



Minutes

ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

Wednesday, 15th of May 2019 at 7:00 pm at Community Room, Upper Site, Cypress Primary School

Name	Position	Status
Marsha Douglas	Chair	Present
Richard Steele	Vice chair	Present
Bev Nutter	Parent MAC	Present
Georgia Buchan	Head of Upper School	Present
Jo George	Head of Lower School	Present
Alisa Chapman	Staff MAC	Present
Lynne Sampson	Executive Principal (EP)	Present
Louise Shadbolt	Staff MAC	Present
Alex Toogood	Community MAC	Present
Nadine Anderson	Community MAC	Present
Eunice O'Dame	Community MAC	Present
Sophie Leighton	Parent MAC	Present
Jane Whitfield	Parent MAC	Apologies
Laura Good	Parent MAC	Present

Clerked by: Ciara Carroll

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence Apologies for absence were received from JW and NC, who is on maternity leave.	
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 changes made to the register of interests.</p>	
4.	<p>Council membership changes</p> <p>There were no changes to the council's membership.</p>	
Strategic Leadership		
5.	<p>Minutes of the previous meeting (30th of January 2019)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate picture of the meeting. They were signed by the Chair.</p>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Action Log</u></p> <p>Item 056: MD to speak to the Year 1 lead. Item 060: Completed and closed. Item 061: This is still pending, JR is attending a Borough meeting shortly. Item 066: This is still pending, but will be initiated shortly. Item 074: This is still pending. Item 075: This is still pending. Item 076: Completed and closed. Item 077: Completed and closed. Item 078: Completed and closed. Item 079: Completed and closed. Item 080: Completed and closed. Item 081: Completed and closed. Item 082: Completed and closed.</p> <p>A MAC asked for an update on the two children who were potentially at risk of permanent exclusion. It was confirmed that one child is now dual registered with a short stay school and another was being educated offsite at JustLearn in Mitcham. The MAC queried why the school was paying for this provision and it was confirmed that it was done for the benefit of everyone.</p> <p>ACTION: MD to speak with MC to set up a visit log folder on MyUSO for MACs.</p>	083
Accountability		
7.	<p>Head of School's report</p>	

The HoS briefly explained some of the changes that were being made to the OFSTED inspection regime and highlighted that OFSTED would no longer look at internal data.

MACs queried a number of gaps that they had identified in the data circulated. Writing was discussed as an area for improvement across many year groups. Internal moderation with colleagues from PAT led to year 2 writing attainment reducing in the spring term, reflecting an accurate picture of current attainment. Both HoS were confident that support was in place to action areas for development.

A “fact finding” mission will seek to establish the cause of the gap in English, focussing on modelling and planning. It was noted that last year’s Year 6 had strong writing and maths, but reading was lower. This year the opposite is the case.

Moderation is being performed regarding writing in order to establish an accurate baseline from summer assessment to take forward to next year.

A MAC asked whether class specific data could be provided and the HoS confirmed that this would be possible. She explained that the school was already aware where teachers required support. She explained that in some instances, there was insufficient data to establish the presence of the necessary data points. To counter this, best practise is now being widely shared. The HoS also sat in on Year 4 planning sessions to see how this change is being put into action.

Aspirational texts are also being provided to the children in order to model for them what a good piece of writing should look like.

A MAC asked whether the current Year 5 class are the class that had behavioural problems in Year 3 and this was confirmed to be the case. The HoS explained that Year 5 was debulged last year and behaviour has improved following the remixing of all the classes. The HoS confirmed that the teaching in that year is strong.

It was explained that the school is working on a school wide improvement of writing, noting that writing is also the weakest subject nationally.

7:30 pm NA arrived.

The HoS noted that, in Year 4 in particular, the use of “I can” statements has been changed, and the practise has changed from guided to group reading. Each individual child has their own plan and each session tends to focus on 3-4 children.

A MAC commented that the progress figures were very helpful to view in conjunction with the attainment figures. They asked why attainment scores appear to be dropping off moving down through the school.

The HoS explained that the Year 6 children were expected to achieve 69% this year (as they had done last year as well), compared to national of 64%. She explained that in-year data is not always indicative of final achievement. She explained that the writing moderation completed for Year 5 would have pulled the figures down in that year, but this was done in order to highlight those children who most need support.

The HoS explained that the Summer data drop will take place on the 9th of July, with the AC meeting due to take place the following day. MACs

asked for reassurance at the next meeting regarding the attainment figures for all years, with particular emphasis on Year 5 writing.

7:40 pm: EOD arrived.

A MAC queried why there appeared to be a large increase in the Spring attainment data for Reception children. The HoS confirmed that this is a common occurrence, as children take a big leap forward at this stage of their development. The school has also enhanced the outdoor play provision and has a strong team in place. It was also noted that EYFS Local Authority moderation is taking place just after the half term.

