



# Minutes

## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR JUNIOR SCHOOL (WHJUN)

Tuesday, 5th February 2019 at 6.00 pm, Whitehorse Manor Junior School

Clerked by: Karen Francis / PAT

Name	Position	Status
Nina ACHENBACH (NA)	HoS	Present
Magdalene ADENAIKE (MA)	Parent	Present
Ricardo BLADES (RB)	Parent	Absent
Sarah CAESAR (SC)	Staff	Present
Katie COUCHMAN (KC)	Community	Not a member
Nicola HALL (NH)	Observer / DHoS	Present
Richard HILL (RH)	Community / CHAIR	Present
Nicole MALABRE (NM)	Community / VICE-CHAIR	Present
Gabbi O'CONNOR (GO-C)	Co-Staff	Present
Sophia PANCHOO-COHEN (SP-C)	Community	Present
Umar QURASHI (UQ)	Parent	Apologies
Jolyon ROBERTS (JR)	Executive Principal / CEO	Present
Ken Roberts (KR)	Parent	Present
Nicole TYE (NT)	Observer / DHOS	Absent

### Supporting documents:

- Agenda 05/02/19
- Previous Minutes 05/11/18
- Previous Confidential Minutes 05/11/18
- HoS Report 05/02/19
- MAC Data Sharing 05/02/19
- Primary Link Advisor Visit Autumn 2018
- Safeguarding Audit 2018-2019
- EWO Autumn Term Reports 2018
- Action Log from 05/02/19

	ITEM	ACTION LOG NO.
	<b>People</b>	
1.	<p><b>Apologies for absence</b></p> <p>Chair welcomed new member, Ken Roberts to the meeting.</p> <p>Apologies were received and consented from:</p> <ul style="list-style-type: none"> <li>• Umar Quaraishi</li> </ul> <p>Expected as a late attendee:</p> <ul style="list-style-type: none"> <li>• Ricardo Blades;</li> </ul> <p>Noted absent:</p> <ul style="list-style-type: none"> <li>• Nicola Tye</li> <li>• Katie Couchman</li> </ul>	
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>Pecuniary interest forms were received from:</p> <ul style="list-style-type: none"> <li>• Sophia Panchoo-Cohen</li> <li>• Magdalene Adenaike</li> <li>• Kennedy Roberts</li> </ul> <p>Code of conduct signatures were collected from:</p> <ul style="list-style-type: none"> <li>• Gabbie O'Connor</li> <li>• Sophia Panchoo-Cohen</li> <li>• Magdalene Adenaike</li> <li>• Nicola Malabre</li> <li>• Kennedy Roberts</li> </ul> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	
4.	<p><b>Board/Committee membership changes</b></p> <p>The previous meeting on 11th November was declared not quorate and the following appointments were not actioned.</p> <p>Clerk chaired the meeting for the election of Chair.</p> <p><u>Election of Chair</u> Meeting proposed RH as Chair. Proposal agreed. Chair is Richard Hill</p> <p><u>Election of Vice-Chair</u> Meeting proposed NM as Vice-Chair. Proposal agreed. Vice-Chair is Nicole Malabre</p> <p><u>New appointment Parent MAC</u></p> <ul style="list-style-type: none"> <li>• Ken Roberts</li> </ul>	

	<p><u>New appointment of SEN/PPG MAC</u></p> <ul style="list-style-type: none"> <li>• Magdalene Adenaike</li> </ul> <p><u>Vacancy</u></p> <ul style="list-style-type: none"> <li>• One Community MAC vacancy</li> </ul> <p><u>Update Katie Couchman</u> No contact has been made by KC following several emails and is now effectively a non-member.</p> <p><a href="#">DHoS asked where Governors are recruited from?</a></p> <p>The Governors Recruitment List.</p> <p><b>ACTION: RH to source another Community MAC and write to KC to inform her that her non attendance means that she can no longer serve as a MAC.</b></p>	050
<b>Strategic Leadership</b>		
5.	<p><b>Minutes of the previous meeting (12<sup>th</sup> July 2018 and 12th November 2018)</b></p> <p><u>Approval of the minutes and confidential Minutes of 12th July 2018.</u></p> <p>The minutes and confidential minutes of 12th July 2018 were reviewed at the meeting on 12th November 2018, it was agreed that they constituted a true and accurate reflection of the meeting but were not signed off on 12th November 2018 as the meeting was declared not quorate.</p> <p><b>RESOLUTION: The minutes and confidential minutes of 12th July 2018 were signed off by the Chair today.</b></p> <p><u>Approval of the minutes and confidential minutes of 12th November 2018</u></p> <p>The following adjustment was noted and annotated by the Clerk to the previous minutes of 12th November 2018:</p> <ul style="list-style-type: none"> <li>• Page three, Action 033 'JC' was amended to 'KC'..</li> </ul> <p><b>RESOLUTION: The minutes and confidential Minutes from the previous meeting on 12<sup>th</sup> November 2018 were reviewed and it was agreed subject to the above amendment that they constituted a true and accurate reflection of the meeting and were signed off by the Chair.</b></p>	

