



PART A

THE PEGASUS ACADEMY TRUST

MINUTES OF THE WHITEHORSE MANOR INFANT SCHOOL ACADEMY COUNCIL MEETING HELD ON MONDAY 6 JULY 2015 AT 6.30pm

ATTENDANCE:

Mrs Emma Chang	Staff Member	Present
Ms Kamille Hendricks	Parent Member	Present
Mr Richard Hill (Chair)	Community Member	Present
Ms Yasmin Kitamirike	Parent Member	Present
Mrs Amy Latter	Parent Member	(Resigned)
Mrs Cheryl Peters	Staff Member	Apologies
Mrs Sharon Russell	Head of School	Present
Miss Lynne Sampson	Board Representative	Present
Mr Umar Quraishi	Parent Member	Present

Also Present

Carol Fagan – Minute Secretary

1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

Apologies for absence were received from Cheryl Peters and Amy Latter. The academy council accepted these apologies.

Amy Latter had also written to tender her resignation from the academy council with effect from today. The academy council was sorry to hear of Amy's decision and acknowledged the support she had given to the school. The clerk would write to Amy to thank her for her contribution to the work of the academy council. **Action: Clerk**

2. Quorum

It was confirmed that the meeting was quorate, with seven of eight MACs in attendance.

3. Declaration of Pecuniary Interests

MACs were asked to declare any pecuniary interests regarding the agenda items for this meeting. None were declared.

4. Academy Council Membership

Community MAC Vacancies: As Yasmin Kitamirike no longer had a child at Whitehorse she had agreed to be appointed to one of the Community MAC

vacancies, thereby opening up a parent place which could be offered to parents at Brigstock Road. The academy council **approved** her appointment.

The Chair of Governors at Thornton Heath Nursery School had received applications from three prospective governors introduced by the School Governors' One Stop Shop. If Thornton Heath had more suitable candidates than required Lynne Sampson would ask if any would consider an appointment to Whitehorse Infant School. **Action: Lynne Sampson**

Parent MAC Vacancies: The two parent MAC vacancies created by Yasmin's appointment as a Community MAC and Amy Latter's resignation would be advertised in the autumn. Parents from Brigstock would be encouraged to apply. **Action: Head of School**

5. Minutes

Accuracy: Subject to the amendment of a typographical error on page 2, the minutes of the meeting held on 5 May 2015 were agreed as a true record and signed by the Chair. The signed minutes were passed to the Head of School for the school's minute book. The Clerk would make the amendment before uploading the minutes to the website. **Action: Clerk**

Matters arising from the minutes:

SEN Information Report: Richard Hill and Lynne Sampson would be speaking to Jolyon Roberts about updating the Trust's website and would ask him to display the schools' SEN Information reports more prominently. **Action: Richard Hill & Lynne Sampson**

Medical Conditions Policy: The Trust's policy for educating pupils with medical needs was due for presentation to the Board of Directors meeting on 9 July.

New Reception Parents' Evenings: Thanks were recorded to Kamille Hendricks and Richard Hill for attending the new reception parents' evening on 30 June.

MAC Details for Website: During their discussions with Jolyon Roberts regarding the Trust's website Richard and Lynne would look at where best to display MACs' photographs and details. The clerk agreed to re-send the membership details to Richard. **Action: Clerk**

Parental Awareness of Safeguarding Issues: At the previous meeting MACs had noted the requirement for schools to raise parental awareness of issues such as FGM, trafficking and exploitation. Thornton Heath Nursery School was now displaying leaflets about this and Emma Chang would find out where these could be obtained. **Action: Emma Chang**

School Governors One Stop Shop: Richard had not contacted the School Governors One Stop Shop for prospective MAC candidates as it was hoped that some of the applicants introduced to Thornton Heath Nursery School might consider an appointment to Whitehorse Infants. This would be kept under review.

6. Head of School's Report

The Head of School's Report had been circulated prior to the meeting and was taken as read. The Head of School pointed out that, at this point in the year, some of the data contained in the report was un-validated. Lynne Sampson added that the additional year two class had impacted on this year's SATs results, which had dipped slightly compared to last year. Only 48% of the children in that class had started at the beginning of reception. However, MACs were pleased to note that results were still above last year's national and congratulated the school on these achievements.

MACs were invited to raise questions relating to the report and the following points were discussed:-

Pupil Achievement

Q: How many children were in the additional year two class?

A: Now 22 as one child had recently left.

Q: Were the current cohorts at Brigstock Road very different to those at Whitehorse Infants now?

A: The current year's reception cohorts were very similar. It was the children in Years one and two at Brigstock which had not started at the school from the beginning.

Q: As Brigstock was now a school of choice were those families being re-housed out of the area likely to stay?

