

PART A

MINUTES OF A MEETING OF THE GOVERNING BODY OF BEULAH INFANT SCHOOL

HELD ON
THURSDAY 9 OCTOBER 2014 AT 6.00pm

ATTENDANCE:

Gillian Borthwick	Community MAC (Chair)	Present
Adrienne Cluer	Local Authority MAC	Apologies
Fiona Fearon	Parent MAC (Vice-Chair)	Present
Richard Hill	Board Representative	Present
Philippa Mason	Head of School	Present
Denise Murray	Parent MAC	Present
Gerrie Ozah	Community MAC	Present
Jolyon Roberts	Executive Head Teacher	Present
Lynne Sampson	Executive Head Teacher	Present
Simon Senior	Community MAC	Absent
Kevin Smith	Board Representative	Present (from 6.10pm)
Stephanie Wyatt	Staff MAC	Present

Also Present

Jenette Indarsingh, Deputy Head Teacher
Carol Fagan, Governance Clerk

1. Welcome and Apologies

The clerk welcomed everyone to the first meeting of the academy council for Beulah Infant School.

Apologies for absence were received from Adrienne Cluer (holiday) and Simon Senior (illness). The academy council accepted these apologies.

2. Quorum

The meeting was declared quorate, with ten of a possible twelve governors in attendance.

3. Election of Chair and Vice-Chair 2014/15

The clerk invited nominations for the role of Chair of the academy council for 2014/15 and Gillian Borthwick was nominated. Gillian stated that, due to increasing work commitments, she might not be in a position to continue as Chair for the entire year. She was, however, willing to take on the role for at least the autumn term. Gillian's nomination was seconded and she was duly elected. The position would be reviewed in the spring term. **Action: Clerk – spring term agenda item**

The Chair invited nominations for the role of Vice-Chair. Fiona Fearon was nominated, seconded and duly elected.

4. Annual Review of the Register of Pecuniary Interests

Pecuniary interest forms had been sent out with the agenda for this meeting. Members of the academy council (MACs) were asked to return their completed forms to the clerk. The clerk would obtain completed forms from any absent MACs before forwarding the register of pecuniary interests 2014 to the school office. **Action: Clerk**

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

5. Pegasus Academy Trust Code of Conduct

It was explained that the Pegasus Academy Trust's Board of Directors required all directors and MACs to sign a copy of its Code of Conduct at the start of each academic year. The Code of Conduct had been circulated with the agenda and MACs confirmed that they had read it. The clerk collected signed copies from everyone present and would send reminders to those people not in attendance. **Action: Clerk**

6. Academy Council Membership

Representatives from the Board: The Chair welcomed Lynne Sampson and Jolyon Roberts who were in attendance as representatives from the Pegasus Academy Trust's Board of Directors.

Parent MACs: There were currently vacancies for two Parent MACs. As governing bodies were being encouraged to use a more skills based approach to filling vacancies the academy council would be completing a skills audit this term. Any skills gaps would be identified and applications would be particularly encouraged from parents with skills in these areas. The senior leadership team was able to provide the Head of School with model letters to parents. **Action: Head of School**

Staff MAC: The Chair reported that she had received a letter of resignation from Gillian Groom, former Staff Governor, due to family commitments. The Head of School would arrange for the vacancy to be advertised. **Action: Head of School**

7. Minutes

Accuracy: The minutes of the meeting held on 15 July 2014 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.

Matters arising from the Minutes (not included elsewhere on the agenda)

- **Data Report:** The Deputy Head of School had sent out an email clarifying the figures queried at the previous meeting.

8. Academy Council Skills Audit

MACs were asked to complete the skills audit form sent out with the agenda and return it to the clerk by half-term. Richard Hill would be collating the results to identify any skills gaps which need to be filled. **Action: All MACs**

9. Head of School's Report

The Head of School's Report had been circulated ahead of the meeting and was taken as read. This report included data produced for the recent school progress review meeting (SPRM), which was more detailed than usual. Richard Hill added that the new Ofsted framework from September placed greater emphasis on MACs knowing not just what was happening at the end of the key stages, but in each year group.

Pupil Attainment and Progress:

Lynne Sampson and Philippa Mason had been looking at key points from the report, particularly around the teaching of maths and the fact that EYFS results were below national and below Croydon this year. Jenette Indarsingh explained that extra TAs had been deployed to ensure that all children secured the basic skills. The school had looked at this year's Year 2 cohort to see if similar groups of children were underachieving as last year. The ethnicity of this cohort was slightly different and this year's focus was on white boys with little or no English and/or no previous schooling. A MAC asked where this group of children was from and it was explained that some children from Portugal and Eastern Europe had joined the school at the end of last year.

It was reported that there was a strong team in reception and Charlene Carrette from the trust, who was working with them for one day each week, was very supportive. All staff were welcoming opportunities for shared expertise and planning across the trust.

