



**MINUTES  
FROM THE MEETING OF THE  
BCA LGB  
HELD ON TUESDAY 24 MAY 2022  
AT 5.30pm  
At BCA**

**Actions from BCA LGB on 24 May 2022**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date Raised</b>
<b>1.4</b>	FD to add pupil/parent survey responses and pupil destinations to the agenda in Sept each year	FD	Ongoing
<b>1.4</b>	Update on Gatsby Benchmarks to be added to the agenda in Nov, Mar and June of each academic year.	FD	Ongoing
<b>1.4</b>	Chair to update LGB with details of potential visit to the APEX centre	MH	Ongoing
<b>1.6</b>	ZS to pull all relevant Ofsted information together and report back to Governors in September	ZS	24/05/2022
<b>1.6</b>	ZS to arrange for website SSCL certificate to be reviewed.	ZS	24/05/2022
<b>2.1</b>	ZS to forward a summary of the Green paper to Governors.	ZS	24/05/2022
<b>2.1</b>	ZS to arrange for the Carefirst telephone number to be circulated for all staff.	ZS	24/05/2022
<b>2.1</b>	ZS to provide Governors with a new homework/behaviour/Reward programme for September	ZS	24/05/2022
<b>3.3</b>	<ul style="list-style-type: none"> <li>ZS to consider/review how this information is communicated to parents</li> <li>ZS to look into reception transition process and report to Governors in Sept.</li> <li>ZS to share the idea for Cradle to career opportunity.</li> </ul>	ZS	24/05/2022



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FROM THE MEETING OF THE  
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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)
✓	Emily Warren-Ballard	(EWB)	
✓	Emily Harris	(EH)	
✓	Kate Nicholls	(KN)	

✓  
✓ those present

**1. Procedural Matters**

The Chair welcomed everyone to the meeting.

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

BH did not attend.

**1.2 Declarations of Interest.**

None

**1.3 Minutes from last meeting dated 8 March 2022**

The Minutes were agreed as accurate

**Actions Outstanding:**

- FD to add pupil/parent survey responses and pupil destinations to the agenda in Sept each year - **Ongoing**

**FD**

Signed.....

- Update on Gatsby Benchmarks to be added to the agenda in Nov, Mar and June of each academic year.
- Chair to update LGB with details of potential visit to the APEX centre – **Ongoing**
- ZS to share the impact of the reading programme with the Governors at the next meeting - **Completed**.
- EH to breakdown the EHCP figure by autism base verses mainstream - **Completed**.
- ZS to arrange for the Polden centre information and policies to be clearly shown on the website - **Completed**. ZS advised we are reviewing the Polden website. They will not need any additional policies but some may require appendices adding or adopting.

FD

MH

#### 1.4 Matters arising not contained elsewhere on this agenda

None

#### 1.5 Update from Governance Review

MH summarised the findings from the report:

- Pleased with comments regarding Governor engagement and knowledge. Disappointing it was rated satisfactory.
- Only procedural matters raised with suggested actions for improvement.
- Future Staff reporting will give Governors a summary of the key points and then focus will be given to any questions raised – a Q&A style.

#### 1.6 Ofsted Preparation

MH advised it was not known when Ofsted will visit but need to use this time to prepare. Areas discussed:

- Ensure all Governors have a thorough understanding of strategic plans and focus of Academy – Phonics and SEND
- Understand strengths and areas for development.
- PP spending – report on website captures how funding is spent.
- Academy leaders to give highlights on focuses and what's next for every key area.
- Rag rating the ADP would be useful
- Website will be the first place Ofsted will gain information. ZS advised following the website check undertaken in Sept, they are fully compliant.

It was asked how do Ofsted work – do they refer to the previous report and ask what we have done.  
MH advised Ofsted focus changes and points raised previously may not feature in future visits.

It was mentioned when accessing the BCA website there is a safety site warning come up.

