



Minutes

ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

Tuesday, 13th of March 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 | 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 | Vice Chair of the Trust | Present |
| Kevin Smith | Chair of the Trust | Present |

| | ITEM | ACTION LOG NO. |
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| | People | |
| 1. | Apologies for absence There were no apologies for absence. MD was late for the meeting so RS chaired in the meeting until she arrived. | |
| 2. | Confirmation of quorum The meeting was declared quorate. | |

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| 3. | <p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p> <p>There were no amendments made to the register of interests. KS informed the council that his son's partner is a teacher in the upper school.</p> | |
| 4. | <p>Board/Committee membership changes</p> <p>The council were introduced to KS who is the new Chair of the Trust. Introductions were made all around. KS and RH explained that there are plans for a board representative to attend each academy council meeting.</p> <p>RESOLUTION: The council welcomed AC officially as the new Staff MAC.</p> | |
| | <p>Strategic Leadership</p> | |
| 5. | <p>Minutes of the previous meeting (28th of November 2017)</p> <p>RS signed the minutes in his capacity as Vice Chair / acting Chair.</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>Items 040, 042, 043, 045, 046, 047, 048, 049, 050 were all completed and therefore closed.</p> <p>Item 044: the meeting date has been set but not yet held to discuss the assessment results.</p> <p>Item 045: This item is now being worked on by Taryn McClelland (Lead for Inclusion) with the other inclusion managers in the Trust.</p> | |
| | <p>Accountability</p> | |
| 7. | <p>Head of School's report</p> <p><u>Children on Roll</u></p> <p>Following a question from a MAC, it was confirmed that the funding basis is done on one single data point in October every year.</p> <p>The CEO explained that the moral purpose of the Trust is to educate as many children as possible; unfortunately Croydon admissions are unable to process children through fast enough so spaces remain empty for longer than they should.</p> | |

MACs were told that the current Year 5, which is now four classes, will go to three classes in Year 6. *A MAC asked whether the year group is resilient enough to cope with their class size increasing.* The HoS said that they have identified children who may be a concern and are now working out how best to place these children to the best effect for everyone.

EYFS

The school is targeting a GLD of 76% and the HoS confirmed that she believes the children are on track to meet that target. She cautioned MACs that the information provided was autumn data. Spring data would be available in the May meeting and traditionally children make a big leap in the spring term.

A MAC asked whether it would be possible to compare last year's data at this time to this year's. It was advised that the information would not be like for like and so the exercise would not have much value.

A MAC asked whether there were any concerns based on national figures last year. The HoS said that she did not have any concerns.

Year 1

The HoS explained that there had been a dip in results due to changes in the class teachers. She said that there was still some work to do to catch up.

Year 2

The results from Year 2 are looking positive. The year is on track to achieve last year's national figures in each subject.

The executive principal had a question about the target for reading at greater depth. The HoS advised that this was created from FFT data and on advice from the School Improvement partner. It was agreed to discuss that figure in another meeting. There would potentially need to be revision after this week's assessment anyway so the review exercise can be rolled into that.

All acknowledged that it was reassuring to know there is rigour behind the figures and there are on-going reviews in place as well.

ACTION: Review reading greater depth figure with executive principals.

A director stated that he felt that, while it was good to achieve the national figure for GLD, it was necessary to be aware that most London schools tend to attain more highly than national figures so the school should be attempting to reach the London average for GLD.

MACs asked how the other schools achieved in comparison to national and each of the schools were in line with national figures.

The CEO reminded everyone that there is a big difference in funding for London schools in comparison to Croydon schools. He also said that this is the third year of the new assessment regime, after which levels will settle down as schools get used to it.

051

It was also noted that the targets set for the Phonics Screening Check are below the targets set for the other PAT schools. *A MAC asked what good practice could be taken from other PAT schools.* It was explained that setting for phonics has already been introduced at CYP and the teachers are planning with other schools. The HoS explained that the teaching has shown rapid improvement this year and all targets are more aspirational than before.

