



Minutes

ACADEMY COUNCIL MEETING OF CYPRESS PRIMARY SCHOOL

Wednesday, 30th of January 2019 at 7:00 pm at 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
Kevin Smith	Board Representative (Chair)	Present
Alex Toogood	Community MAC	Apologies
Nadine Anderson	Community MAC	Present
Eunice O'Dame	Community MAC	Apologies
Sophie Leighton	Parent MAC	Present
Jane Whitfield	Parent MAC	Present
Laura Good	Parent MAC	Present

Clerked by: Ciara Carroll

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence Apologies for absence were received from AT, NC and EoD	
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>The council welcomed the three new Parent MACs to the meeting and noted that the Academy Council is now full.</p>	
<p>Strategic Leadership</p>		
5.	<p>Minutes of the previous meeting (8th of November 2018)</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>056: Postponed 060: Postponed 061: Postponed, waiting for more information from LA on the proposal. The Chair informed the council that the Chair's Briefing had introduced the new inclusion person who was hired by the borough. They will be looking at the situation in the borough in relation to SEN and exclusion.</p> <p>They will be visiting the school in the week following the meeting (on the 7th of February). MACs requested that they receive an update after this visit.</p> <p>062: New MACs were asked to familiarise themselves with the complaints policy and it was confirmed that MACs would be advised of the number of open complaints in the Head of School's report.</p> <p>New MACs need to have their DBS checks completed. One has already contacted Octavo regarding the new governor training.</p> <p>ACTION: Issue induction documents to new parent MACS</p> <p>063: Completed 064: Completed 065: On HoS report 066: In progress 067: On HoS report 068: On HoS report 069: On HoS report 070: On HoS report 071: Statement has been corrected and updated. 072: On HoS report 073: Audit was sent. MD to discuss with GB and JG to ensure that both sites are streamlined and consistent.</p>	074

	Accountability	
7.	<p>Head of School’s report, including feedback from SIP visit</p> <p>The Heads of School explained that the format of the HoS report has been revised and this new format will be used going forward. The way the information is presented will enable MACs to see the progression that made throughout the year. The changes have incorporated good practise from other PAT schools.</p> <p><i>A MAC commented that the pupil numbers in Year 3 were low and asked whether Croydon were aware of the available places.</i> The EP confirmed that she has spoken with Admissions at Croydon about it and they have told her that numbers are down in that year. Most schools in the borough have places available.</p> <p><i>7:25 pm: NA arrived.</i></p> <p><i>A MAC asked whether the open places would impact funding</i> and it was confirmed that this was the case. Any new children arriving after Census Day in October would be unfunded until the following year.</p> <p>The Chair commented that historically numbers have always been good, even when the school was rated as Requires Improvement, as local people like the school. <i>She asked how MACs can help the school to increase their pupil numbers.</i> It was agreed that the best way MACs can help is to work on supporting the development of the school.</p> <p><i>7:30 pm: RS arrived.</i></p> <p><u>Standards and Data</u></p> <p>MACs discussed data in relation to Year 1 in particular. There was a disparity between judgements at EYFS and KS1 and the HoS for the Lower School explained that the children had been re-baselined in order to correctly establish the children in the new curriculum.</p> <p>MACs were cautioned to bear in mind that there may be new children coming in who are at a lower level generally than the children in their year. New children also do not have baseline or previous stage information and so it is not possible to accurately measure their progress.</p> <p>The HoS explained that, following school discussion, they are putting in place resilience training for Year 6 straightaway and will roll it out to the rest of the school on a phased basis.</p> <p>MACs asked what they should be looking for when they come into school in relation to these improvements. MACs were invited to attend a PSHE lesson and also to listen for the language which is being embedded into every lesson.</p> <p>MACs commented on the fact that there appears to be a spike in the SEN numbers in Year 1 and it was explained that Year 1 is where issues become more apparent and can therefore be identified. Focus for SEN children is more on progress than attainment as they will typically struggle to reach Age Related Expectations (ARE).</p>	

