



## PEGASUS ACADEMY TRUST

### MINUTES OF THE WHITEHORSE MANOR JUNIOR SCHOOL ACADEMY COUNCIL MEETING HELD ON TUESDAY 14 JULY 2015 AT 6.00PM

#### PRESENT:

Ms Nina Achenbach	Head of School	Present
Ms Susannah Arthur	Parent Member	Present (from 6.15pm)
Rachael Curzons	Community Member	Absent
Mr Steve Gadd	Staff Member	Present (from 6.30pm)
Ms Audra Grey-Areben	Parent Member	Present
Mr Richard Hill (Chair)	Community Member	Present
Ms Nicole Malabre	Parent Member	Present
Mrs Gabbi O'Connor	Staff Member	Present
Ms Sophia Panchoo-Cohen	Parent Member	Apologies
Mr Jolyon Roberts	Executive Principal (Directors' Representative)	Present
Mr Roger Taylor	Co-opted Member	Present
Councillor David Woods	Community Member	Apologies

#### ALSO PRESENT:

Mrs Carol Fagan – Minute Secretary

#### 1. Welcome and Apologies

Richard Hill, Chair of the Academy Council, welcomed everyone to the meeting.

Apologies for absence were received from Sophia Panchoo-Cohen and David Woods due to work commitments. Steve Gadd had sent apologies for his delayed arrival. The academy council accepted these apologies.

*(Post Meeting Note: Apologies for absence were received after the meeting from Rachael Curzons who had been unavoidably detained by an urgent work matter).*

#### 2. Quorum

The meeting was declared quorate, with seven of twelve MACs in attendance at 6.00pm. (This increased to 9/12 by 6.30pm).

#### 3. Declaration of Pecuniary Interests

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

The Register of Pecuniary Interests had been updated to reflect Jolyon Roberts's directorship of the Octavo Partnership, A copy was signed by the Chair and passed to the Head of School.

#### **4. Academy Council Membership**

Membership of the academy council was currently complete. The Head of School advised MACs that parents at the Brigstock Road site were keen to have a representative on one of the Whitehorse academy councils and this would be borne in mind next time a vacancy arose. Richard Hill reported that the Board of Directors was currently reviewing its composition, together with that of the academy councils. As part of this he was looking at whether a parent MAC place on the Whitehorse academy councils should be reserved for parents at Brigstock.

#### **5. Minutes**

**Accuracy:** The minutes of the meeting held on 6 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 arrange for these to be uploaded to the Pegasus website. **Action: Clerk**

#### **Matters arising from the minutes:**

**Official Opening of the Brigstock and Whitehorse buildings:** It had been agreed at previous meetings to delay the official opening of the Brigstock and Whitehorse buildings until outstanding work was completed. As work to the playground would not be done until the October half-term MACs discussed whether it would still be appropriate to hold an event. MACs felt that both sites deserved an official opening and therefore agreed to discuss this again in the autumn term.

**Action: Academy Council agenda item**

**PAT Family Support Workers:** In view of the positive impact that the family support worker was having at the Whitehorse Schools, Richard Hill had raised with the Board of Directors the question of creating a similar role at Beulah Infant School.

**Academy Improvement Plan:** It had been suggested at previous meetings that some actions for MACs were added to the academy improvement plan. MACs were invited to put forward suggestions for inclusion in the 2015/16 plan. **Action: MACs**

**Youth Mental Health Charity:** The Head of School confirmed that Joe Silvester had forwarded details of a youth mental health charity which might be able to offer support to pupils.

*(Susannah Arthur joined the meeting at this point)*

**Safeguarding:** The new responsibility for schools to raise parental awareness of new definitions of abuse had been discussed by each of PAT's academy councils last term. The SLT was looking at how best to address this. **Action: SLT**

**Intervention Analyses:** The academy council's request for intervention analyses to separate out data for different groups of pupils had been passed to the Inclusion Manager.

## **6. Head of School's Report**

The Head of School apologised that, due to the availability of data, it had not been possible to circulate her report until this morning. As MACs may not have had time to look at the report in detail the following key areas were highlighted:-

**School Roll:** All pupil places were full.

### **Pupil Attainment**

The summer progress data for years 3 to 5, and the Year 6 SATs results, had not yet been fully analysed and a full analysis would be presented to MACs in the autumn term. However, the Head of School was able to report that the school was broadly on target for level 4's but slightly below for level 5's, which might also have been because the level 5 targets were very high in comparison to previous years.

The slight dip in reading had been a surprise, although the school considered that papers had been getting more difficult and the level of precision required for answers had changed. Fifteen children had been within three points of a level change and the papers of those who would have moved to a different level had been sent back for remarking.

MACs raised the following questions:-

**Q:** Were the targets for level 5 high because children had come up from the Infant School with level 3's?

**A:** No. The majority of children who came up as a level 3 at KS1 converted to a level 5 at KS2 as expected. The high level 5 target was due to FFT D calculations for the number of level 2 children with the potential to convert to a level 5, which didn't happen. There were also five children who were level 3 at KS1 in reading who had not converted to level 5s. Three of these were those whose papers had been sent back for re-marking as they were one or two marks off a level 5.

