



## Minerva Academy Council Meeting Minutes 26<sup>th</sup> November 2019 at 6.00pm

### Members:

Nicky McAllister (NM)	Sponsor 1	Jenny Harvey (JH) (Vice Principal)	Teacher
Hannah Ward (HW) *	Sponsor 2	Donna Goodhind (DG) *	Support Staff
Bridget Suitters (BS) - Chair	Sponsor 3	Lily Wright (LW) *	Student Advocate
Vacancy	Sponsor 4	Anna Keen (AK) *	LA Rep
Pete Franklin (PF)	Sponsor 5	Thareem Naz (TN) *	Parent 1
Kate Richardson (KR)	Executive Principal	Shuyara Chowdhury (SC)	Parent 2
Pete Hallam (PH)	Principal	Sue Burns (SB)	Clerk
*	<i>Indicates absent from meeting</i>		<i>Indicates question asked</i>

*The Academy Council met before the meeting (without the Principal and Vice Principal), to review the papers, discuss lines of enquiry and identify trends.*

### **Ofsted Deep Dive - KR**

#### ***Papers circulated in advance.***

The CLF has been developing a curriculum across the Trust for the last two years. Key concepts are re-visited over time to ensure that children retain specific skills and knowledge. The CLF curriculum has been built from the bottom up.

Deep Dives are part of the new Ofsted Inspection Framework and are used to determine the quality of the curriculum provision. Primary Schools have Deep Dives for four subjects, including Reading. MPA will have a two-day inspection starting with an in-depth phone call to determine the context of the school and the timetable of the inspection.

The Inspectors will ask a range of questions to determine if the curriculum intent is reflected in the classroom, and if the children can recall and describe what they have learnt.

Inspectors will speak with Subject Leads, teachers and children, scrutinise work and undertake lesson observations. Schools must invest in books that contain the phonics sounds that the children have learned and not just early reader books.

It is crucial that the teachers are doing what they have planned to do and that this can be evidenced.

#### **Do you ask the children these types of questions now?**

Yes, and we have been collating responses from the children and feeding it back to the SLT.

#### **Is the Inset Day on 12<sup>th</sup> December 2019 an additional Inset day?**

The school has to be used as a polling venue. The Operations Manager has been liaising with the Council to determine if it is possible to keep the school open, but it is not, due to safeguarding concerns. A thorough CPD plan has been put in place.

### **You have adopted the Begbrook curriculum model?**

Yes, Begbrook have blocked their subject-teaching which has been very inspirational for the children. MPA has been working closely with BPA to understand the curriculum enactment and Y1 and Y5 have been trialling it this term with a view to rolling it out across the school from January.

### **When would it be most appropriate to undertake a learning walk?**

From January onwards. The next ARV is planned for 10<sup>th</sup> March 2019.

**ACTION: BS to liaise with the Academy Councillors to undertake a learning walk on a Friday.**

### **How are you supporting children to remember things?**

Laurie Munroe at Begbrook is leading research for the CLF on memory and information recall in children. Some schools are using 'knowledge organisers'.

## **1, Introduction, Administration, and Apologies**

The meeting commenced at 6.00pm

Apologies were received and accepted for: LW, AK, DG, TN and HW

The meeting was deemed to be quorate.

## **2, Declarations of interest**

The Academy Council signed the attendance and pecuniary interest register.

## **3, Minutes of Previous Meeting (8<sup>th</sup> October 2019)**

The minutes from the previous meeting were agreed to be a true and accurate record and were signed by the Chair.

## **5, Actions and Matters Arising**

1, BS (Safeguarding Lead) to meet with Jess Crossley and review the FGM posters and lesson plans – **Completed.**

6, PH to respond to neighbours' concerns about the height of the playground equipment and indicate the budget impact of installing trellis and the implications of this on education - **Completed. The school has met with the neighbours again, who have confirmed that they wish the additional trellis to be installed. The CLF Estates Team has ordered the trellis and the MPA Ops Manager has kept the neighbours up to date with development.**

*The MPA AC thanked the CLF Estates Team for sourcing and funding the fence trellis so that it did not impact on MPA's budget.*

6, PH to draft a subject leads timetable to present at future Academy Council meetings – **In progress.**

