



**Minutes of the Whitehorse Infant School
Academy Council Meeting
Held on Tuesday 22 September at 6.30pm**

Present:-

Emma Chang	Staff MAC	Present
Kamille Hendricks	Parent MAC	Present
Richard Hill (Chair)	Community MAC	Present
Yasmin Kitamirike	Community MAC	Apologies
Cheryl Peters	Staff MAC	Present
Sharon Russell	Head of School	Present
Lynne Sampson	Board Representative	Present
Umar Quraishi	Parent MAC	Arrived at 18.46

Also present:

Mel Brown - Governance Clerk

Nicola Hall - Deputy Head, Whitehorse Manor Brigstock site

1. Welcome and Apologies

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

Apologies were received from Yasmin Kitamirike who was unable to attend due to work commitments. The academy council accepted this apology.

2. Quorum

The meeting was declared quorate at 6.30pm with 6 of 8 MACs in attendance.

3. Election of Academy Council Chair and Vice Chair for 2015/16

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.

Umar Quraishi was nominated in his absence and elected as Vice-Chair.

4. Declarations 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 items for this meeting. None were declared.

5. Academy Council Membership Changes

5.1 Parent MAC Elections

There were two parent vacancies to fill, the closing date for applications was 25 September 2015. Three parents had expressed an interest. Richard Hill confirmed the guidance stated there was a requirement to have a minimum of 4 parent MACs, with no maximum stated. Richard Hill agreed to recommend changes to the constitution to include one Brigstock representative on each of the Whitehorse Manor Schools academy councils

Action: Richard Hill

5.2 DBS Checks

Lynne Sampson explained Roger Melody, Director of Finance and Resource, had identified a number of issues with the register which were being followed up. Lynne Sampson agreed to check all MACs had up to date DBS checks.

Action: Lynne Sampson

5.3 Community MAC Vacancy

Potential candidates were being sought. MACs were encouraged to refer any potential candidates.

Action: Richard Hill

5.4 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 meeting held on 6 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: Clerk

8. Matters Arising from the Minutes / Action List

Write to thank Amy Latter for her contribution to the work of the academy council

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

Advertise the parent MAC vacancies and to encourage applicants from Brigstock

This item was on the agenda.

Amend the May 2015 minutes before uploading to website

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

Ask Chair of Governors at Thornton Heath Nursery school if there were any surplus governor candidates

This action was still outstanding.

Update the website, including displaying the school's SEN Information Reports more prominently, and display MAC information and photographs

Richard Hill would be speaking to Jolyon Roberts about updating the website, and would ask him to add a SEN section, and to display the school's SEN reports more prominently. Details of inclusion managers also needed to be included.

Action: Richard Hill

Directors were asked to provide a short biography for the website, and asked the following question:

Q: How much detail needed to be added to the biographies?

A: Only statutory information needed included name, date started, pecuniary interests, MAC responsibilities, term of office, voting rights (MACs do not have a voting role) and roles in any other institutions.

Q: Could publishing biographies deter parents from applying to be MACs?

A: The information provided on the website needed to be standardised across the Trust. Richard Hill agreed to discuss the issue with the Board of Directors.

Action: Richard Hill

Assist with monitoring the Whitehorse Infant School Website

This action was outstanding.

Re-send academy council membership details to Richard Hill for the website

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

Obtain leaflets from Thornton Heath Nursery and Infant school on FGM

The leaflets were due to be collected from the Head of Nursery. On reviewing the website it was agreed that a link relating to FGM should be added, and that the child protection policy needed greater visibility on the website. Emma Chang agreed to speak to Jolyon Roberts concerning the FGM link and Richard Hill and Lynne Sampson agreed to check the website of other schools and to discuss with the Board of Directors.

Action: Emma Chang, Richard Hill and Lynne Sampson

Check how 2015 end of KS1 children had progressed since end of EYFS

44% of 2015 year 2 cohort attained GLD. The combined figure for reading, writing and maths at 2B was 77% .

Check when AIP was last circulated to MACs and re-send

This action was not complete. Sharon Russell agreed to circulate the final version. Lynne Sampson requested that the leadership strand be reviewed at the spring meeting.

Action: Sharon Russell

Provide MACs with parents' evening dates

Dates for parents' evening were confirmed as 13, 14 and 15 October 2015 and 8, 9 and 10 March 2016. MACs were encouraged to attend.

Discuss issues covered in training "The Role of the SEN Governor" with Emma Chang

This action was outstanding.

Complete Pegasus training record form to show the impact of governor training on "The role of the SEN Governor"

Yasmin Kitamirike was not at the meeting to update MACs on this item.