**Action** - ZS to pull all relevant Ofsted information together and report back to Governors in September.

**ZS**

**Action** – ZS to arrange for website SSCL certificate to be reviewed.

**ZS**

## 1.7 Review of Governor Statutory Roles

- SEND - BH
- Safeguarding – SA appointed to this role
- Health & Safety- JC
- Careers Advice and Guidance- DB
- Personal Development (Including Student Well Being & Sex and Relationships Education) - New Role – Sam Lewin has been appointed to this role.
- Pupil premium – MH to undertake this role.

It was asked what is involved in the S/G role  
KN outlined the requirements and commitment for the role. SA agreed to take this role on. All Governor Link role appointments were approved by the LGB.

## 2 CEO Reporting Requirements

### 2.1 Head Teacher Report

ZS gave highlights from the report:

- Staffing – a lot of schools not able to recruit. Nationally education is struggling to find staff. BCA have been fortunate to be able to fill some vacancies internally but still need to fill four Senior posts.
- Assistant headteacher responsible for Inclusion as EH is leaving us and unfortunately we have been unable to retain her. We are therefore also recruiting a SENDco for the secondary phase but will give primary and secondary support.
- As with all senior posts we need to review workload and work more strategically.

It was asked if the LA are fully aware of the high need for EHCP's

Yes now the Green paper has been released this will lend more weight to the situation however LA cannot afford the need that is required.

ZS agreed to forward a summary of the Green paper to Governors.

A Governor asked what support structure is there for teachers? ZS advised there is informal support across all teams. The Trust also provides provision through Carefirst, a confidential helpline.

It was asked if there was someone internal staff could see for support.

ZS advised there is a lot of internal support for colleagues and mental health and wellbeing is our strength. We are also putting more support staff in place to assist Leads.

It was agreed ZS would arrange for the Carefirst telephone number to be circulated for all staff.  
There was a discussion on Trust recruitment strategy. ZS was confident all teaching roles will be filled.

Apprenticeships were also discussed and ZS confirmed BCA do have them but not for teaching roles. The apprenticeship levy was raised and ZS outlined ways it was being used.

Governors noted key staff changes.

**Action** ZS to forward a summary of the Green paper to Governors.

**ZS**

**Action** - ZS to arrange for the Carefirst telephone number to be circulated for all staff.

**ZS**

- Student numbers – 72 low for reception. Although Secondary is high at 216.
- Pupil forecast shows a higher decline in numbers for primary than secondary over for next four years.

A Governor asked who supplies the Data.  
ZS advised the LA.

A Governor was surprised entry levels were likely to decrease as there is significant new housing estates being built.

- Wow event planned for September.
- Stop trial update - 68% of students engaged positively with STOP.
- Pupil Premium – 66%
- SEND Students – 83%

It was asked what happens if the student does not engage in the STOP Trial  
ZS confirmed there would be a suspension

A Parent Governor noted there was a massive increase in the Suspension Data Comparison for Spring 2022 and felt there were some inaccuracies in the system.

ZS advised the homework/behaviour system does need reviewing and further clarity given to staff.

It was suggested scheduling of homework could also be reviewed.

- Attendance higher than national. There is still resistance from parents to send children into school when they have a cold. However, BCA, per capita, have one of the lowest Fixed Term Exclusions in Somerset

A Parent Governor suggested there was more improvement work required around the reward system.

ZS agreed.

It was asked if any fines had been issued to parents taking pupils out of school for holidays.

ZS advised there had been none.

**Action** ZS to provide Governors with a new homework/behaviour/Reward programme for September.

**ZS**

## 2.2 Update on Reading Programme

EWB provided an overview of the strategies in place to support reading at BCA and an insight into the reading ages of pupils across the academy.

- 18 students have been identified as being 7+ years behind in their chronological reading. These students are currently being probe tested for our Thinking Reading intervention. We will be keeping track of them to ensure accelerated progress.
- PP: 45%; EAL: 28%; 84% SEN; pupils on programme
- Actions to support reading catch up over primary and secondary were outlined.
- Thinking reading programme – case studies were highlighted. This is a decoding intervention as comprehension is a necessity.
- Bedrock Learning – vocabulary homework support for students so they can comprehend text in all subjects.
- Reading initiatives across the academy.
- Reading survey was conducted and very positive comments have been received.

