

Beamont Collegiate Academy

Local Governing Body with BFP focus

Monday 24 November 2025 4.30-6.30pm

MINUTES – PART I



Present: D Coyne, S Crossan, P Greenhalgh (Principal), C Heesom (Clerk), L Perks (VC), S Whatmore (Chairperson).

In attendance: A Viar (Business Ops Manager), J Hackney, Finance Manager,
Observer: T Faulkner – Oakfield Primary School

1	<p>WELCOME AND INTRODUCTIONS – CHAIR The Chairperson welcomed every to today’s meeting.</p> <p>Introduction: Tom Faulkner Oakfield Primary School. Mr Faulkner joined the meeting as an observer. Governors welcomed Mr Faulkner and noted his interest in potentially serving as a co-opted governor at BCA.</p>
2	<p>STUDENTS PERSPECTIVE STEM: Boston Trip 2025 Students who took part in the USA STEM trip provided governors with a verbal summary of their trip. Students welcomed the opportunity to talk to governors about their experiences, from a cultural and learning perspective. During their visit students were involved in the following activities;</p> <ul style="list-style-type: none"> • Whale Watching in the Atlantic Ocean, including a visit to the Boston Aquarium • Harvard University – Climate change modelling. • Visit to MIT school of engineering • Visit to Central Park Strawberry Fields and Columbia University – Ecology focus Work with Central Park Rangers to look at the ecology of the park • Visit to 9/11 Museum and Ground Zero • A full programme of evening leisure activities including visits to Quincy Market, The Brooklyn Bridge, Chinatown, Little Italy, Times Square. <p>A Q&A session followed the presentation. Governors thanked students and acknowledged what a fantastic personal and learning opportunity the trip provided for our students.</p>
3	<p>APOLOGIES FOR ABSENCE – CLERK Apologies for absence were received from: H Jones. Personal. Noted and approved.</p> <p>E Blackburn. No apologies were received. Noted.</p>
4	<p>DECLARATION OF INTEREST – CLERK There were no declarations of interest. Noted.</p>
5	<p>GOVERNORHUB – COMPLIANCE (reminder) To ensure the BCA scorecard is up to date, governors were asked to ensure relevant compliance sections listed below are completed on Governorhub;</p> <ol style="list-style-type: none"> 1. Declaration of Interests must be confirmed either by adding them or clicking ‘I have no interests’ (see declarations & confirmations tab). Noted. 2. KCSIE – Governors to confirm document read (see declarations & confirmations tab). Noted. 3. Governors to confirm they have completed the on-line Safeguarding training see (declarations & confirmations tab). Noted. 4. Governors to confirm all training courses they have completed (see training tab). Noted. <p>The compliance tab on governorhub will be used to monitor any conflicts of interests and confirmation of the governing body.</p> <p>Governors were also asked to complete the effectiveness tab on governor hub. Completion of governor skills, training and experience will help us to understand our governing body’s strengths and areas for development, and to make sure everyone’s skills are put to best use and to allow for effective planning of roles, training and recruitment. Noted.</p>

