



PART A

MINUTES OF A MEETING OF THE ACADEMY COUNCIL OF BEULAH NURSERY AND INFANT SCHOOL HELD ON TUESDAY 7 JULY 2015 AT 6.00pm

ATTENDANCE:

Jane Andrews	Staff MAC	Present
Adrienne Cluer	Community MAC	Present
Fiona Fearon	Parent MAC (Chair)	Present
Richard Hill	Board Representative	Present
Philippa Mason	Head of School	Apologies
Denise Murray	Parent MAC	Present
Gerrie Ozah	Community MAC	Present
Kevin Smith	Board Representative	Present
Stephanie Wyatt	Staff MAC	Present

Also Present

Jolyon Roberts, Executive Principal
Lynne Sampson, Executive Principal
Carol Fagan, Governance Clerk
Aneta Necjaz-Foko – Prospective Parent MAC

1. Welcome and Apologies

Fiona Fearon, Academy Council Chair, welcomed everyone to the meeting. A particular welcome was extended to Aneta Necjaz-Foko, who had indicated her willingness to be appointed as a Parent MAC. Aneta explained that she had a daughter in year 1 and was very pleased that she had obtained a place at the school. Aneta worked part-time and therefore had time to commit to the academy council. MACs introduced themselves to Aneta and looked forward to working with her.

Apologies for absence were received from Philippa Mason, Head of School, who was currently on sick leave.

2. Quorum

The meeting was declared quorate, with eight of nine MACs in attendance.

3. Declaration of Pecuniary Interests

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

4. Academy Council Membership

Community MAC: The clerk confirmed that Simon Senior had been informed of the academy council's decision to disqualify him for non-attendance with effect from 12 May 2015.

Parent MACs: Aneta Necjaz-Foko withdrew from the meeting whilst the academy council discussed her appointment. MACs were fully supportive of her nomination and unanimously **approved** her appointment. Aneta re-joined the meeting and was welcomed to the academy council membership. The clerk would arrange for Aneta to be provided with the Pegasus Academy Trust's induction pack for MACs. **Action: Clerk**

Denise Murray reported that she would be standing down from the academy council at the end of term due to personal and work commitments. She stated that she had enjoyed her time as a governor and MAC and was happy to have been part of the transition of Beulah Infants to an academy. The academy council was sorry to hear of her decision, stating that her contribution would be greatly missed. The resulting Parent MAC vacancy would be advertised in the autumn. **Action: Head of School**

Staff MACs: Jane Andrews and Stephanie Wyatt would be leaving the school at the end of term to take up new posts. This would therefore be their final meeting as Staff MACs. The Chair thanked them for their contributions to the work of the academy council and wished them well in their new posts. The resulting Staff MAC vacancies would be advertised to the new staff group in the autumn. **Action: Head of School**

Governance Clerk: Carol Fagan, Governance Clerk to the Pegasus Academy Trust, would be leaving her post at the end of term. She was thanked for the support she had given to the academy council since Beulah Infant School had joined the trust. Lynne Sampson reported that the post had been advertised and interviews would be held on 29 July.

5. Minutes

Accuracy: The minutes of the meeting held on 12 May 2015 were agreed as a true record and signed by the Chair. The signed minutes were passed to Lynne Sampson for the school's minute book.

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

Exit Interviews: The question of exit interviews had been raised at the previous meeting and a MAC asked whether the outcome of these would be included on the next agenda. Jolyon Roberts explained that the Octavo Partnership, Croydon's traded school improvement service, was offering an anonymous on-line exit questionnaire to staff and he had asked for this to be emailed to those Beulah Infant staff members leaving at the end of the year. People would also be offered the opportunity of an exit interview with an HR advisor. A notice had been put on

Frontier encouraging people to complete the questionnaire and take up the offer of an interview. MACs raised the following questions:-

Q: Was the questionnaire optional?

A: This was confirmed.

Q: How would be outcomes of the questionnaire be fed back?

A: Responses would go back to Octavo who would feedback metadata to schools. As the questionnaire was anonymous it asked staff not to include anything in their responses which could identify them.

Q: It would be interesting to see what people viewed as the strengths and weaknesses of the school. Was this part of the questionnaire?

