ensure there is no overspend within this area.*

Catering costs; A Viar summarised the catering cash flow statement. Governors were made aware of the deficit figure and AV outlined how she is continuously working on strategies to address the deficit. Actions for the catering team and the Business and Operations Manager include;

- 1) Regular review of menu offer and prices to ensure healthy food choices are offered at reasonable prices.
- 2) Benchmark with other catering suppliers.
- 3) Marketing and regular review of free school meals number.

*Governor challenge*

SW asked if the increase to the dining capacity/facilities are likely to increase the uptake in school meals. GH replied it is likely the changes will have a positive impact, but we cannot say for certain this will be the case.

**9 CAPITAL SPEND UPDATE  
(Including dining room extension) A VIAR/G HARRIS**

AV referred to the capital spend breakdown information document and gave a verbal summary of all current capital spend projects;

- **Library Partition Wall**
- **Finance Office**
- **Hall Seating**
- **Air Quality Control Units**
- **Storage Solutions**

**Dining Room Extension**

Governors have previously been briefed on the dining room extension costings and have been made aware of the timeline for building work(s). However, due to substantial cost increases in building materials and furnishings (quotes received for additional £150k), GH explained the impact these new figures have had against the original agreed spend. Taking all increases into consideration, further discussions with TCAT will take place. TCAT will be asked to increase their funding offer from £300k to £375k. If agreed, the new TCAT investment figure will only partially meet the increase to the overall costing, there GH asked governors to support the additional funding of £100k from Capital Reserves. Governors discussed the proposal and agreed and approved the additional figure.

The following insurance claims and repairs were noted by governors;

Staff room – water damage repair

DR1 & Hall – water damage repair

**10 PP IMPACT STATEMENT 2022-23 – S MULLEN**

SM summarised the contents of the PP strategy statement for 2021-24. The statements detail BCA's use of PP (and recovery premium for the 2021-2022 academic year) funding to help improve the attainment of disadvantaged students on roll. SM explained how the document outlines the academy's pp strategy plan, and how we have spent the funding in this academic year and the effect the last year's spending of pp had within our school. The document is uploaded onto the school website and is accessible to all.

<b>Detail</b>	<b>Amount</b>
Pupil premium funding allocation this academic year	£ 376,748
Recovery premium funding allocation this academic year	£ 105,340.50
Pupil premium funding carried forward from previous years	£ 20,000

**Total budget for this academic year** £502,088.50

SM drew governors attention to page 19 and explained the *outcomes* comparative data for the BCA disadvantaged cohort for 2019, 2022 and 2023, emphasising how well the academy has performed this year in all areas whilst also highlighting student performance in 7-9 outcomes groups needs to improve.

SM talked about targeted academic support and demonstrated how additional staffing in English, maths and science to deliver small group tuition alongside curriculum lessons has had a positive impact on figures;

- Maths – significant improvement from 2022 at +0.01
- BASICS 4+ - from 59% to 63%
- BASICS 5+ - from 32% to 35%

