



# Minutes

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## ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

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Wednesday 4<sup>th</sup> of October 2017 at 7:00 pm at Cypress Primary School

<b>Name</b>	<b>Position</b>	<b>Status</b>
Marsha Douglas	Parent / Chair	Present
Richard Steele	Co-opted / Vice Chair	Present
Andre Luck	Co-opted	Apologies
Alex Toogood	Co-opted	Present
Louise Shadbolt	Co-opted	Present
Nadine Anderson	Co-opted	Present
Beverly Nutter	Parent	Present
Eunice O'Dame	Parent	Present
Anna Hart	HoS Lower	Present
Georgia Buchan	HoS Upper	Present
Ailsa Chapman	DHoS / Observer	Present
Nikki Carpenter	DHoS / Observer	Present
Jolyon Roberts	EHT / CEO	Present
Lynne Sampson	EHT	Present
Richard Hill	Chair of the Trust	Present

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
	<b>People</b>	
<b>1.</b>	<b>Apologies for absence</b> AL sent his apologies and these were accepted.	
<b>2.</b>	<b>Confirmation of quorum</b> The meeting was confirmed to be quorate.	

3.	<p><b>Annual update to Register of Interests for 2017-2018</b></p> <p>The annual update to the Register of Interests was completed and the hard copies were collated by the clerk. These will be stored in the Trust's business office.</p>	
4.	<p><b>Election of Chair and Vice Chair</b></p> <p>Marsha Douglas was nominated and agreed to stand as Chair. Richard Steele was nominated and agreed to stand as Vice Chair.</p> <p><b>RESOLUTION: Marsha Douglas was elected as Chair of the Academy Council for the period of one year.</b></p> <p><b>RESOLUTION: Richard Steele was elected as Vice Chair of the Academy Council for the period of one year.</b></p>	
5.	<p><b>Board membership</b></p> <ul style="list-style-type: none"> <li>• Parent and Staff MAC Vacancies</li> <li>• Skills audit to be completed by MACs</li> <li>• PAT code of practice to be signed by MACs</li> </ul> <p>Staff elections will be held this term to fill the staff MAC vacancy.</p> <p>The Chair informed the meeting that three parents had asked to become MACs. It was agreed that it would be best to wait until the skills audit was complete in order to identify skills gaps and thus recruit the best people for the parent MAC vacancies.</p> <p>It was also decided to propose to those interested that they might consider becoming MACs at other Pegasus Trust schools.</p> <p><b>ACTION: Circulate Skills audit to all MACs.</b></p> <p><b>ACTION: Circulate Code of Conduct to all MACs.</b></p>	<p><b>031</b></p> <p><b>032</b></p>
	<b>Strategic Leadership</b>	
6.	<p><b>Minutes of the previous meeting (19<sup>th</sup> of July 2017)</b></p> <p>The minutes were printed incorrectly and so a copy will be brought to the next meeting for signature.</p> <p>It was agreed that it was not necessary to mention the parental survey twice in the minutes (items 6 and 10). It was noted that there had been 47 responses since the survey opened.</p> <p><b>ACTION: Bring new copy of July 2017 minutes to the next AC meeting for signature.</b></p> <p><b>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting.</b></p>	<p><b>033</b></p>

7.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p>MACs discussed whether the school should commission non-Local Authority experts to carry out a review of the school. The EHT commented that it is good to have a fresh pair of eyes and an independent view point.</p> <p>Ann Longfield will carry out a review of all the PAT schools and MACs were reminded that it is important that they review the report in detail. It was explained that Ann's review will cover similar areas to an OFSTED inspection.</p> <p>MACs were informed of the recent LA report and its review by Shelley Davis. MACs noted that SD had revised the grade down from 2b to a 3 due to the change in leadership. It was agreed that, as the report had not been made available to MACs previously, it should now be circulated and added to the next agenda for in-depth review. It was important to note that leadership was rated "good" in the report.</p> <p><b>ACTION: Discussion of LA report to be added to next agenda.</b></p> <p><b>ACTION: Circulate LA report to all MACs</b></p>	<p><b>034</b></p> <p><b>035</b></p>
	<p><b>Structures</b></p>	
8.	<p><b>Academy Council Processes</b></p> <ul style="list-style-type: none"> <li>• Link roles agreed <ul style="list-style-type: none"> <li>○ SEN and Inclusion – Nadine Anderson</li> <li>○ Safeguarding and CLA– Eunice O'Dame and Marsha Douglas</li> <li>○ Pupil Premium – Beverly Nutter and Alex Toogood</li> <li>○ Sports Premium – Richard Steele and Andre Luck</li> <li>○ Website – this is the responsibility of a steering group, set up by JR.</li> </ul> </li> </ul> <p>MACs wished to continue with their Year Group assignments.</p> <p><b>ACTION: Confirm year group assignments for MACS.</b></p> <p><b>ACTION: Request AC and GO (BINF AND EPS) to liaise with BN and AT regarding Pupil Premium reports and visits.</b></p> <ul style="list-style-type: none"> <li>• School visits arranged</li> </ul> <p><b>ACTION: Monthly rota to be organised regarding school visits.</b></p> <p>It was noted that MACs day will take place in January 2018. CYP will organise a further, local MACs day in April 2018.</p>	<p><b>036</b></p> <p><b>037</b></p> <p><b>038</b></p>
9.	<p><b>Update on transition to academy and on building work</b></p> <p>The EHT described the building work now completed. There was a large amount of work done over the summer holidays.</p>	

