



Minutes

ACADEMY COUNCIL MEETING OF ECCLESBOURNE PRIMARY SCHOOL

26th of September 2017 at 5:00 pm at Ecclesbourne Primary School

Name	Position	Status
Kevin Smith	Community / Chair	Present
Louise Jones	Parent / Vice Chair	Present
Gerrie Ozah	Community	Present
Rafaela Silva	Parent	Apologies
Sarah-Jane Martin	Parent	Present
Erica Reade	Parent	Present
Rosin Chapman	Staff	Present
Paul Robins	Head of School	Present
Kelly Hunt	DHoS / Observer	Present
Jo Waters	DHoS / Observer	Present
Jolyon Roberts	Executive Principal / CEO	Present
Lynne Sampson	Executive Principal	Present

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence RS sent her apologies for the meeting and these were accepted.	
2.	Confirmation of quorum The meeting was declared quorate.	
3.	Annual Update to the Register of Interests	

	Members of the council signed the annual declaration of pecuniary and personal interests at the meeting. The hard copies were collected by the clerk and will be stored in the business office.	
4.	<p>Election of Chair and Vice Chair</p> <p>Kevin Smith was nominated and agreed to stand as Chair. Louise Jones was nominated and agreed to stand as Vice Chair.</p> <p>RESOLUTION: Kevin Smith was elected as Chair of the Academy Council for the period of one year.</p> <p>RESOLUTION: Louise Jones was elected as Vice Chair of the Academy Council for the period of one year.</p>	
5.	<p>Board Membership</p> <p>GO and AC have completed the skills audit. All other MACs were requested to complete it as soon as they can and send it to the Chair of Directors.</p> <p>The Code of Practice was circulated prior to the meeting and MACs signed to say that they had read it.</p> <p>AC and GO's term of office expired on the 19th of September. Prior the meeting they had confirmed that they would stand for another four year term on the Academy Council.</p> <p>KS's term of office was due to expire on the 11th of October. He confirmed that he would stand for another four year term on the Academy Council.</p> <p>RESOLUTION: AC and GO were confirmed as community MACs for a period of four years from the date of expiry of their term (19th of September 2017).</p> <p>RESOLUTION: KS was confirmed as a community MAC for a period of four years from the date of expiry of his term (11th of October 2017).</p> <p>MACs reviewed the composition of the council, noting that there were four parent MACs, with one term due to expire on the 24th of October. It was decided that, as the Council only required three parent MACs, the Council would not hold a parental election when that term expired.</p> <p>ACTION: Chair to communicate with RS to confirm that her term would finish on the 24th of October 2017.</p>	007
	Strategic Leadership	
6.	Minutes of the previous meeting (13th of July 2017)	

	<p>AC wished the minutes to record the fact that she was present at the meeting, although she had arrived late due to an OFSTED inspection at another school.</p> <p>RESOLUTION: The minutes were reviewed and, subject to the correction above, it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	
7.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>Items 005 and 006 on the action log have been completed and were closed.</p> <p>A MAC requested that the health information on the website be updated regarding the 48 hour delay in returning to school after sickness and diarrhoea.</p> <p>ACTION: JR to update health information regarding sickness</p>	008
	Structures	
8.	<p>Academy Council Processes</p> <ul style="list-style-type: none"> • Link roles were agreed <ul style="list-style-type: none"> ○ SEN – Gerrie Ozah ○ CLA – Gerrie Ozah ○ Pupil Premium – Adrienne Cluer ○ PE Funding – Sarah Martin ○ Safeguarding – Louise Jones and Erica Reade ○ Website – Kevin Smith <p>MACs briefly discussed the importance of having the website up to date due to the fact that OFSTED start their inspection with the website.</p> <ul style="list-style-type: none"> • School visits to be agreed <p>The Chair requested that MACs visit the school once a term and requested that the visits be arranged before the next Academy Council meeting.</p> <p>MACs were reminded that the Macmillan coffee morning would be held on the 29th of September and that the Harvest assembly would be on the 13th of October.</p> <p>The safeguarding audit should be done before half term.</p>	
9.	<p>Performance Management arrangements</p> <p>MACs were told that the arrangements were in place and that they would be completed across the Trust by the 15th of November 2017.</p>	
	Accountability	

10. End of 2016/2017 performance data

Pupil numbers

The school is currently below capacity; it is expected to be approximately 395/398 on census day.

Progress

The school is more or less in line with national for both writing and maths but reading needs to be addressed. *MACs noted that all figures were above floor standard and that the school had already designed and implemented new strategies to improve results.*

Staff training

MACs were informed that whole-school safeguarding training had been held on the 4th of September and that there were upcoming training dates for NQTs and designated safeguarding leads.