6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>JR joined the meeting at 6.25 p.m.</p> <p><u>Matters arising</u> Confidential Minutes 12<sup>th</sup> July 2018 and 5th November 2018. No questions asked.</p> <p><u>Action Log</u> 035: Clerk to add agenda item 'Role Descriptions' for link/MAC roles etc to next Board of Directors meeting. ONGOING 040: Clerk to record as 'Review Behaviour Policy' as agenda item for the Board of Directors Meeting. COMPLETE 041: Add agenda item for 5th February meeting 'Approval of Minutes and Confidential Minutes of 12/07/18. COMPLETE 042: Add agenda item for Directors 'Review Behaviour Policy'. COMPLETE 043: RH to write to KC with deadline for response, re continuing absence as Co-opted MAC. No contact made from KC. Post now vacant. COMPLETE 044: Website correction of typo under J, the Literacy Booster Club, last sentence states 'Maths' sessions in a literacy club. NA to double check and look at the PPG statement. ONGOING 045: Investigate how PE funding be measured. Information is in the report. COMPLETE 046: Circulate EWO Report to MACS. COMPLETE 047: Circulate Safeguarding Report to MACS. COMPLETE 048: MACs to consider newsletter; talks on grammar schools; surgery table; communications groups. SP-C send NP a power point with other MAC contributions. ONGOING 049: Three outstanding pecuniary forms from SP-C, MA and KC. COMPLETE</p>	
<b>Accountability</b>		
7.	<p><b>Head of School's Report, presented by NA</b></p> <p>NA invited questions on her report.</p> <p><b>Q: MAC referred to action 045 'how we report on PE and sports funding' asking if it is compliant?</b></p> <p>A: Yes, as confirmed by Suzanne Christopher. Compliant with best practice advice from the DFE. There is no requirement to measure outcomes numerically, except swimming, where our percentage of Year 6 pupils able to swim 25 metres is reported at 64%.</p> <p><b>Q: GO-C referred to page four, noting that her name is not spelt correctly.</b></p> <p><b>Q: RH asked if there are any teachers who are not yet effective?</b></p> <p>A: No, formal lesson observations during the Autumn term revealed effective and highly effective teaching.</p> <p><b>Q: JR referring to section 4a 'Incidents on bad behaviour' asked how incidents are recorded and quantified and if concerns are logged?</b></p> <p>A: Yes, invariably responses are made in writing.</p>	

JR advised that the Directors are looking at the Complaints Policy in light of the updated DfE guidance.

Q: Referring to page six. 18% of pupil received 'rainy day letters' and asked if this data is considered to be high or low?

A: 18% is not a bad result, more will be known over time. 18% relates to a very small number of pupils who misbehave ever. Included in the 18% are 10% that received two 'rainy day letters' and 4% that received three or more 'rainy day letters'. For clarity RH suggested the report should read 18% of pupils have received at least one rainy day letter.

Discussion took place around facilities and the following was noted:

- Bike and scooter racks have been installed
- The astro turf has been removed by the rear entrance and is now green tarmac
- Installation of a new astro turf track is being laid around the field

Q: RH pointed out a typo in minor projects:

- 'Senor' should read 'sensor'

It was noted that keeping schools compliant in terms of health and safety, for example servicing of boilers is expensive.

Q: MAC question in relation to the installation of the astro turf track asked if the track was installed for winter use or another reason?

A: The school did investigate whether they might be able to install a multi use games area but this was considered too costly and the track is a weather proof provision for the 'daily mile'. The success of the track will depend on whether the children are fitter as a result of it and enjoy the activity.

Q: MAC asked how many children were involved in the BMX course that some children had taken part in?

A: Nine children were involved.

### **Staffing**

- Nicole Tye begins her maternity leave on Friday 8th February 2018;
- Gary Powell is stepping up as the new DHoS to cover the maternity leave;
- Leila Nowacki is a part-time teacher for Y3 to cover the maternity leave;

Q: MAC asked how many applicants there were for DHoS?

A: Two applicants.

Discussion followed about parent volunteers for school trips being hard to recruit. Staff go to their own family members to accompany children on trips and parental engagement remains an ongoing issue. SP-C said she may be able to cover some trips with notice.

MAC suggestions for increasing volunteers were:

- giving parents advance notice
- regular updates through a newsletter
- informing parents that the school would like and benefit from their involvement
- informing parents that trips could be cancelled because of the lack of volunteers

- creating a 'pool' of parents for school trips
- asking parents to contribute to ideas for school trips
- involving grandparents or contacting age uk

NA agreed to add parent volunteers to the newsletter.