<p>The report now contains key headline data for the school at the end, which will enable emerging trends to be tracked.</p> <p>The HoS noted that the KS2 figures for 2017-18 have now been validated and have increased from 66% to 69% after the re-marks were considered. She also explained that the current Year 6 were already at 66% achieving the combined national average.</p> <p>The children are doing a “mock” phonics check at February half term. These results will inform school planning but will not be more widely published. The HoS said that she felt confident in the phonics teaching now and believed that it was effective.</p> <p>The EP said that MACs had been told that teaching was improving in meetings last year but now there are figures to back that up. MACs agreed that consistency in teaching is the key element. The school also agreed to consider how results are communicated to parents as there was some confusion with the wording in the letter last year.</p> <p><u>Sports funding</u></p> <p>The report now shows each of the elements linked to the desired impact and then provides evidence to back up the work that has been done so far and its actual impact.</p> <p>MACs commented that it was very clear where money is being spent. A MAC asked whether more children are participating and this was confirmed to be the case.</p> <p>ACTION: RS will speak with the extended schools co-ordinator and feedback to MACs at the next meeting.</p> <p><u>PPG funding</u></p> <p>Interventions have been included in the new report. The school is changing their way of working: TAs will be in class more frequently, rather than 1 to 1 as it is believed that there will be more impact this way. Writing and Maths are the new focus for interventions for this term.</p> <p>Pre-teaching methods were reported to be working very well. Qualitative feedback from both children and teachers shows that children are now more confident to speak up in class; quantitative data is difficult to produce.</p> <p>A case study has been produced for PPG children in Year 4, where the school has seen the biggest gap reduction. The DHoS worked first with the children and then with the teachers to support them in differentiation of teaching.</p> <p><i>A MAC asked how the school will evaluate the impact of this strategy.</i> The HoS explained that all interventions have an impact; however as multiple interventions may be in place at once, it would be difficult to isolate the impact of one particular strategy. A MAC sounded a note of caution over the use of statistics for small groups of children – small group sizes can lead to distortion of numbers.</p> <p>The report for the current year is currently being updated and will be uploaded to the website shortly.</p>	<p>075</p>
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	<p>ACTION: MD and NA to ensure that website is updated with PPG report.</p> <p>All teachers have now been formally observed and developing teachers are being given the necessary support.</p> <p><i>A MAC asked how the school identifies teachers that are not progressing.</i> It was explained that all teachers are classed as developing. Informal competency and support plans can be put in place and then if there is no improvement the teacher will move to a formal competency plan. There is plenty of support available to anyone who needs it.</p> <p><i>A MAC also asked how often teachers are reviewed.</i> It was explained that teachers are formally reviewed twice a year but the improvement process is ongoing for the entire year. Teacher assessments have been moderated internally to ensure accuracy.</p> <p><i>A MAC challenged the Heads as to whether they had seen an improvement in teaching, noting that OFSTED had raised consistency of teaching as an issue.</i> The Heads said that the Upper School was strong and that the Lower School was continuing to improve. It was noted that there was strong leadership in place at both sites.</p> <p>Books have been reviewed to ensure that feedback given to children is effective and consistent. They have been reviewed during book looks and classroom visits.</p> <p>Teachers are being reminded to apply the behaviour policy consistently and the behaviour records for each class have been reviewed. This comes as a result of a complaint (now closed) made to the school about the application of the policy.</p> <p><u>Absence</u></p> <p>CYP has one of the lowest rates of PA in all the PAT schools. Absence is usually as a result of children going on holidays and some illness.</p> <p>It was noted the nursery children do receive absence letters but they are not reported in the statistics. This is done to ensure that parents do not develop a casual attitude to school attendance while in nursery.</p> <p><u>Exclusions</u></p> <p>MACs were asked to familiarise themselves with the exclusions guidance following a recent panel hearing for an exclusion at the school. MACs will be notified of all actions regarding exclusions in the HoS report.</p> <p>ACTION: MACs to read the exclusions guidance.</p> <p><u>Early Help Panel</u></p> <p>The council need to be aware of what the school can do to support families and provide early help where it is needed, particularly in relation to safeguarding.</p>	<p>076</p> <p>077</p>
<p>8.</p>	<p>Safeguarding Monitoring report / Child Protection issues</p>	

	The HoS invited MACs to perform a safeguarding visit after the February half term. The school is completely overhauling its procedures and is currently considering how its SCR is presented.	
9.	<p>DfE and OFSTED updates</p> <ul style="list-style-type: none"> Draft Education Inspection Framework, consultation closes 5th of April 2019 <p>MACs discussed the changes being proposed to OFSTED's inspection regime. <i>A MAC asked whether the school could request an OFSTED inspection.</i> The EP confirmed that this was possible but that the school would have to pay for it and she stated that she believed that there was still more work to be done before OFSTED should come in.</p>	
10.	<p>Ethos, personnel issues and other news (From PAT website stories etc.)</p> <p>MACs noted that some of the letters sent home in book bags were not being uploaded to the website, such as Bug Club letters.</p>	
11.	<p>MAC Training & School Visits</p> <p><u>Bespoke training</u></p> <p>MACs discussed whether it would be useful to have a session on OFSTED preparation in view of the fact that changes were coming in September. They also felt a session on driving school improvement would be good.</p> <p>ACTION: KS to speak with SD regarding session on school improvement.</p> <p>ACTION: MACs to submit suggestions for morning session on MACs day (1st of May)</p> <p>ACTION: LS to confirm that each HoS will cover in the afternoon session at their school.</p> <p><u>Visits</u></p> <p>The Chair said that there is a MAC rota in place but that it appears not to be being followed. It was suggested that new MACs could have a "buddy" they could shadow for their first visit.</p> <p>ACTION: Visit form to be issued.</p> <p>ACTION: Latest training information to be issued.</p>	<p>078</p> <p>079</p> <p>080</p> <p>081</p> <p>082</p>
	Other business	
12.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair to discuss.</p>	

13.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	
14.	<p>Any other business</p> <p>The Chair of the Trust commended the HoS for producing a much clearer report this meeting.</p>	
15.	<p>Date of next meetings for 2018-2019</p> <p>1st of May: MACs'/Directors' Day 15th of May at 7:00 pm: AC meeting 10th of July at 7:00 pm: AC meeting</p>	

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

The meeting finished at 9:05 pm.

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