Consultation – primary assessment

The HoS informed MACs that there was an on-going consultation to make changes to the existing interim assessment framework. The most note-worthy proposal concerned writing assessment. He explained that the proposal is that teachers will be allowed to use a best fit framework, rather than the secure fit framework put in place two years ago. *MACs agreed that this was good news for everyone concerned and said they were hopeful the changes would allow children to be assessed in the fairest way possible.*

The HoS explained that the DfE is working towards a goal of assessing children on entry to and exit from primary school and were using the next seven years to synchronise the assessment framework. *MACs expressed concern over the long timeframe and the work it would take to accurately assess children during this period but also thought that this would lead to a better framework in the long term.*

MACs data report

A MAC queried whether the Year 6 children had been assessed again this September, based on how the school proceeded last year and the benefits that had accrued from the working group's proposals. The HoS confirmed that the children had been assessed recently and SLT have identified some areas for improvement. These have been discussed with their teachers and work has been designed to best assist the children.

The HoS drew MACs attention to the Year 2 figures which were higher than last year. He believes that this is the result of increasing expectations in Year 1 and these children are arriving in Year 2 with a better knowledge than they would previously have had.

A MAC challenged the PPG gap in Year 3 which stood at 27%. The HoS confirmed that he had put more support into Year 3 to assist these children and also said that there had been some amount of social migration in that year resulting in continuous changes to the figures.

	<p><i>MACs were encouraged to see that Years 4, 5 and 6 PPG children performed as well, if not better, than non-PPG children in the on-track combined scores.</i></p> <p><i>MACs highlighted the figure of 32% exceeding in Year 4 and wondered whether the strategies used in this year would translate to the rest of the school.</i> The HoS explained that this figure was a result of focused teaching and interventions to bring a small group of children to Age Related Expectations (ARE) rather than above-average achievements. He did confirm that the interventions were in use across the school where necessary.</p> <p><i>MACs noted that the progress of more able children from starting points for PPG and non- PPG children, are broadly in line.</i> MACs challenged the head of school to ensure that the progress more able children is in line with national figures at the end of Key Stages.</p> <p>The HoS explained to MACs that he had noticed a change in the profile of the children attending the school. Brexit is felt to be a factor as they have seen a drop in the number of Spanish and Portuguese children attending.</p> <p>Headlines</p> <p><i>MACs commended the HoS and all the staff for their hard work over the past year and congratulated them for achieving a 44% improvement in the combined figures at KS2. They challenged the HoS to continue the improvement, while noting that it would be virtually impossible to reach the same percentage change this year due to the higher starting point.</i></p> <p>The major focus points for this year are reading, individual KS2 scores and consistently challenging the more able children.</p> <p>The Chair suggested that MACs review the Year Group plans, selecting one or two to cover each meeting.</p> <p>ACTION: PR to select a Year Group plan to review at the next meeting</p>	012
<p>11.</p>	<p>DfE and OFSTED Updates</p> <p>MACs noted the updates to the exclusion guidance and were informed of the exclusion training that was taking place on the 10th of October. Additionally they were told a bespoke training session regarding exclusions was being considered for the Trust as a whole.</p> <p>All other updates were noted.</p>	
<p>12.</p>	<p>School Self Evaluation / School Improvement Plan</p> <p>The SEF and AIP are currently in progress and will be shared with MACs at the next autumn meeting.</p>	
<p>13.</p>	<p>MAC Training</p>	

	<p>GO and AC have completed Prevent training. All other MACs are to complete the training online and send the certificates to the school, confirming to the clerk once complete.</p> <p>ACTION: Prevent training is to be completed as a priority by all MACS.</p>	009
	Strategic Leadership	
14.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair.</p>	
15.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	
16.	<p>Any other business</p> <p><u>Children and Asthma</u></p> <p>ER shared the new toolkit for schools that the NHS has created as part of the Healthy Schools programme. ER explained that the Croydon team can come into the school and provide training for staff.</p> <p>JW explained that the school is currently reviewing individual asthma plans with parents and noted that the school was waiting to be assigned a school nurse.</p> <p>ACTION: Links to online resources to be circulated by ER. ACTION: JW and ER to liaise on implementation and circulation to other schools in the Trust.</p> <p><u>Virtual tour</u></p> <p>MACs were informed that the virtual tour has been completed and is now online for all to view.</p>	010 011
17.	<p>Date of next meeting: 21st of November 2017 at 5:00 pm</p> <p>MACs reviewed the meeting time, as agreed at the previous meeting, and everyone confirmed that they were happy with the 5:00 pm start time.</p>	

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

The meeting closed at 6:50 pm.

Signed as a true and accurate record of the meeting

Chair's signature	
Chair's name	
Date	