



Minutes

ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR INFANT SCHOOL

Thursday, 16th of May 2019 at 6:00 pm at Whitehorse Manor School

Clerked by: Karen Francis / PAT

Name	Position	Status
Richard Hill (RH)	Co-opted / CHAIR	Present
Mitra White (MW)	Parent	Apologies
Jolanta Zyskowska (JZ)	Parent	Present
Katherine Grant (KG)	Parent	Present
Anna McPhee (AM)	Parent	Apologies
Stephanie Larkman (SL)	Staff	Present
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 Principal/Director PAT	Present
Yomesh Shah (YS)	Co-opted	Present
Geraldine O'Brien (GoB)	Co-opted	Present

Supporting Documents:

- Agenda 16/05/19
- Previous minutes 06/03/19
- Action Log 06/03/19
- HoS Report 16/05/19
- Attainment and progress of pupils 07/05/19
- Parent MAC Report, PPG and Sports Funding 01/05/19
- Education Inspection Framework
- Octavo Governance Training 2018-19

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence and welcome	

	<p>Apologies were received and accepted from AmP and MW.</p> <p>Yomesh Shah was welcomed and introduced as an invited guest with an interest in becoming elected in as a co-opted MAC.</p> <p>Geraldine O'Brien, also an invited guest with an interest in becoming elected as a co-opted MAC is expected to join the meeting.</p>	
2.	<p>Confirmation of quorum</p> <p>The meeting was declared quorate.</p>	
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 amendments made to the register.</p>	
4.	<p>Council membership changes</p> <p>Chair proposed YS as a Co-opted MAC Members agreed</p> <p>GoB joined the meeting at 6.20 p.m.</p> <p>Chair proposed GoB as a Co-opted MAC Members agreed</p> <p><u>Newly elected Co-opted MACs</u></p> <ul style="list-style-type: none"> • Yomesh Shah • Geraldine O'Brien <p>Pecuniary Interest and Code of Conduct Forms were given to YS and GoB.</p> <p>ACTION: Clerk to email contact and skills audit forms to YS and GoB. DBS requests, PAT email request and Octavo introduction.</p>	030
	Strategic Leadership	
5.	<p>Minutes of the previous meeting (6th March 2019)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	

<p>6.</p>	<p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Matters arising</u> There were no matters arising to discuss.</p> <p><u>Action Log</u> Item 020: Two Co-opted MACs elected to the board. COMPLETE Item 027: MACs day planned. COMPLETE Item 028: Safeguarding Register visit. COMPLETE Item 029: Directors research of SPOC SEN Safeguarding Procedures. COMPLETE</p>	
	<p>Accountability</p>	
<p>7.</p>	<p>Head of School's report.</p> <p>SR invited questions on her report.</p> <p>HoS mindful of the new Ofsted framework looking at the '<i>story of the school</i>' advised that there has been a significant number (13) of new pupils joining in Y2. Seven have joined during the spring term.</p> <p>Tracking the current year two from reception:</p> <ul style="list-style-type: none"> • 30 have left (20 of these pupils were on track) • 24 new children have started (nine of these pupils are on track) <p>Q. Why have some of these pupils not been to school? A. Some children are new to the country and have not received any previous schooling.</p> <p>Q. What are the reasons for pupils leaving? A. Some reasons are: rehousing; working parents move their families out of borough; temporary housing moves and families going abroad to live in their country of origin. The new Universal Credit requirements have been a contributory factor and Croydon has been a trial borough for the new system.</p> <p>GoB referring to the new reality of the Ofsted framework recommended noting down every family that leaves the school and the reasons why as evidence of the '<i>story of the school</i>'.</p> <p>SR advised that WHINF has the largest number of applications for reception in Croydon, some parents drive for one hour to keep their children here, and although this can be impactful on attendance it indicates WHINF as a popular school of choice.</p> <p>Q. What happens when pupils don't make the expected progress? A. The 'on track' prediction is for the end of July. In the autumn term and in pupil progress meetings, children are identified who need additional support because they have not made expected progress. These interventions are closely monitored. Children can move in and out of interventions according to their needs. The progress measure is cumulative.</p>	

Q. Should an 'on track' child be chosen to receive intervention?

A. Yes, targeted interventions are more than maths or English: children have interventions for a variety of needs e.g. working in a small group can build confidence and improve performance.

