



**Minutes of the Whitehorse Junior School
Academy Council Meeting
Held at on Thursday 24 September at 6.00pm**

Present:-

Nina Achenbach	Head of School	Present
Susannah Arthur	Parent MAC	Absent
Rachael Curzons	Community MAC	Present (arrived at 6.15pm)
Steve Gadd	Staff MAC	Present
Audra Grey-Areben	Parent MAC	Present
Richard Hill (Chair)	Community MAC	Present
Nicole Malabre	Parent MAC	Present
Gabrielle O'Connor	Staff MAC	Absent
Sophia Panchoo-Cohen	Parent MAC	Absent
Jolyon Roberts	Executive Principal (Board Rep)	Present
Roger Taylor	Co-opted MAC	Present
David Wood	Community MAC	Present

Also present:

Mel Brown - Governance Clerk

1. Welcome and apologies

The Chair welcomed everyone to the meeting, extending particular welcome to Mel Brown, the new governance clerk. MACs introduced themselves to Mel.

(Post meeting note: Apologies for absence were received after the meeting from Sophia Panchoo-Cohen due to attendance at pupil premium training).

2. Confirmation of Quorum

The meeting was declared quorate at 6.00pm with eight of twelve MACs in attendance. (This increased to nine by 6.15pm).

3. Election of Academy Council Chair and Vice Chair

Mel Brown took the role of Chair and asked for nominations for this role. Richard Hill was nominated and elected as Chair. Richard took over the role of Chair.

Audra Grey-Areben was nominated and elected as Vice-Chair. The Clerk agreed to edit the website to include the new responsibility.

Action: Mel Brown

4. Declaration of Pecuniary Interests

4.1 MACs were asked to complete the pecuniary interest form which was contained in their papers, and to return it to the Clerk at the end of the meeting.

Action: All MACs

4.2 Macs were asked to declare any pecuniary interests regarding the agenda item for this meeting. Jolyon Roberts confirmed his directorship of the Octavo Partnership.

5. Academy Council Membership Changes

5.1 Co-opted MAC

MACs noted Roger Taylor would be retiring on 30 December 2015 after 25 years of service as a governor and MAC. Roger Taylor was profusely thanked by the Council for his services and the ongoing support he had provided to the school over a significant period of time.

5.2 Skills Audit

MACs were asked to complete the skills audit contained with the papers, and return them to Richard Hill at the end of the meeting or by email. Richard Hill agreed to complete the skills audit analysis.

Action: All MACs / Richard Hill

6. Pegasus Academy Code of Conduct

The Code of Practice, a copy of which was contained in the papers, was circulated for all MACs to sign.

7. Minutes

The minutes of the Part A and Part B meeting held on 14 July 2015 were agreed as a true record and signed by the Chair. The minutes were passed to the Head of School for the minute book. The Clerk agreed to upload the minutes to the website.

Action: Mel Brown

MACs welcomed the fact that all staff directly employed at Pegasus were now receiving the London Living Wage and asked the following:

Q: Would the requirement to pay the London Living Wage be extended to contractors?

A: The Trust had three major contractors (sports, cleaning and catering). The sports contractor had already started paying staff the London Living Wage. The cleaning contract was up for renewal in April and a stipulation of any contract award would be that staff were paid the London Living Wage. The catering contract was moving towards the same with some staff already being paid the London Living Wage. This

did not apply to those working less than 2 hours a day. The Local Authority was also moving its pay scales accordingly.

Q: What percentage of school staff were male and BME?

A: 50% of school staff were male, there were also more BME staff and experienced women teachers on the market. Recruitment in this way had been a strategic decision to ensure staff were much more reflective of the local community, it would also help to reduce a number of risk factors, and would help to inspire children at the school.

Q: Was there any correlation between the dip in reading and spelling attainment?

A: There was no correlation. The problem with reading was specific to the higher level readers. The lower level readers did well in reading, spelling and punctuation.

Q: What was the level of difficulty on the spelling?

A: Some related to syllables but there was no specific pattern. There was a national curriculum spelling list which pupils were expected to learn. Children were unable to make up marks in the grammar paper.

8. Matters Arising from the Minutes / Action List

Upload minute of May meeting to the website

This action had been completed by the previous Clerk, Carol Fagan.

Feedback to Head of School on attendance

This had been actioned by Richard Hill. To be removed.

Request a Facilities Manager Report for the next Meeting

This item was to be added to the November agenda.

Provide a safeguarding monitoring report at the autumn meeting

Nina Achenbach agreed to contact Rachael Curzons to arrange a meeting date. The safeguarding monitoring tick list should be received on 12 October 2015 and needed to be completed and returned by 31 December 2015. The list needed to be presented at the next meeting.

Action: Nina Achenbach / Rachael Curzons

Distribute SEN/Inclusion/Pupil Premium monitoring visit report

This action had been completed. To be removed

Update the school website to include a governance tab

This action had been completed. To be removed

Browse the website and email details of any required changes to Jolyon Roberts

The website would continue to be updated to ensure the school remained statutory compliant. Jolyon Roberts agreed to add a link to information on the school breakfast and after school club should be added, and that website updates should be included within the AIP where appropriate.

Action: Jolyon Roberts

Complete training feedback form regarding attendance at SEN Governor Training

This action had been completed. To be removed.

Provide verbal feedback on pupil premium training at the autumn meeting

Susannah Arthur was not present at the meeting so the item was deferred to the next meeting.