A MAC asked whether the PSC would be in line with the reading results. It was explained that they were completely different tests and a child can perform well in one but poorly in another.

Year 3

PPG children in this year are being targeted with an individual class action plan. Children who are only missing one subject to enable them to achieve a good combined score are now attending classes after school on Wednesday. They will receive pre-teaching that will assist them to keep up with the class and to enable them to do the more detailed work in class, along with their classmates. This system is being deployed in Years 3-5 as Year 6 are focussing on their SATs work now.

MACs highlighted the fact that there are some years where there are no PPG children achieving greater depth and asked if this was the driver for the after school classes. This was confirmed to be the case.

A MAC asked why the writing target is lower than the figure achieved for last year. It was explained that there has been further clarity on the assessment which allowed targets to be set with greater accuracy. The HoS also explained that there has been good writing produced in the spring term so she is expecting to see an increase in that figure when the spring data becomes available.

Girls in Year 3

The HoS said that she is monitoring the lower results for girls in this year and believe that it is not due to one particular issue, that there are multiple vulnerabilities impacting attainment.

The CEO said that from his perspective everyone is now much more aware of their responsibility across the school. Raising attainment plans have helped to focus teachers, who are now more accountable and can see this accountability transferred across into their performance management.

A MAC asked whether the teachers are getting used to the new systems. The HoS confirmed that the majority of teachers are well settled into the new system.

It was noted that moving Year 5 to a three form year will reduce the turnover in that year and help keep the classes more stable. *A MAC asked whether the parents had been informed yet.* The HoS said they had not been told yet as the dynamics of the year needed to be sensitively managed.

Year 6 raising attainment

This current week is assessment week for Year 6; they are doing last year's SATS papers. The results of the assessment will be available for MACs at the May meeting.

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A MAC said that SALT appeared to be the highest need at the school and asked how the provision can be increased. The driving factor at the moment is the cost of the provision. The budget cannot support increased SALT support unless cuts are made in staffing levels. *A MAC suggested that the TAs could be trained by the existing provider as part of their agreed hours.* She explained that this would also enable the SALT experts to free up their own capacity to do diagnostic tests.

The CEO said that this will be considered at a Trust level now as budgets are currently being drawn up for next year.

ACTION: Add to next BoD agenda.

052

It was suggested that some of the data be tabulated to make it easier to read.

The new Inclusion Manager is settling into her role and is developing her profile with the parents.

The MACs discussed the ELSAs that were employed by the school and the HoS informed the meeting that the TAs have not attended the required training to officially be designated as an ELSA. The executive principal reminded the HoS that ELSAs are paid at a higher rate so they need to do that training as a priority.

Teaching

A MAC asked how the school can increase the number of highly effective teachers and wondered if this should be a recruitment priority. It was explained that there are a number of effective teachers who are just missing out on the highly effective category by one or two elements. It is more cost effective to train and develop the school's own teachers than to recruit and pay an already highly effective teacher.

Exclusions

The Trust uses internal seclusions wherever possible. The secluded child remains in the school or at another school in the Trust and continues learning from the curriculum but out of the environment in which the behaviour occurred. CYP are finding this to be effective.

The school may be looking at a prospective exclusion shortly. The Chair of the Trust explained that the panel hearing can take MACs from any of the schools in the Trust to avoid a potential conflict of interest during the hearing.

Attendance

The CEO asked for the persistent absences figure to be included in the attendance information.