A: This would mainly depend on where families were moved to. However, some families chose to stay regardless of the distance they had to travel. This was having some impact on attendance and punctuality.

Q: Was the number of children achieving a good level of development (GLD) better than last year?

A: This was confirmed.

Q: Was there much difference in results between the four classes?

A: Results were generally quite even across the classes although there were children with significant needs in some classes and this had impacted on their results.

Q: Were the school's targets sent to the local authority?

A: Schools were no longer expected to send their targets to the local authority but were required to provide the results. Croydon had moderated and agreed the school's results.

The Head of School explained that this cohort was the first year of the new EYFS curriculum and assessment system and it was not therefore possible to make a direct comparison with last year's data. MACs asked the Head of School look at how these children had progressed since reception baseline in order to show good or better progress. **Action: Head of School**

Phonics – Recorded in Part B of the minutes

Quality of Teaching – Recorded in Part B of the minutes

Accuracy of Teacher Assessments

The school had been moderated in reception and year two this year. The moderators had been very complimentary about both key stages and both year group leaders had been invited to become moderators.

DIACs

Q: Were most of the teachers comfortable with the DIAC sessions now?

A: There had not been quite so many DIAC sessions this term as teachers have had formal lesson observations and the school had been focussing on preparation for the phonics screening, EYFS profile collation and SATs. However, it was felt that teachers were starting to get used to them.

Q: Why had teachers initially disliked the DIAC sessions?

A: People had been slightly wary about senior leaders dropping into classes unannounced but people were beginning to recognise the benefits of this professional coaching. PAT had set up a working group looking at how it 'judged' teachers, this would include more emphasis on work scrutinies.

Q: Did the DIAC sessions form part of the performance management process?

A: DIAC sessions were for professional development purposes only and not part of the performance management system.

Q: Could teachers request an additional observation if they felt senior leaders had not seen them deliver a typical lesson?

A: Teachers were able to request this. The school also suggested that teachers observed each other's lessons, but this opportunity was rarely taken up.

Q: Were all teachers aware of what good teaching looked like?

B Leaders are Whitehorse were definitely aware of this.

Staffing Structure 2015/16

MACs were pleased to note that no teachers were leaving Whitehorse Infants at the end of term. Emma Chang commented that people were happy to work at Whitehorse Infant School and were very complimentary about its support network and systems.

MACs raised the following questions:-

Q: How was the middle leaders programme being delivered?

A: This programme for year group leaders included coaching from Roseanne Ellis and courses run by the Bellville Teaching School Alliance, the Institute of Education and the South West London School Effective Partnership (SWLSEP).

Q: The academy council had previously discussed the Head of School's high work load. Was the middle leaders programme helping with this?

A: The development of middle leaders was definitely having an impact on this.

Special Educational Needs – Recorded in Part B of the minutes

Curriculum Developments:

Q: Following the government's withdrawal of curriculum levels, was the baseline assessment system that the school wanted to use being allowed?

A: This system had been approved and staff were receiving training on it. The school was currently working on a tracking system to measure progress against its agreed milestones.

Q: Would the new tests be very different to the existing SATs?

A: Expectations would be much higher. It would be important to remember that schools would not be able to make any direct comparisons with previous years' results.

Engagement with Parents:

A family fun day was planned for Saturday 11 July and MACs were encouraged to attend.

Academy Improvement Plan (AIP) Developments:

The AIP would be reviewed in September. MACs did not remember seeing any updates since November. The Head of School believed that copies had been sent out in the spring term but agreed to re-send them. **Action: Head of School** MACs felt it would be useful to devote some extra time in meetings to look at the plan in detail but acknowledged that this would be very time consuming. It was therefore agreed to look at one strand of the plan, specific to Whitehorse Infant School, at each meeting. The Head of School would arrange to provide MACs with colour copies for the autumn term meeting. **Action: Head of School/Agenda Item**

The following question was raised:-

Q: As the AIP was a trust-wide document, was it an effective tool for Whitehorse Infant School?

A: The plan was RAG rated for individual schools and staff referred to it regularly. The senior leadership team went through a particular strand at each meeting.

Behaviour and Safety:

Q: The Head of School's report showed that there had been five instances of unacceptable behaviour this term. Was this typical?

A: There had in fact been a few more instances of this since the report was written and the total number was fairly typical.

Q: What was the nature of the incidents?

A: These included pushing and name calling

Q: Had there been any racist incidents?

A: There had been none this term

Ethos:

A new climbing frame would be installed in the Key Stage 1 playground during the summer holidays. Soft surfacing was also being installed in the nursery outside area.

Thanks to a Capital Improvement Fund grant secured by Jolyon Roberts, the long awaited roofing work would take place over the holidays.