A: It was confirmed that such questions were included.

Parent MAC Vacancy: The action from the last meeting had been completed by Aneta Necjaz-Foko's appointment this evening. An additional vacancy, to replace Denise Murray, would be advertised in the autumn.

Community MAC Vacancy: As Aneta Necjaz-Foko had come forward to fill the Parent MAC vacancy, it was no longer felt necessary to approach interested parents from Whitehorse or Ecclesbourne about becoming a Community MAC. Lynne Sampson reported that the Trust had received details of prospective candidates, introduced by the School Governors' One Stop Shop, one of which might be suitable for Beulah Infants. She would provide a further update in September. **Action: Lynne Sampson**

Octavo Partnership: Jolyon Roberts had spoken to Octavo's Chief Executive about the organisation's key performance indicators. He had been advised that Octavo aimed to provide school improvement partners' (SIPs) reports within one week of their visits. Lynne Sampson confirmed that she had met with Pegasus's SIP yesterday and a report had been promised by tomorrow.

INSET: It was confirmed that handouts from an INSET session on questioning and challenging had been shared with the Head of School.

SEF: The Head of School had been asked to update the school's self-evaluation document (SEF) to reflect the quality of teaching as judged during the recent monitoring visit. As she was not able to attend this evening this action would be carried over to the next meeting. **Action: Head of School**

Building Plans: Some MACs had attended a meeting with the architects to look at plans for the building project. Jolyon Roberts reported that plans had subsequently gone out to tender with a submission date of Friday 10 July. Contractors would need to be ready to mobilise by the first week of the summer holidays.

Jolyon drew MACs' attention to the huge amount of enabling work that had already been carried out by staff within the Trust, which included the provision of a new outside storage area. A MAC commented that parents had used the concrete base for this new store as a viewing area during the recent sports day and had spotted some broken glass around it. Jolyon thanked her for drawing attention to this and would arrange for the glass to be cleared. **Action: Jolyon Roberts**

GLD Tracking: This would be discussed under agenda item 7, Head Teacher's Report.

EAL: It was noted that the action from the previous meeting was to look at recruiting a Polish speaking TA, and not Portuguese as stated on the action list. It was reported that Catherine Bessong, a qualified teacher and Polish speaker, would be joining the school as a TA in September. Aneta Necjaz-Foko informed the academy council that she was a Polish speaker and would be happy to help where needed.

MAC Attendance at Meeting for New Reception Parents: Adrienne Cluer, Fiona Fearon and Richard Hill would be attending the meeting for new reception parents tomorrow.

Lynne Sampson reported that, together with the Head of School she had been working to encourage more applications for reception in September and 84 of the 90 places had now been allocated.

School Website: As agreed at the previous meeting, Gerrie Ozah had looked at the school website to see if it complied with statutory requirements. She had found it generally easy to navigate and for the most part up to date. However, some staff names and photographs were missing. Jolyon Roberts would arrange for the new staff list to be uploaded in September. **Action: Jolyon Roberts**

Gerrie added that the SEND information on the website was very clear for people with a good understanding of English. However, bearing in mind the number of EAL children on roll she asked whether this could be translated into other languages. Jolyon Roberts would ask the Head of School to explore whether the translation service could provide an overview in the most common languages spoken within the school community. **Action: Jolyon Roberts/Head of School**

Having attended the meeting with the architect, and seen the impressive plans for the school, Gerrie suggested that these were published on the website. Jolyon thanked her for this suggestion, which he agreed to action. **Action: Jolyon Roberts**

Richard Hill pointed out that Ofsted would expect school websites to include the names of governors, together with their category, term of office and area of responsibility. From September 2015 it would also be necessary to publish registers of pecuniary interest. He was therefore working with Jolyon to ensure that this information was uploaded to the individual academy pages under a 'governance' tab.

PAT Visits Policy: It was confirmed that the PAT Visits Policy had been re-circulated to MACs with the previous minutes.

Safeguarding Monitoring Visit: Fiona Fearon, Safeguarding MAC, had met with Jane Andrews, Inclusion Manager, yesterday. She had noted that there would be a lot of new staff in September and this would be a good opportunity for her to check the single central record. **Action: Fiona Fearon**

Fiona confirmed that she had been provided with a checklist for safeguarding governors following the previous meeting and that staff had been made aware that she was the school's safeguarding MAC. The following question was asked:-

Q: What safeguarding training was planned for staff?