EWB invited Governors to come in and view the reading programme.

A governor felt a topic that brings language and reading alive sounded fantastic. It was asked why 7+ years was the identified age

EWB advised NGRT data cap is at 7+ behind. Anything prior to this is not forensic enough to capture this.

It was asked how often pupils are assessed for reading as it was noted of 18 students, 84% are SEN which indicates a learning difficulty as well.

EWB advised it depends on ability.

It was how the academy is ensuring pupils with dyslexia are being picked up as they can also be high achievers and may not necessarily be flagged up.

We do have screeners in school who will identify which areas of strength and weaknesses are apparent.

ZS outlined some strategies to assist students.

It was asked what age do they identify dyslexia

ZS advised at any age as screening is carried out daily and reiterated they were confident we are doing everything we can.

It was noted there are three pupils with EAL needs and it was asked if they get additional support

Yes they do, a bespoke programme is designed for them.

Overall the programme is about offering appropriate intervention for EAL or primary age children.

**Action** – FD to forward email addresses to EWB who will invite governors in to see the reading programme.

FD/EWB

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### **BCA Statutory Reports**

#### 3.2 SEN

EH gave an overview of the report:

Governors noted the in/out details on the register was extremely helpful as this shows interventions are having an impact.

- SEN profile of need - Year 1 and 10 were highlighted as having high need.
- Trust have appointed another Speech & Language Lead and a new Educational Psychologist. New Inclusion Teacher joining the Progress Centre in The Beach Hut
- Increase in EHCP's

It was asked if the timeframe for processing EHCP's had got better or worse?

The LA have a statutory duty for this to be carried within a specified time period. However the Green paper will shorten this process which can be up to 20 weeks.

- Access arrangements for year six (51%) and year eleven (55%) were high.
- Priorities – training being put together.

It was asked as we are relying on LA for EHCP's is there any other options to take this in house.

EH advised funding has to come from the LA and therefore has to be independent.

There was a discussion on the support issues in the area and what conversations have been carried out with the LA.

Governors thanked EH for an insightful report.

#### 3.3 Safeguarding

KN gave highlights from the report:

- 160 incidents since Easter. Massive leap back to pre pandemic levels. 70% from PP; home issues 33 to 51; 11 this week alone allocated to social workers. 51 are PP; Cost of living crisis will impact on this list.
- Home issues – 49 concerns in T3 and T4 (35 in T1 and T2) there were 453 children involved in concerns reported (compared to 443 in T1 and T2)

A Governor asked for clarity on PP and how it works.

KN/ZS advised eligibility requirements is usually based on income and whether in receipt of benefits. Information outlining support and contact details were sent out frequently to parents.

**Action** ZS to consider/review how this information is communicated to parents.

**ZS**

A Governor raised some questions regarding support available for children and families and what happens when there is a plan in place.

KN outlined the process and procedure that are put in place and statutory obligations. However if it is not a statutory plan parents can drop out at any time. KN also highlighted some of the problems with the processes.

It was asked how much liaison/feedback do you receive back. Nothing is sent through unless it has been asked for.

It was suggested parents should be informed about support that is available to them. It was asked if there are parenting classes held for parents or home visits undertaken.

KN advised we do not have lower-level support and home visits were stopped since the pandemic.

**Action** - ZS to look into reception transition process and report to Governors in Sept.

**ZS**

- Strengths and concerns
- Sexual Health Sexual Violence- increased reporting
- Prevent training

Look at children reporting more - Boost programme.

- Positive news that concerns are being picked up.

Funding for preschool provision for parents and children.

**Action** – ZS to share the idea for Cradle to career opportunity with Governors in September.

**ZS**

#### **4 Growing Great Teachers/Schools**

Governors noted the reports.

#### **5 Date of next meeting – September 2022**