**Q:** How was the re-marking of these papers likely to affect the school's overall data?

**A:** Each child's data was worth about 2% of the total.

MACs were asked to note that this year's targets had been set with the SIP, based on Fischer Family Trust data, whereas next year's cohort would be measured differently.

The Executive Principle commented that this was a good set of results which should keep Whitehorse Manor Junior School in the top 20 of Croydon schools, based on combined attainment results. The spelling, punctuation and grammar (SPAG) results at level 4+ were also lower than expected, although there was a high number of level 5s. The key issue here looked to be the spelling paper. The spelling paper would be different next year as the new curriculum has a set spelling list which children will probably be tested on. The SPAG result is also not currently part of the progress measures in RAISE.

**Quality of Learning:** This heading had recently been added to the Heads of Schools' Report template and the Head of School asked for clarification of what needed to be reported, as much is reported on this under other headings in the report. The Chair stated that a number of the headings were likely to be changed in light of the new Ofsted framework.

**Use of Pupil Premium and its Impact:** Susannah Arthur and Audra Grey-Areben had met with Emma Chang to look at the allocation and impact of Pupil Premium funding. Suzanne Christopher was currently working on a data analysis.

**Quality of Teaching:** Recorded in Part B of the minutes

*(Steve Gadd joined the meeting at this point)*

**Accuracy of Teacher Assessments:** The Head of School reported that rigorous monitoring of teacher assessments had taken place in year groups for reading, writing and maths. Next year's Year 3 cohort would come up from the Infant School with moderated results.

**Impact of Performance Management in Developing Teaching:** All teachers had been working hard on their personal targets. The impact of performance management targets around pupil attainment would be seen once the end of year data was analysed.

**Leadership and Management:** Gabbi O'Connor and Michael Stephenson had completed the Power of Reading project and this had had a good impact on writing. The new thematic curriculum had been fully implemented and the school was currently working on its assessment system for September.

**Engagement of Parents and Carers:** Both the recent family fun day, held at Ecclesbourne Primary School, and the Year 6 production had been really well attended by parents. Susannah Arthur and Nicole Malabre had attended sports day and commented on the good balance between the enjoyment of sport and competitiveness.

**Behaviour and Pupil Safety:** There had been no reports of bullying for this period and no official complaints had been received. However, the Head of School had met with two parents to help resolve an issue which had arisen between them. Richard Hill reported that he had accompanied Emma Chang at an SEN meeting with a parent and he would discuss this with the Head of School after the meeting.

**Action:** *Richard Hill*

**Attendance and Punctuality:** Attendance was currently at 97% which was excellent.

**Behaviour Policy:** The Behaviour Policy had been updated ready for the next academic year, looking particularly at how the school monitored children on a reduced sunshine card.

**Report from Facilities Manager:** The Facilities Manager would be asked to provide a report for the next meeting. **Action:** *Head of School*  
In the meantime Steve Gadd reported that the window replacements were completed and the roofing work was progressing well. Playground improvement works would be starting on 10 August.

**Staffing:** Recorded in Part B of the minutes.

## **7. School Journey Report**

The 2015 School Journey report had been circulated to MACs ahead of the meeting. The cost to parents was £200 and the cost to the Trust was about £36.00 per child.

The school was looking to plan for next year's trip. With a maximum of 90 children from Whitehorse and 60 from Ecclesbourne, the 2016 trip was based on an assumption of 120 children and 12 adults taking part. As the usual hotel would not have sufficient capacity it would be necessary to use an adjacent one as well. The trip was being planned for June in order to space it out evenly with SATs and the end of year productions. The timing would result in a slight cost increase but the trip was still considered to be very good value.

The following questions were raised:-

**Q:** How much subsidy would the Trust be required to provide for next year's trip?

**A:** It was hoped that this would not be any more than this year's subsidy of £36.00 per child.

**Q:** Were parents given the option to pay by instalments?

**A:** Letters went home in Year 5 and parents were able to pay £10 a month via Parent Pay. However, many parents tended to wait until nearer the time to pay.

**Q:** Did the school impose a deadline for payment?

**A:** By offering an affordable option of payments over a longer period, the school aimed to get all payments in before the trip took place. However, no child was prevented from going on the trip for financial reasons.

On the subject of school trips, Susannah Arthur congratulated the school on a very well organised class trip to a Metro Bank in the Whitgift Centre recently.

## **8. MAC Visibility/Raising the Academy Council's Profile**

Richard Hill and Nicole Malabre had attended a Year 3 transition meeting at the Whitehorse site and had taken the opportunity to speak to a number of parents. Richard Hill and Roger Taylor had attended the meeting at the Brigstock Road site. Fewer people had attended this meeting as there was only a maximum of 30 places available at Brigstock. However, it was good to see that one or two people were transferring their children to Brigstock from other infant schools. Jolyon Roberts added that no children from Whitehorse Infant School was transferring anywhere apart from Whitehorse Juniors, unless they were moving out of the area.

