



# Minutes

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## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR INFANT SCHOOL

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**Thursday, 14<sup>th</sup> of November 2018 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	Apologies
Anna McPhee (AM)	Parent	Present
Stephanie Larkman (SL)	Staff	Apologies
Rosalyn Springer (RS)	Co-opted	Apologies
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

### Supporting Documents:

Pecuniary Interest Forms  
Code of Conduct Forms  
Minutes 5/7/18  
Action Log 5/7/18  
HoS Report 14/11/18

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
	<b>People</b>	

1.	<p><b>Apologies for absence and welcome</b></p> <p>Apologies for absence were received from SL, KG and RS and these were consented.</p>	
2.	<p><b>Confirmation of quorum</b></p> <p>The meeting was declared quorate.</p>	
3.	<p><b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b></p> <p><u>Outstanding pecuniary interest forms</u></p> <p>JZ, AM and RS sent to CC (Clerk) on Friday 19<sup>th</sup> October 2018 before half term,</p> <p>LS emailed CC to check that the pecuniary interest forms had been received</p> <p><u>Code of Conduct signatures</u></p> <p>Signed at meeting by JZ, MW, RH, AM, SR and HB</p> <p><b>ACTION: SL, KG, RS to sign Code of Conduct Form</b></p> <p>LS noted that RS has not attended meetings or visited the school for some time, apologies were sent for July and late apologies were received for November 2018.</p> <p><b>ACTION: Clerk to check when RS last attended</b></p> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	<p><b>024</b></p> <p><b>025</b></p>
4.	<p><b>Council membership changes</b></p> <p><u>Appointment of Chair</u></p> <p>Nomination put forward for RH to stand as Chair, nomination was seconded and agreed.</p> <p><u>Election of Vice Chair</u></p> <p>Nomination put forward for JZ to stand as Vice-Chair, nomination was seconded and agreed.</p>	

Vacancies and specific roles to be considered

Vacancy for co-opted/community member (Refer Agenda Item 020)

NH asked what is co-opted and can potential MACs be sought from the LA database?

RH confirmed that the data base was a source of potential new members and he would pursue this

LS suggested that it would be good to have a new member who had a financial background

RH stated that WHINF has four parents MACs

MAC suggested approaching local mosques or leaders in the community.

MAC Roles

- Anna McPhee / Richard Hill – Safeguarding
- Jolanta Zyskowska – Inclusion and SEN
- Mitre White / Katherine Grant – PPG and PE Grant
- Richard Hill – Website and Compliance

LS asked what is the impact re the use of PE funding?

SR advised that obesity, height and weight have not been used as a measure of impact of PE funding. The health authority come into schools to do height and weight checks in both reception and year 6. They are due to visit in December.

CR noted that Thornton Heath and South Norwood are listed in the top 10 schools for obesity.

RH commented that he has received a letter regarding concerns about obesity in the area.

NH informed the meeting that the Eagles Health Team from Crystal Palace came to the main site to promote a healthy cooking initiative that they were running. Unfortunately, there was no uptake.

RH said that Croydon LA has a 'Healthy Food Initiative' which demonstrates to parents what healthy foods look like.

SR advised that some parents have taken offence at the letter they received following the health authority height and weight check believing it to be quite negative. Some parents thought that the letter had been sent by the school.

NH said that WHINF has healthy school status and healthy school menus. SR added that all year groups, as part of the curriculum, discuss a balanced diet and talk about healthy foods and the importance of exercise.

RH Question. Are there fizzy drinks or high sugar drinks allowed in the school?

