



**MINUTES**  
**FROM THE MEETING OF THE**  
**BCA LGB**  
**HELD ON TUESDAY 22 SEPTEMBER 2020**  
**AT 5.30PM**  
**VIA MICROSOFT TEAMS**

**Actions from BCA LGB on 22 September 2020**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date Raised</b>
<b>1.3</b>	FD to put the election of Vice chair onto the agenda for November.	FD	22/09/2020
<b>1.4</b>	GJ to forward out role descriptions to ZS and all Governors.	GJ	22/09/2020
<b>1.4</b>	ZS to put together a role description for the non-statutory Governor roles	ZS	22/09/2020
<b>1.7</b>	FD to forward Code of Conduct, Declaration of Interest and KCSiE to the Chair	FD	22/09/2020
<b>2.0</b>	MH to write to Staff thanking them on behalf of the BCA LGB	MH	22/09/2020



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Members

✓	Mike Hodson	(MH)	(Chair)
✓	Doug Bamsey	(DB)	
✓	Jonathan Cridge	(JC)	
-	Charlotte Dickinson	(CD)	
-	Ben Hambelton	(BH)	
✓	Sam Lewin	(SL)	
✓	Ali Luckins	(AL)	
✓	Zoe Stucki	(ZS)	(Head Teacher)

In Attendance

✓	Fran Davis	(FD)	(Clerk)
✓	Peter Elliott	(PLE)	(CEO)
✓	Greg Jones	(GJ)	(Company Secretary)
✓	Simon Brewer	(SB)	(Guest)

✓ those present

1. **Procedural Matters**

The Chair welcomed everyone to the meeting

It was noted the meeting was to be recorded and there were no objections to this. Protocols for recording meetings had been forwarded out prior to the meeting.

**1.1 Apologies for absence and acceptance/non-acceptance**

Charlotte Dickinson sent apologies – work commitments

Ben Hambelton sent apologies after the meeting

**1.2 Declarations of Interest – new forms to complete.**

Forms received from DB, CD, AL and JC.

Forms from ZS, MH, SL and BH outstanding

**1.3 Election of Vice Chair**

This was postponed as not all Governors were present at the meeting.

**Action** - FD to put the election of Vice chair onto the agenda for November.

FD

**1.4 Appointment of Officers**

After a discussion it was agreed the following Governors would undertake these posts.

- 1.4.1 Safeguarding – Ali Luckins
- 1.4.2 SEND - Ben Hambelton
- 1.4.3 H&S – Jonathan Cridge
- 1.4.4 CEIAG Governor - Doug Bamsey
- 1.4.5 SSQ and curriculum - Mike Hodson
- 1.4.6 Online Learning – Jonathan Cridge

**1.5 Governor training**

AL wished it noted that the safeguarding training that had been offered by Sally Power, Trust Lead, was excellent. DB commented there were some problems with the technical delivery of the training. GJ advised he would be sending out a video for Governors on the safeguarding training.

A Governor asked if it would be useful to access the Support Services for Education website and see what training courses were available. GJ advised the Trust longer subscribes to this as the cost was disproportionate to the benefits. The training will be arranged centrally and open invites will be sent out to all.

It was thought that induction training linked to the roles would be useful.

PLE suggested that new Governors undertaking the link roles could be connected to Governors across the academies doing the same role.

GJ confirmed he was currently put together a role description for SEN, Safeguarding and H&S and this would be forwarded out shortly.

**Action** – GJ to forward out role descriptions to ZS and all Governors.

GJ

ZS wished to continue with the model that Governors identify areas they would like to have more content on. This also gives a good opportunity for staff CPD.

**Action** ZS to put together a role description for the non-statutory Governor roles

ZS

**1.6 Code of Conduct** – This was agreed by all governors.

**1.7 KCSiE (Part 2)**

All Governors agreed they have read and understood the document.

**Action** – FD to forward Code of Conduct, Declaration of Interest and KCSiE to the Chair

**FD****1.8 Minutes from last meeting dated 7 July 2020**

The Minutes were agreed as accurate and will be signed when possible.