Schedule of council meeting dates for 2015/16

The 2015/16 schedule was circulated in August by Richard Hill. To be removed.

Discuss how best to address the requirement to make parents aware of new definitions of abuse

This action was completed and had also be added to the website. It was agreed to add this information to the next PAT newsletter.

Action: Jolyon Roberts

Agree date for official opening of the Brigstock and Whitehorse buildings

To be discussed at the next (autumn) meeting.

Feed in academy council actions for inclusion into the academy improvement plan

This year's academy improvement plan was almost complete. To be removed.

9. Board of Directors' Report

MACs noted the minutes of the meeting held on 9 July 2015. Richard Hill explained the Board of Directors had met on 18 September 2015 to approve the 2015/16 Trust budget. The Richard Hill explained this year's budget had taken into account pension expenditure. Whitehorse Junior School was budgeted to make a surplus of £31k. All additional expenditure would require Board approval. Funds were limited as there would be no additional income going forward for new classes and Brigstock. It was noted that as school funding reduced the money each pupil attracted would increase.

10. Financial Report

MACs noted the minutes of the Finance Committee held on 25 June 2015.

11. Correspondence to the Chair

There was none to report.

David Wood had previously notified MACs of the impending visit to the school by the Jamaican High Commissioner on 13 October 2015, in celebration of Black History Month. The programme was being finalised and it was likely the Commissioner would spend approximately an hour at the school before lunch. Richard Hill reported that he would be on leave on this date, and Audra Grey-Areben agreed to attend as vice chair. All MACs were encouraged to attend.

Action: Audra Grey-Areben

Nina Achenbach reported that enrichment activities had been arranged for each week of the month to include steel pans and African dancers.

Directors asked the following question:

Q: Had the media been notified of the visit?

A: Local media would be informed.

12. DfE Updates

MACs noted the new OFSTED framework and the Academies Financial Handbook. Jolyon Roberts reported that the new OFSTED framework contained an updated section on governance and leadership, alongside a number of governor (MAC) specific criteria. The Clerk agreed to circulate the relevant sections to all MACs and Directors of the Trust. Richard Hill and Jolyon Roberts agreed to review the sections and create a work programme between MACs and Directors. It was agreed to add the OFSTED framework to the agenda of the next meeting.

Action: Mel Brown, Jolyon Roberts, Richard Hill

13. MAC Training and Development

MACs noted the Octavo Partnership Training Programme which had been circulated in advance of the meeting. Richard Hill would be undertaking the skills analysis to identify any gaps or training needs. MACs were encouraged to attend any relevant training courses

Richard Hill confirmed he was attending the OFSTED Framework training course on 30 October 2015 and had attended the Local Authority briefing for Chairs the day before. Richard Hill reported that discussions were had pertaining to the key stage 2

outcomes, Croydon had improved in level 4 from 75 – 77%, however, the national statistics indicated that Croydon was still the worst performing borough in London for KS2 (combined). Croydon performance improved at secondary school level to a mid-ranking borough. Work was underway to identify the issues behind the results. The key reason why Croydon was not getting enough level 4 plus's was because progress in schools tended to spike, and meant the overall performance across all subjects was poor.

Chairs had discussed admissions and the forthcoming census. The timescales for admissions had moved by 2 months, so arrangements should be in place in January rather than April.

Croydon Council were contracting its payroll service from April 2016 and schools were being encouraged to tender collectively. The Trust would keep abreast of developments to determine whether a reduction in the headline price per payslip could be achieved.

There was lots of discussion at the Chair's meeting on safeguarding and what was needed on the website to ensure statutory compliance, and included information on child sex exploitation, radicalisation (emphasis on PREVENT and statutory duties), sexual violence, FGM and missing children. MACs would need to ensure schools had a robust system in place for identifying missing children. Jolyon Roberts reported that Lynne Sampson had delivered training recently in this regard.

Richard Hill further reported that poorly performing schools would be subject to a lassie (improvement) inspection, which was a two week inspection process and would include conversations with both the school and local authority.

Secondary school provision was discussed at the meeting where Chairs were informed that additional secondary schools were being planned.

Richard raised a question at the meeting concerning an increase in nursery hours from 15 to 30. Jolyon Roberts confirmed that every child from Thornton Heath Nursery School was admitted to a Pegasus Academy school. Funding formulas were also discussed, and in particular the distribution of funds between inner and outer London schools.

Richard Hill and Lynne Sampson had recently attended a conference for academy trusts and made some useful contacts. There a similar model to that of the Trust was noted. This model was larger with 3 primary schools and 13 secondary schools.

MACs asked the following questions:

Q: Will any of the planned schools be free schools?

A: The intention was that Palace Victus School in West Croydon would be a free school. It would be difficult to find a suitable site for a secondary school in Thornton Heath.

Jolyon Roberts encourage MACs to review the actions outlined in the AIP and to undertake visits to the school as often as possible to review the “super” curriculum and observe the children’s learning experience.

Action: All MACs

14. Meeting Impact

There were no items discussed under this section.

15. Meeting Dates

The date of the next meeting date was noted to be on Thursday 19 November 2015 at 6.00pm.

16. Publication of Minutes

It was agreed that, following approval by the Chair, the Part A minutes could be made available for publication. There were no Part B minutes.

17. Confidential Staffing Matters

There were no items discussed under this section.

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

The meeting closed at 7.20pm.

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