A: The INSET Day scheduled for 3 September would include safeguarding training for all staff.

Chairs of Governors' Termly Briefing: Fiona Fearon confirmed that information from the Chairs of Governors' termly briefing and the Training and Development Link Governors' meeting had been shared with the academy council.

Skills Audit: The academy council had not yet used information from its skills audit to identify training needs. MACs were therefore asked to consider their individual training needs for the autumn term. **Action: All MACs**

Adrienne Cluer had attended a useful training session on governing body self-evaluation. Hand-outs from this session included a self-evaluation form which the academy council might be able to use to evaluate the efficiency of its meetings and decision making. Details had had been passed to the Chair for inclusion on the next agenda. **Action: Agenda Item**

6. Ofsted Statement of Action (SofA)

The updated Ofsted Statement of Action (SofA) had been sent to MACs ahead of the meeting. The academy council agreed to look at this in conjunction with the Head of School's Report.

7. Head of School's Report

The Head of School's Report had been circulated ahead of the meeting and was taken as read. The following points were discussed and questions raised:-

Pupil Numbers: Lynne Sampson reported that the school was still 12 children short of its admission number.

Q: What was the reason for the empty places?

A: The message from Croydon's Admissions Team was that Beulah Infant School was not currently a school of choice.

A Staff MAC added that when the school had reduced the size of its nursery this had reduced the number of children coming into straight into reception.

Aneta Necjaz-Foko reported that she had particularly requested a place at Beulah Infant School for her daughter and had experienced a lack of communication from Croydon Admissions regarding this.

Q: Was pupil mobility higher in any particular year group?

A: Pupil mobility had become an issue across the Trust now that many families were being re-housed out of the area. However, it should be noted that the other schools in the Trust were full and Beulah Infant's results were thought to be a contributory factor to the empty places.

Jolyon Roberts added that Croydon Council may have over-estimated the demand for reception places across the borough and put more places than required into the system. The school would need to fill as many of its places as possible by the October census date in order to secure sufficient funding to support the staffing structure.

Pupil Achievement and Progress

EYFS: MACs were pleased to note that there was a marked improvement in the percentage of children achieving a 'good level of development' and that this was slightly above last year's national figure.

Phonics: Lynne Sampson stated that, although there had been an improvement in the number of year 1 children passing the phonics screening test threshold this year, this was only just in line with last year's national. Jenette Indarsingh was working on a way to improve on this.

End of Year KS1 Results: - Record in Part B of the minutes

Quality of Teaching – Recorded in Part B of the minutes

Leadership and Management – Recorded in Part B of the minutes

Behaviour and Safety of Pupils

Lynne reported that pupils' behaviour, conduct and manners were exemplary. The children and staff who had taken part in a recent event at Fairfield Halls had been a credit to the school and the class assemblies were extremely good. A volunteer was requested to present books at the leavers' assembly and Denise Murray agreed to do this.

A MAC felt it would be useful to receive dates of events from the school office. It was explained that these were usually included in the Head of School's Report, parents' newsletters and school website. MACs were also encouraged to use Twitter for alerts.

Attendance

Lynne Sampson reported that the school's attendance figure was still below national and a considerable number of children were arriving late. The school's Education Welfare Officer was working with families on these issues. It was hoped that the new school entrance, and the provision of a parents' waiting area, would make a difference in terms of punctuality. The doors would be shut at 9am and latecomers would have no option that to go to the office to sign in.

MACs asked the following questions:-

Q: Did staff feel that the scooter assemblies were still having an impact?

A: Children's excitement about these was starting to wear off and more needed to be done to encourage attendance and punctuality. The school would be introducing a Family Support Worker role in September and part of that role would be to target punctuality.

Q: Were there logistical problems for the people that were persistently late, for example having children at other schools?

A: Some families did have children at other nurseries. In addition changes to the benefits system had resulted in a number of families moving out of the area. Many of these families had shown a real commitment to getting their children to school on time, despite the distances they had to travel.

Q: Was there money available to provide subsidised breakfast club places?

