

Minutes – Minerva Primary Academy Council

Issue Date: 3rd October 2023
Location: Minerva Primary Academy
Time: 18:00 – 20:00

Jen Shaw (JSha)	Student Advocate & VP
Clare Westbury (CW)	Support Staff Councillor
Jennifer Harvey (JH)	Principal
Bridget Sutters (BS)	Sponsor Councillor - Chair
James Shephard (JShe)	Parent Councillor (joined the meeting via Teams)
Danielle Cohen (DC)	Sponsor Councillor
Vacancy	Teacher
Vacancy	LA Rep
Patricia Fry (PF)	Sponsor Councillor
Alison Levinge (AL)	Education Director (left at 7.00pm)
Kate Richardson (KR)	Clerk
Sue Burns (SB)	

Apologies: Mark Powell (MP) Parent Councillor
 Rebecca O'Reagan (RO) Parent Councillor

Observing: Luke Wilson-Reid (LWR) Shadowing Kate Richardson (left at 7.00pm)

1	Introductions and Welcome	
1.2	BS welcomed all the attendees and introductions were made.	
1.3	Apologies were received and accepted for; RO and MP.	
2	Declarations of Interest	
2.1	The Academy Councillors confirmed that they had no change to their declarations.	
3	Minutes of the Previous Meeting	
3.1	The minutes of the previous meeting (18 th July 2023) were agreed to be a true and accurate record and were signed electronically by the Chair.	
4	Actions and Matters Arising	
4.1	None.	
5	Academy Council Report	
5.1	How have staff and pupils settled into the new school year? We have had a positive start. We have had new children and families join us as well as new colleagues. Our routines are embedded, and we supply a strong induction to children and staff which has been positive. We have some	



	children with challenging behaviour, but we have a team in place and a provision who can meet their needs.	
5.2	<p>Thank you for the detailed attendance data and what MPA is doing to try and increase pupil attendance. Has there been any learning from other CLF schools?</p> <p>We have an attendance network across the Trust, and we can learn from national attendance networks. The CLF Conference was an opportunity for us to take some learning from other academies which we have adopted. We recognise that attendance is not where we need it to be, and we aspire for it to improve. A national attendance report has been released which provides some contextual information about families and their attitude to attendance and ten key findings.</p> <p>Listening to and learning from parents in the attendance crisis.</p>	
5.3	We have noticed that the mental health of parents or older parents impacts on the attendance of some of our children. We have had an increase in term time holiday requests which have become more socially acceptable. The cost-of-living crisis has impacted attendance and also the increase in parents working from home who can then keep their children off school if they are a little unwell.	
5.4	Building a rapport with the children is key so that they want to come to school. When we met last week, we were disappointed by the attendance figure that had been impacted by children not returning in September, but the attendance statistic did increase by the end of the week and has picked up quicker than last year.	
5.5	<p>How will you know you are meeting the needs of all children?</p> <p>We have just had a wider leadership meeting and discussed that we are very good at meeting the needs of children because we have a needs-based approach, and we adapt our teaching to meet the need. We use formative assessment in every lesson and address any misconceptions and provide scaffolding and adaptations where required. Our teachers are very skilled at meeting the needs of children with SEND and provide a lot of professional development, and challenge higher attainers using the curriculum. We don't wait for a formal diagnosis; we meet the need through a differentiated response, and we provide professional development for our colleagues where required. We regularly review learner passports and set their targets and we have robust processes in place.</p>	
5.6	We have a 'solution circle' which is 30-minute process for colleagues to provide support for a problem provided by a member of staff. This has been a very successful process and is well-received by staff. We use a 'SEND Surgery' three times a year to discuss children that teachers are concerned about. Our provision to meet need is very strong at Minerva and we are proud of that.	
5.7	<p>What is the focus for the year?</p> <p>We have drafted the AIP which is aligned to the Ofsted Inspection Framework. The Quality of Education is focused on KS2 children who require additional support with Phonics, so that they can access the curriculum.</p> <p>The robust induction of new colleagues is key this year.</p> <p>The formative and summative assessment of foundation subjects will also be a focus this year, to ensure consistency.</p>	