Nicole Malabre continued to look at ways of raising the academy council's profile, including the planned introduction of a newsletter. She would also look at successful strategies used at Thornton Heath Nursery and Brigstock Road, including speaking to parents after their parent/teacher consultation meetings and holding a networking coffee morning. Jolyon Roberts added that this year parents had been invited to join their children for a school lunch and this had gone very well.

## **9. MAC's Monitoring Roles**

**Safeguarding:** Rachael Curzons would be asked to provide a safeguarding monitoring report at the next meeting. **Action: Rachael Curzons**

**SEN/Inclusion/Pupil Premium:** As reported earlier in the meeting, Susannah Arthur and Audra-Grey Areben had met with Emma Chang, Inclusion Manager, to look at SEN, inclusion and Pupil Premium. Due to an anticipated change in the level of Pupil Premium funding it had been suggested that Susannah and Audra meet with Roger Melody, the Trust's new Director of Finance and Resources, in the autumn term. It was thought that, in future, schools would be required to show how Pupil Premium money was being spent on each child. Susannah was new to the remit of

Pupil Premium and would be scheduling termly meetings to see how this was being used in the classroom settings. She had also booked to attend Croydon's next training session for Pupil Premium Governors, which was being held on 24 September.

During their meeting with Emma, Susannah and Audra had discussed the Year 6 to Year 7 transition for SEN children and had been invited to sit in on future meetings with parents, subject to the parents' consent. Emma had also shared some information packs she had prepared for parents of SEN children transferring from Year 2 to Year 3.

Susannah and Audra had been advised during their visit that Whitehorse was on the way to receiving the accreditation of a 'communication friendly' school and, as part of this, Emma was drafting a Communication Policy for 2015/16.

Audra had attended Croydon's recent training session for SEN Governors. One of the main recommendations arising from this was for governors to be more involved in SEN policy reviews.

During their visit Susannah and Audra had learned that, during enrichment time, Emma was running a club aimed at improving children's literacy skills through their love of football. She was also exploring the provision of on-line materials through Literacy Stars and running a drop-in games club at lunchtimes for children with social interaction issues.

A copy of Susannah and Audra's written report would be emailed to the Clerk for circulation. **Action: Susannah Arthur/Clerk**

**School Website:** As agreed at the previous meeting, Richard Hill had looked at the Pegasus Schools' websites to check that they were meeting statutory requirements. As a result he had written to Jolyon Roberts asking him to add a tab for the required governance information. **Action: Jolyon Roberts**  
MACs were encouraged to browse the website and email Jolyon with details of anything which needed to be updated. **Action: MACs**

## **10. Board of Directors' Report**

The minutes of the Board of Directors meeting held on 14 May 2015 had been circulated to MACs for information. There were no questions arising from these.

Jolyon Roberts drew MACs' attention to page 8 of the minutes which noted that all directly employed staff at Pegasus were now receiving the London Living Wage, which was above the minimum wage.

The Board of Directors minutes also outlined the premises work to be carried out over the summer. Jolyon explained that one of the key issues arising from pupil questionnaires was the condition of the toilets. Directors had therefore approved the refurbishment of the Year 3 girls' toilets and this would be carried out during the summer holiday.

## **11. Financial Reports**

The minutes of the Pegasus Academy Trust's Finance Committee meeting, held on 25 June 2015, would be circulated to MACs in due course. Jolyon Roberts advised MACs that all schools in the country would be facing some financial pressures in the coming years and the Board of Directors would be monitoring these closely through its Finance Committee.

## **12. MAC Training**

Audra Grey-Areben would complete a training form to share the feedback and impact of her attendance at the SEN Training session. **Action: Audra Grey-Areben**

Susannah Arthur would provide feedback from the September Pupil Premium training session at the next meeting. **Action: Susannah Arthur**

MACs were informed that booking training via Croydon's Octavo Partnership was much simpler than it had been previously through Learning without Boundaries and this could now be done online, by email or by telephone. The Pegasus Academy Trust had bought into a service level agreement with Octavo which enabled MACs to attend as many sessions as they wished. MACs were therefore encouraged to make good use of this service.

## **13. Confidentiality**

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

## **14. Dates of Meetings**

As Chair of the Board of Directors, Richard Hill would be drawing up a schedule of Board and Academy Council meeting dates for 2015/16. This would be circulated to MACs as soon as possible. **Action: Richard Hill**

## **15. Closing Remarks**



This was Carol Fagan's final meeting as Governance Clerk to the Pegasus Academy Trust and thanks were recorded for the support she had provided over the last three years. The post had been advertised and short-listing would be taking place tomorrow. Interviews were scheduled for 29 July.

Roger Taylor asked whether the school had received the donation from Probus to be used for prizes. Although this had not yet been received, the Head of School had spoken to the organisation who had promised to bring the money on the day of the prize giving. This would take place at 11am on Thursday 16 July.

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 7.45pm.

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