

# Beamont Collegiate Academy

## Local Governing Body with BFP focus

### Monday 25 November 2024 4.30-6.30pm

## MINUTES – PART I



Present: E Blackburn, D Coyne, M Eccleston, G Harris (Principal), C Heesom (Clerk), J Jones, G Porter, S Whatmore (Chairperson).

In attendance: S Mullen (VP), C Rixham (VP), S Coley (AP), A Viar (Business Ops Man), S Diggle (Director or Alt Prov), J Hackney (Finance Manager)

<b>1</b>	<b>WELCOME AND INTRODUCTIONS – CHAIRPERSON</b> The Chairperson welcomed all governors, staff and students to the meeting.
<b>2</b>	<b>STUDENTS PERSPECTIVE</b> OXFLORE Event (MfL). What is Oxplore? In 2019, Oxford University and The Challenge Academy Trust (TCAT), launched a programme called Oxplore-Raising Attainment in Schools (RAIS), aimed at raising attainment and widening participation in higher education in the North West of England.  Three MfL students presented a PowerPoint to governors, highlighting their insights from the OX PLORE program in relation to modern foreign languages. This academic presentation emphasised their positive experiences and findings.  QA session followed. Governors thanked the students for their impressive presentation, and asked about the impact of the program on their understanding of different cultures and countries and whether they intended to continue studying MfL after their GCSEs?  Students told governors of their appreciation for the valuable opportunities and skills provided by the programme, and how they have greatly appreciated the chance to explore diverse cultures like Japan and South Korea during their GCSE studies. Students also expressed a keen interest in continuing to study languages after their GCSEs.
<b>3</b>	<b>APOLOGIES FOR ABSENCE – CLERK</b> Apologies for absence were received from L Perks (appointment) and were approved by governors.
<b>4</b>	<b>DECLARATION OF INTEREST – CLERK</b> There were no declarations of interest for any of the agenda items of today's meeting.  The Chairperson reminded governors to; <ul style="list-style-type: none"> <li>• Complete all Declarations and Confirmation(s) on their GovernorHub account (Declarations of Interest must be confirmed either by adding them or clicking 'I have no interests to declare)</li> <li>• Complete any training sections on their Governorhub account.</li> </ul>
<b>5</b>	<b>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR</b> G Porter proposed the Part I minutes of the Local Governing Body meeting held on 7/10/2024 were a true and accurate account and should be taken as read. E Blackburn seconded the proposal. Minutes were approved.  <b>MATTERS ARISING</b> Governors were asked to refer to the action log for a list of all completed actions. Any actions that have been carried forward are included in today's agenda for further discussion or action..
<b>6</b>	<b>MEMBERSHIP</b> SW proposed for ME to be reappointed for a further 12 month term of office. Mr. Eccleston was successfully reappointed as a Co-opted Governor starting from 25/11/24. The proposal was seconded by GP and approved unanimously by governors.