Intervention time in terms of the Reading Project, Maths Project and PIC groups has been cut from the equivalent of 26 days to 6 days each week

GoB summarised the key points as:

- Intervention resources have been lost
- 'On track' pupils have left the school
- Many new starters to the school are not 'on track'

Differentiation

A child with selected mutism is unable to demonstrate their understanding through speaking at school although they do speak at home with their family, which has been witnessed by the school.

SR and SL have been to visit PVI (private, voluntary and independent) settings to meet four children that are due to start at WHINF. Three of these children are at birth to 11 months ARE (age related expectations) and will be joining our reception class in September 2019.

Nursery classes have reduced across the Trust for this area of Croydon, potentially WHINF will have only one nursery class in September. In the current nursery, all but two are coming to our reception class in September 2019 of which there are a number of children with high levels of need.

MAC referred to the current SEND funding bands, noting that it is unusual for a child to be placed into band 4 which attracts the highest level of funding, more frequently children are placed in bands 2 or 3. The SEND funding bands are:

- Band 4 £10,805
- Band 3 £7,800
- Band 2 £5,300
- Band 1 £3,080

NH added that to receive the funding, the school has to demonstrate that they have already spent £6,000 on meeting the needs of the child. In real terms it costs the school £23,000 to fund individual learning support for one child for one year.

MACs noted that the school still does really well each year, even with the cuts.

Quality of teaching, learning and assessment

Using the 'Teacher on a Page' model, HoS has no concerns on the quality of teaching, learning and assessment. Leadership in the school offers good support to teachers and this is tailored to their individual needs.

Q. Chair stressed the importance of MACs being familiar with data around the quality of teaching in their schools through periodical observations and asked if all teachers in the school are effective.

A. 100% of teachers are at least effective and a high percentage are highly effective with one NQT who is doing really well.

Q. As a Trust, do you have differing expectations on data?

A. No.

Parent Questionnaire

LS commented that the parent questionnaire produced some very positive feedback with a higher response rate than last year.

Q. What do we know about the comment 'they are strict about bullying'?

A. The juniors were informed about a social media incident during the holidays relating to a KS2 child. This was an outside incident and the parent took police action. In response, WHJUN with WHINF schools arranged for Zoe Barkum (LA Internet Safety Officer) to present parent workshops on the use/misuse of social media. It is our policy to mediate between children; speak to parents and look into any social media incident. Often the question is, was it 'bullying' or an 'unkind act'?

Actions taken from the parent questionnaire include offering coffee mornings to parents as a community hub to increase the visibility of our Parent MACs and increase exposure to the fact that the school is a mobile free zone.

Behaviour

Parents are always spoken to about any behavioural concern whether it be in the classroom or out in the playground. Using the Trust's 'sunshine' card system, a 'cloudy day' incident is noted down and parents are invited in, following a 'rainy day' incident. Each new day starts the 'sunshine' system afresh.

Attendance and punctuality

Q. Do you have persistent absentees?

A. 10.7% of absences across the school have dropped below 90%, which equates to 31 pupils.

Q. Is it 10% of absences or 10% of children?

A. YS calculated that the totals of overall attendance, authorised absence and unauthorised absence equals 100%, therefore 4% of the children are persistently absent.

Attainment

Q. How does the school identify SEN children?

A. Only when a child has been seen by an outside agency can they be deemed to be SEN. Overall, we have 8%, nationally the figure is 11%. If we included our "school identified" pupils we would be over national. A high % of our nursery children are non-English speaking.