Schedule of council meeting dates for 2015/16

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

Email details of Governance Clerk interviews to Kamille Hendricks and Umar Quraishi

Interviews were undertaken by Richard Hill and Lynne Sampson. To be removed.

Arrange for the Medical Conditions Policy to be presented for Board approval

Board of Directors approved the policy on 9 July 2015.

Approach School Governors' One Stop Shop for prospective community governors

This action was still outstanding.

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. Richard Hill explained this year's budget had taken into account pension expenditure. Whitehorse Manor Infant School was budgeted to make a surplus of £81k.

Next year's finances would be different due to the costs of the pension scheme and a reduction of the budget in real terms. There would also be no expansion costs. Staff cost this year amounted to 65.2% of income. More robust forecasting was needed to determine the vulnerability of the Trust to changes in schools' finances

The Trusts' reserve figures would be brought to the next Directors' meeting in December. The reserve policy specified 4-8% needed to be kept in reserves. There was a possibility of receiving funding for capital improvements.

Q: Can the surplus be spent?

A: All expenditure must be planned and approved by the Board of Directors

Q: Can staff opt out of the pension scheme?

A: Auto enrolment is due to come into force in June 2016. Staff must not be encouraged to opt out. Every two years auto enrolment will occur for staff who have opted out and they would be required to opt out again if they did not wish to join the pension scheme.

Q: How much do staff contribute to the pension scheme?

A: Approximately 9% with the Trust making a contribution of 17-18%

Q: How much would it cost the Trust if all staff opted in?

A: Roger Melody, Director of Finance and Resources would be undertaking a detailed analysis.

Q: Two classes needed redecoration at a cost of approximately £5k, could the surplus be used?

A: This would need to be added to the capital plan and presented to the Board of Directors for approval.

10. Financial Report

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

11. DfE Updates

MACs noted the updates. Sharon Russell and Lynne Sampson confirmed they were attending the new OFSTED framework course on 17 November 2015. Richard Hill confirmed he was attending this course on 30 October 2015.

12. Correspondence to the Chair

Richard Hill explained he had received a complaint from a parent or grandparent at Brigstock regarding the staggered days which were built into the beginning of the school year for children starting in reception. Sharon Russell explained that parents were notified of the staggered arrangements in June 2015. All parents were invited to a meeting at the end of last term and individual meetings in September where this was discussed. This process was necessary as it allowed children to settle more easily and for staff to get to know the children and their needs. The staggered start was only one week. The complaint had been dealt with successfully by Nicola Hall and 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 confirmed he would be attending the Chair's the next day, and the OFSTED Framework training course on 30 October 2015.

MACs were encouraged to review the training programme and to attend any relevant courses.

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

Directors asked the following questions:

Q: Will the new MACs been invited to attend training?

A: They would receive the training programme as part of their induction pack.

Q: Is the expectation that all schools will become academies in the future?

A: Schools requiring improvement will automatically be turned into academies. Sponsors would be sought to run the school.

Q: How do they decide what academy to assign to the school?

A: This had not yet been decided and will be dependent on central government guidance.

Q: Does the Trust have any plans for secondary schools?

A: Jolyon Roberts was working on this but there was no timetable in place. A member of the Board of Directors had been a Head teacher at a secondary school and could play a leading role. There were a number of considerations including location, accommodation and size of the site.

14. Meeting Impact

There were no items for discussion to be recorded.

15. Meeting Dates

Meeting dates were circulated in August. The date of the next meeting was noted as 6pm on Thursday 19 November 2015.

16. Publication of Minutes

It was agreed that, following approval by the Chair, Part A minutes could be made available for publication.

17. Confidential Staffing Matters

There were no items to discuss.

18. Any other Business

Nicola Hall reported there had recently been 3 successful fire drills where evacuation had taken place in under 2 minutes.

It was reported that the rental of spare classroom to Chestnut Park Primary was going well and that 67 children were on site. Chestnut Park's maximum capacity was 90 children. Work had started Chestnut Park's building and it was expected to be able to accommodate the reception and year 1 classes by September 2016. Brigstock now had 4 classes of children.

Lynne Sampson reported that an open day had recently been held at the school where complimentary feedback had been received about the learning environment. The school on the main site had also won an architectural award.

Directors asked the following question:

Q: Was the award reported in the local press?

A: Yes and a film about the school's learning environment was on the website

Q: Will a paper be presented at the next meeting outlining how the school was going to assess its targets?

A: This would take up to a year to determine as guidance had not been published by the DfE. Schools were advised to continue to use its current performance targets during the transition phase.

There being no further business for discussion, the meeting closed at 8.10pm.

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