

Minutes



ACADEMY COUNCIL OF WHITEHORSE MANOR JUNIOR SCHOOL

ACADEMY COUNCIL MEETING

Monday, 21st of November 2016 at 6pm at Whitehorse Manor Junior School

Name	Position	Status
Nina Achenbach	Head of School	Present
Susannah Arthur	Parent MAC	Present
Steve Gadd	Staff MAC	Present
Audra Grey-Areben (VC)	Parent MAC	Present
Richard Hill (Chair)	Community MAC	Present
Nicole Malabre	Parent MAC	Present
Sophia Panchoo-Cohen	Community MAC	Apologies
Jolyon Roberts	Executive Principal	Present
John Watt	Staff MAC	Present
David Wood	Community MAC	Apologies
Also Present		
Nicole Tye	Deputy Head of School	Present
Nicola Hall	Deputy Head of School	Present
Ciara Carroll	Clerk to the Trust	Present

	ITEM	ACTION
1.	<p>Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received from David Wood, due to work commitments, and Sophia Panchoo-Cohen, due to long travel delays. These apologies were accepted.</p> <p>The Chair informed the meeting that DW had asked to meet with him to discuss his membership of the council. It was agreed that DW was excellent when he was able to attend the meeting; however the school does need members to attend meetings and there is an impact on the attendance statistics if they are unable to do so.</p>	
2.	<p>Quorum</p> <p>The meeting commenced at 6.00pm with eight of ten MACs in attendance and so was quorate.</p>	

Initials of Chair:

Page 1

3.	<p>Declaration of Pecuniary Interests and/or Conflict of Interests</p> <p>MACs were asked to declare any pecuniary interests regarding the agenda items for this meeting. None were declared.</p>	
4.	<p>Academy Council Membership changes</p> <p>There were no changes.</p>	
5.	<p>Minutes of previous Meeting</p> <p>Audra Grey-Areben is to be added as joint Lead under CLA / Safeguarding.</p> <p>Action: Clerk to update MAC Lead list</p> <p>Subject to the above change, the minutes of the meeting held on 21 September 2016 were agreed as a true record and signed by the Chair. The minutes were passed to the Head of School for the minute book.</p>	CC
6.	<p>Matters Arising from the Minutes</p> <p><u>Organise secondary school evening for parents</u></p> <p>A date has now been agreed. The draft presentations are being written and are due to be sent to the HoS presently. The next focus is the flyer handout. The EHT would like the information to be published on the website and on Twitter.</p> <p><u>Contact David Wood regarding attendance</u></p> <p>This has already been discussed in item 1.</p> <p><u>Hold parental elections at Brigstock</u></p> <p>The HoS has had three applications for the role. Statements will be finalised today (21.11.16) and the pack issued tomorrow (22.11.16). <i>In response to a MAC question</i>, it was confirmed that everyone does not have to vote, that it is a choice.</p>	
7.	<p>Head of School Report</p> <p>This report was circulated prior to the meeting and the HoS led the meeting in a discussion of the content.</p> <p><u>Places</u></p> <p>The school is actively seeking to fill every place available; it was noted that there is high turnover in Year 4 due to the rehousing of a number of families.</p>	

Results

The HoS stated that the school had a good set of results this year. *In response to a member question*, it was confirmed that teachers believe, that this year, children in Year 6 are bringing more to lessons and demonstrating the required progress. Children seem to be dealing with more complicated concepts with greater ease; however this is only anecdotal evidence.

PPG children

The HoS noted that while there was a bigger gap between PPG and non-PPG children at WMJS than at Ecclesbourne, more of the school's very able PPG children were at "expert" level and more able PPG children are a particular focus of OFSTED.

The school has moved to 15 minute 1:1 meetings with PPG children in Year 3, 4 and 5. Research has suggested that 1:1 time is more beneficial to children than group lessons. The children have complete focus and "nowhere to hide". Fifteen quality minutes is worth at least one hour of group work.

A member questioned what was being done to help children who are not PPG and are behind their attainment level. The HoS said that the school is using lots of conferencing by the teachers and giving more detailed feedback to assist these children. The teachers will focus on working with the children 1:1, while the TA supervises the rest of the class in independent work.

Results analysis

The HoS discussed the Attainment Gap analysis, pointing out the Year 6 differences can be partially explained by the fact that no-one really knew what the required standard would be like prior to the SATs tests. Next year, it will be easier to target teaching. She explained how useful this analysis was to the leadership team as it demonstrates which groups need most help and will help prioritise resources.

A member commented that if the cohort size is small, there will be a large impact on the figures.

