



# Minutes

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## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR INFANT SCHOOL

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**Thursday, 6th of March 2019 at 6:00 pm at Whitehorse Manor School**

Clerked by: Karen Francis / PAT

<b>Name</b>	<b>Position</b>	<b>Status</b>
Richard Hill (RH)	Community / CHAIR	Present
Mitra White (MW)	Parent	Present
Jolanta Zyskowska (JZ)	Parent	Present
Katherine Grant (KG)	Parent	Present
Anna McPhee (AM)	Parent	Present
Stephanie Larkman (SL)	Staff	Present
Rosalyn Springer (RS)	Co-opted	Resigned
Sharon Russell (SR)	Head of School	Present
Nicola Hall (NH)	Observer / DHoS	Present
Carly Roberts (CR)	Observer / DHoS	Present
Harriet Butler (HB)	Staff	Present
Lynne Sampson (LS)	Exec Head/Director PAT	Present
Ian Patterson (IP)	Director PAT	Present
Kevin Smith (KS)	Director PAT	Present
Valensia Garvalova (VG)	Invited Guest	Present
Anife Faria (AF)	Invited Guest	Present
Miguel Saldanha (MS)	Invited Guest	Present

### Supporting Documents:

- HoS Report 06/03/19
- Attainment and progress of pupils 2018-19
- Improvement Plan (AIP) 2018-19
- Inclusion MAC School Visit Report 03/12/18
- Parent MAC School Visit Report 12/02/19
- Parent MAC School Visit Report 25/01/19
- Action Log 14/11/18
- Minutes of 14/11/18

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
	<b>People</b>	
<b>1.</b>	<p><b>Apologies for absence and welcome</b></p> <p>Meeting started at 6.00 pm.</p> <p>No apologies for absence received.</p> <p>Chair welcomed members to the meeting and thanked everyone for attending.</p> <p>VG, AF and MS were introduced as invited guests with an interest in future clerking within the Trust.</p> <p>RH welcomed IP, a Director of the Trust and chair of the Finance Committee.</p>	
<b>2.</b>	<p><b>Confirmation of quorum</b></p> <p>The meeting was declared quorate.</p>	
<b>3.</b>	<p><b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b></p> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	
<b>4.</b>	<p><b>Council membership changes</b></p> <p>Chair confirmed the council has vacancies for two co-opted MACs. A meeting has been arranged with two potential members on Friday, 8<sup>th</sup> March 2019 at WHINF with RH and SR at 10.00 am.</p> <p>Refer agenda item 020</p>	
	<b>Strategic Leadership</b>	
<b>5.</b>	<p><b>Minutes of the previous meeting (14<sup>th</sup> November 2018)</b></p> <p><u>Correction of previous minutes</u></p> <p>Item 4, page 3, LS question on the impact re the use of PE funding? Second response, CR noted that Thornton Heath and South Norwood are listed in the top 10 schools for obesity - 'schools' of obesity was amended to 'areas' of obesity and signed by off by Clerk (KF).</p> <p>No further questions.</p>	

	<p><b>RESOLUTION: The minutes were reviewed and subject to the above correction it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</b></p>	
6.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p><u>Matters arising</u></p> <p>KS is leading the MACs day on 1<sup>st</sup> May 2019.</p> <p>Talks on children’s mental health have been planned and AMcP put forward ideas on how to improve communications, for example using shorter sentences and looking at ‘who is the audience’.</p> <p><b>ACTION: KS and AMcP to liaise re adding communications to the MAC Day agenda.</b></p> <p>HB sent apologies in advance for 1<sup>st</sup> May MAC Day.</p> <p><u>Action Log</u></p> <p>Item 020: Source new co-opted MAC. RH/SR meeting two potential co-opted MACS on 08/03/19 at WHINF. <b>OPEN.</b></p> <p>Item 024: SL and KG signed the Code of Conduct Form 2018-2019. <b>COMPLETE.</b></p> <p>KS confirmed that if a MAC signs a Code of Conduct Form in one forum for 2018-2019, they are <u>not</u> required to sign again at each forum they are a member of.</p> <p>Item 025: Clerk advised that the last attendance at a MAC meeting for RS was 01/05/19. RH confirmed that RS has now resigned from post. <b>COMPLETE.</b></p> <p>026: Clerks informed to include their name on all future minutes. <b>COMPLETE.</b></p>	027
	<b>Accountability</b>	
7.	<p><b>Head of School’s report</b></p> <p>SR advised that since this report was written there have been six new children starting in Y2 only one of which is on track in all areas, pointing out that this will impact the school’s ability to meet the targets set in November 2018.</p> <p>SR explained that the SIP visit took place on 17<sup>th</sup> December 2018, the report is in draft format and has not been finalised by the SIP so has not yet been distributed.</p> <p>HoS invited questions on her report.</p> <p><a href="#">MAC asked why there have been 29 leavers from the school?</a></p>	

Housing is expensive in the borough and families relocate; three families have moved out of borough; some families move to live with extended families, some families returned to their country of origin and some families are housed in temporary housing for a short period and then moved on.