	<p>SR confirmed, No.</p> <p><b>LS Question. Do we confiscate from lunch boxes?</b></p> <p>SR. No, when we see anything in the lunch box than is not allowed according to our school policy, we phone the parent and discuss alternatives to include in the lunch box.</p> <p>HB added that staff work with parents to think of healthy alternatives to include in lunch boxes and also teachers talk to parents if a child says that they have not had any breakfast.</p> <p>MW noted that bad health doesn't help a child's concentration to which NH added that some children do not have breakfast in the morning.</p> <p>LS informed the meeting that the Magic Breakfast, consisting of a free bagel, cereal and juice is reducing lateness at EPS and helping children concentrate more effectively. The cost to run the Magic Breakfast is £2,000 of TA time per year. This is an initiative which LS thought was worth considering at Whitehorse.</p>	
	<p><b>Strategic Leadership</b></p>	
<p><b>5.</b></p>	<p><b>Minutes of the previous meeting (5<sup>th</sup> July 2018)</b></p> <p>RH requested that all minutes should include the name of whoever clerked that meeting at top of the page.</p> <p><b>ACTION: KF to inform CC and action request to include Clerk's name on all future minutes</b></p> <p><u>Correction of previous minutes</u></p> <p>Item 7, page 2, second MAC question. <i>"MAC asked the HoS how likely she thought it would be that all vacancies would be filled in the school.</i></p> <p>'She' was corrected to 'HoS' in the response and signed 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>	<p><b>026</b></p>
<p><b>6.</b></p>	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p><u>Matters arising</u></p> <p>LS informed the meeting that WHINF is the most oversubscribed school in the borough which is a great accolade to the HoS and DHoS, the news having made its way to the local paper.</p>	

	<p><u>Action Log</u></p> <p>Item 019: Harriet Butler elected as new staff MAC. <b>COMPLETE</b></p> <p>Item 020: Source new co-opted MAC. All MACs to think of a suitable person to approach as a potential co-opted/community member. <b>OPEN</b></p>	<b>020</b>
	<b>Accountability</b>	
<b>7.</b>	<p><b>Head of School's report</b></p> <p>HoS invited questions on her report.</p> <p>Comment was made that the EAL group attained more highly than non-EAL group in reception in terms of GLD. In year two EAL group outperformed non –EAL group in reading and writing.</p> <p>RH asked for comparisons between EAL and non EAL in classes and the definition of EAL</p> <ul style="list-style-type: none"> <li>• 60% EAL in R. 65% in year one and 61% in year two</li> <li>• EAL means English as an additional language. English is not the child's first or home language. Children may speak English at home but have been exposed to other languages in the first five years of life</li> </ul> <p>Discussion around parents who for example are Black Caribbean, so are not deemed as being EAL, but may have a heavy dialect, which can impact on children's spellings because they write in a way that matches their spoken language for example 'one' / 'won' and 'aks' / 'ask'.</p> <p>Parent MAC commented that our EAL group do better when compared nationally.</p> <p>SR said that EAL pupils at WHINF usually outperform this group nationally.</p> <p>SR presented highlights of the HoS report.</p> <ul style="list-style-type: none"> <li>• WHINF is 94.3% full</li> <li>• Losing a whole nursery class equals £91,000 reduction in income.</li> </ul> <p><u>Spaces</u></p> <ul style="list-style-type: none"> <li>• 4 spaces in R</li> <li>• 6 spaces in Y1</li> <li>• 9 spaces in Y2</li> <li>• 2 joining imminently in Y3</li> </ul> <p>The school has lost pupils this year with the migration report showing families moving out of the borough. There are five new children joining who are either new to the UK or have not been to school before.</p>	

LS question. Are the leavers on track?

CR said that from reception to year two, 22 children left the school of which 17 were at least on track. The schools has gained 16 new children. Only 8 of these children are on track.

HB advised that children are travelling in from a wide area, parents want their children to stay and some are professional working people travelling from afar.

LS noted that the pupil premium percentage is 31% which does not include new children for which there is no recourse to public funds.

NH stated that the children are immersed into the class, language and activities using visual and practical methods to engage them.

NH gave a harrowing example of a child refugee smuggled into the UK in a lorry. This child's family has no recourse to public funds.

EYFS

RH commented that in R. GLD is good and above national. The percentage of pupils attaining exceeded ELG is below national 2018 in 12 areas. SR explained, as noted in the HoS report, that the reduction in the number of TAs in reception last year impacted this data.

Discussion followed regarding the impact of cursive writing on the percentage attaining exceed in the area of Physical Development-Moving and Handling. The use of cursive script, controlling letter size and sitting their writing on a line is hard for some children due to the lack of appropriate muscle development.

Discussion took place regarding the fact that the area of Communication and Language was slightly below national 2018. CR explained that the difference only equates to two children. Speaking has to be assessed in English and evidence can only be taken from what the children say. Whereas other areas of learning can be evidenced from observations of children's actions and work as well.

It was discussed that Communication and Language can start at a very low baseline for some children. NH added that initially when some children came to school, they were not even able to respond to their own name.

RH observed seeing parents on phones, collecting child by grabbing them and walking out. No verbal communication taking place

SR advised that parents are asked to '*please put phones away*', they don't always engage and communicate with their child.