The council then reviewed the Progress Gap analysis. It was noted that this is a good method to help identify issues in conjunction with the Attainment Gap analysis.

Points to note

MACs were asked to note that the school has reversed Reading under attainment and that the school have identified that maths reasoning, what used to be applied maths, is the most problematic area as it can be difficult for children to see maths being used in daily life.

Another important point to note is that the most vulnerable groups do better at WHJS compared to national figures. This was illustrated using the RaiseOnline data.

The school's SEN register has been reviewed and has gone from twice the national number to half the national number. *In response to queries*

	<p><i>from the members</i>, the HoS explained that the school is now very strict on SEN as per the new code of practice, only when an external agency had agreed to work with them was a child added to the register and referrals to outside agencies take a long time.</p> <p><u>Interventions</u></p> <p>The HoS showed the MACs the data on interventions carried out by staff. The data presentation is a work in progress and has some kinks that needed to be worked out. Percentages may be replaced with more easily assimilated data.</p> <p><u>Performance Management</u></p> <p>The MACs wished to congratulate the school and the leadership team for completing the performance management of all staff this autumn term. <i>In response to a MAC question regarding the effectiveness of performance management in improving teaching</i>, the Chair explained that it helps identify the next stages required for professional and personal development. It also helps identify beneficial training courses for others through feedback from participants.</p> <p>The HoS also discussed her visit to West Thornton Academy and said she took away some interesting points; however it was noted by the MACs that there should always be caution applied when evaluating methods used at other academies as you may not always see the full picture.</p>	
<p>8.</p>	<p>MAC Visits</p> <p>MAC visits were detailed in the HoS report. Points to note are that there will be termly inclusion strategy meetings planned for next year with AGA and SA and the team at the school. The Pupil Passport system was successfully trialled last year and is being rolled out this year. This system will enable detailed tracking of SEN pupil progress which needs to be demonstrated for further action such as EHCPs.</p> <p>NM attended the recent RaiseOnline training. She believes it was a worthwhile course and that it helped her to identify where best to challenge the school. She suggested that a list of sample questions would be a good way to improve the course.</p> <p>Action: NM to distribute her report from the RaiseOnline training to all MACS.</p>	<p>NM</p>
<p>9.</p>	<p>Safeguarding Monitoring Report</p> <p>AGA, RH and NA met to discuss the Safeguarding Monitoring report. The school is doing very well in relation to its responsibilities.</p> <p>All MACs agreed that it was very important to have everything in place and running smoothly in relation to safeguarding. They are happy with the audit results. It was noted that the school has a low rate of referral to MASH and Early Help. However, as the school has a Family Support Worker, this can act as an interim step and avoids the need to utilise these external agencies quite as much. It was agreed that the school will</p>	

	<p>record every instance of contact with these agencies, no matter how small.</p> <p>Action: Blank template is to be forwarded to the EHT. Action: Review safeguarding action points at next meeting.</p>	
10.	<p>Correspondence to the Chair</p> <p>There was none.</p>	
11.	<p>MAC Training and Development</p> <p>SG attended a Health and Safety course for governors. One important point he took away from the training is that the school potentially needs to keep medical records for 21 years.</p> <p>SA attended training on Effective School Visits. She believed it was a very good course and will circulate the details to MACs. The trainer stressed that MACs should not issue any judgement on the quality of teaching in the lessons that they had observed.</p> <p>Action: SA to circulate details of Effective School Visits course.</p>	SA
12.	<p>Meeting impact</p> <p>Action: This item is to be removed as a standing agenda point.</p>	CC
13.	<p>Publication of Minutes</p> <p>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.</p>	
14.	<p>Confidential Staffing Matters</p> <p>There were no items for discussion under this section.</p>	
15.	<p>Dates of Future Meetings</p> <p>Wednesday 15th March 2017 – to discuss Autumn Results Tuesday 25th April 2017 – to discuss Spring Results (if available) Tuesday 11th of July 2017 – to discuss Spring Results</p>	
	<p>Any Other Business</p> <p>Update MAC Leads as follows:</p> <p style="padding-left: 40px;">Newsletter and Parent Liaison: Nicole Malabre Data Monitoring: Not Nicole Malabre, but Richard Hill.</p> <p>Action: Clerk to update list</p>	CC

	<p>The EHT gave an update on electronic matters.</p> <ul style="list-style-type: none"> • The Trust's website is changing platforms; the website has approximately 1500 pages and requires a lot of maintenance • Communication is a key area of focus this year • There will be a blog for MACs to contribute • The download section is scheduled for improvement. 	
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There being no further business for discussion, the Chair thanked everyone for their contributions.

The meeting closed at 8.25 pm

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