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| <p>8.</p> | <p>Reading Recovery report</p> <p>It was explained that Reading Recovery is not typically used for older children; Lexia is a more suitable program for junior school age children.</p> <p>The Chair attended a session to see Reading Recovery in practice and believes that it is very helpful for the younger children. She acknowledged that it does only assist six children officially but believes it does impact on other teachers' practice too as the teacher who facilitates the program passes on good practice to class teachers.</p> <p><i>A MAC suggested that it would not be necessary to retain the program now that the teacher has been trained in how to deliver it.</i> Some of the downsides of the program include its cost and the extensive training which takes the teacher out of school regularly.</p> <p>The Chair argued for the positive holistic impact on the children and their behaviour but agreed that quality 1-to-1 work would provide the same benefit without having to purchase the Reading Recovery program as well.</p> <p>MACs discussed possible alternatives that are utilised in the other Trust schools. The executive principal explained that TAs work 1-to-1 with children every day. The child can chose their own book to read first and then the TA will cover certain skills with them as well. This is all overseen and led by the inclusion manager at the school.</p> <p>RESOLUTION: There will be no change made to the Reading Recovery program for the rest of the school year.</p> <p><i>9:20pm: NC left the meeting.</i></p> | |
| <p>9.</p> | <p>Safeguarding Monitoring report / Child Protection issues</p> <p>Following a query with the school, each child now has at least two valid contact numbers.</p> | |
| <p>10.</p> | <p>DfE and OFSTED updates</p> <p>MACs noted the updates to KCSIE and OFSTED's inspection of new schools.</p> <p>They also noted that CYP will have seven terms before OFSTED return to visit them, rather than three years.</p> | |
| <p>11.</p> | <p>GDPR update</p> <p>All SLT and teachers have had their first tranche of training. MACs will receive training later on in the year.</p> <p><i>9:25pm: AT left the meeting.</i></p> | |

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| <p>12.</p> | <p>MAC Training & School Visits</p> <p><u>Training</u></p> <p>The online training at Octavo was recommended to MACs.</p> <p>MACS said that they were not receiving training emails from Octavo.</p> <p>ACTION: Contact Octavo re MACs access under new PAT emails and confirm whether EOD can access the training logs.</p> <p><u>School Visits</u></p> <p>BN visited the Year 3s and had a good visit. A visit report will be provided.</p> <p>NA and MD met with Taryn (Inclusion Manager). NA spent some time in little Cypress. MD also met with AH for safeguarding and JR about performance management. MD and RH also observed reading recovery.</p> <p>ACTION: MACs requested a central storage area for visit logs and reports.</p> <p>The CEO explained to MACs that the Trust are producing three videos modelling aspects of highly effective practice. As soon as they are ready, he will organise a viewing for MACs.</p> <p>ACTION: CEO to organise viewing meeting for modelling videos.</p> | <p>053</p> <p>054</p> <p>055</p> |
| <p>13.</p> | <p>Communications group</p> <p>There have been four meetings of the communications group that have been attended by JR. Any actions that have arisen have been completed.</p> <p>Thanks were given from the MACs to BN and AT for the work that they put into the group. The CEO explained that there had been positive comments in the survey about the work that they were doing.</p> <p>It was noted that there is no way that the school can control the WhatsApp groups which is where a lot of problems seem to arise.</p> <p>The CEO commented that some parents have raised valid points when procedures are not followed properly and the trust is ensuring that there is consistency in actions to minimise confusion.</p> | |
| | <p>Accountability</p> | |
| <p>14.</p> | <p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair.</p> | |
| <p>15.</p> | <p>Confidential items</p> | |

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| | There were no confidential items discussed. | |
| 16. | <p>Any other business</p> <p><u>Cycling</u></p> <p>A parent has asked whether the school can provide cycling as part of the curriculum. The school is open to the idea but wants to focus on keeping teaching continuous and avoiding as much disruption as possible. DPPA time (enrichment) was suggested as a good time.</p> <p><u>MyPlay</u></p> <p>MyPlay is being deployed across the Trust to pay for all activities and dinner money. This will be rolled out in CYP shortly.</p> | |
| 17. | Date of next meeting: 9th of May 2018 at 7:00 pm | |

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

The meeting closed at 9:50 pm.

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