	<ul style="list-style-type: none"> <li>• The Lower School gates were relocated and the school office moved outside the perimeter</li> <li>• Low fences beside Reception were raised up</li> <li>• The ceilings have been replaced and everything has been painted white</li> <li>• Lighting has been improved on both sites and replaced with LED bulbs for increased energy efficiency</li> <li>• Phone system has been renewed</li> <li>• Old Hawthorn classroom has been completely redone</li> <li>• School signage has been updated</li> </ul> <p><u>Kitchen</u></p> <p>Lots of hard work was done over the summer to ensure that the bulk of the work was complete when the children came back in the summer. The retaining walls, PE store and ramps will be completed in the next few weeks.</p> <p>The date for completion has now been revised to the 30<sup>th</sup> of November.</p> <p>It was noted that the interim arrangements are working well. The caterers have been very co-operative and are keen to get into the new kitchen and organise some sampling dates for parents.</p> <p><i>A parent asked about the availability of the vegetarian option and whether non-vegetarians are allowed to take the vegetarian option.</i></p> <p>The EHT informed MACs that the children can select their preferred option but as the caterers have only just started to build their demand data-set, it may take some time for their forecasts to become accurate. MACs were reminded that the lunch rota is changed every week so that all classes will go first at some stage throughout the term.</p> <p><i>MACS were pleased to hear that more efficient practices had enabled the Upper School's lunch times to be reduced by thirty minutes.</i></p> <p><b>Bios outstanding for the website</b></p> <p>The Chair reminded all MACs to send her their bios for the PAT website.</p> <p>7:55 pm NA arrived.</p> <p>The EHTs told MACs that they are very impressed with the children's behaviour.</p> <p>MACs were informed that the Academy Improvement Plan (AIP) has been started. The mood in the school is confident as they embark on a new phase of teaching and learning.</p> <p><b>ACTION: Circulate AIP to MACs when complete.</b></p>	039
10.	<p><b>Performance Management Arrangements</b></p> <ul style="list-style-type: none"> <li>• Head teacher</li> <li>• Staff</li> </ul>	

	<p>MACs were informed that the performance management review for the EHTs will take place with three directors from the Trust.</p> <p>CYP staff were paired with staff from other schools to review the process.</p> <p>MACs were informed in particular that written communication will be provided to every staff member after the process has been completed and a copy will be placed on the their HR file.</p> <p>MACs were reminded that it is their duty to confirm that the correct process has been followed.</p> <p><b>ACTION: Chair to check through HR files to review completion.</b></p>	040
11.	<p><b>Admissions Policy</b></p> <p>The EHT explained to MACs that CYP must formally adopt the PAT admissions criteria. The only change is that children of staff members will be given priority over geographical distance.</p> <p>There will be a consultation over the change before it can be formally adopted. LS (EHT) will manage the consultation.</p> <p><b>RESOLUTION: In principal, MACS agreed to the changes in the admissions policy.</b></p>	
	<b>Accountability</b>	
12.	<p><b>End of 2016/2017 performance data: KS1 and KS2</b></p> <p>Both HoSs produced a report; next meeting, a joint report will be produced to avoid duplication of work. MACs agreed that they liked the format and the succinctness of the report.</p> <p>The EYFS GLD figure was corrected in the meeting to 68%. <i>MACs noted that writing is a weak point across the school and asked whether any particular groups had been identified as struggling.</i> Analysis has not yet been completed and the EHT emphasised how important it was for this to be done in order to correctly target interventions.</p> <p>MACs discussed the “Reading Recovery” programme that is used at the school. It was acknowledged that reading has improved as a result of the programme; however writing outcomes at KS1 were disappointing and this will be a priority for this academic year  <i>MACs queried whether “Reading Recovery” was therefore the best programme to use in order to benefit both reading and writing.</i> 18 children have used the programme since adoption three years ago and the results do not appear to bear out the cost in comparison to methods in other PAT schools.</p> <p><i>MACs asked whether information from other PAT schools could be used to assist.</i></p> <p>The EHTS confirmed this is the case and that other schools focussed on a greater number of children who were just below standard rather than just on the children who struggled the most. The PAT programme</p>	