<p>6</p>	<p>MINUTES OF THE PREVIOUS AUTUMN TERM LGB MEETING – CHAIR The Chairperson proposed the Part I minutes of the previous Local Governing Body meeting on 06/10/2025 were a true and accurate account of the meeting and should be taken as read. S Crossan seconded the proposal. Minutes were approved.</p> <p>MATTERS ARISING Refer to action log</p> <ul style="list-style-type: none"> • Membership. Election of Vice Chairperson. Discussed under agenda item 7. • Link governor roles. Discussed under agenda item 7. • Headteacher report. PG confirmed that budget information will be presented within the finance reports rather than in his Headteacher Report. These reports are to be prepared by J Hackney and overseen by D Hallsall. This arrangement ensures that the Governing Body receives accurate and properly reviewed financial data. • Full breakdown of PP spend. Provide link to website. Actioned. • 2024 Yr11 destination data. C/f to 26.01.26. Noted. • SEND policy P14 section 17.2. Add SEND governor details once agreed. Noted.
<p>7</p>	<p>MEMBERSHIP Election of Vice Chairperson The Governing Body discussed the vacancy of Vice Chairperson following LP’s appointment as Chairperson from January 2026. No volunteers came forward and as a result, it was agreed for this agenda item to be revisited at the next LGCB meeting on 26 January 2026. SW offered to serve as Vice Chairperson until September 2026 if no other governor is appointed and will continue to support LP in her new role as Chairperson. Noted and agreed.</p> <p>Link Governor Roles Mr Greenhalgh explained his proposed changes to the structure of the role of the Link Governor, outlining how the new structure will help strengthen governance by ensuring every critical area has a dedicated voice on the board. He emphasised that this approach will keep the FGCB informed and strategically engaged in the school’s continued development. Governors’ experience, knowledge, and expertise were considered and matched to appropriate Link Governor roles.</p> <p>The following statutory roles were agreed:</p> <ol style="list-style-type: none"> 1. SEND – LP with C Rixham as SLT lead 2. Safeguarding – LP with C Rixham and SLT lead 3. Careers – SW with SCH as SLT lead (interim/for further discussion) 4. Curriculum & Learning – LP with M McMillan as SLT lead 5. Business Operations (excluding Finance) – DC with A Viar as SLT lead 6. Leadership & Governance (including Finance) – LP with P Greenhalgh <p>7. Attendance – S Mullen / C McLear as SLT lead – (in her absence, HJ has made it known that she would like to be considered for this link governor role).</p> <p>8. Behaviour – S Coley as SLT lead – (in her absence, HJ has made it known that she would like to be considered for this link governor role).</p> <p>Roles to be discussed further and agreed on 02/02/26.</p> <p>9. <i>Achievement – S Mullen as SLT lead (link governor TBC)</i></p> <p>10. <i>Personal Development – L Burrows as SLT lead (link governor TBC)</i></p> <p>Mr Greenhalgh also introduced the rationale behind monitoring reports and Academy experience reports, explaining how these will support governors in adopting a more strategic leadership role. Purposeful visits will deepen the Governing Body’s understanding of how strategic goals are being translated into action.</p> <p>Governors welcomed the proposed changes, agreeing that they will enable informed decision-making, effective policy challenge, and accountability to students, staff, and the wider community.</p> <p>Action: Clerk to contact absent governors to confirm whether they wish to be considered for any of the unallocated roles not agreed during today’s meeting.</p> <p>Vacancies Up to 3 co-opted governors. Noted.</p>

<p>8</p>	<p>CAPITAL WORKS/YEAR 3 ICT UPDATES Capital Works / 3-Year ICT Project A. Viar requested that the written report be taken as read and provided a verbal summary of the Capital Works / 3-Year ICT Project. Governors were updated on all current projects and their status. Noted.</p> <p>ICT Capital Spend Projects</p> <p>Year 2</p> <ul style="list-style-type: none"> <i>Workstation Replacement:</i> The Year 2 workstation replacement project is 100% complete. <p>Year 3</p> <ul style="list-style-type: none"> <i>Chromebook Replacement:</i> Proposal to replace 50 Chromebooks, with an estimated cost of £10,000. For governors approval. <p>Supporting Infrastructure (Wi-Fi): The current wireless system at BCA is out of support and requires replacement to ensure continued operation and alignment with new technologies, in line with the Trust’s IT roadmap. This project was RAG-rated Red during the most recent IT support review meeting and must therefore be prioritised. Initial quotations estimate the project cost at £75,000, representing a significant increase from the figures outlined in the original ICT Capital Spend Plan. This increase is due to inflationary pressures within the IT sector and a change in Wi-Fi standards from Wi-Fi 6E to Wi-Fi 7. The proposed solution would deliver a substantially more capable wireless network, appropriate for a modern school environment with increasing digital demands. Approval was sought from governors for £85,000 to proceed with IT recommendations.</p> <p>Governor Challenge and Discussion</p> <ul style="list-style-type: none"> SW queried the source of funding for the Wi-Fi upgrade. PG confirmed that funding would be taken from reserves. SW acknowledged that while TCAT is comfortable using reserves, he asked whether any alternative funding was available. PG advised that governors had provisionally approved £75,000 (not yet utilised) but confirmed that the academy has no alternative option other than to use further reserves, as the current Wi-Fi provision is non-compliant. SW stated that, due to budget misinformation in the previous year, governors are unable to approve any further budget requests at this time. It was therefore agreed that the additional £10,000 required for the purchase of a further 50 Chromebook devices would be put on hold. <p>Actions Agreements</p> <ul style="list-style-type: none"> Budget finances to be revisited in January 2026, when more accurate budget information is available, to enable a more informed decision and assess whether further funding can be identified. If the Wi-Fi tender is awarded for less than £75,000, any surplus cannot be used to offset other budget pressures.
<p>9</p>	<p>ICT & FACILITIES UPDATE – T FINCH As discussed in item 8.</p>
<p>10</p>	<p>FINANCE 2024/25 end of year statement – J Hackney Governors were asked to take the end of year report as read. JH provided governors with a verbal summary of the report. 2024-2025 Financial position:</p> <ul style="list-style-type: none"> Period 12 2024-2025 shows a deficit position of £339k. Noted. There has been £66k of spend from reserves in 2024-2025. Noted. This leaves reserves carried forward into 2025-2026 of £316k. Noted. <p>Key Areas</p> <ul style="list-style-type: none"> The Staffing budget was overspent by £179k. This was due to several factors:

- Additional contracted staff that where not in the original budget.
- Overspend on the casual staffing, overtime and tuition staffing budgets.
- Overspend on Supply costs
- £85k of overspend took place on KS3 alternative provision, these costs where not in the original budget.
- There was an impact of £269k on the BCA budget for redundancy costs and loss of income associated with the STEM projects staffing.

Governor challenge and discussion.

SW expressed disappointment that governors had not been provided with full budget information to enable informed decision-making and confirmed that he had formally raised this concern at a Trust Board meeting. As a result, and to enable governors to move forward on this matter, Dave Hallsall, Trust Financial Director, has assured SW that clear and concise financial documentation will be made available for governors’ review and approval going forward.

2025-26 forecast. Governors were asked to take the report as read. JH provided governors with a verbal summary of the report.

- Period 2 is showing a balanced budget position of £+15k broadly in line with plan.
- There have been no capital purchases from reserves to date.
- This leaves reserves broadly unchanged from year end at +£330k.

Key Areas of Focus

- The SLT/Leadership budget is currently experiencing high levels of expenditure. If spending continues at the current rate, this budget is likely to be overspent by Period 04.
- Curriculum budget expenditure is already high by Period 02; however, this is partly due to front-loaded spending at the start of the academic year. This area will require close monitoring.
- Casual staffing and overtime costs are higher than expected by Period 02, with some budget lines already overspent and others showing in excess of 50% spend.
- Pupil Premium and SEN budgets will also require close monitoring, as both have exceeded 50% of their allocated budgets by Period 02 and present a potential risk.
- Catering costs and IT costs are showing higher than budgeted but the costs are front loaded at the beginning of the year and will continue to be monitored.
- JH will produce fortnightly reports and talk about solutions - £60k surplus to be added to reserves – on track to do this.

Governor Challenge and Discussion

- SW asked whether governors should be concerned about the current budget position, given that spending is already high at this stage of the year? PG reassured governors that the overall budget position remains manageable.
- SW queried the delivery of the curriculum and whether the academy is deploying teachers appropriately and remaining within their 1,265 teaching allocation? PG explained that the curriculum-led teaching plan has identified areas that are significantly over allocation in terms of teaching hours. As a result, a staffing restructure is required to ensure tighter control and to review whether teaching posts need to be replaced as staff leave. Teaching allocation should be at 75%; however, it is currently at 83%.
- PG also highlighted issues relating to support staff supply costs, noting that a long-term absence of the Site Maintenance Officer has required cover through casual staffing, resulting in increased costs. To mitigate this, the academy is considering recruiting an apprentice caretaker to reduce expenditure. The appointment of a Cover Manager is also being considered to help reduce guest teacher costings.
- Casual contracts and hourly rates are currently under review in order to reduce overtime spend and will be discussed during the Finance Link Governor meetings.
- PG advised governors that the main areas of financial pressure in the previous year were redundancy payments and alternative provision costs.