	<p><b>Action: Clerk to update school website, Governorhub and GIAS accordingly.</b></p> <p>The following governor vacancies were noted by governors.  Co-opted governors x 1  Staff governor x 1  Parent governor x 1</p>
<b>7</b>	<p><b>OVERVIEW OF ALTERNATIVE PROVISION – S DIGGLE</b></p> <p>In the presentation, SD offered governors a comprehensive overview of the alternative provision available at Warrington Wolves. This provision is specifically designed to support students facing exclusion and attendance issues, and those with social service involvement. SD detailed the thorough identification process and decision-making on how panel meetings thoroughly examine all aspects of each child before reaching a decision. Once it is determined that the AP is the suitable provision, SD highlighted how it creates a structured and supportive learning environment for students. The AP combines a team of experienced staff in behaviour, pastoral care, and safeguarding to effectively meet the needs of students. A balanced curriculum including core GCSE subjects of English Language/Literature, Maths and Combined Science, alongside accredited AQA unit awards in work experience, Art and Hospitality and accredited AQA unit awards ensures a well-rounded education is delivered to students.</p> <p>In addition to offering governors a variety of case studies, SD demonstrated how the core programme is personalised and adapted through a number of different teaching methods to effectively address the needs of each student.</p> <p><b>Governor challenge</b>  <i>SW. Given that a narrowed curriculum is delivered to students, how do you ensure expected outcomes are met?</i></p> <p><i>SD. In order to ensure that expected outcomes are met despite a narrowed curriculum, it is crucial to focus on core expectations. It is essential for students to 'buy-in' to the program and to cultivate strong relationships with staff to enhance their self-esteem.</i></p> <p><i>GP. Out of the 8 students enrolled, has there been any successful reintegration into mainstream school?</i>  <i>SD. There has been some success. One student successfully completed a full suite of GCSEs at BCA, showing potential for others to follow suit with the right support and interventions. Unfortunately, some students admitted to the AP often exhibit behaviours too extreme for successful reintegration back into mainstream school.</i></p> <p><i>In her link governor role, GP has visited the AP and told governors how she was impressed by the inclusive provisions made for students. This experience highlighted the school's commitment to providing a welcoming and supportive environment for all learners.</i></p> <p>GH emphasised the continued significance of this provision in making sure some highly vulnerable young people finish school with qualifications to make the next steps at Post 16.</p> <p>SW thanked SD for a very informative PPT.</p>
<b>8</b>	<p><b>ICT &amp; FACILITIES UPDATE – T FINCH</b></p> <p>Governors were asked to take the report as read, after which TF provided a summary outlining and overview of the following key projects at BCA.;</p> <ul style="list-style-type: none"> <li>- Pedestrian entrance. Work scheduled for 4-11 December. Noted.</li> <li>- Savoy Trust. The Savoy Educational Trust is an independent grant giving charitable trust whose main aim is the advancement and development of education, training and qualifications for the benefit of the UK hospitality industry. A Viar has secured a £14k funding grant to enhance BCA's current hospitality facilities. This funding will be used towards modernising and improving the academy's amenities, ultimately creating a more enriching environment for students. Noted.</li> </ul>

	<ul style="list-style-type: none"> <li>- The recent dining room extension project has been enhanced by the allocation of an extra £2,387 from TCAT for fire protection painting needs. The increase in funding will guarantee the durability of the recently established dining area, reinforcing its longevity and safety measures. Noted.</li> </ul> <p>TF also provided governors with an update and breakdown of IT Capital Spend Projects which included;</p> <ul style="list-style-type: none"> <li>- Work station replacements and costings. Year 1. Of the £102,7010 approved allocation, £85,070 has been spent to date.</li> <li>- Dining room extension. Original total project cost including furniture £533,794. TCAT approval was £355,941. Allocation from BCA reserves is £177,880.</li> </ul> <p><b>Governor challenge</b>  <i>During the discussion on the dining room extension, SW raised a query regarding the allocation of the £177,880 from BCA reserves? TF clarified that the additional costs included project management expenses (£450k), and variations were previously addressed during the last FGB meeting.</i></p>
9	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>i) 2023/24 end of year statement – J Hackney</li> <li>ii) 2024-25 forecast – J Hackney</li> </ul> <p>Finance 2023-24 end of year statement JH apologised for late circulation of finance documents for today's meeting. The Chairperson instructed JH to close accounts as soon as possible and to not wait for the next meeting.</p> <p><b>Year end I&amp;E Management Report 2023-24</b>  Key points:</p> <ul style="list-style-type: none"> <li>• Overspend in supply has been a contributing factor to the overall deficit of £333,197.</li> <li>• Additional staffing in year has had a negative impact on the financial position, the posts where not in the original budget for 2023-2024.</li> <li>• There is a deficit position within the catering function for 2023-2024.</li> <li>• BCA are aware of the above issues and changes have been made for the 2024-2025 financial year to combat the 3 highlighted areas.</li> <li>• The Trust is now working on a new finance system, this report was generated from that system on Sunday 24th November.</li> <li>• There is potential for the above deficit figure to change as the year end accounts are currently being audited.</li> <li>• There are still internal recodes to take place will change some individual income and expenditure lines but these journals will not change the overall position.</li> </ul> <p><b>Governor challenge</b>  <i>HJ asked how the deficit will be addressed?  JH explained to governors that the deficit will be managed through reserves.  GH informed governors that a surplus of £162.4k is predicted for next year. GH will attend a Hub meeting next week where mechanisms for addressing the deficit will be discussed.</i></p> <p><b>Action: Following next week's audit of the accounts, SW asked for JH to provide an end of year commentary report of the budget for governors attention as soon as possible.</b></p> <p><i>A Viar informed the governors that the newly implemented staff absence insurance has already helped to recover approximately £8,000 in costs to date.</i></p> <p><i>SW inquired whether the 25-25 forecast was complete? JH responded that there had been a slight amendment and confirmed she would resend the updated forecast to SW, along with the revised budget information, in January 2025. SW requested JH to ensure that all relevant information is distributed in advance to allow for discussion at the next BFP meeting, scheduled for 24 March 2024.</i></p>