It was noted that there are now more spaces available in schools and fewer children requiring them in the north of the borough.

Pupil numbers: 94.5% full.

SR was asked whether there was a marked difference between the KS1 results of children who had been in WHINF since reception compared to those who joined mid key stage.

SR replied that the school can access data to demonstrate the impact on those who have been at WH since reception and those who join later. .

MAC asked which classes the two TAs who resigned have come from?

The TAs have come from Nursery and Reception classes.

LS noted that the impact from interventions is still good despite less staff.

#### Quality of teaching, learning and assessment

A Teacher Development Team supports NQTs in their second year of teaching.

A new teachers recruitment fair was recently attended by LS and SR. Currently no teachers have indicated that they are leaving the school.

#### Attendance and punctuality

SR advised that the school has worked hard with the EWO (Educational Welfare Officer) to improve overall attendance and persistent absence, aiming for national 95.8% attendance.

MAC asked how far away from the national target are we?

Previous meeting reported the difference from national at 0.08%.

Attributed reasons for absences were noted and discussed as follows:

- Chicken pox last year
- Persistent absence and lateness
- Travelling distance from home is a long way from the school
- If one child is ill, all the children from one family are absent
- Increased extended leave
- Flexible timetable due to child needs

RH asked if there were or had been any outbreaks of measles?

No-one with measles but there has been hand, foot and mouth and chicken pox.

#### Impact of interventions

IP asked if the same children require interventions in all areas?

It is often the same children who haven't had impact in more than one area.

LS asked which children are targeted?

As an example, nine Y1 children have been identified for reading interventions working towards expectations to being on track in Y2. Of the nine children six are EAL, two are PP and one is SEN.

#### Facilities Report

##### Proposals

Update LED lighting in the corridor

Install drop ceilings to cover pipework

Lighting for the hall and Y2 classrooms

##### Outside Play

The area of bare earth where nothing grows under the tree is to be Astro turfed as a quiet area with shade including a bench around the tree.

It was noted that the resources in the outdoor area in R and N have become tired over the last 10 years. Next year's PE funding can be used to develop provision with climbing apparatus. Also additional funding has been put aside to improve these areas.

##### e-safety

General discussion took place around the safe use of social media and NH advised that negotiations are underway with Croydon LA to come and give a talk on apps and social media use with parental controls for parents. The previous e-safety course was attended by three parents.

Children receive online safety talks during assemblies.

HoS invited questions on data.

RH asked what 'subitising' means?

NH explained that 'subitising' is the ability to recognise a number of objects/dots without counting them, for example a dice.

MAC asked what the acronym CL stands for?

CL is area of learning Communications and Language.

Discussion took place around the Attainment and Progress Report, page nine. 54% of boys in Y2 who are not at ARE are summer born.

MAC asked what is being done for these summer born boys?

If the pupils are not at ARE, targets are addressed at pupil progress meetings. Interventions are put in place to help children catch up.

No further questions.