Chair congratulated SL on achieving her SENCO award.

	<p><u>Impact of interventions</u> MAC commented on the amazing impact on 12 SEN children in Y2.</p> <p>SL was praised for her hard work with a high caseload of 29 classes of children with social and special needs and the associated applications for EHCPs (Education Health Care Plans).</p> <p>There being no further questions Chair thanked the HoS for her report.</p>	
<p>8.</p>	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>Q. MAC asked if there has been a recent t RA (risk assessment) on the safety of the site? A. HoS will need to speak to Peter Hill for details and content.</p> <p>ACTION: SR to liaise with site manager about recent site RA.</p> <p>Chair shared his findings from Steve Hall, LADO (local authority designated lead). the contact for safeguarding advice in the borough. If, as an example a MAC were to hear an allegation against a member of staff the referral would go direct to LADO and not the usual DSL (designated safeguarding lead).</p>	<p>031</p>
<p>9.</p>	<p>DfE and OFSTED updates</p> <p>SR and LS are attending an Ofsted update course w/c 20/05/19.</p> <p>LS stated that WHINF is judged to be outstanding and is therefore still exempt from inspection.</p> <p>Q. Within the new Ofsted framework, Chair asked, how do we know the contents of the curriculum meet the needs of our children, what are the outside influences and social issues? A. HoS explained that the school has always delivered a broad and balanced curriculum, which can be evidenced through the enrichment and dot.com programmes. We are currently reviewing our PHSE curriculum.</p> <p>Q. Is an adjustment required to the agenda for MAC meetings to reflect the new Ofsted focus? A. Chair advised that the Academy Council need to focus more on the contents of the curriculum and how it meets the needs of the children in the school. (Intent, Implementation, Impact).</p>	
<p>10.</p>	<p>Ethos, personnel issues and other news (From PAT website stories etc.).</p> <p>Nothing to discuss.</p>	

<p>11.</p>	<p>MAC Training & School Visits</p> <p><u>Training undertaken</u> RH attended a Chairs meeting for Directors which included a presentation from Steve Hall, LADO and signposted a Mental Health and Well-being Course for Governors to attend, offered by Octavo on 12th June.</p> <p><u>School visits undertaken</u></p> <p>1. MACs offered their thanks and complimented the Trust on a very informative and interesting MACs day.</p> <p>2. KG - PPG and Sports Funding. Visited the Brigstock site and noted the impact on pupils and staff as money well spent. Report submitted.</p> <p>Q. Was the quality of the coaching good? A. Really good, all children were participating and all three classes were doing something different. Good impact and intervention.</p> <p>LS thanked KG for her in-depth and helpful report.</p> <p>3. RH - School visit. Brigstock site.</p> <p>RH noted the positive displays around the school were very good and there was a calm, purposeful learning environment.</p> <p>Q. RH asked about plans for the development of the outdoor area. A. NH advised that the money did not come through for the markings. Brigstock is limited in space and a variety of play equipment is stored away and brought out as required. The cost for the markings two years ago was £9,000 and there is no space for a climbing frame. There are very few accidents in the playground across the year groups and all children interact well. We use what we have, for example we have an art section and paint the fences and when the trees are pruned we use the branches to create bug houses.</p> <p>Discussion followed around why sports day is held at EPS (Ecclesbourne Primary School). Logistically there is not enough space at Brigstock, different years need different days to perform their sports and this impacts on the parents. Infant children do nine activities, there is lots of movement and a Parent MAC observed that the sports day is well organised.</p> <p>LS expressed a view that the school is outstanding.</p>	
	<p>Other business</p>	
<p>12.</p>	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair for discussion</p>	

13.	Confidential items Refer to confidential minutes.	
14.	Any other business There was no further business to discuss.	
15.	Date of next meeting: Wednesday 10 th July 2019 The meeting will start at 6.45 p.m. due to new reception parents evening.	

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

The meeting finished at 8.30 p.m.

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