**1.9 Matters arising not contained elsewhere on this agenda**

Actions outstanding

- MH and ZS would inform Governors of the dates for the additional meetings – **Completed**
- MH to review all Link Governor roles and discuss at the next LGB meeting - **Completed**

Thanks was given to Simon Brewer for all his hard work and commitment to the LGB and the amount of time he has invested in our school has been fantastic.

**2 Head Teacher Update**

The Chair wished to thank the staff for their incredible hard work and planning over the lock down period and the successful return on the 7 September.

ZS gave an update on the processes that have been updated since starting back at school.

- Firstly have to say the BCA team are magnificent
- Parents did not read the letter advising of times and location to arrive at on the first morning. This caused a real challenge for us in primary.
- Frequent communication with parents by text and email has resulted in few problems arising now.
- Teaching element in primary has been flawless.
- Looking at year 1 who are mainly sitting at desks too much and we need to review this.
- Some issues with the managing the number of lunchtime/breaks. We have therefore decided to merge year 7 and 8 bubbles, which has reduced the number of crossovers at break and lunchtimes.
- A lot of work has been undertaken with the secondary pupils on the S approach to moving around the school. This process helps them know how to manage problems that could arise.
- Phase 1 plan is too labour intensive therefore we have moved to phase 2 with SLT placing responsibility on children on how to be safe in their school environment whilst being supervised.

- Start/end times are working well.
- Concern with year 1 lining up in the morning who have a long walk to Sedgemoor campus and back. At the moment we do not have a clear solution and this will be a problem when the weather changes.
- Handwashing takes a long time
- Managing our time is going to be a challenge as the year progresses as we not able to do the day to day jobs until we get home.

It was noted by a Governor that Haygrove School have sent a year home, are there any links through siblings etc to BCA. ZS advised they had no information on siblings but there has been no shared courses/learning with Haygrove.

It was asked if there had been any Covid related incidents ZS confirmed there were no reported cases but a few pupils have gone for testing. We do have a flow chart explaining the difference between Colds and Covid and letters have been forwarded to parents.

Have any parents continued to withhold their children from returning to school and what provision has been put in place for them.

We have one year 11 who is shielding due to family circumstances. One year 10 pupil who is refusing to return but we are looking at a phased return. Despite our reassurances one family have elected to home educate their child (year 11) as they have critically vulnerable members.

There are about 33 pupils off with symptoms or awaiting testing across the whole academy.

A Governor wished to state they had been delighted with the measures put in place and were happy and confident for their children to return.

- Attendance figures stand well against normal and Somerset are doing better than nationally.
- Attendance is 95.16% for secondary and 94.39% for primary.

A Governor noted that staff resilience at BCA was higher than at some other schools. It was asked whether Governors could do anything to get across how thrilled we are with them. ZS asked if MH would write to the staff thanking them for all their hard work.

**Action** – MH to write to Staff thanking them on behalf of the BCA LGB

MH

It was asked how children's behaviour outside of school is being managed.

We encourage social distancing and remind them frequently but they do forget. It is a challenge to maintain this outside of school.

How are children returning to school, what is their attitude and frame of mind

They are fantastically excited to be back. We have noticed a change in year 9 lunchtimes as they are now separate from their peers and are really enjoying doing fun activities. Years 7 and 8 are now able to retain that idea of playing without feeling the peer pressure. Some vulnerable pupils who had issues prior to lockdown have found it challenging but we have individual plans for each one. We are also looking to get SEND support in place. In secondary we will be looking at blended curriculum with online tuition that will be offered by the Trust.

- Assessed grades would have seen a significant uplift in GCSE's, KS2 and KS1 phonics.
- Current models in place will help to address the gaps
- Unsure of assessment in the summer 2021.
- Refocussing curriculum on the basics – phonics, KS2 reading, writing and maths and Secondary reading and English and English Literature.
- We have to work on the core subjects initially but this will be reviewed at the end of half term and hope to introduce additional subjects by Easter.
- We are starting to use Core values and these have been very helpful when articulating the importance of the students' role in following the Academy's Covid-19 re-opening plan. They will also be central to our rewards system.

6 **Date of next meeting – 10 November 2020**