A MAC asked how the school was planning to stimulate boys' reading and writing. Philippa explained that this was recognised as a national issue. The school had undertaken a book audit, purchased reading schemes and established 'Bug club' which the boys enjoyed. In the foundation stage the school was working to make role play more boy friendly to encourage writing. Lynne Sampson reported that there had been a very positive impact from the purchase of annuals at Whitehorse and that this was something for Beulah to consider. In addition some TAs at Whitehorse ran a boys only writing and reading club. Philippa agreed to look at these initiatives with the Year 2 teachers at Whitehorse. **Action: Head of School**

Another MAC asked about reward schemes for reading and it was explained that the Pegasus reading diaries had been introduced. These would be looked at during parents' evenings.

It was acknowledged that boys tended to lean more towards ICT and their writing was often more productive when using computers. Jolyon suggested that there was room on the academy improvement plan for a teacher or year group leader to run a Kindle project at Beulah. If this was successful it could then be rolled out across the trust. Stephanie Wyatt expressed an interest in running this initiative. **Action: Stephanie Wyatt**

A MAC asked whether there were plans to roll out the 'Power of Reading' intervention at Beulah. Philippa would be discussing this with Sharon and Nina at Whitehorse. She added that the school would be reviewing its interventions as a whole at half-term. **Action: Head of School**

Impact of Interventions

A MAC referred back to the issue of groups of underperforming children in EYFS and asked what steps were being taken to address this now that the children had moved to Year 1. It was explained that teachers would be aware of vulnerable children from the shaded sheets passed from reception to Year 1. Individual children were being targeted with personalised interventions. A MAC commented that this was quite an expensive way of running interventions and the school needed to ensure that these were value for money. He noted from the Head of School's Report that one particular intervention had not been very successful and children had not made accelerated progress. It was explained that this had only been run for half an hour each week to see whether it was having an impact. The Maths Catch Up 2 intervention had produced some good results. It was pointed out that Croydon's EYFS results were below national, whereas London was generally above national. The school should therefore be aiming to be above both Croydon and national averages in order to compare with the rest of London. Jolyon explained that Pegasus had a great deal of experience with interventions. These were regularly reviewed and any that were not felt to be having an impact were changed. It was an expectation of the trust that there was a summary of the effectiveness of each intervention and that the person running it was accountable.

Stephanie Wyatt informed MACs that workshops were being planned to increase parental engagement.

It was **agreed** that Philippa, Jenette, Jane Andrews and the year group leaders would visit Whitehorse to look at the interventions currently in place and any staff training requirements for these to be established at Beulah Infant School. **Action: Head and Deputy Head of School**

The Chair noted that the Science Coordinator had yet to produce an analysis of the end of key stage science assessments and asked whether a date could be set for this to be reported back to the academy council. Lynne reported that she and the coordinator had discussed reasons for the dip in level 3s and it had been agreed that the coordinator would work with the science teacher at Whitehorse on addressing this. Philippa was asked to invite the coordinator to present a written report at the next meeting. Jolyon was able to provide an example report. **Action: Head of School/Clerk – Academy Council agenda item**

Use of Pupil Premium

The school's Pupil Premium statement had been uploaded to the website and copies had been sent to MACs. A MAC noted that in writing Pupil Premium children had performed better than non-Pupil Premium children. However, there were inconsistencies across the subjects and there was quite an attainment gap in maths. Lynne confirmed that the school had already started to look at the quality of teaching and assessments in maths.

Jolyon emphasised that Pupil Premium funding was as much about extending the range of children's experiences as it was about academic achievement. It was perfectly acceptable for schools to use some of this money for activities, such as trips to the theatre, to broaden children's experiences and raise their aspirations.

Lynne Sampson noted that the half-hour literacy booster classes had only run for ten weeks and asked why these had cost £3,147. Philippa understood that these sessions had run for more than ten weeks and agreed to check this. The statement on the website would be updated accordingly. **Action: Head of School**

10. Ofsted Action Plan – Progress Report

The Ofsted Action Plan would be superseded by a BINF Academy Action plan and the Head and Deputy Head of Schools would be meeting with the Executive Head Teachers next week to work on this. **Action: Head and Deputy Head of School/Executive Head Teachers**

Governance

The Chair referred to Ofsted's point about developing governance and explained that, at the time of the inspection there had been a number of new governors in post. A governance review had been discussed with Richard Hill.

Performance Management: The school was following the trust's performance management procedures and reviews had been carried out.

11. Annual Review of Monitoring Roles

It was explained that MACs were expected to take on certain monitoring roles, the post important of which were SEN and safeguarding. The following roles were **agreed:-**

Safeguarding	Fiona Fearon
SEN	Denise Murray & Gerrie Ozah
Training & Development Link	Fiona Fearon
Pupil Premium	Adrienne Cluer (subject to her approval)

The Chair would contact Adrienne to confirm that she was willing to take on the Pupil Premium monitoring role. **Action: Chair**

Fiona agreed to visit Whitehorse Infants on Friday 21 November, during the school's external review, to see how the reviewer looked at the single central record. **Action: Fiona Fearon**

Gerrie Ozah reported that she had attended a training session on Tuesday about the new SEN Code of Practice. She felt there had been a lot of information to take in and that the implications of the new code of practice were overwhelming. Denise would aim to attend the next training session. In the meantime Gerrie would share information from the course with her. Denise explained that the demands of her job made it difficult to visit the school during the day and was assured that the school would be flexible in accommodating visits after school. Jane Andrews had provided a very comprehensive report on the new code of practice and the previous meeting. Denise and Gerrie would liaise with Jane and Philippa to arrange a visit. **Action: Denise Murray and Gerrie Ozah**

Under the former governance arrangements, individual governors had adopted links with particular subject areas. However, it was explained that all MACs would be expected to have an understanding of what was happening across the whole school.

