



**MINUTES
FROM THE MEETING OF THE
BCA LGB
HELD ON TUESDAY 10 MARCH 2020
AT 6.00PM AT THE ACADEMY**

Actions from BCA LGB on 10 March 2020

Item Reference	Action	Person Responsible	Date Raised
1.4	ZS for forward out staff organisation chart in new academic year.	ZS	10/03/2020
2.0	FD to invite PF to LGB meeting in Oct 2020 and give an update on the progress being made on Curriculum developments	FD	10/03/2020
3.1	ZS to consult Governors on the preferred model chosen for options.	ZS	10/03/2020
3.1	Governors to feedback ideas on communicating with parents at the next LGB.	LGB	10/03/2020
4.1	CC to forward out to all Governors the Scheme of Delegation.	CC	10/03/202



**MINUTES
FROM THE MEETING OF THE
BCA LGB
HELD ON TUESDAY 19 NOVEMBER 2019
AT 6:00PM AT THE ACADEMY**

Members

- ✓ Carole Chevalley (CC) (Chair)
- ✓ Doug Bamsey (DB)
- ✓ Simon Brewer (SB)
- ✓ Jonathan Cridge (JC)
- ✓ Sam Lewin (SL)
- ✓ Mike Hodson (MH)
- ✓ Ali Luckins (AL)
- ✓ Zoe Stucki (ZS) (Head Teacher)

In Attendance

- ✓ Fran Davis (FD) (Clerk)
- ✓ Peter Foster (PF) (Academy Leader T&L and Curriculum)
- ✓ Ben Hambleton
- ✓ Charlotte Dickinson

✓ those present

1. **Procedural Matters**

The Chair welcomed Charlotte and Ben who are considering joining the LGB and were attending the meeting as observers.

1.1 Apologies for absence and acceptance/non-acceptance

No apologies received.

Ali Luckins arrived at 6.10pm

1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 19 November 2019

The Minutes were agreed as accurate and signed by the Chair

1.4 Matters arising not contained elsewhere on this agenda.

Actions Outstanding:

- FD invite JC to FP&GP meeting - **Completed**
- ZS and DB to have a discussion about SEN issues and feedback to LGB at the next meeting – **Completed**
- ZS will amend organisation chart and forward out to Governors – **Ongoing** ZS advised staff organisation is still evolving this year therefore it was felt best to wait for the end of academic year when it will be finalised. The chart will be forwarded out at this time.
- KR will be invited to the next FP&GP meeting to explain about policy and the way costs are being allocated – **Completed**
- ZS to amend PAN in Admissions Policy – **Completed.**

ZS

The Chair advised the Covid19 letter has been placed onto Trust Governor for Governors to be aware of what steps are being taken by the Trust. The letter was forwarded out to staff by PLE.

1.5 Chairs Comments

The Chair mentioned it would be useful if Governors could attend the LGB meeting in June, as strategies would be discussed about engaging parents in their child’s education. Improving communication with parents was highlighted at the recent Ofsted inspection.

2 Report on the current developments in the curriculum

PF, introduced himself and gave a presentation on the current developments in the curriculum outlining what has already happened, where we are at the moment and what direction we are headed.

A Governor asked with regard to expected standards on entering and leaving a Key Stage, would a child who does not attain the necessary standard get support and intervention. Is there a mechanism for higher achieving pupils to move on
 Yes there would be.
 It was asked how sure can you be they are all working at the same pace if there is more than one class.
 PF agreed this area still needs refining but teacher triangulation would support this.

It was asked if sharing of best practice is between the school in the Trust or just within the school.
 It is internal to the school, however we could look to do more to connect up with other schools.

It was asked who is making the judgement that the practice is good or best.

PF advised History had a lot of scrutiny from Ofsted and received very positive feedback. ZS advised some of our departments are at different stages in their journey, some are established and some in their infancy.

It was asked how do you measure if pupils are enjoying it; as there is a difference between learning and understanding. PF advised we need to structure a curriculum to help students create and extend their long term memory. They need building blocks of knowledge, as they can feel overloaded if they do not have the content/skill in their long-term memory. Enjoyment comes from confidence in being able to achieve.