A: Schools were permitted to use Pupil Premium funding for this purpose.

Premises

MACs recorded their thanks to Peter Hill, Facilities Manager for the hard work he had putting into producing Beulah Infant School's premises plan. There was a general feel around the school that the environment had improved. MACs looked forward to seeing the result of the building works due to take place during the summer holidays.

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

Thanks were recorded to those governors who had come into school yesterday to have photographs taken for the notice board and website. MACs had talked about coming into school for more activities and would be more proactive in terms of finding out dates.

Jolyon Roberts felt it would be helpful for MACs to utilise the new parents' waiting area as a networking opportunity. He added that the Brigstock Road annexe had introduced a 'Parents Connect' breakfast meeting, where parents were invited to share their contact details. This had been very well attended and was something which Beulah Infant School might like to consider.

9. MACs' Monitoring Roles

School Website: This had been reported under agenda item 5.

Special Educational Needs: Gerrie Ozah had not had the opportunity to visit as regularly as she would have liked but she had had a long conversation with Jane Andrews, Inclusion Manager, yesterday. She had also attended a Croydon training session on the role of the SEN Governor. She had found this training very useful and would encourage as many MACs as possible to go on it. In the meantime she would share the presentation slides with MACs. **Action: Gerrie Ozah**

Jolyon Roberts added that governor training was now much easier to access through the Octavo Partnership. As the cost was covered by the school's service level agreement MACs were strongly encouraged to make use of it and book onto as many training sessions as possible.

One of the key points that had come up at the SEN session was that schools were required to report to parents each year on the implementation of their SEN Policy. The SENCOs had not been previously aware of this requirement and were now looking at how best to do this. Gerrie put forward a suggestion for a parents' SEN forum to share views and ideas. It was explained that an ADHD forum was being trialled at Brigstock Road. The SEN training session had also reminded governors to monitor their school's provision for higher achieving children.

During her conversation with Jane Andrews, Gerrie had been pleased to note that the school was particularly strong in its speech and language intervention and that Jane had located some free training for TAs. She had also learned that there had been some delay in the production of reports by the Educational Psychologists which in turn had delayed applications for educational health plans. Jolyon Roberts explained that the Octavo Partnership had been experiencing some recruitment issues and was not currently able to commission sufficient Educational Psychologist time.

Gerrie hoped to be able to come into school for one day each term during the next academic year.

Safeguarding – Recorded in Part B of the minutes

10. Board of Directors' Report

The draft minutes of the Pegasus Academy Trust's Board of Directors' meeting of 14 May 2015 had been circulated to MACs for information. There were no questions arising from these. On behalf of the academy council, the Chair recorded her thanks to Pegasus for the package of support it was providing to the school

11. Financial Reports

The minutes of the Finance Committee meeting held on 25 June 2015 would be circulated to MACs as soon as they were available. The Trust budgets were currently being set by the Director of Finance and Resources and it was hoped that a draft would be available for presentation to the Board of Directors at its meeting on 9 July.

Jolyon Roberts advised MACs that budgets would be getting leaner for schools and academies. This was due in part to increases in employers' pension contributions and the implementation of pension auto-enrolment in April 2016 which could potentially cost the Trust £250K.

In response to a question Jolyon confirmed that the pension deficit was still an issue for Beulah Infant School. Academies' contributions to the deficit ranged from 11% to 56% and due to the make-up of its staff, Beulah was required to pay about 41%. This amounted to a significant amount of money for the Trust. However, the Pension Committee had indicated that they would be looking at a formula to allow academies longer to pay.

12. MAC Training

Adrienne Cluer had provided feedback from a governing body self-evaluation session earlier in the meeting.

Aneta Necjaz-Foto was encouraged to attend Croydon's induction training for new governors in the autumn term. The clerk would provide her with details of how to book a place. **Action: Clerk**

13. 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 governing body.

14. Meeting Dates

As Chair of the Board of Directors, Richard Hill would be drawing up a timetable of Board and academy council meetings for 2015/16 and this would be circulated to MACs as soon as possible. **Action: Richard Hill**

15. Closing Remarks

The Chair reminded MACs that discussions at academy council meetings should be kept confidential.

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	
------	--