	<p>Attendance continues to be above the national figure and this is testament to the hard work and dedication of all staff involved with improving attendance. Governors noted the wider strategies relating to attendance, behaviour and well-being and SM summarised how all identified disadvantaged students with poor attendance have access to PSA and key members of staff who help support in these areas. Students also have access to a lead mental health lead within school who liaise with external agencies including CAMHS, Koot6h and MASH to support vulnerable students and families.</p> <p><i>Governor challenge</i>  <i>GP asked if the focus for support is on boys across all years?</i>  <i>SM replied not predominately, but BCA does continue to concentrate on Year 11 boys and is currently working on tracking underperformance in boys from Year 7.</i></p> <p>Challenges will be reviewed and amended appropriately in the final statement in September 2024.</p> <p>The COG once again thanked SM for a very comprehensive and informative document.</p>
<p><b>11</b></p>	<p><b>IMPACT REPORTS</b></p> <p><b>For noting;</b></p> <ol style="list-style-type: none"> <li>i. Attendance – M Reynolds asked for the report to be taken as read. MR summarised all year groups overall attendance figures confirming BCA whole school attendance for Autumn 1 is currently 92.55% which is slightly down for the same period for the previous year. Persistent absence figures for all year groups remain below the national average of 32%, however PA in year 11 remains a concern as the number of non-attendees has not returned to pre-pandemic figures with many parents self-diagnosing mental health problems with their children. An additional member of the attendance team has been appointed to help support families requiring additional support in areas relating to attendance and a number of other family matters. Noted.</li> <li>ii. Behaviour – M Reynolds asked for the report to be taken as read. Behaviour at the academy remains good as evidenced in the recent peer review undertaken by the Trust. The school also has a clear strategy aimed at reducing the frequency of repeated exclusions. Noted.</li> <li>iii. Safeguarding – M Reynolds asked for the report to be taken as read. MR summarised the number of students requiring additional external support and relayed information regarding the number of students who have been placed in a number of different Safeguarding categories. Early identification of issues resulting in students receiving support and intervention from external agencies include; <ul style="list-style-type: none"> <li>• School Counselling</li> <li>• School Health</li> <li>• Educational Mental health Practitioner (Via CAMHS)</li> <li>• MARS Referrals</li> <li>• KASSIA placements</li> </ul> <p><b>Action; Add SEND review to next FGB meeting</b></p> </li> <li>iv. H&amp;S – A Viar asked for the report to be taken as read. AV summarised all accident, near-miss and safeguarding, Safety and securing stats and outcomes in these areas were discussed. Governors were also informed of all H&amp;S staff training, including well-being leads having access to and completing a Mental Health training course sponsored by the DfE. Staff attendance figure is currently 96%.</li> <li>v. Staffing/Staff attendance/HR – A Viar: See part II Confidential</li> </ol>
<p><b>12</b></p>	<p><b>STUDENTS LEAVING THE SCHOOL ROLL UPDATE – M REYNOLDS</b></p> <p>MR updated governors with the number and reasons of students leaving the school roll. Governors were also advised of the destination of each student. Noted. Comparative data in relation to</p>

	students leaving the school role and mid-term admissions. <b>Action: Data to include the number of mid-term admissions for next meeting</b>
<b>13</b>	<p><b>2023-24 STRATEGIC PRIORITIES – G HARRIS</b></p> <p>The Principal presented governors with an updated version of the PAP and explained the rationale behind the areas of focus and actions and accountability so that all changes are easily recognisable within the document. Discussion followed around Objective 2 (1:1) Include FGB meetings and link governors in key operating practices so that they are well informed on their area of responsibility. Transition period; Succession planning and the need for a clear exit plan discussed.</p> <p><b>Action: COG – GHA to write to governors for expressions of interest. SW happy to support during the <i>transition</i> period.</b></p> <p><b>Action: Standard agenda item; Areas of progress; RAG rated version to be presented to governors.</b></p> <p>SW congratulated the Principal for providing governors with a very concise and informative document.</p>
<b>14</b>	<p><b>POLICIES</b></p> <p>BCA policies for review</p> <ul style="list-style-type: none"> <li>• Relationships &amp; Sex Education (RSE) – L Burrows to deliver changes to governors’ – C/F from 9/10/20. Changes delivered to governors – see item 14 following item 4.</li> <li>• Admissions – refer to item 7 – C Rixham.</li> <li>• <b>Accessibility plan – C Rixham. Carry forward to next meeting.</b></li> <li>• Charging and Remissions – A Viar asked for the policy to be taken as read. No changes.</li> <li>• Critical Incident – A Viar asked for the policy to be taken as read. No substantive changes. Noted.</li> <li>• H&amp;S – A Viar asked for the policy to be taken as read. No changes. Noted.</li> <li>• Medical Treatment – A Viar asked for the policy to be taken as read. Changes to 8.5 re: Medical Pass for Toilet Breaks. Noted and approved.</li> <li>• CEIAG – S Charnock asked for the policy to be taken as read. Changes to 1.2, 5.1, 5.2, 6.2 and 10.5 noted and approved.</li> <li>• TCAT Safeguarding and Child Protection policy – M Reynolds asked for the policy to be taken as read. No substantive changes. Noted and approved.</li> <li>• Behaviour – M Reynolds asked for the policy to be taken as read. No changes. Noted.</li> </ul> <p><b>BCA Protocols Document</b>  <b>C/F Governors are asked to note the contents of the document. C Heesom to update.</b></p>
<b>15</b>	<b>AoB</b>