10	<p><b>PP STRATEGY STATEMENT 2024-27 – S MULLEN</b></p> <p><b>Overview of the Pupil Premium (PP) Statement</b>  Sarah Mullen presented the Pupil Premium Statement, which outlines BCA's strategy for the use of PP funding aimed at improving the attainment of disadvantaged pupils. The statement includes:</p> <ul style="list-style-type: none"> <li>• The intended allocation of funding for the academic year 2024-25.</li> <li>• Reflections on the impact of PP spending in the previous academic year.</li> </ul> <p><b>Summary of the Report</b>  SM explained the Statement of Intent and emphasised the academy's commitment to addressing challenges faced by disadvantaged pupils, including:</p> <ul style="list-style-type: none"> <li>• Attendance: Improving student and parental engagement.</li> <li>• Engagement: Encouraging active participation from parents and carers.</li> <li>• Post-16 Destinations: Reducing the number of NEET (Not in Education, Employment, or Training) students.</li> <li>• Gaps in knowledge, particularly in reading, vocabulary, and oracy skills.</li> <li>• Academic progress and achievement of disadvantaged groups, including SEND students, high-priority pupils (HPAs), and boys.</li> </ul> <p>SM explained intended outcomes alongside the success criteria for each outcome and talked about how the academy intends to spend the PP allocation (and recovery premium funding) for this academic year to address the challenges listed above and explained how the academy will measure whether the outcomes listed within the report have been achieved.</p> <p>The academy's total Pupil Premium and recovery premium funding for 2024-25 is <b>£384,300</b>. The budget is allocated as follows:</p> <ol style="list-style-type: none"> <li>1. Teaching (eg. CPD, recruitment, and retention)  Budget: <b>£82,198</b></li> <li>2. Targeted Academic Support (eg. tutoring, one-to-one support, and structured interventions)  Budget: <b>£70,448</b>.</li> <li>3. Wider Strategies (eg. attendance, behaviour, and wellbeing)  Budget: <b>£231,663</b>.</li> </ol> <p>SM provided a detailed explanation (refer to report for full breakdown) of how these allocations aim to address the academy's challenges and support disadvantaged pupils.</p> <p><b>Governor challenge</b>  <i>SW asked what measures are in place to improve the dip in the percentage of PP students, currently at -0.16%?</i>  <i>SM advised governors attendance has had a negative impact and remains a challenge. The academy is focusing on basics at grade 4 and grade 7-9. Ambitious targets have been set in some subjects but there are clear action plans in place to ensure they achieved.</i></p> <p>TCAT Peer Review is scheduled for tomorrow, the outcomes of which will help identify areas of focus. <b>Action: Add Peer Review to C&amp;L Agenda on 03/02/24.</b></p> <p>SW thanked SM for providing governors with a very informative and thorough report.</p>
11	<p><b>CATERING &amp; DINING PROVISION – A VIAR</b>  AV provided governors with a verbal summary of the report.  Key points highlighted were;</p> <p>Catering operations' year end (August 2024) cash balance indicated a deficit of <b>£34,168</b> deficit driven by two major factors. (See Appendix 1 for Cash Flow Statement)</p> <ul style="list-style-type: none"> <li>▪ Food cost increased by 13%. The additional income from 8% increase in sales and pupil school meals intake, were not enough to cover the rise in operational costs.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Significant increase in wages. The support staff pay awards equivalent to 10% uplift on catering staff salaries in this academic year, took up almost a third of the budget.