



**Becton Academy Council  
Tuesday 21 May 2024 at 16:00  
Chapel House, Langsett Road, Sheffield, S6 2UW**

<b>Those Present:</b>	<b>Role</b>	<b>Initials</b>
Emma Bellamy	Chair/Executive Assurance Partner	EB
Dave Poulson	Vice Chair	DP
Lisa Butcher	Staff Governor	LB
Stephen Ducey	Staff Governor	SD
James Gibson	Executive Headteacher	JG
Joel Hardwick	Assistant CEO – Corporate Affairs	JH
Mel Kilner	Headteacher	MK
Karon Ransom	Assistant Head Becton	KR
Gary Smith	Deputy Headteacher Becton	GS
<b>Also Present:</b>		
Susan Creese	Community Governor	SC
Rebecca Horne	Governance Clerk	RH
Emily Martin		EM
Chloe Simons	English Teacher/Mental Health First Aider	CS
<b>Apologies:</b>		
Sapphire Johnson	Wellbeing Governor	SJ
Mitch Stringer	Community Governor	MS

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received from MS and SJ.	
1.2. To accept apologies for absence  Apologies were accepted for MS and SJ.	
<b>2. ITEMS OF URGENT BUSINESS</b>	

<p>2.1 Chair to determine any items of urgent business to be considered.</p> <p>None.</p> <p>2.2 New Term of Office was confirmed for Dave Poulson.</p>	
<b>3. DECLARATIONS OF INTERESTS</b>	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda.</p> <p>None.</p>	
<b>4. CHAPEL HOUSE ACADEMY LOCAL GOVERNANCE MINUTES</b>	
<p>4.1. To approve the minutes of the following meetings: <b>Chapel House Academy Local Governance meeting held on 6<sup>th</sup> February 2024.</b></p> <p>The minutes were approved as a correct record of the meeting.</p> <p>4.2. Review Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p> <p>4.3. Matters Arising from the minutes</p> <p>There were no matters arising from the previous minutes.</p>	
<b>5. ITEMS TO BE CONSIDERED</b>	
<p>5.1 Wellbeing Update from staff wellbeing leads</p> <p>CS, English Teacher/Mental Health First Aider, attended the meeting to provide a Wellbeing update regarding her new role as a Mentor First Aider. She explained that there are currently three individuals who work across all three sites on different days. These individuals are still undergoing training in Mental Health, which is expected to be completed soon.</p> <p>CS explained that in January 2024, they were recently asked to conduct a Wellbeing session and a staff survey to assess staff sentiments. The findings from the survey were used to develop a more tailored session, providing another opportunity for staff to discuss any issues. The report from this session was then presented to the Senior Leadership Team (SLT), who took appropriate actions based on the feedback.</p> <ul style="list-style-type: none"> <li>• Absence reporting to be changed</li> <li>• To be made more private</li> <li>• Better signposting of the wellbeing support that is available – Westfield Scheme</li> </ul> <p>Events have also been organised for Mental Health Awareness Week, with Wellbeing Leads available for drop-in sessions to support staff in need. Staff feedback is</p>	

considered important, and additional wellbeing activities will be planned for the end of the term.

**EB – are you going to roll out training for schools within the Trust?** CS, yes, this is the longer-term plan. There is a training day this week and another one in June. After these I can apply for train the trainer.

**EB – are the drop-in sessions time tabled in?** CS, at the moment these are ad hoc.

**SC – do you discuss with other schools within the Trust? Do you share what you have done so far?** CS, not at the moment. JG explained the three Welling Leads will put together three training sessions and offer dates out to all schools within the Trust to enable schools to have two members of staff trained.

## 5.2 Headteacher Report

### Leadership & Management

EB wanted to highlight the number of staff sick days, noting that although these are still high, there is no established benchmark. EB is aware that this situation continues to be monitored.

**EB - is staff sickness having an impact?** JG, no, it may do if we were full at the Becton site, but numbers are low due to NHS issues. At the moment there are no issues.

### Quality of Education

MK explained that all necessary reports, including those from DD, Nexus, were attached to the Quality of Education section. MK summarised the actions from DD in the document, highlighting completed actions in blue.

MK explained that all appendices were attached to the Quality of Education section. One of the highlighted appendices was the examination entries. Priorities are being made for children who haven't yet obtained their GCSEs in English, Maths, or both.

### Behaviour & Attitude

GS reported that they are utilising CPOMS across all school sites to record specific behaviours, and this implementation is progressing very well. The report indicates positive outcomes from this approach.

GS went on to explain the graph regarding attendance, which is based on a term-on-term comparison and demonstrates how the school's attendance rates compare to previous years.

GS explained that he has compiled a piece of work concerning the attendance improvement project, which was also included as an appendix to the document. This piece of work is specifically focused on the Chapel site. While recommendations have

been received and are being considered internally, they have also been shared with the Local Authority (LA) to align approaches. GS will work through each recommendation and devise an action plan.

GS explained that there is new attendance coding for the Chapel Site that will greatly simplify the process of accurately reflecting attendance. The new code, C2, will become effective from September 2024. **ACTION – GS to update on attendance data and the new C2 coding at the next meeting.**

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JG explained that starting from next year, there will be an additional day per week of CAHMS (Child and Adolescent Mental Health Services) available for the Chapel House Site. This means the availability will be increased to two days per week.

#### Overall Effectiveness

JG highlighted the positives for Silverdale and outlined what is in place for the next year.

Personal Development JG highlighted the positives for Silverdale and outlined what is in place for the next year.

KR asked if there were any questions from the board regarding Personal Development, but none were received.

#### Community Voice

KR explained that positive feedback has been received regarding Community Voice, and efforts are still ongoing to improve parental engagement.