JH left the meeting.

11 BUISNESS AND OPERATIONS UPDATES - A VIAR Catering and lunch time arrangements.

AV asked for the report to be taken as read and provided governors with a verbal summary of the report as below;

- The catering operation at BCA has achieved a significant turnaround, moving from a £34k deficit to near break-even within one year. With continued focus on cost efficiency, margin improvement, and revenue generation, the service is on track to become financially self-sustaining by 2025–26, while maintaining quality, staff morale, and pupil satisfaction.
- 2025/26 Cash Flow Update: Income for October 2025 increased by 54% compared to the same period last year, driven by a 26% rise in Free School Meal uptake and an 8% increase in paid meals. Current projections indicate that by the end of 2025–26, the catering operation will achieve a year-end surplus and begin contributing positively to BCA's overall income.

Governors were pleased with this progress and congratulated AV for her valuable contribution to improving and maintaining the catering operation.

Following consultation with staff, parents, and students, AV reported that the move from a 2-sitting lunch to a 3-sitting lunch had led to improvements in the service and lunchtime experience for pupils.

H&S

AV asked for the report to be taken as read and provided governors with a verbal summary of the report as below noting the total number of accidents for the 2024-25 academic year decreased by 25% compared to the previous year.

AV discussed the outcomes and actions outlined in Section 2 of the report:

- **Risk Assessment Awareness:** Awareness across the school has improved. The risk register has been updated based on the last Health & Safety audit actions. Department heads and team managers now review their risk assessment registers annually, and relevant staff members are involved in accident investigation reports and investigations. Risk assessments have been uploaded to IamCompliant.
- **Health and Safety Audit Actions:** Focus has been given to key actions identified in the Health & Safety audit, particularly updating and tidying IamCompliant. The target compliance score is >95%.
- **IamCompliant Facilities Helpdesk:** This system has been rolled out to staff this term and is now used as a single source of information on TCAT and BCA policies, incident and complaint reports. It supports efficient management of health and safety, statutory reporting, staff training, assets, and compliance.
- **Evacuation and Lockdown Drills:**
 - ✓ Fire Evacuation Drill: Conducted on 26/09/2025 to provide full evacuation practice for new pupils and newly recruited staff.
 - ✓ Lockdown Drill: Last conducted on 28/03/2025; the next drill is scheduled for 27/03/2026.

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

AV asked for the report to be taken as read and provided governors with a verbal summary staff attendance. BCA's overall staff attendance for the 2024–25 academic year was **94.49%**, with the reduction largely attributed to long-term absences involving 16 staff members, 12 of whom are support staff.

Autumn Term 1: The attendance rate of **96.77%** is already 3% higher than within the same period last year. The improvement is mainly due to three long-term sickness cases linked to ongoing medical conditions and stress related to personal circumstances.

- Teacher attendance stands at **98.44%**, exceeding both the support staff attendance figure and last year's teacher attendance rate. This strong performance has minimised disruption to teaching and learning and contributed to lower expenditure on supply cover. Support staff attendance is currently **94%**.
- Supply costs are partially offset by the Academy's insurance, helping to reduce overall expenditure on supply cover.

A more detailed absence report will be presented during Part II.

Mr Greenhalgh presented his report to governors and explained the rationale behind the new report format. He highlighted how the key summary and executive summary of the scorecards will support governors in understanding school performance and monitoring progress effectively.

PG provided an educational overview, emphasising how the report reflects the Academy's values. He described it as a "one-stop" resource to support governors in preparing for OFSTED inspections. The report also included updates on school improvements and key strategies for the current academic year.

Admissions: PG shared admissions information, including mid-year comparisons of students joining and leaving the school, reassuring governors that there is no illegal off-rolling and no cause for concern. The BCA Published Admission Number (PAN) remains at 188.