</li> </ul> <p>AV confirmed the action plans in place to address the deficit which are linked to the improvements to the dining room facilities and the increase to the timings of both KS3 &amp; KS4 lunch times.</p> <p>AV explained to governors the impact on catering finances and overall lunchtime operations set out in Appendix 2 of the report.</p> <p><b>Analysis</b></p> <p><b>Total Income</b></p> <ul style="list-style-type: none"> <li>• There was a substantial increase of approximately <b>30%</b> in total income, indicating improved revenue generation. This significant growth might be due to increase in FSM intake and paying pupils as well as review of prices. higher funding allocations.</li> </ul> <p><b>Food Cost:</b></p> <ul style="list-style-type: none"> <li>• The food costs rose by around <b>15%</b>, a moderate increase that reflects inflation, increased student consumption, or improved food quality. Monitoring this trend is essential, as it directly impacts budget allocations.</li> </ul> <p><b>Wages</b></p> <ul style="list-style-type: none"> <li>• Wage expenses increased by <b>14.5%</b>, due to the NJC pay award to catering staff backdated to April every year. The alignment with food cost percentages suggests these costs are proportionally managed.</li> </ul> <p><b>Free School Meals (FSM)</b></p> <ul style="list-style-type: none"> <li>• The provision of free school meals grew by <b>37.9%</b>, due to an increased number of FSM intake. We have recorded an additional of 70-80 FSM pupils taking up FSM. We have increased our FSM allocation amount to £2.60. This is an area that can impact overall food and operational costs.</li> </ul> <p><b>Non-FSM Pupils:</b></p> <ul style="list-style-type: none"> <li>• Non-FSM pupil numbers increased by <b>16%</b>, indicating conversion from a number of pupils on packed lunches. We have also seen an increase of pupils taking up snacks.</li> </ul> <p><b>Gross Profit Margin</b></p> <ul style="list-style-type: none"> <li>• Comparing figures, we have posted <b>46.32%</b> gross profit margin to date, higher than 39.26% from previous year's. An ideal gross profit ratio for a catering unit would be more than 50%. While our current ratio is far from optimum, this shows a significant improvement, and that strategies we have put in place are working to result in positive outcomes by end of year.</li> </ul> <p><b>Governor challenge</b></p> <p><i>HJ asked whether staff meals are priced the same as student meals?</i></p> <p><i>AV explained that a meal deal priced at £2.60 has been introduced for staff. Staff payments are processed through biometrics, the same system used by students.</i></p> <p><i>SW noted that the improved pricing, faster service, and upgraded dining room facilities have collectively enhanced the overall service experience for both staff and students.</i></p>
<b>12</b>	<p><b>IMPACT REPORTS</b></p> <p>i. <b>Attendance</b></p> <p>C Rixham asked for the report to be taken as read. CR explained the new attendance codes and policy introduced by the DfE and the impact they are having on BCA's overall attendance figure. Weekly headline figures are shared with the Senior Leadership Team (SLT) and action and impact are discussed. CR also shares an analysis of DfE termly report and all staff have started their online EBSA training Level 1.</p> <p>Governor challenge. GP asked if PP student attendance figure was better or below the national average? CR replied students who have an EHCP have a attendance figure above the regional FFT figure.</p> <p>ii. <b>Safeguarding</b></p> <p>C Rixham asked for the report to be taken as read and summarised the following key areas of focus for governors;</p>