6, AK to recommend that Headteachers write to all clinics to challenge the process of issuing appointments within school hours – **Carried forward.**

6, PH to provide the next meeting with the Breakfast Club attendance and PP breakdown – **Completed.**

6, PH to update the Medications Policy to indicate that it is the responsibility of parents to note the expiry dates of medication that they supply to the school - **Completed. The information was also re-issued in the newsletter.**

6, BS to request at COAC that a staff questionnaire is re-issued, and to ask for a strengthened Administration of Medicines Policy – **Carried forward as COAC have not yet met.**

## **Elect Vice Chair.**

## Proposal for SC to be the Vice Chair of the Academy Council: BS

Seconded: NM

Show of Hands: Unanimous

### 6, Academy Council Report

*Paper circulated in advance*

**Attendance is really looking positive and weekly tracking seems to be working. How confident are you that we will be at national before the end of the school year and will you be able to maintain it?**

We aspire to beat the national average for attendance and also for reducing persistent absence. Attendance is now everyone's responsibility and therefore someone in the academy is always having a conversation with parents about attendance, this has helped to address some attendance misconceptions. We are mindful that in T6 last year there was a dip in attendance due to families going on holiday. All the families in question have been challenged by the SLT and therefore we are hoping this will have impact in T6. The staff bulletin reports attendance back to staff each week; two weeks ago MPA recorded 98% attendance for the week.

*The Academy Council congratulated the staff on the improvement in attendance.*

**The Principal has overall responsibility for the SCR, but who is checking regularly to ensure everything is in date and complete?**

Flavia and Jess check the SCR regularly and then Pete and Jenny every two terms and undertake spot checks when new staff are appointed. Steve Bane also checks the SCR three times a year.

**It is very positive to see outcomes from the ARV, are you confident that this can be sustained?**

Yes.

**When do you expect all teachers to deliver good quality teaching or above?**

With immediate effect, with the exception of three teachers who are on six-week support plans.

**Can you demonstrate that the data you have will lead to improved outcomes?**

Yes. Y6 have had notable differences in their reading scores and are clearly making progress.

**How do you meet the needs of disadvantaged children in reading provision?**

We are using the research which indicates that disadvantage children have a lower vocabulary. Each afternoon we read a book a year above the children's age range in order to expose them to higher levels of vocabulary. These high-quality texts are then discussed as a class.

**Are you confident that the new CLF curriculum is being embedded by the middle leaders and that children are excited about it and can talk about their learning?**

We are basing the delivery of our curriculum on Begbrook's model. We are confident that children have had good exposure to Science and Geography. However, Y1 and Y5 are utilising a pilot and the quality of the writing is much improved.

**The questioning of children is very important as part of the new inspection framework, how are you addressing this?**

As part of the ARV we asked the children three questions and received excellent feedback from children from Y1 to Y6, particularly in Science. Parent Voice has also been very positive as parents are reporting that their children are very enthusiastic about their learning.

**ACTION: All Academy Councillors to use the sample questions in the Ofsted training slides when undertaking Link Visits.**

**How are you developing the middle leaders?**

We are providing them with inset time to work on their plans and then we are giving them quality feedback. They have also been involved in the ARVs, and some teachers have filmed their lesson so that the middle leaders can evaluate it. We have a culture in the school to empower teachers to take risks.

**What impact will the reduction of PP funding have and how will you address this?**

We were aware that the PP funding would decrease. We have established the need in the school and that quality first teaching will have the greatest impact. Therefore, the quality of teaching and learning right across the school is a focus this year, which should in turn reduce the need for interventions. We review the budget regularly to ensure that we are within budget and we are very proactive in identifying pupils who may be eligible for PP.

**Isn't PP funding for individual pupils?**

Yes. Improving quality first teaching will benefit PP pupils and also non-pupil premium pupils who are in the class. Additional support for Talk Boost and Phonics is also provided for PP pupils.

**Staff sickness continues to be a problem and has impacted on the budget; what is being done to address this?**

CLF have a Managing Sickness and Absence Policy. CLF HR are supporting the academy to ensure that we systematically follow the policy and that referrals to Occupational Health are made in a timely fashion.

