



**MINUTES
FROM THE MEETING OF THE
BCA LGB
HELD ON TUESDAY 8 MARCH 2022
AT 5.30pm
VIA MICROSOFT TEAMS**

Actions from BCA LGB on 8 March 2022

Item Reference	Action	Person Responsible	Date Raised
1.4	FD to add pupil/parent survey responses and pupil destinations to the agenda in Sept each year	FD	Ongoing
1.4	Update on Gatsby Benchmarks to be added to the agenda in Nov, Mar and June of each academic year.	FD	Ongoing
1.4	Chair to update LGB with details of potential visit to the APEX centre	MH	Ongoing
2.1	ZS to share the impact of the reading programme with the Governors at the next meeting.	ZS	08/03/2022
3.2	EH to breakdown the EHCP figure by autism base verses mainstream	EH	08/03/2022
4.0	ZS to arrange for the Polden centre information and polices to be clearly shown on the website.	ZS	08/03/2022



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Members

- | | | | |
|---|-----------------|------|----------------|
| ✓ | Mike Hodson | (MH) | (Chair) |
| ✓ | Doug Bamsey | (DB) | |
| ✓ | Jonathan Cridge | (JC) | |
| ✓ | Ben Hambelton | (BH) | |
| ✓ | Sam Lewin | (SL) | |
| ✓ | Sarita Alagha | (AL) | |
| ✓ | Zoe Stucki | (ZS) | (Head Teacher) |

In Attendance

- | | | | |
|---|---------------|------|--------------------|
| ✓ | Fran Davis | (FD) | (Clerk) |
| ✓ | Peter Forster | (PF) | |
| ✓ | Emily Harris | (EH) | |
| ✓ | Taryn Nel | (TN) | |
| ✓ | Jana Zacheva | (JZ) | (External Auditor) |
- ✓ those present

1. **Procedural Matters**

The Chair welcomed everyone to the meeting. As the meeting was being observed by The Governance Forum as part of an external review of governance. JZ introduced herself and explained her role.

1.1 Apologies for absence and acceptance/non-acceptance

All Governors were present

It was noted AL had stood down from the LGB. The chair advised we will therefore need to look at Leads across the LGB and MH will be actively looking for another Governor to take the LGB back up to 7 members.

1.2 Declarations of Interest.

None

1.3 Minutes from last meeting dated 23 November 2021

The Minutes were agreed as accurate

1.4 Matters arising not contained elsewhere on this agenda

- FD to add pupil/parent survey responses and pupil destinations to the agenda in Sept each year
- Update on Gatsby Benchmarks to be added to the agenda in Nov, Mar and June of each academic year.
- The Chair will contact PLE in the Spring to request a visit to the APEX centre –**Ongoing**. There have been many requests to visit the APEX centre and PLE will be organising a series of visits in the coming year.
- ZS to invite PF to the next LGB meeting to discuss parent responses from communication survey - **Completed**.
- EH to look to amend SEN data and send out information to LGB – **Completed** .
- EH to include pupil numbers leaving the SEN register on future reports - **Completed**.
- EH to forward out benchmarking tool to Governors – **Completed**

FD

FD

MH

1.5 Ofsted preparation

MH advised BCA are liable to have a due a visit by Ofsted at any time therefore we will be updating Governors on what to expect. Governors were requested to thoroughly understand their Lead link role.

ZS advised Senior leaders are being invited to deliver presentations to the LGB on improvement work that was targeted from the last Ofsted Report.

1.6 Governor training

Training is available to all governors and the company secretary has set up various training sessions. If anyone does wish to access any training, please do let me know.

1.7 Clarification of Pupil Premium Governor

As mentioned, all link governor roles will be reviewed. However funding for this comes from the Trust and is used to support those pupils.

2 CEO Reporting Requirements

2.1 Head Teacher Report

ZS gave highlights from the report:

- Staffing
- Student numbers and PAN for Sept 2022 intake.

It was asked if there was any change in feeder school choices ZS replied they are very static; we do not draw any further than where are buses come in from. We are not oversubscribed but very close.

- Attendance – challenging half term with staff and pupil absence. 89.8% above the national average, however figures have dropped from Feb.
- Our work on EHCP and Vulnerable attendance is seeing improvement although slow.
- More stable figures now with staffing.

It was noted there are 3 factors with recording attendance that could be influencing pupils to come into school and cause infections to rise.
ZS agreed it was a difficult situation but a letter had been sent home setting out expectations regarding illness. However we should look at the reward/attendance situation and see how we can identify which children can still be rewarded.

It was asked about the high non attendance for pupils with EHCP's and FSM and what the causes might be.
ZS we did have high infection rates but we do have vulnerable families with siblings in. Families need to get back into prioritising education. Polices are being re-embedded.
Attendance at BCA was good prior to Covid and online learning during Covid was good, but we are now seeing similar levels of attendance across Bridgwater.

- Suspensions
- Permanent exclusions – 3 at the moment.
- Inclusion provision that has been put in place was listed

It was noted there is a huge amount of work that is invested before pupils get to an exclusion.
To assist with level 2 interventions, we will be appointing an Intervention teacher.

It was asked about the APEX centre and a couple of matters that needed following through
ZS advised the HT's, TG and PLE had carried out a complete review of the provision and a number of things were put into place.
An explanation of the APEX centre was given for the benefit of the external auditor.

- Yr 11 destination data

Data summary

- This year only 7% of children joined Reception at ARE. Assessments and actions were outlined.
- Yr 2 SAT data are slightly down but feel we can match or exceed last years.
- Yr 6 SAT – maths is the biggest concern, but we are very proud with reading and GPS but Combined is low because of Maths.
- KS3 data - observations from assessment and actions put in pace was shared
- Yr 11 data – P8 -0.29. English is a significant contributor to this figure. Interventions and actions to support achievement was shared.