Attendance:

The Head of School tabled an attendance report prepared by Cheryl Peters. She reported that, although there had been a slight improvement, the school would not hit its target of 97%. This was due to a number of children who had left the school for a period and then returned. However, the school's attendance figure was still above the national target of 95%. Whilst the number of authorised absences had gone down, unauthorised absences had increased now that the school was being much stricter around this. The school's Education Welfare Officer (EWO) was very good and continued to work with those families whose attendance was a concern. MACs were pleased to note that attendance was still good and that the school was tackling any issues of absence or lateness.

The following question was raised:-

Q: Had the school issued any fines in relation to attendance?

A: Attendance was mainly a problem in reception and schools were not able to issue fines until children turned five.

Pupil Premium:

Q: Should the spending of Pupil Premium and Sports Grant money be detailed in the Head of School's report?

A: The school would look at this at the end of the year and details would be included in the autumn term report.
There was talk of some new early years funding for schools but no details were currently available.

7. MAC Visibility

Kamille Hendricks and Richard Hill had attended the new parents' evenings. MACs' photographs were now displayed on a noticeboard in the school playground.

Lynne Sampson explained that governors at Thornton Heath Nursery school had spoken to parents after their consultation meetings to ask them how useful they had found them. This was something which MACs at Whitehorse Infants might like to consider. The Head of School would provide MACs with the parents' evening dates as soon as these were agreed. **Action: Head of School**

8. MAC's Monitoring Roles

School Website:

This had been discussed earlier in the meeting. Richard Hill would continue to monitor the website against the latest statutory requirements. **Action: Richard Hill**

Safeguarding:

Kamille Hendricks, Safeguarding MAC, had nothing to report since the previous meeting. The DfE document 'Keeping Children Safe in Education' had been circulated to staff, who had all signed to say they had read it. Richard Hill had also sent this out to MACs.

SEN/Pupil Premium:

Yasmin Kitamirike, SEN MAC, had attended Croydon's governor training session 'The role of the SEN Governor' on 25 June 2015. She would discuss the issues covered with Emma Chang. **Action: Yasmin Kitamirike**

Yasmin was reminded to complete a Pegasus training record form to show the impact of this training. **Action: Yasmin Kitamirike**

As there were now a few vacancies on the academy council, Umar Quraishi offered to free up some time to take on an area of responsibility, such as monitoring the Whitehorse Infant website. Umar was thanked for this offer and Richard Hill agreed to send him a copy of the statutory requirements. **Action: Umar Quraishi/Richard Hill**

9. Board of Directors' Report

The minutes of the Board of Directors' meeting held on 14 May 2015 had been circulated to MACs for information. The following question was asked:-

Q: Were their plans for Thornton Heath Nursery School to join the Pegasus Academy Trust?

A: Under current regulations it was not permissible for nursery schools to join a multi-academy trust. It was therefore proposed for Pegasus to continue to run the nursery through a service level agreement. An SLA for 2015/16 was currently being negotiated.

10. Financial Reports

The minutes of the Finance Committee meeting held on 25 June 2015 would be circulated to MACs for information as soon as they were available.

MACs were advised that Bernard Ofori-Atta, Pegasus's Director of Finance and Resources, would be leaving the Trust this week. Roger Melody had been appointed as his replacement and had been working a hand-over period with Bernard. Roger would be working on the 2015/16 budgets. It was pointed out that school budgets would get tighter now that education funding had been capped.

11. Academy Council Members' Training

Yasmin Kitamirike's attendance at SEN training had been reported earlier in the meeting.

MACs were asked to consider training needs for the autumn term, which was likely to include induction for three new people.

Yasmin Kitamirike asked whether she should be attending any updated Pupil Premium training but it was suggested that she wait until any changes were announced. In the meantime the school would be looking at the requirement to show how this funding was spent for individual children.

12. Confidentiality

It was agreed that, following approval by the Chair, the Part A minutes would be made available for publication. The Part B minutes would remain confidential to the academy council.

13. Meeting Dates

Richard Hill would be drawing up a meeting timetable for 2015/16 and would circulate this as soon as possible. **Action; Richard Hill**

The Head of School asked whether future meetings could be held at 6pm as at the other academies, rather than 6.30pm. Unfortunately several MACs were unable to

get to meetings by 6pm and it was therefore agreed to keep the start time to 6.30pm.

14. Closing Remarks

The school was congratulated on another successful year and the Head of School thanked MACs for their support.

This would be Carol Fagan's last meeting as clerk at Whitehorse Infants and thanks were recorded to her for her hard work and commitment. There had been a good response to the advertisement for the post of Governance Clerk for Pegasus Academy Trust and short-listing would take place on 15th July. MACs were invited to take part in the interviews to be held on 29 July and Kamille Hendricks and Umar Quraishi volunteered to do so. Details would be emailed to them. **Action: Lynne Sampson**

There being no further business for discussion, the meeting closed at 8.30pm.

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	