Attendance: PG discussed challenges in attendance and Persistent Absence (PA) figures and outlined the measures the Academy is implementing to address these issues.

Safeguarding: Governors were assured that safeguarding training for all staff is now complete, and that key safeguarding messages are routinely communicated to staff.

Special Educational Needs (SEN) and Vulnerable Groups:

- 41 students currently have an EHCP, representing 20% of students with SEN and 4.62% of the total student population.
- 147 students have SEN (75.41%), equating to 4.62% of the student population.
- Looked After Children (LAC): 10 students.

Behaviour: PG outlined behavioural incidents and relevant sanctions applied, including the launch of new behaviour procedures designed to ensure more consistent and efficient systems. To date this academic year, there have been 2 permanent exclusions.

Pupil Premium (PP): Currently, 388 students are entitled to PP.

School Performance and Professional Development: PG explained school performance data and evaluation of continuing professional development (CPD) and teaching and learning (T&L) priorities for the year.

Community Engagement and Wellbeing: Efforts to strengthen parental and community engagement were highlighted. The wellbeing and workforce review is rooted in strong foundations and offers a range of initiatives supporting physical, mental, and emotional wellbeing.

Curriculum Updates: PG discussed the new Progress 8 measures and the updated options model for 2026, which will provide students with greater choice and prepare the school for upcoming government curriculum changes.

Governors thanked the Principal for his in-depth and informative report, noting that it will significantly support their understanding and ability to challenge and question accountability throughout the academy.

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POLICIES

BCA policies for review

- Admissions – C Rixham. No changes. Noted.
- CEIAG – S Charnock. No changes. Noted.
- Charging and Remissions – A Viar. No changes. Noted.
- Critical Incident – A Viar. New policy. Approved.
- H&S – A Viar. No changes. Noted.
- Medical Treatment – A Viar. No changes. Noted.
- Staff Acceptable Use – T Finch. Refer to 7.1 addition of use of academy mobile phone. Noted.
- Accessibility Plan – AVR. No changes. Noted.
- Exams policy – LMA. No substantive changes. Noted.

	<p>BCA Protocols & Procedures review/update</p> <ul style="list-style-type: none"> • Safer recruitment & vetting – AVI (adopt and adapt TCAT version). Noted. • Attendance – SMU. No substantive changes. Noted. • Anti-bullying – SCO. No changes. Noted. Review again Spring 23.03.26. • Mobile Phones – SCO. Change detentions replaced with confiscation of device. Noted. • Uniform – SCO. Amended TCAT policy. Noted. • Mini bus protocol (new) – Approved. <p>TCAT POLICES FOR NOTING (brief summary update C Rixham)</p> <ul style="list-style-type: none"> • TCAT Safeguarding and Child Protection policy – C Rixham. Noted. • TCAT Behaviour – S Coley. (Defer until January 2026 meeting. Adopt TCAT policy) <p>TCAT LADO and Low Level Concerns Policy: https://app.iamcompliant.com/policy/preview/25890/BK3Agtx4jpDFS5C5?organisation_slug=1562184198. Noted.</p> <p>TCAT Staff Safeguarding Concern Investigation Proforma: Noted.</p>
<p>14</p>	<p>A.O.B</p> <p>GOVERNORS DISCIPLINARY PANEL – PEX Panel S Whatmore, L Perks, D Coyne</p> <p>Feedback to governors: Steve Whatmore/Debbie Coyne</p> <p>SW and DC provided feedback to the Governing Body, confirming that all policies and procedures were followed during the PEX meeting. The panel agreed to uphold the Principal’s recommendation to permanently exclude the pupil, based on the totality of the evidence provided. The panel further confirmed that the decision had been reached following careful consideration of all available evidence and representations. It was agreed that the recommendation was consistent with the evidence submitted and, on this basis, the Principal’s decision to permanently exclude the pupil was upheld on the grounds outlined within the report.</p> <p>In addition to the current reporting requirements for PEX information, the panel recommended that a ‘graduated approach’ section be incorporated into PEX report documentation. This section should specify the evidence that could be considered, along with an explanation of why such evidence may not have been considered at the time.</p> <p>Noted.</p>