Statutory training delivered to staff on INSET day. CPOMS has been streamlined for greater efficiency in line with TCAT agreed policy. Personal Education Plans (PEPs) are in place for Children in Care (CiC). Staff have been given time to complete the National College training for Safeguarding. All staff have started their EBSA training Level 1. All new staff have completed their Safeguarding training.

iii. **SEND**

C Rixham asked for the report to be taken as read and summarised the following key actions and activities over the next half term and expected outcomes of for governors;

Action/Activity	Expected Outcomes
Annual reviews of EHCP carried out to meet compliance	The needs of students with an EHCP are met and appropriate funding in place. 4 new EHCPs are in place along with additional funding.
Access arrangements for Year 11 finalised	Year 11 are appropriately supported during their PPEs and external exams.
SNAP assessments and suggested interventions trialled	BCA has an efficient and effective way of screening students for additional needs in order to support in house through adaptations and interventions or to seek external support
Improved attendance for students with an EHCP	Students not accessing education on site are provided with an alternative and appropriate placement to meet their needs.

Governors thanked CR for 3 very thorough and concise reports.

iv. **H&S**

A Viar asked for the report to be taken as read and summarised qualitative outcomes and actions relating the accident statistics for Autumn term 1 noted in Appendix 2 of the report. AV discussed the Health and Safety Audit Action plans and explained the status of each modification summary detailed in Appendix 3 of the report.

v. Staffing/Staff attendance/HR – A Viar: See part II Confidential

vi. **Behaviour**

S Coley ask for the report to be taken as read. SC explained the WALK behaviour strategy introduced at BCA to ensure students maintain enhanced behaviour expectations around the academy. SC confirmed all staff attended a behaviour training session delivered during the September INSET day. SC continues to reinforce the LEARN behaviour expectations each week during briefings for both students and staff. The Exceptional Learner Rewards Initiative continues to be celebrated via rewards assemblies at the end of each half term.

Governors thanked SLT members for their informative Impact reports.

**13 GOVERNORS DISCIPLINARY PANEL**

Feedback S Coley & H Jones

SC informed governors of the recent three Governor Disciplinary Panel meetings that recently took place. SC explained how and why each student had reached the behaviour threshold outlined in the Academy's Behaviour policy and were now at high risk of Permanent Exclusion. The governors panel were told about how the academy was running out of options to address the persistent disruptive behaviours displayed by each of the Year 9 students and how each student was exhibiting consistent breaches of academy's behaviour policy and highlighted the academy's concerns about running out of viable options to address these behaviours effectively. The role of the governors panel was to ensure that due process is being followed by the academy.

HJ outlined how the panel agreed with the academy's concerns regarding the high catalogue of unacceptable behaviours displayed by each child. HJ explained how the panel agreed that, in accordance with academy policy, it had become necessary to convene a governors' disciplinary meeting for each child. HJ confirmed that the panel recognised and supported the academy's extensive efforts to provide support and interventions aimed at enabling the children to remain at BCA. However, despite these efforts, the limited progress and responses from each child were