Parent MAC commented that she had observed the same at the school gate.

NH said R parents are issued with 'Intro Packs' for parents to work with their children over the summer to get them school ready and to help address low Communication and Language levels

SR informed meeting that the school had one less TA in each class last academic year and the speech and language staff member was on maternity leave for most of the year.

LS acknowledged great results even with loss of staff.

### KS1

It was noted that boys are above national in reading and maths at expected+. In writing they are just below national. AM advised that the school is trying to further narrow the in school attainment gap between girls and boys in terms of GLD and end KS1 outcomes.

KS1 outcomes were noted as better than nationally in all areas at expected +. The school was slightly below national at the GD standard.

Parent MAC questioned as to whether the reason for the greater depth percentage being below national was due to a reduction in staffing as was the case in R.

SR commented that this was not the reason.

In the current Y2 there are fewer greater depth as it is more about individual children. NH said there are 5-7 children working at greater depth in each class.

NH reiterated that we were moderated by the LA at KS1. It was noted that many of the pupils who were not at ARE at the end of the year, fell into multiple vulnerable groups.

LS observed from the starting point of this cohort there is huge progress.

### Phonic Screening

- There were 10 children in year 2 who had to retake the Phonics Screening Check because they did not pass in year 1.

SR challenged the inclusion of a child who appeared on the school ASP report. This means that the reported ASP data is for 11 children and reports the % pass rate at 40%. However, the result should be 36%. SR spoke to the LA who said that once the data is with ASP it cannot be changed.

### Sports Funding

- CPD in gymnastics, games and dance is provided through a company called Moving Matters. Each teacher has received support to deliver these aspects of the curriculum. This support will continue next year.
- Each class has two slots of PE per week and one half-term of fitness/games delivered during our enrichment afternoon.
- Reception teachers also have received CPD. There is not a requirement to do a dedicated PE session in EYFS but in our setting they do.

**RH Question. How do you measure the impact of sports funding?**

LS replied. Through personal development; access to participation; equipment; outdoor; gaining and taking risk. NH added that on the Academy Improvement Plan the assessment of PE is being reviewed.

SR advised that historically there has been very limited training in PE on degree and PGCE courses. HB confirmed that now the PGCE has only two days dedicated to the teaching of PE.

AMcP referred to the social impact from R to Y1 noting that a child can struggle academically and yet love PE days. A suggestion was put forward about asking parents their opinion through the annual questionnaire.

Impact of interventions

- Provision is reducing
- 2 TAs moved to Cypress, not replaced
- 4 TAs P-T = 2.2 people
- SALT care plans delivered for the highest need pupils
- Speech and language provision provided by the NHS is limited. In our experience children are discharged too early from the service. This puts an additional pressure on the school.

To build reading stamina, the school promotes the use of Bug Club at home. This app can be used on tablets, PCs and android mobile phones. We regularly contact families that are not reading at home. We have provided training for parents and children on how to use the programme at home. Certificates are used as rewards.

Class teachers receive emails highlighting children who haven't accessed the site for one month. Some parents like it, some children can access it themselves and it works for EAL children. A good resource for those that use it, for example some children have read 120 books and some children don't use it at all but may be reading real books.

**RH asked the percentage of children using Bug Club in R, Y1 and Y2?**

CR replied that she did not know but could get the information adding that some families have no devices.

Additional reading with adults in school, within the resources we have, is targeted for those children who do not read at home.

PP Grant

No questions were asked.

RH referred to the second page, 'numeracy' should be 'literacy'.

Impact



NH advised there has been a drop-in child eligibility for PPG at Brigstock, adding that the criteria have changed and it is now harder to qualify. Letters were sent to Y1 and Y2 to see if any more children are eligible.

MAC asked if there are a high percentage of asylum seekers?

SR. Replied, no. Often the school finds out about eligibility through other means, parents don't always disclose.

#### Learning Environment Audit

Completed termly, looking at classrooms and shared areas.

CR invited MACs to walk around the school and look at the learning environments which are fantastic.

LS asked about the Children in Need- name the bear competition.

CR said that they had raised £80 so far and the children love it.

LS observed that WHINF parents have limited involvement and suggested approaching them to become more involved in the future.

#### Trainee Teaching

Progress on NQT is very good, SR noted that she is doing very well, her second observation was good.

MAC asked what is a 'school direct candidate'?

