



Minutes

ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

Wednesday, 9th of May 2018 at 7:00 pm at Cypress Primary School

Name	Position	Status
Marsha Douglas	Parent / Chair	Present
Richard Steele	Co-opted / Vice Chair	Present
Andre Luck	Co-opted	Present
Alex Toogood	Co-opted	Apologies
Louise Shadbolt	Co-opted	Present
Nadine Anderson	Co-opted	Apologies
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	Vice Chair of the Trust	Present
Jeanette Indarsingh	DHoS at BINF	Present

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence Apologies for absence were received from AT and NA and these were consented.	
2.	Confirmation of quorum	

	The meeting was declared quorate.	
3.	<p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	
4.	<p>Council membership changes</p> <p>There were no changes to the membership of the Council.</p>	
	Strategic Leadership	
5.	<p>Minutes of the previous meeting (13th of March 2018)</p> <p>It was noted that the time of MD's arrival was incorrect; she arrived in time to sign the minutes at the meeting.</p> <p>Item 13: The sentence regarding the WhatsApp group should be revised to "There is no way the school can respond on an individual basis to issues raised in the WhatsApp group. This is a closed group with comments only visible to those parents who have been accepted into it. The Comms Group does address issues and comments in its meetings."</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>Item 044 was completed a few weeks ago. Item 051 was completed with the Year 2 lead and moderated by AH. The figure was revised and discussed with the executive principals. The school will be arranging external moderation in the Phonics Screening Check (PSC) and Reading and Writing in Year 2.</p> <p>Items 052 and 053 were completed and closed. Item 054 is in progress. Item 055 has been set up and ready to view.</p> <p><u>Phonics teaching video</u></p> <p>Jeannette Indarsingh, DHoS at BINF attended the meeting to demonstrate the phonics exemplary lesson video to MACs. MACs heard an explanation of how PAT has developed its phonics teaching and viewed a lesson of Phonics with Fred.</p> <p><i>A MAC asked how using this approach would change what is already being done at CYP.</i> It was explained that this would bring consistency to presentation and teaching, which will in turn make learning more effective. Lessons will become more kinaesthetic and faster paced which</p>	

	<p>will increase children's exposure to the sound and help them be clear about what they are learning. Teachers will also develop better modelling skills which assists their CPD.</p> <p><i>A MAC wondered whether it would be possible to measure the effect of these changes on phonics results.</i> It was agreed that this was not possible as so many factors have affected previous results, it would be difficult to separate out the improvements as a result of this teaching method. Results have significantly improved at BINF since the introduction of this method, which would demonstrate its efficacy.</p> <p>It was explained that the pass rate was currently predicted to be 66%. Teachers are currently targeting 13 children who are scoring 26-30 to ensure they achieve the pass mark. This could give a pass rate of 84% (the rate was 78% last year). The school have also started teaching phonics in reception in order to give more time to teach all the sounds, as previously Phase 5 sounds were not fully taught.</p> <p>There is a PSC workshop for parents the Monday following the meeting and reading clubs and Bug Club are being used extensively.</p> <p><i>A MAC asked how the school would be monitoring improvements.</i> MACs were cautioned to remember that this teaching had only started at the beginning of Summer 1, so they would not see as big an improvement as would have been possible if the children had a full year of teaching this way. The children will be tested again in the week following the meeting to see where they are.</p> <p>ACTION: Year 1 MAC lead should view a phonics session at the school in Autumn 2 and review the data available.</p>	056
	Accountability	
7.	<p>Head of School's report</p> <p>MACs discussed a number of inconsistencies in the SEN and HoS reports that had been circulated previously and requested that the figures be reviewed and presented correctly. They asked that the HoS are clear about where the responsibility lies for producing and checking the report. The report should also be available one week in advance of the circulation of meeting papers.</p> <p>ACTION: Executive principals and HoS to explain the process around producing reports for the meeting.</p> <p><i>A MAC queried the definition of the school-identified classification.</i> It was explained that these are children who do not meet the official classifications but who require extra help at school. This helps facilitate communications with parents. <i>A MAC asked whether it was possible to see evidence that this contact is happening.</i> Narrative can be provided but no explicit evidence is available.</p> <p>It was recognised that, before PAT came into the school, teachers were waiting to be contacted or asked about outside support rather than being proactive and seeking support themselves. PAT is helping teachers become more proactive and provide quality first teaching.</p>	057

MACs discussed BRS (Building Reading Stamina), a reading assessment programme, in some depth but agreed that the measurements were confusing and appeared not to give an accurate picture of reading ability.