	<p>noted. The panel acknowledged that the academy has been working diligently to explore all available options to prevent permanent exclusion, consistent with its commitment to supporting the students while maintaining standards of behaviour and safety for the wider school community. Panel members acknowledged and agreed with current strategies implemented to improve behaviours.</p> <p>GH told governors that despite activating behaviour plans for each student as discussed and agreed during the meetings, there has been limited improvement to behaviours.</p>
<b>14</b>	<p><b>ADMISSIONS CONSULTATION – C RIXHAM</b></p> <p><b>Admissions update</b></p> <p>C. Rixham announced that admission numbers for incoming Year 7 students indicate strong demand for places at BCA with the academy receiving over 240 first-choice place applications. Consultations for children with Education, Health, and Care Plans (EHCPs) will commence in January 2025. An update will be provided to governors once final numbers are confirmed.</p> <p><b>Admissions Policy</b></p> <p>The admissions policy is overseen by TCAT. At present, any proposed changes have not been reviewed by TCAT, and therefore the policy is not yet ready for ratification by governors.</p> <p>Planned Admission Number (PAN). The BCA PAN remains set at 180.</p> <p>C. Rixham informed governors that the Local Authority (LA) has indicated a reduction in the birth rate, which is expected to impact secondary schools in the 2028-2029 academic year. However, this decline is anticipated to be balanced by the growth of new communities settling within the Warrington area.</p>
<b>15</b>	<p><b>STUDENTS LEAVING THE SCHOOL ROLL UPDATE – C RIXHAM</b></p> <p>CR requested that the report be taken as read and provided governors with a summary of the current figures concerning students leaving the school roll. CR outlined the reasons for each student's departure and confirmed their destination school or provision, including details of any changes in provision for students with an Education, Health, and Care Plan (EHCP).</p> <p>CR offered a more in-depth explanation regarding a Year 10 student who was a persistent non-attender while enrolled at BCA. The parents subsequently decided to transfer their child, who is now on roll at the UTC.</p> <p>Additionally, CR highlighted another Year 10 student with an EHCP who is now on roll at KASSIA.</p>
<b>16</b>	<p><b>BCA VISIONS &amp; VALUES – G HARRIS</b></p> <p>GH revisited this item once again, emphasising to the governors the importance and rationale behind the vision and values specific to this school and its students. GH provided governors with a concise summary of the PowerPoint presentation, explaining the academy's vision through the lens of 'Why,' 'How,' and 'What.'</p> <p>In particular, slide 3 outlined the key messages the academy aims to communicate and identified the intended audience for these messages. This slide served as a focal point for understanding the strategic goals and the targeted stakeholders involved in achieving the academy's vision.</p>
<b>17</b>	<p><b>POLICIES</b></p> <p>A full suite of policies and protocols has been uploaded to GovernorHub for governors' perusal. All changes within each document have been highlighted in red to enable governors to easily identify and review the updates. Each policy and protocol undergoes an annual review and update to ensure they remain fit for purpose and comply with statutory requirements.</p> <ul style="list-style-type: none"> <li>• SEN(D). Reviewed/amended by C Rixham. Changes noted.</li> <li>• Admissions – refer to item 14.</li> <li>• TCAT Safeguarding and Child Protection policy. Noted.</li> <li>• Behaviour. Reviewed by S Coley. No changes.</li> </ul>

	<ul style="list-style-type: none"> <li>• CEIAG. Reviewed by S Charnock. No changes.</li> <li>• Charging and Remissions. Reviewed by A Viar. No changes.</li> <li>• Critical Incident. Reviewed by A Viar. No substantive changes. Noted.</li> <li>• H&amp;S. Reviewed by A Viar. No changes.</li> <li>• Medical Treatment. Reviewed by A Viar. No changes.</li> </ul> <p>BCA Protocols &amp; Procedures review/update</p> <ul style="list-style-type: none"> <li>• Safer recruitment &amp; vetting (Live data document) A Viar.</li> <li>• Attendance. C Rixham. C/F to 03/02/25</li> <li>• Anti-bullying. S Coley. C/F to 03/02/25</li> <li>• Mobile Phones. Reviewed by S Coley. No changes.</li> <li>• Uniform. Reviewed by S Coley. Changes noted.</li> </ul>
<b>18</b>	<b>AoB</b>