	<p>Curriculum Leadership and them having a deep understanding of their subject and how they support colleagues.</p> <p>Attendance.</p> <p>Ensuring that we have robust processes in place to measure the progress of children with SEND using a Boxhall Profile.</p> <p>Pupil Leadership Groups will also be developed.</p>	
5.8	<p>How did you select the pupil council from 50 pupils?</p> <p>I read out the responses to the previous council so that they could shortlist them. Then they wrote a letter to the shortlisted group, and I gave feedback to those children who were not shortlisted and signposted them to other opportunities. The previous council then heard ideas from the shortlisted candidates and asked questions. Finally, we arranged some job-shares and some deputies so that each class is represented by at least one member. We have included some children with additional needs and have indicated that they need to take the role seriously to remain on the council. We track the demographics across all our pupil voice groups to ensure that they represent the whole school.</p>	
5.9	<p>With a number of staff going on maternity leave over the next couple of terms as well as the Assistant Principal, will the senior team have enough capacity to lead subjects?</p> <p>We are recruiting to the teaching positions. We will not recruit for an AP; we have split the role so that the Safeguarding is held by the FLW and the Assistant SENDCo is now the DSL and will take on the SEND part of the role. The TA line management will be shared between Jen and myself.</p> <p>We have two teachers who in January will have completed their first year and can then take on subject leadership, therefore over T2 we will cover this area.</p>	
5.10	<p>KR and LWR left the meeting at 7.00pm</p>	
5.11	<p>Year 6 consists of 53% disadvantaged pupils, how will they be supported with their journey towards SATS and how will you measure progress throughout the year?</p> <p>We have a focus on 'disadvantaged even over'. Quality first teaching benefits all children and we focus on equity. The Y6 team know the children really well and we have identified what they need and provide it for them. This includes interventions and school-led tuition if required. It is a small cohort of children; therefore we can be flexible about how we group them.</p>	
5.12	<p>Are you anticipating new children joining Y6?</p> <p>Typically, it is unusual to have additional children join our Y6 cohort.</p>	
5.13	<p>How many children access the Hub and the Den and are there other children who should?</p> <p>Currently the Hub provision is for children with SEMH and there are four children accessing it for the majority of their learning day. We also have two or three children who access the hub at key points in the day when they need additional support. The Den is accessed by four children for the whole day because their needs are so significant, and they are not able to have their needs met in a mainstream classroom which was distressing for them and their peers. These children are making significant progress in the Den where they have a low stimulus environment and consistent adults. In addition, there are another three or four children who may join a small group activity.</p>	

	The children accessing the Den have EHCPs and are awaiting specialist placements.	
5.14	Do other schools in the Trust have similar provision to the Den? No. We have been able to put this provision in place because we have a team of colleagues who can meet the complex needs of our cohort. I'm proud of how inclusive the children at Minerva are.	
5.15	Do you know if children feel safer at lunch time since changes have been made? Pupil voice about feeling safe is part of the monitoring cycle for next week. There are more positive play interactions at lunchtime, and we are modelling to the lunchtime team how to support conversations between children who have had an argument. We also ask children to confirm that an issue has been resolved. The Sports Project are developing play leaders on a Friday who will introduce craze of the week each Friday.	
5.16	Do the lunchtime staff receive training? Yes, and we encourage the children to approach the lunchtime staff to resolve issues instead of approaching their teacher or the SLT.	
5.17	Do you ensure that children's emotions are validated? Yes, we validate how they are feeling but we also support them with developing resilience.	
5.18	Is the risk register up to date in the new format and has the SCR been checked by yourself since the start of term? The Risk Register still needs to be reviewed which the Trust is aware of. In terms of our risk, I have discussed it with Kate Richardson and the key risk is our pre-school numbers and Reception numbers which were disappointing and will affect our income. Numbers on roll are falling because of the falling birthrate which is a trend in Bristol. The SCR is checked as a minimum by me and the DSL termly, and it is checked centrally as part of an audit.	
6	Training	
6.1	The Academy Councillors met before the meeting and completed the Nimble Safeguarding training.	
7	Policies	
7.1	None.	
8	Link Reports	
8.1	The Academy Council Learning Walk dates are: 7 November and 30 November.	
9	Matters for the attention of the Board	
9.1	None.	
10	Any Other Business	
10.1	We are holding two Reception Evening Launch Events which all ACs are welcome to attend.	
11	Close of Meeting	
	The meeting ended at 7.35pm	