



# Minutes

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## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR INFANT SCHOOL

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Thursday, 5<sup>th</sup> of July 2018 at 6:00 pm at Whitehorse Manor School

<b>Name</b>	<b>Position</b>	<b>Status</b>
Richard Hill	Community / Chair	Present
Mitra White	Parent	Present
Jolanta Zyskowska	Parent	Present
Katherine Grant	Parent	Present
Anna McPhee	Parent	Apologies
Stephanie Larkman	Staff	Apologies
Rosalyn Springer	Co-opted	Apologies
Sharon Russell	Head of School	Present
Nicola Hall	Observer / DHoS	Apologies
Carly Roberts	Observer / DHoS	Present
Jolyon Roberts	Executive Principal	Present

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
	<b>People</b>	
1.	<b>Apologies for absence</b>  Apologies for absence were received from SL, RS, AMcP and NH and these were consented.	
2.	<b>Confirmation of quorum</b>  The meeting was declared quorate.	
3.	<b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b>	

	There were no conflicts of interest declared and no amendments made to the register.	
<b>4.</b>	<p><b>Council membership changes</b></p> <p>The council has a vacancy for a Staff MAC which will be filled by election in September 2018.</p> <p>There is one vacancy for a co-opted MAC which the Chair is looking into.</p>	
	<b>Strategic Leadership</b>	
<b>5.</b>	<p><b>Minutes of the previous meeting (1<sup>st</sup> of May 2018)</b></p> <p>It was noted that KG was listed as present at the meeting, even though she had sent her apologies and had not attended.</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>	
<b>6.</b>	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p>Item 013: This will be reviewed in the new school year. Item closed.  Item 018-019: remain open. To be addressed in new school year.  Item 020: This item will be completed for the first meeting of the year.  Item 022: The cumulative pass rate for the PSC was 94%. Item closed.  Item 023: This was covered in the HoS report. Item closed.</p>	
	<b>Accountability</b>	
<b>7.</b>	<p><b>Head of School's report</b></p> <p><i>MACs questioned the Head of School about the number of vacancies in the school.</i> She said there were approximately 17 in the school, with six or seven vacancies in the nursery. She confirmed that Admissions in Croydon have been informed through the migration report.</p> <p>MACs discussed the fact that there were 112 children on roll in Year 2 and that the majority of children are going to WHJUN.</p> <p>The HoS confirmed that the school had offered 120 places for Reception and they had all been accepted. Nursery had offered 26 places for the morning session only but to date had only filled 18.</p> <p><i>MACs asked the HoS how likely she thought it would be that all vacancies would be filled in the school.</i> She explained that there are new children coming to the school but that vacancies remain in spite of having a waiting list. Several places had been filled by children who were new to school and or new to the country, without a school place. The LA is obviously keen to place children without a school place as a priority.</p>	

*MACs challenged the HoS to consider the 30 hour provision at the nursery.* She said that some nurseries in Croydon were offering it but even they were not full. It is not financially viable for WHINF to offer the 30 hour provision. The CEO advised that the Trust would be considering whether to offer a nursery provision at all due to cost considerations.

### EYFS GLD

This figure was 74% for 2017-18. The HoS said that everyone was very happy with the result, particularly given that there is a large percentage of vulnerable groups in that year (summer born boys, EAL and new to English). This figure exceeded the school's target and last year's figure.

### Year 1 PSC

This figure is 89% for 2017-18. The HoS again said that she was happy with this result even though it was 1% below target. She explained to MACs that six on-track children left the school and five new to English children joined the school before the check. She also cautioned MACs to remember that phonics does not necessarily assist with improving reading ability for some children.

### Year 2 Cumulative PSC

This figure is 93.7% for 2017-18. The HoS said that there were also a number of children who came very close to passing.

### KS1 results

These figures are:

Reading 80%  
Writing 70.5%  
Maths 78.5%

The school were happy with the figures and confirmed that KS1 had been moderated this year. In all cases the school had exceeded their 2018 targets and last year's national averages.

### Attendance

The HoS explained that the EWO has issued four families with fixed term penalties for absence from school. It was noted that Croydon are not very good at enforcing payment of fines.

The school's figure for Persistent Absence (PA) is 10.9%. The HoS explained that PA is defined as whole year attendance rates at less than 90%. Last year's national average for PA was approximately 8%. She explained that the school had one child who was dual registered and one who was on a part-time timetable, both of which would affect the attendance figure.

Illness has also been a significant factor this year; the school had been hit hard with chicken pox and scarlet fever.

The CEO cautioned the HoS not to allow the attendance impacts from this year to become a trend next year and she explained that it had been put into the Academy Improvement Plan (AIP) as a target for next year.

	MACs were asked to keep the new staffing structure confidential until such time as the parents had been informed. It was noted that the Brigstock annex now has all years from Reception to Year 6.	
<b>8.</b>	<b>Predicted/actual end of year results</b>  These were covered in Section 7.	
<b>9.</b>	<b>Safeguarding Monitoring report / Child Protection issues</b>  <i>The HoS was asked if she kept a “bullying” book.</i> She said that she has an incident book in her office. Bullying incidents are also reported in the HoS report as necessary.	
<b>10.</b>	<b>DfE and OFSTED updates</b>  There were no updates to share.	
<b>11.</b>	<b>GDPR update</b>  Training is in place and will be provided to MACs at the first AC meeting on the new academic year.	
<b>12.</b>	<b>MAC Training &amp; School Visits</b>  JZ has attended two training courses: “Broad and Balanced Curriculum” and “Difficult Conversations and How to Manage Them”.  MACs will plan the dates for next year’s visits at the first meeting of the year.  There is a New Parent’s meeting on the 11 <sup>th</sup> and 12 <sup>th</sup> of July that MACs could attend.	
	<b>Other business</b>	
<b>13.</b>	<b>Correspondence to the Chair</b>  A letter had been received from the Chair of the Trust detailing changes that would be made to the meeting structure of the AC.  A director will be attending each school’s meetings on a rotating basis and will arrange to visit the school prior to that point to inform potential questions at the meeting. There will be a joint MAC meeting in September held to confirm the Chair and Vice Chair and complete other business, with a half an hour at the end to discuss the strategic direction of the Trust.	

<b>14.</b>	<b>Confidential items</b>  There were no confidential items discussed.	
<b>15.</b>	<b>Any other business</b>  There was no other business discussed.	
<b>16.</b>	<b>Date of next meeting: to be confirmed</b>  MACs discussed dates which were noted by the Chair and the Clerk. These will be circulated once they have been agreed.	

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

The meeting finished at 7:10 pm.

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