It was asked who would be checking the work is completed and to a high quality.

ZS advised we have clear line management in place, subject leaders have expertise in the team and we will be working closely with them. I will also be checking that what we have planned is being achieved.

A Governor asked what is the problem we are trying to solve here

The DfE has now made a broader curriculum a primary focus and we need to be sure students are achieving the best they can. Primary and Secondary schools have been criticised for a narrowing of the curriculum and quite rightly, we are seeing this changing to becoming a more expansive curriculum. We are therefore building on this focus, as we were aware of the proposed changes and knew it was coming.

It was observed that this is a 3 dimensional strategy, tying it into the through the school concept.

Yes, we are encouraging everyone to look at the key stage that precedes them and ensure pupils are secure in their learning before progressing.

A Governor observed that if there are gaps in learning this gives an opportunity to revisit topics/areas for greater understanding.

A Governor pointed out that this idea was good for the pupils who were part of the all through system but what about feeder primary schools. Do we need to be ensuring there is not a mismatch between learning.

ZS advised this should not be the case as we all follow the national curriculum.

Governors were very interested in the plans for the future and requested PF to come back in the new academic year to give an update on progress.

Action FD to invite PF to LGB meeting in October 2020 and give an update on the progress being made on Curriculum developments.

FD

3 CEO Reporting Requirements

3.1 Head Teacher's Report

ZS gave a brief update on the three areas of development raised by Ofsted and what actions are being put in place to improve this. However, it was pleasing that our SEF was in line with what inspectors saw.

1. **Quality of curriculum and planning in EYFS** - as listed in the report.
2. **Ensure there is no narrowing of the curriculum in the secondary phase –**
 - We are interviewing for an English Lead on Thursday.
 - We do not have a lead on RE/PSHE/British Values/Sex and Relationships yet.
 - History did better than geography and having a Trust curriculum lead is a real strength for us.
 - Need to address lack of expertise in middle leadership and we need our leaders to be able to assimilate information and cascade it down.
 - Need to revise our KS3 curriculum to ensure students are not being prevented from studying certain subjects into Y9. The two possible options were listed in the report submitted to Governors.

There was a discussion on the two option models and a Governor asked how Spanish would be delivered and stressed the importance of ensuring it was an exciting opportunity for students and a real strength of the school. ZS advised take up at options has been good. We have time to work on the delivery and we will be having more conversations about EBacc.

Governors asked to be consulted on the preferred model chosen for options.

Action ZS to consult Governors on the preferred model chosen for options.

ZS

There was a discussion on BCA having sufficient resources to carry out the improvements needed. It was suggested there might be a need to organise a separate meeting to look at models and cost implications. The proposal could then go to the Trust Board as a recommendation from the LGB.

3. Parent communication specifically in the secondary phase

ZS acknowledged we have had problems with our system. In secondary we rely on email/telephoning but there is a mismatch between parental expectation and the system being responsive

and effective. We have noticed that our preferred mechanism of communicating is via email but this relies on having up to date email addresses from parents. We therefore need to ensure our records are up to date. For parents who do not have email we need to develop a way of giving out a hard copy.

We have received 200 responses from the parent survey we sent out. We want to develop a culture of let us know what we can do to improve – a ‘you said, we did’ approach. We also want to develop a mechanism to track and manage our communication system.

A Governor commented that going from daily contact in primary to a different format in secondary is sometimes hard for parents to grasp.

ZS acknowledged this is difficult. In primary, the child has one teacher for nearly all subjects and the teacher also has an opportunity to see the parents at the end of each day.

A Governor asked if it was possible to have a system whereby a parent could send a question to the teacher and get a quick answer back.

ZS advised we have to be careful to ensure teachers are not bombarded with questions when trying to teach.

It was suggested that Governors come to the next meeting with communication ideas, as ZS will have received further feedback from parents.

ZS is considering doing an introduction to parents about communication changes as part of the induction for year 7

Action Governors to feedback ideas on communicating with parents at the next LGB.