LS advised this is a graduate training programme to achieve QTS status, a grant is received from the university and the cost to the Trust is £24,000.

#### Recruitment

The school is fully staffed

#### Teaching and Learning Handbooks

SR advised that there are revisions to the interim frameworks.

LS said the updated 'Keeping Children Safe in Education' is on the website and instructed the MACs to read it together with the updated 'Child Protection Policy'. Some changes will be found in:

- Child criminal exploitation: County Lines
- Peer on peer abuse
- Volunteers in school
- Abroad: hosting, DBS checks

#### Learning Behaviour - Project NPQH

	<ul style="list-style-type: none"> <li>• Continues tracking key children</li> <li>• Good data collection point</li> <li>• Data collected from staff, three times a year</li> <li>• Links: PHSE/Mindfulness/CPD staff meetings</li> </ul> <p>RH asked what impact the results of NH's NPQH project is having?</p> <ul style="list-style-type: none"> <li>• Teachers are aware of who they are targeting</li> <li>• Aims to develop a passive learner into an independent learner</li> <li>• Change in classroom culture</li> <li>• Assemblies – What it looks like: 'attitudes to learning'</li> <li>• Embeds learning behaviour ethos in children</li> </ul> <p><u>Training</u></p> <p>DSL (Designated Safeguarding Lead) renewed for:</p> <ul style="list-style-type: none"> <li>• CR</li> <li>• LS</li> <li>• SL is due to renew next month</li> </ul> <p>Fire Warden Training for:</p> <ul style="list-style-type: none"> <li>• SR</li> </ul> <p>LS commented that WHINF are high in vulnerable children.</p> <p><u>Attendance and Punctuality</u></p> <p>SR stated that the national data for 2016-2017 has just been confirmed.</p> <p>It is anticipated that further requests for exceptional leave will come in before the Christmas break. Example given by NH of a request for leave from 4<sup>th</sup> December 2018 – 17<sup>th</sup> January 2019. These requests are not authorised but parents still take their children out of school. The fine is small and does not act as a deterrent.</p> <p>SR confirmed there are a high percentage of families from overseas who take extended leave, impacting on attendance and absence results.</p> <p>NH commented that recently two children went abroad for an extended leave. They did attend school and during their leave, this however is rare.</p> <p><u>SIP</u></p> <p>Visit is due in December 2018</p> <p><u>Targets</u></p> <p>In the process of looking at projected targets - Phonics, Y2.</p>	
<p><b>8.</b></p>	<p><b>Safeguarding Monitoring report / Child Protection issues</b></p>	

	<p><u>Review of Safeguarding audit</u></p> <p>RH reviewed audit in HoS Report</p> <p><u>Child Protection</u></p> <p>There were no issues of child protection to discuss</p>	
<b>9.</b>	<p><b>DfE and OFSTED updates</b></p> <p>Lynne explained that are going to be changes to the Ofsted framework and there would be training for MACs in due course.</p>	
<b>10.</b>	<p><b>Ethos, personnel issues and other news (From PAT website stories etc.).</b></p> <p>Discussion produced the following comments:</p> <ul style="list-style-type: none"> <li>• Parents are happy</li> <li>• Parents will raise concerns and be heard</li> <li>• Parents do come forward at WHINF</li> <li>• We have an open door policy to talk to parents</li> <li>• Performances. Children are involved and consulted about the parts they play, for example <i>'who wants to be an animal?', who had a speaking part last time?</i></li> <li>• Drama and productions are time consuming but parent MACs commented on how much they are valued</li> </ul>	
<b>11.</b>	<p><b>MAC Training &amp; School Visits</b></p> <p>JZ attended 'Supporting Able Learners' at Octavo</p> <p>AMcP attended 'MAC Safeguarding' at Octavo</p>	
	<b>Other business</b>	
<b>12.</b>	<p><b>Correspondence to the Chair</b></p> <p>There was no correspondence to the Chair to discuss.</p>	
<b>13.</b>	<p><b>Confidential items</b></p> <p>There were no confidential items discussed.</p>	

14.	<b>Any other business</b>  There was no other business discussed.	
15.	<b>Date of next meetings for 2018-2019</b>  6 <sup>th</sup> March 2019 16 <sup>th</sup> May 2019 10 <sup>th</sup> July 2019  All start at 6.00 p.m.	

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

The meeting finished at 8:15 pm.

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