The school is aiming for 76 to 78% in the Good Level of Development (GLD) this year. The HoS explained that phonics progress for the children is being rigorously checked. A concern was raised that MACs had been told this last year as well and the results had failed to live up to those promises. The HoS assured MACs that a number of changes had been made, right down to Little Cypress in terms of teaching phonics.

It was explained that Little Cypress plays a significant part in helping children settle into a routine quickly and therefore being able to progress their learning more quickly. A MAC asked how many children would not move into Reception from Little Cypress and it was confirmed that only two or three children would not move up for various reasons. MACs agreed that this was a good reflection of people's experience of the school as a whole and Little Cypress in particular.

MACs discussed the PPG case study that was highlighted in the HoS report and noted that both attendance and punctuality had improved greatly. It was agreed that this was a successful use of PPG funding.

MACs also discussed the Gymnastics coach as a use of the Sports and PE funding. A decision had been made to give the participants six out of the twelve weeks of training in order to ensure that as many teachers as possible received the training. At the end of the twelve week period, the feedback had been so positive that it was decided to give the teachers access to the full 12 weeks next year.

MACs asked whether the sports coaching at lunch time has been successful and whether there had been any feedback received. The HoS explained that SC would have that information, if it was required. Questions for SC can be forwarded through the HoS.

Following another question, she confirmed that there were coaches in the Lower School at lunch time for Year 1 and 2 but that Reception had their own provision as they were a bit too small to do joint activities with the rest of the Infants.

The school is applying for approximately £4K of funding for new playground equipment. It was recommended that the school publicise the coaching provision as a news story on the website so that parents are aware that it is being provided.

Thanks were given to all the MACs who had attended the MACs day.

MD reported that she had met with the HoS at WH to review the inclusion provision. She explained that she had seen both similarities and differences in practise between the two schools. She had also seen how the collaboration and sharing of resources were possible and how it was

	<p>positive for CYP to be part of the trust and gain these benefits MD said that there seemed to be more breakout spaces available for interventions, which is a challenge in CYP.</p> <p>BN had focussed on the Maths teaching at the school she visited and had seen that the teaching was done differently to CYP; that the whole concept was taught in one lesson. She was eager to see how the theory worked in practise and how the lesson could be differentiated for all levels. She explained that it had been helpful to see the children's side of it, having already seen the parent's side at workshops in CYP.</p> <p>Another MAC (LG) discussed "learning towers", supporting independent learning for Year 6 which are used at EPS. These will be rolled out at CYP next year. They also saw a music lesson on the Jam Bus.</p>	
8.	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>A query had been raised regarding what information the Safeguarding MAC would be able to see when they reviewed the Single Central Register.</p> <p>It was noted that an issue had been raised in relation to the requirement to have two references in place. Some staff at CYP were in post before this became an absolute requirement. As far as possible, this has now been rectified but some exceptions still occur.</p> <p>MACs will want to see a Health and Safety report at the next meeting in relation to the premises. This is supervised at a Trust level but remains on-site responsibility.</p> <p>ACTION: H&S premises report to be provided at next meeting.</p> <p>It was also noted that a number of MACs will be attending a safeguarding meeting in the week following the meeting.</p>	084
9.	<p>DfE and OFSTED updates</p> <p>The new inspection framework was published on the day prior to this meeting. The main changes, including the shorter notice of inspection, were briefly discussed.</p> <p>The MACs said that they would like to do an OFSTED training session in September to prepare for the upcoming inspection. It was suggested that a "crib" sheet be prepared for MACs, which would function as an executive level summary of the information that they needed to know.</p> <p>The EP will lead a prep session for MACs, with feedback from EPS MACs who have also recently had an OFSTED inspection. It is likely that the inspection will take place after September and so will be under the new framework, which has a much greater focus on the entire curriculum.</p>	
10.	<p>Ethos, personnel issues and other news (From PAT website stories etc.)</p>	

	The HoS explained that the school was fully staffed at present. The deadline for resignation is the 31 st of May; some teachers have said that they are looking for new jobs.	
11.	MAC Training & School Visits New governors have attended the Introduction to Governance sessions that were run by Octavo which they felt were really helpful.	
	Other business	
12.	Correspondence to the Chair There was no correspondence to the Chair.	
13.	Confidential items There were no confidential items discussed.	
14.	Any other business It was noted that the Year 6 children and teachers have all been very happy this week (SATS week) with a very positive atmosphere in the school.	
15.	Date of next meetings for 2018-2019 10 th of July at 7:00 pm: AC meeting	

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

The meeting finished at 8:30 pm.

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