**How are you mitigating against the impact on the classes who are not receiving consistent provision?**

We have focused the extra support where it is needed. We have good quality agency staff, use our own staff to cover absence where possible and have changed the PPA timetable. JH and PH have been in class covering teacher's absence to minimise the impact of absence. Clear communication with parents has been key.

**Staff morale was mentioned last meeting, does this have an impact on staff attendance and what is being done to ensure that staff feel supported and want to be at work to ensure children achieve positive outcomes?**

Communication with staff is key and also that we recognise where improvements have been achieved. We are tackling some negativity around individuals who are impacting on overall morale. Some staff have found the re-setting of expectations threatening. We are confident that the majority of staff in the school appreciate the need for some changes in the academy.

**The new cohort has increased in early years?**

There are 59 children in Reception currently as one child has moved geographically.

**Are you confident that provision is being maintained and that every child is being catered for?**

We are very confident in our new cohort and have high expectations for end of year outcomes. The pupils were ready for whole class teaching sooner than last year's cohort, so we have changed our provision accordingly. Foundation Stage are making changes to support Reception children to be ready for the new curriculum and expectations in Y1. We are monitoring the provision closely as there has been a long-term teacher absence.

**Has a new Early Year's Lead been recruited to cover maternity leave?**

Alison Marlor has been recruited to cover the maternity leave.

**How is the reading action plan being embedded across the school and are there any measurable outcomes to show this is having impact?**

We have set expectations for two hours of whole class reading a week, and exposure to more challenging texts in the afternoon. The impact in Y6 has been measured using a test, but also we can see children making progress within lessons. 50% of Y6 children passed the Reading test and 48% passed Maths; the scale scores are just below target. These are strong results for this time in the year. The impact of the additional vocabulary can already be seen in some of the children's writing which is very promising. The teachers have very detailed knowledge of each of their children which will support decisions about provision for the SATs.

**Could the Operations Manager take a lead on liaising with the neighbours so that you could step back?**

I am confident that the neighbours are now settled and happy with the actions that the CLF have taken.

**What sports clubs are currently being offered to children and do you know what the funding will be for 2019/20?**

The Sports Premium Plan for 2019-20 has been drafted and will be published on the website this term. There are five clubs plus additional swimming, funded by the Sports Premium funding. In addition, we have some after school clubs and have links with KOA for music provision.

**How are you 'recruiting' children as playleaders?**

Some children need some additional support to improve their self-esteem and have been identified to help the SMSAs. This is part of the Scrap Store training for engaging children in play, which is taking place on the Inset Day.

**What will the newly appointed Assistant Principal be responsible for and what do you think she will bring to the Minerva community?**

The new Assistant Principal will be the SENCo and will support looked-after children. She will lead on Teaching and Learning as the current Safeguarding Lead is doing an excellent job and teaching and learning is a priority. She will bring additional leadership capacity and will release JH from her SENCo responsibilities.

**Is the current Safeguarding Lead a member of the SLT?**

No, but she works closely with PH and attends SLT meetings.

**CONFIDENTIAL MINUTE**

[REDACTED]

[REDACTED]

[REDACTED]

## 7, Finance, H&S and Estates

The CLF H&S Lead has reviewed the playground and risk assessments.

## 8, Policies

- Nut Free Policy
- Anti-bullying
- Health & Safety Policy

**Proposal to approve the above policies: BS**

**Seconded: NM**

**Show of Hands: Unanimous**

*BS signed the Health & Safety Policy.*

## 9, Governance

MPA Safeguarding Policy

The Academy Councillors signed to confirm that they had read the MPA Safeguarding Policy.

## 10, Matters for the attention of the Board/COAC

None.

## 11, AOB

None.

**12, Date of Next Meeting** – Tuesday 28<sup>th</sup> January 2020, 6.00pm

Meeting ended at: 8.00pm

ITEM	ACTION	INITIALS
1	BS to liaise with the Academy Councillors to undertake a learning walk on a Friday.	BS
C/F T1	AK to recommend that Headteachers write to all clinics to challenge the process of issuing appointments within school hours	AK
5	BS to request at COAC that a staff questionnaire is re-issued, and to ask for a strengthened Administration of Medicines Policy	BS
6	All Academy Councillors to use the sample questions in the Ofsted training slides when undertaking Link Visits.	All

Signed by Chair: \_\_\_\_\_ Date: \_\_\_\_\_