##### 5.2.1 Appendix 1 – Updated SIP

No major changes to the SIP document have been reported.

**EB – is there a way to track changes or to just highlight anything that has been changed to the documents? This will then enable us to see any changes since the last meeting.** JG, this will be totally re-written for September so I wouldn't highlight all the changes there. If there are any changes by term two, track changes will be done.

##### 5.2.2 Appendix 2 – Updated SEF

No major changes to the SEF document have been reported.

##### 5.3 School Dashboard Summary

No questions were received in relation to the Dashboard.

##### 5.4 Budget Report

JG explained that the Budget Report was prepared by Nexus MAT. It was noted as a positive year with approximately a £130k surplus. Out of this surplus, £30k was allocated for IT equipment, including student laptops and staff desktops.

#### 5.5 Next Year's budget and staffing structure

Questions were raised regarding the layout of the Budget Report document, noting that it is quite difficult to read. It was suggested that it would be easier to comprehend if presented in a PDF format. **ACTION – Clerking Services to look at changing the format of the document to PDF.**

DP raised several questions regarding the budget report. JG explained that he holds monthly Finance Meetings and suggested that DP attend the next one with Richard Hinchcliffe to address these concerns. **ACTION – JG to invite DP to attend the next monthly Finance meeting with Richard Hinchcliffe.**

JG discussed the staffing structure across all school sites, noting that any alterations, as well as who will be line managing whom, were thoroughly discussed with the members.

#### 5.6 School Calendar

JG explained there have been some slight changes to the School Calendar. **ACTION - JG will make necessary amendments to the School Calendar and send out to members.**

#### 5.7 Cabinet Member & MPs' Feedback from Pupil Parliament

JH explained that Staff Parliament sessions are an opportunity for the staff Governors at each Academy Council to come together as a Trust-wide parliament. SD explained that he had joined the most recent meeting, but had struggled to access the meeting fully due to connectivity issues.

JG explained that Becton do not have a pupil parliament representation due to the short-term nature of placements.

#### 5.8 Governor Link Roles

EB explained since the last meeting Governor Link Roles have been looked into. We don't have to have specific Governor Link Roles within our governing body due to responsibilities such as Finance, Safeguarding is already held at that kind of Board level. EB explained staff have shown interests in certain areas and therefore links can be made within the governing board for these.

#### **EB – what are your thoughts around this?**

JG explained there were more site links to the Becton site than role links.

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JP added the idea behind that was to get an insight of what a morning would be like at each school site.

JG suggested showing MS and SC around the SCH and Becton sites which will show how each site differs. **ACTION – JG to organise for MS and SC to visit each school site.**

EB suggested reviewing Emily's role and the Quality Assurance process, as well as the Quality Assurance calendar. It was proposed organising key dates and events for Governors for next year, which would include morning visits to each school site to walk around and meet the staff. **ACTION – Leaders to bring the Quality Assurance calendar to the next meeting along with any other potential events that will be occurring throughout the year. Governors can then decide what they can attend.**

#### 5.9 Parent Carer Forum – Exit Data for Parents

Exit Data for Parents will be discussed at the next meeting. The new agenda item will be called Collecting Parent Voice. **ACTION – Clerking Services to add to the agenda.**

#### 5.10 Skills Audit Feedback

AC, Corporate Governance Manager at Nexus, has put together the Skills Audit document. The document includes a summary along with proposals for the next steps. EB explained that this is a very informative document, with the scores being quite high. Five out of seven Governors returned the Skills Audit, which is a fairly high response rate.

Two areas identified in the document for potential shared learning are:

- Strategic Leadership
- How the school's curriculum meets the needs of all pupils

Links have been provided for resources related to these areas.

Members agreed that this was a very useful and positive document.

EB explained that the curriculum has been included in the Skills Audit and that EM is currently developing it further.

MK highlighted that there are differences in the curriculums for each site, making the situation quite complex.

**EB - Would it be helpful for members if, in one of the future meetings, we added an agenda item for Leadership to do a whistle-stop tour of the curriculum?** Members agreed this would be helpful.

**DP – how are we adapting to the curriculum to suit the pupil?** JG explained that this is quite difficult because, in other special schools, the curriculum is predefined,

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<p>and parents choose the school because its curriculum is suited to their child's needs. At Becton, we don't know which children we will receive, so we need to be as adaptive as possible.</p> <p>Due to the different cohorts of children at each site, the curriculum will be looked at in more detail. <b>ACTION: MK and EM to meet and discuss the curriculum further.</b></p>	<p><b>MK/EM 03/12/24</b></p>
<p><b>6. TRUST MATTERS</b></p>	
<p>6.1. Trust verbal update of key issues</p> <p>JH gave a Trust update for the members. Nexus MAT is working with two schools that will hopefully formally join Nexus in September/October 2024. The two schools are Lotus Academy and Derrymount, which is based in Nottinghamshire.</p> <p>Bents Green School have also submitted an application to join Nexus.</p> <p>6.2 Register of Interests – Annual Review</p> <p>All members to update their register of interests on Governor Hub.</p>	
<p><b>7. ANY OTHER URGENT BUSINESS</b></p>	
<p>7.1. To consider any other urgent business</p> <p>None raised.</p>	
<p><b>8. CONFIDENTIALITY</b></p>	
<p>8.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None raised.</p>	
<p><b>9. DATES OF NEXT MEETING</b></p>	

Tuesday 3 <sup>rd</sup> December 2024	16:00 – 18:00	Chapel House
Tuesday 11 <sup>th</sup> March 2025	16:00 – 18:00	Chapel House
Tuesday 8 <sup>th</sup> July 2025	16:00 – 18:00	Chapel House

**Minutes approved**

CHAIR	SIGNATURE	DATE