



Minutes

ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR JUNIOR SCHOOL

Thursday, 3rd of May 2018 at 6:00 pm at Whitehorse Manor School

Name	Position	Status
Richard Hill	Community / Chair of Governors	Present
Sarah Caesar	Staff	Apologies
Susannah Arthur	Parent	Present
Nicole Malabre	Parent	Apologies
Gabbi O'Connor	Staff	Present
Sophia Panchoo-Cohen	Community	Apologies
Magdalene Adenaike	Parent	Apologies
Katie Couchman	Community	Apologies
Umar Quraishi	Parent	Present
Nina Achenbach	HoS	Present
Jolyon Roberts	EHT / CEO	Present
Nicola Hall	Observer / DHoS	Present

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence Apologies for absence were received from KC, NM, MA, SC and SPC and theses were consented.	
2.	Confirmation of quorum The meeting was declared not quorate. The Chair waited fifteen minutes to start the meeting to see if a quorum could be made up but this was not possible.	

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>Board/Committee membership changes</p> <p>As the meeting was not quorate, the decision on the Vice Chair was postponed again.</p>	
Strategic Leadership		
5.	<p>Minutes of the previous meeting (22nd of February 2018)</p> <p>The minutes were reviewed and it was agreed that they were accurate. However as there was no quorum, the minutes could not be agreed and signed.</p> <p>ACTION: Add approval of the minutes of 22.02.18 to next meeting's agenda.</p>	030
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>Item 021: this is carried over to the next meeting. Item 028: it is believed that children do use Lexia at home, however NT to confirm at next meeting.</p> <p>A MAC asked why item 029 was not on the log. It had been marked as completed but the information was not circulated. Susannah Arthur is the Inclusion/SEN MAC so a new MAC will need to volunteer as SA's term is ending in July 2018.</p> <p>It was suggested that role descriptions would be useful for the Link/MAC roles so that MACs have a written description of what is expected.</p> <p>ACTION: JR to look at producing these descriptions.</p>	031
Accountability		
7.	<p>Head of School's report</p> <p><i>MACs raised a concern about the numbers on roll, which continues to be an issue at the school; Year 6 has 86 children at present.</i></p> <p>The HoS noted the ongoing issue with social migration in the area.</p> <p>6:25 UQ arrived.</p>	

MACs were told that in spite of the drop in numbers Whitehorse remains a popular school in Thornton Heath.

A MAC asked why there were differences between the figures in the data reports and the figures in the HoS report. The HoS explained that the HoS report contained tested figures (writing is teacher assessed) and the data report contained teacher assessed figures. She explained that she provides both sets of figures after the school had an unexpected drop in assessment results last year.

The staff MAC stated that she believed, in general the children are where they were expected to be and are on track to continue. The executive principal said that the Trust was looking to see a figure of 63% for KS2 combined as anything around the 55% mark would be considered a trend.

The staff MAC and the HoS explained that the teachers have identified those children who need support and have put them into Easter schools and boosters with further support in-school this term.

A MAC asked whether reading was still considered a problem area, in spite of the school increasing resources and focus on it. The HoS said while there are 6% of children off target, this figure is made up of five children so reading has improved significantly.

The HoS commented that last year, writing was a strength and reading was a weakness, and this year it is the opposite, which shows how much a particular cohort can affect results.

The school have identified eleven children who missed the pass mark by one mark in school tests and these children will have specific interventions put in place to help them make the grade.

A MAC wondered what the school can learn about the teacher assessment process in order to improve the accuracy of teacher assessments. The HoS said that the school have introduced a “rising stars” programme lower down in the school in order to produce more empirical data to improve accuracy of assessment. The HoS reminded MACs that teacher assessment describes where the teacher believes a child will be at the end of the year, and testing shows where the child is at that moment in time, so there will always be a difference.

A MAC asked specifically about the figure for children on track in Year 4. The HoS confirmed that these children were the first group that were tested in Year 2 under the new KS1 SATs arrangements. She said that although their attainment figure is lower overall in comparison to other year groups, their progress score is very good.

A MAC questioned how the SENCo manager is being supported. The absence of her colleague has increased her workload but she is being supported by other staff members as necessary. The school is working hard to keep the impact to the children to a minimum.

A MAC asked whether the school needed anything from MACs in terms of leadership. The HoS said that she does need MACs to review the

	<p>Raising Attainment Plan and for MACs to be active in their various assigned roles. Role descriptions will be produced as previously discussed during the meeting.</p> <p>The HoS and MACs agreed that they were happy to see the level of responses to the parental questionnaire and also with the results. WHJUN have increased satisfaction with communications by 11%, in part by using some of the methods that CYP use at their school.</p> <p>It was noted that parent MACs were not quite so well-known this year; newsletters and presence at meetings were more frequent last year.</p> <p>Two parent MACs attended the secondary transfer meeting last year and it was recommended that they do this again this year. The Trust will be promoting The Archbishop Lanfranc (TALA) this year and the HoS at TALA has suggested that Year 5s attend the school for activities and parents pick their children up at the end of the day in order to see the school.</p> <p>MACs briefly discussed TALA and the fact that it was joining the Trust.</p> <p>The HoS said that she has an on-going complaint which is being dealt with through the complaints process. <i>A MAC asked the HoS to explain how the school teaches children about acceptable behaviour.</i> The HoS explained that the school has a variety of strategies to deal with issues like bullying and racism. These include PSHE, assemblies, consistent responses to events when they occur and involving the parents in the resolution. The HoS noted that there have been very few racial complaints during the lifetime of WHJUN in the Trust and most tend to be within their own community.</p> <p><i>A MAC challenged as to why the number of children not on target in year 5 is so high.</i> The HoS said that this Year 5 has been a particularly challenging year. They were not formally tested in Year 2 and many came up with high levels from the Infants' school. Particular focus is paid to these children during pupil progress meetings.</p> <p>There was a confidential item discussed; please see separate minutes.</p>	
<p>8.</p>	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>There have been no safeguarding or child protection issues since the last meeting.</p>	
<p>9.</p>	<p>DfE and OFSTED updates</p> <p>The changes made to the OFSTED inspection regime were noted.</p>	
<p>10.</p>	<p>GDPR update</p>	

	<p>MACs were informed that the DfE toolkit has finally been made available. School and Trust policies have been updated and a briefing/training will be given to MACs and directors.</p> <p>Data breach incidents may be added to the HoS reporting as part of a review of the format of said report.</p>	
11.	<p>MAC Training & School Visits</p> <p>There was no training attending and no school visits since the last meeting.</p>	
	Other	
12.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair.</p>	
13.	<p>Confidential Items</p> <p>There was a confidential item discussed; please see separate minutes.</p>	
14.	<p>Any other business</p> <p>A bottle of champagne was presented to the Chair on the event of his 70th birthday.</p>	
15.	<p>Date of next meeting: Thursday 12th of July 2018 at 6:00 pm</p> <p>ACTION: HoS to put together a list of suitable dates for next year.</p>	032

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

The meeting closed at 7:35pm.

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