Are the Get Ahead sessions working
 No but we have had a compulsory period 5 every Tuesday, Wednesday and Thursday and our pupils feel they are doing enough. Attendance across the Trust has not been as strong as hoped.
 Are you continuing with sessions
 Yes we are still promoting them.

It was noted that English is outperforming Maths in KS3, will that continue into KS4.
 ZS advised we are really pleased with the English curriculum as it now meets the needs of our learners. Next meeting would like to share the impact of our reading programme.
Action ZS to share the impact of the reading programme with the Governors at the next meeting.

ZS

2.2 Update on Gatsby Benchmarks

TN shared a compass report which covered:

- Where we are with the 8 benchmarks.
- 3 year strategy needs to be signed off by the LGB.
- Indicator shows a downward trend with addressing the needs of pupils.

It was acknowledged the requirement to track each pupil's destination for 3 years but it was asked why do we have an obligation to track after 18 years of age.
 TN advised we are unsure but have raised this.
 ZS added it is a good thing to measure but we need support with the tracking.

A Governor felt it was crucial to understand what difference we are making but appreciated the difficulty with obtaining this data.

- Slight improvement with encounters with further and higher education

It was thought useful to see the trend over time that aspirations are increasing and students going further afield for destinations.

- More students are entering level three courses.

2.3 Update on Parent responses from communication survey

PF summarised the two documents that had already been shared with governors prior to the meeting.

- Ofsted highlighted communication with parents as an area needing improvement.
- We have complied a communications policy and summary of survey of parents' views on communications.
- 3 surveys have been carried out since the Ofsted inspection.
- Generally positive feedback has been received.

It was suggested that there has to be a distinction between parents receiving a call within the agreed time and those being happy with the response.

Yes that's true, we generally respond within the timeframe but parents may not feel the actual issue has been resolved.

It was suggested that the policy could be translated into a simpler summary.

PF agreed there was a lot of text but we do try to use different modes of communication and sections have been shared in via short quick links

It was asked if the communication paperwork sent out to parents for exclusions could be more accessible.

ZS agreed that having concise text in one place on the website was helpful. However, we could look at having little pledges to summarise the policy and what it means to receive rather than to resolve issues with 48hrs. With regard to the exclusions the paperwork is only one part of the process.

A Governor felt the video messages sent to parents are fantastic. One thing to consider would be a summary of the policy differences.

2.4 Predictive Data for Primary and Secondary

Covered above in HT report

2.5 Update on ADP

ZS supplied Governors with a summary showing the rag rating of each of the actions and where they are with completing it. Very proud we only have two activities we have not yet been able to start.

Governors felt the report was very focussed and easy to read.

It was raised that the SEN Governor had spoken to EH and some of the actions could now be amended to Green. ZS will speak to EH for clarification on which areas could be amended

3 BCA Statutory Reports

3.2 SEN

EH shared the report with Governors highlighting:

- Sen profile
- SEND current profile of need – 49% of secondary students are in the SEMH band

It was asked why so many students were in this category – is it Covid related or an anomaly
Not necessarily recognised by students as covid related but can be home pressures relating indirectly to Covid. ZS advised a freezing of level 3 services had impacted and referrals were taking time to process due to the backlog.

- Success
- Current priorities

It was asked if generally EH was happy with the relationship with the LA and the support given
EH advised yes, we are. Generally, 75% of secondary applications are approved and 80% of primary. However it is a long process for EHCP's. It would be helpful if the LA could tell us the timeframes.
ZS shared that the process for identification had not been sufficient prior to EH taking the role on. This has now been rectified with new procedures in place.

It was asked if the slow identification of autism contributed to a recent exclusion case
EH explained the background for this case in more detail.

It was noted the additional information on pupils entering and leaving the SEN register was very helpful. It was asked whether data was being obtained from pupils leaving the register to what had been successful.

EH advised that children coming off the register had only recently gone on to it. In the last report there were a large number of year 7 pupils that needed initial support but after settling they were able to come off it.

It was also asked if there was a trend around age groups – is it a product of the cohort or movement through school.
EH felt that it is a cohort driven statistic.

A Governor felt it was worth noting that although the number of EHCP's do not seem a high number, it is above the national average which sits at 3%.

Action EH to breakdown the EHCP figure by autism base verses mainstream

EH

4 Policies

4.1 Communication Policy – A couple of Phase leader details are incorrect. It was agreed when these details had been amended the Governors were agreeable to the policy being approved.

4.2 Behaviour and Rewards Policy – a couple of minor details relating to C4 and C5 sanctions needed amending. Governors were agreeable to the policy being approved when the alterations had been made.

It was asked whether there should be an adaptable behaviour policy for students within the ASD base. ZS confirmed there is one but it is contained within the Polden centre paperwork. ZS felt the Polden centre is not as clearly recognised on our website as it should be.

Action – ZS to arrange for the Polden centre information and polices to be clearly shown on the website.

ZS

5 Update on H&S

JC gave a brief overview of the report:

- There are new H&S forums being delivered by the Trust.
- New sharepoint site for H&S documents and risk assessments can be accessed online.
- Regular H&S site meetings are happening
- Polden centre fire evacuation timings – improvements to the procedure have been identified.
- A lot of staff training needs to be undertaken but is it challenging to release staff with staff absences however this is being looked into.
- Transition in H&S has being happening with devolution down to the schools which means changes can happen quickly.
- No major concerns at all.

ZS advised a recent fire drill took 9 minutes for students to muster and be accounted for which was a huge improvement.

6 Date of next meeting – 24 May 2022