<p>8.</p>	<p><b>Safeguarding Monitoring report / Child Protection issues</b></p> <p><u>Safeguarding Monitoring report</u></p> <p>AMcP completed a safeguarding visit on 25<sup>th</sup> January 2019.</p> <p>The report outlines the content of the visit with SR which include: PHSE class content; My Values Journal; the referral process and the LAs Early Help Pathways, positively commenting that '<i>safeguarding is an active part of the school focus</i>'.</p> <p><b>ACTION: AMcP to liaise with Maxine Watson (MW) to look at the Single Central Register held in the office and ensure its accuracy. RH is due to visit the school on Friday 8<sup>th</sup> March so will look at the register then.</b></p> <p>RH advised that MW is informed who is on the board and the register is current.</p> <p>MAC asked who informs MW and who informs Octavo of new members?</p> <p>KS stated that Ciara Carroll (Clerk) does this.</p> <p><b>ACTION: Directors to research SPOC (Single Point of Contact), SEN Safeguarding Procedures.</b></p> <p><u>Child Protection</u></p> <p>There were no issues of child protection to discuss</p>	<p>028</p> <p>029</p>
<p>9.</p>	<p><b>DfE and OFSTED updates</b></p> <p>LS advised attendance at a consultation meeting on the '<i>Proposed Changes to the Inspection Handbook</i>' from September 2019'.</p> <p>The presentation is available to view on YouTube.</p> <p>In summary:</p> <ul style="list-style-type: none"> <li>• The new framework is at the consultation stage</li> <li>• Future inspections will require less data to analyse</li> <li>• Inspectors will be looking for the '<i>quality of education</i>' through talking with children and looking at their books</li> <li>• The new inspection framework will want to know '<i>What is in the plan?</i>' '<i>What is the diet for the child?</i>'</li> <li>• Measurement will no longer be focussed on quantifiable data and outcomes</li> <li>• The school will tell the child's story</li> <li>• The new framework focus will be on the '<i>breadth of curriculum</i>'</li> <li>• Ofsted are looking for schools to undergo pilot inspections</li> <li>• All outstanding schools are exempt from inspection which includes WHINF</li> </ul> <p>RH asked how standards will be measured if there is no data?</p> <p>Standards will still be there and still be measured, using an example of a PP child with high needs, Ofsted would look at what the school has done for that child and then speak to the child.</p>	

	<p>KS has invited Shelley Davis from the Local Authority to come in and talk to schools on May 1st</p> <p>SR distributed copies of the school's latest Ofsted's 'Primary Inspection Data Summary Report' for MACs information.</p>	
<b>10.</b>	<p><b>Ethos, personnel issues and other news (From PAT website stories etc.).</b></p> <p>Brigstock site. Sports Champion UK organisation introduced Team GB athletic, 400m sprinter Luke Lennon-Ford to the school to raise money for Team GB Athletics and inspire young people to live a healthy and active lifestyle. Through sponsorship of each child completing circuit training with Luke, £1,172 was raised. Children enjoyed the activity and listened attentively when he described his personal training routine and diet.</p>	
<b>11.</b>	<p><b>MAC Training &amp; School Visits</b></p> <p>Chair thanked everyone for attending and completing the following training and visits.</p> <p><u>Training undertaken</u></p> <ul style="list-style-type: none"> <li>• SL renewed her training on DSL (Designated Safeguarding Lead). Certification has not yet been received.</li> <li>• SR completed Fire Warden Training</li> <li>• AMcP attended Driving Performance Outcomes Training</li> <li>• SL attends the LA SENCo Forums</li> </ul> <p><u>School visits undertaken</u></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> December 2018. JY focus on SEND and Inclusion.</li> <li>• 25<sup>th</sup> January 2019. AMcP focus on Safeguarding.</li> <li>• 12<sup>th</sup> February 2019. MW focus on PPG, LAC and Sports Funding.</li> </ul> <p>MACs were thanked for their visits; their reports were praised as very informative and detailed.</p>	
	<b>Other business</b>	
<b>12.</b>	<p><b>Correspondence to the Chair</b></p> <p>There was no correspondence to the Chair for discussion</p>	
<b>13.</b>	<p><b>Confidential items</b></p> <p>There were no confidential items discussed.</p>	
<b>14.</b>	<b>Any other business</b>	

	<p>A MAC suggested that each agenda item at meetings should be broken down as follows:</p> <ul style="list-style-type: none"> <li>• For information</li> <li>• For discussion</li> <li>• For decision.</li> </ul> <p>KS advised the meeting that Directors are looking to standardise MAC meetings across the Trust and was grateful for this contribution.</p> <p>KS informed the board that dates for next years' meeting dates are being planned now, inviting members to come forward if any dates have not worked for them this year.</p> <p><a href="#">RH asked if research into running the Magic Breakfast has progressed?</a></p> <p>SR and NH explained there are staffing, location and costs implications, for example, where would we serve it, and would the school be in a position to pay for it at the end of a one-year trial period? Further consideration would take place following the end of EPS's trial in July 2018.</p> <p>IP observed that positive outcomes had been noted at EPS with punctuality and attendance.</p>	
<p><b>15.</b></p>	<p><b>Date of next meetings for 2018-2019</b></p> <p>Thursday 16<sup>th</sup> May 2019 Wednesday 10<sup>th</sup> July 2019</p> <p>All start at 6.00 p.m.</p> <p>Reminder given for Wednesday 1<sup>st</sup> May 2019 MAC Day.</p>	

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

The meeting finished at 7:55 pm.

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