LGB

We are also launching our Sims App to parents.

ZS referred to the outcomes for students contained in the Head teacher’s report highlighting the current data and what interventions have been put in place and the success of them. We will have another set of data by the next meeting after Easter.

- We have invested heavily in staff training to ensure Phonics is delivering the best possible outcomes.
- Really pleased with the structure for years 5/6 for Reading, Writing and Maths.
- Overall P8 is -0.27. English is a big concern but the acting Head is working with PF. The Head of English is working with TG, Director of Education. We do have robust plans in place. Jen Marsh is joining us shortly and we will be focusing on year 11 exams.
- Open bucket - English Lit and Philosophy is a concern. Media studies is undertaken at College but this will be last time as it has not been successful.

Attendance is lower than last year but illness has hit all schools, locally and nationally. Our most challenging years are 9 and 11 and that is where our focus is. PP students are attending less and boys are attending more than girls. We have a clear view on how to work with SENCo's and they are leading on this. We have a robust system for managing attendance but it is hard to hold the families to account without support of LA.

Governors noted that the commentary is very useful. CC advised it was pleasing that Ofsted noted, in the last inspection, that the school is using the widest range of strategies to raise attendance.

We have a new Behaviour policy and this is showing in an increase in Fixed Term Exclusions. However, we are looking at more creative ways, with Robert Blake Science College and Chilton Trinity, to find a solution together to retain pupils who could be at risk of fixed term exclusions. This could include

- BCA Progress Hub – We are putting together a provision for each child (between 4-7) with Social and Emotional needs where mainstream education is not suitable for them. The hub has capacity for about 6/7 students
- Therapeutic interventions for years 9, 10 and 11, but keep it small and effective.
- Opening of the Progress Centre for alternative provision that keeps students in school but gives them the provision and therapeutic approach they need

Homework is a problem. Detentions have at least 2/3 students there because they have not completed homework. This is a cycle and we have to unpick this and find out why. There is a big piece of work to be done on attitudes and how we are delivering homework.

Governors felt there is a direct correlation between attitudes and achievement. ZS advised we have 99% of students on board for behaviour expectation but we need to get to the underlying problem. The Chair advised the Trust is appointing their own Speech and Language therapist and Educational Psychologist as there is a huge backlog with the LA. This will be a big help and the Trust will deploy this service where it is needed most.

3.2 ADP

ZS advised this was reviewed in January. An additional section on inclusion has been added. The ADP is due for review at the end of this term and the three targets from the Ofsted Inspection will be included. ZS will be meeting with MH to discuss this. There might be a need to look at costs again in light of the inspection targets set.

The Governors were very clear in supporting ZS if there is a need to increase budget resources.

4 **Reports from Sub committees**

4.1 FP&GP

The feedback from the meeting was mostly centred around the focus and purpose of the FP&GP committee as more funds were being centralised. The Chair explained a meeting had taken place with ZS to discuss the future direction the committee will take and from 1 April, this review of the purpose of FP&GP would be undertaken with MH. It was felt the committee would be there as advocates to support the HT and to justify budget increases if resources were needed. Governors views and support are still crucial.

The Chair felt it would be useful for Governors to have a copy of the Scheme of Delegation.

Action CC to forward out to all Governors the Scheme of Delegation.

CC

ZS advised with many areas being under the central team it was important to maintain regular contact with them. ZS had instigated regular meetings with Steve Redman, Ops Manager.

4.2 SSQ

The main themes of the meeting had been Curriculum, English and Phonics.

The Chair advised ZS and CC had the opportunity to give a self-evaluation and update on the Ofsted inspection to the Quality of Education Committee. This committee looks in depth at all academies across the Trust. CC wished to say that ZS had been extremely well prepared for the meeting.

5 **Policy to be ratified**

5.1 Admissions – this had been completed under 1.4 actions outstanding

6 **Date of next meeting – 9 June 2020**

The Chair advised this would be her last meeting and wanted to thank everyone for their support.

The committee and Head teacher thanked Carole for her unwavering commitment to BCA over the years.