MACs also discussed pupil numbers in Years 2 and 5 and asked what plans the school had for Year 5 as there were only 23 children in each class. The Trust will amalgamate classes in Year 6. Parents will be informed after half term as it is necessary to know which teachers will be in the year group. Children will have some input into who will be in their classes.

Staffing

Two resignations have been received in writing and one verbally so far by the date of this meeting. There will be two NQTs joining the school in September, one of whom was previously a TA at the school.

Impact of PE and Sports funding

A MAC challenged the school as to whether they felt they were getting value for money in their use of sports funding. The HoS said they felt they were; they are using some of the funding to train teachers to improve their own skills which provides on-going benefits. They also noted more PE was being taught in KS2 than previously.

When challenged about impact, it was agreed that it was difficult to define but the school was looking for increased participation levels rather than improving fitness or good sporting results. They are mindful of the extra pressure that timetabling PE puts on the day but believe they are achieving a good balance for all years.

It was noted that the school football team has finished their season but are continuing to play friendly matches which are helping foster relations with other local schools.

Attendance

It was noted that persistent absences (PA) are high at the school; there are 77 children whose attendance is below 90%. *MACs wanted to know what the school is doing to improve the attendance of these children.* The HoS said that this was an area of concern and they are working to understand the reasons behind it. The executive principals will work with the HoS to establish causes and solutions.

More details (narrative about context) will be provided about absence in the next HoS report.

ACTION: Add PA to the agenda for the next meeting.

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MACs asked that leavers' interviews continue to be conducted to establish the reasons why teachers are leaving the school. The executive principal confirmed that Octavo are contracted to do this.

Data

MACs were informed that figures relate to Spring 2018 data. Looking at the figures, MACs could see that children were on track to meet their

	<p>target in writing. It was explained that teachers were being conservative in their figures for a few borderline children due to lack of evidence. These results were moderated and they are confident that the children are on target.</p> <p>Year 4 writing is also a concern. Writing tends to be the weakest subject and the one that is most affected by poor teaching, which this year experienced in Year 3. If a child does not see what a good piece of writing looks like, they find it difficult to do it themselves. Good modelling is a focus for this Year 4.</p> <p><i>A MAC asked whether poor teaching was the reason that children were off target.</i> This was confirmed to be the case, and thus is correctable through interventions. The executive principals felt that there was a lack of clear and consistent direction in teaching, while acknowledging that teachers do have to react to emerging trends.</p> <p><u>KS2 targets</u></p> <p>At the moment, results are: Reading 77% Writing 68% Maths 69%</p> <p>Targets are: Reading 84% Writing 79% Maths 81%</p> <p>The combined figure is currently 63%; the floor target for the school is 65% combined.</p> <p><u>KS1 targets</u></p> <p>The HoS confirmed that the children are on track to meet their targets, listed below:</p> <p>Reading 83% Writing 76% Maths 79%</p> <p>Children are also on track to meet their Phonics Screening Check (PSC) target.</p> <p><i>A MAC asked why Stage 5 phonics were not being fully taught.</i> It was explained that the school had previously focussed on Phase 4 sounds which are not taught in other schools. Unfortunately it was discovered that the phonics system in CYP was not as effective as it had been advertised.</p>	
<p>8.</p>	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>There were no safeguarding or child protection issues reported.</p>	
<p>9.</p>	<p>DfE and OFSTED updates</p>	

	Changes to OFSTED inspection regimes were noted.	
10.	<p>GDPR update</p> <p>Training for teachers is currently in progress. AL spoke about SIMS ParentApp that allows parents to update their own details and he will feed back to the meeting about that functionality when he has seen it.</p>	
11.	<p>MAC Training & School Visits</p> <p>RS has visited the school and found it very enjoyable. His visit report was circulated with the meeting papers.</p>	
12.	<p>Parent communication group</p> <p>The atmosphere at the group meetings is generally very positive. Some small issues have been raised which are being dealt with.</p> <p>Some parents in the lower years raised a concern about the amount of PE that the children were receiving; however the SLT disputed that any child was missing PE. They said that if a session had to be postponed, it would be scheduled again as quickly as possible.</p> <p>There had been lots of positive feedback on the requests for extra-curricular activities (archery, karate etc) and the new booking process for these activities.</p>	
	Other	
13.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair. MACs congratulated the school with their quick response to issues that prevented them from escalating into larger problems.</p>	
14.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	
15.	<p>Any other business</p> <p>RS briefly mentioned Parent Gym, a free parenting workshop that helps parents to manage parenting in general and gives strategies to help their children succeed. He distributed information to all present.</p>	
16.	<p>Date of next meeting: 18th of July 2018 at 7:00 pm</p> <ul style="list-style-type: none"> Schedule of next year's meetings <p>ACTION: MD to establish suitable dates for next year's meetings.</p>	059

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	