<p>focusses on the richness of language and uses the “Power of Reading”. The HoS explained that CYP has been integrating the “Power of Reading” programme over the last year.</p> <p><i>A MAC asked whether a decision will be made now on changing the programme.</i> The EHT confirmed that it is too early to make a decision on the programme now. Some data needs to be clarified.</p> <p><b>ACTION: More in-depth information to be provided to the EHTs by the HoS regarding Reading Recovery outcomes.</b></p> <p><i>MACs questioned why results appeared to dip in 2016 when the school was moderated and rise up again in 2017.</i> They were informed that 2016 was the year that the curriculum changed along with expectations, which coincided with the moderation. The new curriculum has been bedded in and staff understand the expectations better.</p> <p><i>MACs highlighted the GLD of 48% in the five year data table.</i> The HoS said that was possibly a cohort issue in combination with teaching issues. She told MACs that this is being monitored.</p> <p><i>A MAC wondered whether the school would proceed with the de-bulge in this year’s Year 5.</i> There are currently 96 children in four classes in that year and there is no plan yet to de-bulge.</p> <p><i>A MAC challenged the Heads of School as to how they will set realistic targets this year, as the targets were missed for KS2 last year.</i> The HoS said there was a combination of a Year 6 teacher leaving at Easter and an element of unrealistic target setting. Last year’s targets were set based on inaccurate teacher assessment. The EHT reminded MACs that targets must be realistic and achievable, as they are this year. Year 6 sat a mock SAT exam in September and this was used to establish targets in conjunction with teacher assessment.</p> <p><i>A MAC asked how the children performed in the mock SATs.</i> Some children did well and passed at end of year standard, which is very good. The EHT confirmed information on targets and individual children will be fed back to parents at parents’ evening.</p> <p><i>A MAC noted some anxiety from support staff regarding the extra workload as some staff have left and not been replaced.</i> The EHT informed MACs that the school had finished the year with a large debt, which had to be assimilated by the LA. Salaries at CYP were higher than at any other PAT school and this had to be rationalised. As staffing costs are the largest portion of the budget, natural wastage is being employed to cut spend in this area. Expectations are now higher for all staff.</p> <p><i>A MAC asked whether CYP will see the benefit of the money received from the wrap-around care.</i> The EHT assured MACs that all monies due to CYP would be spent on CYP, other than a small charge for PAT central services. The support of the EHTs is not charged to the school.</p> <p>MACs passed on their thanks and congratulations to everyone involved in transitioning the school to the Trust.</p>	<p>041</p>
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<p><b>13.</b></p>	<p><b>Communication</b></p> <p><i>A MAC stated that parents have approached her, keen to know what the impact of academisation will be and wondered if there were reports that could be issued to parents.</i></p> <p>The EHTs confirmed that reporting would be done periodically in tandem with other schools in the Trust and noted parents' concern regarding "falling into an academy hole".</p> <p>MACs discussed concern regarding the use of social media for complaints; however it was acknowledged that the incidence was low and now that the new PAT website is established, more information will be available to parents in an easy-to-access format. In particular it was pointed out that all school dates are published on the calendar in a rolling two-monthly schedule.</p> <p>There was an in-depth discussion regarding methods of communication with parents such as website, Cypress News, texts, emails and face to face on the gate. The school is considering producing a guide to all the different communication methods. MACs were also reminded that parents need to be more pro-active in seeking out information that is now readily available.</p> <p>The survey outcomes were discussed, with a few comments in particular highlighted. Some items concerned operational issues which the HoSs have taken on board and will investigate. The school will continue to conduct termly parental forums and feedback to the Academy Council on a regular basis.</p> <p>The Chair thanked the MACs for their hard work.</p>	
<p><b>14.</b></p>	<p><b>DfE and OFSTED updates</b></p> <ul style="list-style-type: none"> <li>• Revisions to Exclusions guidance September 2017</li> <li>• Analyse School Performance (ASP) is the RAISEonline replacement</li> <li>• Keeping Children Safe in Education will be updated shortly</li> <li>• Consultation on short OFSTED inspections is due in October</li> <li>• New Academies Financial Handbook 2017</li> </ul> <p>These updates were noted.</p> <p>9:30 pm: RS left the meeting</p>	
<p><b>15.</b></p>	<p><b>School Self Evaluation / School Improvement Plan</b></p> <p>The AIP was briefly discussed at the end of point 9.</p>	
<p><b>16.</b></p>	<p><b>MAC Training</b></p> <p>MACs were told that the Trust was considering organising a collective session on exclusions.</p>	

	MACs were reminded to complete Prevent training and confirm to the clerk.  <b>ACTION: Complete Prevent training and send certificates to the clerk.</b>	<b>042</b>
	<b>Strategic Leadership</b>	
<b>17.</b>	<b>Correspondence to the Chair</b>  There was no correspondence to the Chair.	
<b>18.</b>	<b>Confidential items</b>  There were no confidential items to be discussed.	
<b>19.</b>	<b>Any other business</b>  The EHT told MACs that the community room would be upgraded for use for MAC meetings.  A MAC asked for details on the work that the council had agreed to do. The EHT confirmed that the council had agreed a transfer of capital worth £311K to cover the works on the boiler and the leak in the playground. The playground work is completed and the boiler work is scheduled for the upcoming year.	
<b>20.</b>	<b>Date of next meeting: 28<sup>th</sup> of November 2017 at 7:00 pm</b>	

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

The meeting closed at 9:40 pm.

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