MACs were reminded that Pegasus's Annual Directors and MACs Day would be taking place on Thursday 22 January 2015. This was an important opportunity to MACs to come into school for training and to carry out monitoring visits.

12. Board of Directors' Report

The draft minutes of the Board of Directors' meeting held on 17 July 2014 had been circulated to MACs for information. There were no questions arising from these.

13. Financial Reports

The draft minutes of the Finance Committee meeting held on 24 June 2014 had been circulated for information. The annual report was currently being prepared

14. MAC Training

SEN: As noted earlier, Gerrie Ozah had attended Croydon's session on the new SEN Code of Practice, led by Judith Lunnon. There had been a lot of information to take in from this, the main emphasis being that SEN provision was now the responsibility of all members of staff and not solely the SENCO.

Safeguarding: As noted earlier, Fiona Fearon would be visiting Whitehorse during the external review on 21 November to see how the reviewer looked at the single central record.

Richard reported that the trust was developing a Pegasus governance training record and MACs would be asked to complete a feedback form for any sessions attended. The school would need to ensure that all MACs were allocated the necessary Fronter usernames and passwords to enable them to book Croydon's training via the Learning without Boundaries site. Any MACs who had not yet been given their details were asked to contact the school office.

As Training and Development Link MAC, Fiona asked people to look at their individual training needs. Richard added that information from the skills audit would help to identify these. **Action: All MACs**

Richard encouraged MACs to attend Croydon's session on 'The Strategic Role of Academy Governors' from 7-9.30pm on 17 November. There would also be a session on the revised Ofsted framework from 10am to 12 on the same day. However, it was hoped that this topic would be covered in the training session at the Annual Directors' and MACs' day on 22 January 2015. MACs were reminded that there would also be an opportunity on this day to have lunch with the children and visit the classrooms. Full details would be circulated nearer the time and all MACs were strongly encouraged to attend. **Action: All MACs**

15. Any Other Business

Breakfast and After-School Clubs: A MAC asked how the new breakfast and after-school clubs were going. Philippa was pleased to report that these were going well. Numbers were increasing and feedback from parents was very positive. Beulah Junior School was also very pleased with the provision.

Universal Free School Meals: A MAC asked about the take-up of universal free school meals. It was explained that the school was working with parents whose children brought in unhealthy packed lunches to try to encourage them to have a school meal. Jolyon reported that the trust had secured a grant which had been used to purchase £37K of new kitchen equipment. Plans were also in place to upgrade the till systems. Another MAC asked whether the school was going to stay with its current catering company and it was explained that this was due for review. It was understood that the junior school was keen to join with the trust's catering arrangements.

Pupil Numbers: A MAC asked about pupil numbers and how this would affect funding. It was explained that although the school was usually full, one family had moved on census day, affecting pupil numbers. There were currently eight spaces across the school, each of which meant £4,900 less funding. The school was in an area of mobility and there were some issues around Croydon's Admissions Team's filling of vacant places.

ICT Upgrade: Work would be taking place at half-term to bring Beulah onto the trust's server. Jolyon explained that, in the meantime, all teachers could be allocated Pegasus email addresses.

A MAC asked whether the phone system would be upgraded at the same time. It was explained that this would be done at a later date.

Parental Survey: Jolyon reported that the Pegasus would be carrying out a parental survey across the trust in January. Directors would be very interested in how parents perceived the changes to the school since joining the trust and there would therefore be some specific questions around that.

16. Confidentiality

It was Pegasus's policy to publish academy council minutes on the trust's website. Any items deemed to be of a confidential nature would therefore be recorded in a separate confidential Part B, which would not be made available for publication.

17. Meeting Dates

The main focus for the next meeting would be to look at pages of the RAISEonline report marked with a 'g', which were the ones which Ofsted would expect MACs to know about. The meeting would also review the 2014/15 targets and set targets for 2015/16. Meeting dates for 2014/15 were:-

Tuesday 25 November 2014 1800 – 2030 (Raise online and targets for 2015/2016 and review of 2014/2015)

Tuesday 10 February 2015 1800 – 2030 (review of progress to date)

Tuesday 12 May 2015 1800 – 2030 (review of progress to date)

Tuesday 7 July 2015 1800 – 2030 (Initial review of SAT results)

There being no further business for discussion, the meeting closed at 8.15pm.

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

Date	