**ACTION: NA to contact School Pastors, the Assention Trust and Croydon Voluntary Trust for information on volunteers.**

051

Q. What is 'Stars'?

A: It is a scheme run by TfL. It is a schools accreditation scheme aimed at inspiring young Londoners to think differently about travel and its impact on their health. A plaque on the ground floor at WHJUN has three bronze stars – showing the school's current status. Bikeability is part of Stars, for example 'Dr Bike' where children bring in their bikes to get them fixed.

### **Data Report Presentation for MACs**

HoS invited questions on data, explaining that:

- Page one shows KS2 results for 2018

Q: MAC asked if the % in reading has dropped?

NA: No, 2018 did better than the year before.

Q: MAC asked if school progress can be explained?

NA: KS2 SATs test have changed and are more difficult, pupils who don't meet attainment can meet progress. 0 is the national 'norm' but WHJUN often has negative progress. It is recognised as a national issue that junior schools have higher attainment scores and lower progress scores. The pressures are different for schools that educate pupils from KS1 through to KS2.

### **Further questions relating to the school**

Q: MAC asked if renting out the building would bring in income?

JR: When looking at paying staff, insurance, child protection responsibilities, extensive clearing up and weighing up the income versus the expense it is not a viable option.

Rental prices are £65 for the first hour and £40 for subsequent hours, historically the LA would offer subsidies. Unless you rent 30/40 classrooms per night there is no money in it. In the past, the school rented to a football club and the turf was ruined. Association and reputation of the school can be damaged.

HoS invited any further questions on data.

Pleasing numbers on prior assessment for Y5 was noted.

Y3 year group data changes of 11 new pupils in Y3, seven who are not on track was also noted.

Progress measures are based on KS1 data for 92 pupils when the cohort is 116 pupils. KS1 results feed directly into SIMS, some children are from other schools and their data takes time to be shared with us and other children are from abroad and they do not have any data.

Q: MAC asked how many pupils there are in the White British and other whites group noting their results as weak and asking what is being done to address this?

NA: This group is made up of six pupils, the staff team know the weaker groups through the pupil progress meetings. In Y5 there are various other backgrounds with no English, we use translator apps and have a foreign language table. Maths is more about reasoning now and a new testing regime means English is required more.

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Q: MAC asked if there is any further support from parents?

NA: EAL TA gets good results from children, parents bring friends to translate and then it is not long before the children translate for their parents. We have a cohort of parents who will come in and help with language translations.

Q: RH asked in relation to Ofsted inspection speak, where are the weakest groups?

NA: Retrospectively the weakest group in 2017 was Black Caribbean boys, last year it was Black African females. In both cases this impacted on PPG results.

'A Mantra for MACs' was discussed as the headlines on what is good and positive about the school, some examples included:

- Under-attainment in reading and maths improved in 2017/18
- At EXS, combined, reading, writing and maths were all above national
- At GDS, maths was above national
- Pupils leave us with results which are above average for most groups
- Pupils are secondary ready and are 'on track' to achieve 5 good GCSEs

#### **Primary Link Advisor report**

Jo Wallin, Link Advisor visited on 17 December 2018 producing the following points:

- 2019 targets didn't change as they were broadly on track
- Targets are on the website, based on the cohort of pupils

RH noted other schools with similar cohorts were achieving 80s and 90s and asked how they are achieving this. MACS looked at some specific examples?

NA: There are lessons that can be learned. Applegarth, for example, is a school with a similar catchment to WHJUN and is a very well run school achieving good results. Beaumont is a one form entry school with invested parents. WHJUN has achieved the best results of all the Trust schools in 2018 and the school's targets are based on prior attainment.

Q: MAC asked for north of the borough comparisons?

	<p>NA: There is a lot of mobility in Thornton Heath with a lot of 'mobile families' and this needs to be considered when comparisons are made with New Addington, which has similar challenges but with 'regular cohorts' – i.e. less mobility</p> <p>Some reasons for moving families and non-invested parents were given as:</p> <ul style="list-style-type: none"> <li>• Rental prices north of the borough are high and parents work long hours;</li> <li>• High multi-occupancy homes;</li> <li>• Families who are on benefits get rehoused in other boroughs;</li> <li>• Increasing number of families have no recourse to public funds;</li> </ul> <p>2020 targets were set and agreed by Jo Wallin.</p> <p>Chair thanked HoS for her presentation.</p>	
8.	<p><b>Safeguarding Monitoring report / Child Protection issues</b></p> <p>NA circulated Safeguarding Audit and Approval</p> <p>RH completed a child protection visit on 5th February 2019 and noted that the central registration entries for MACs and Directors were not correct.</p> <p><b>ACTION: RH to review and correct central registration entries with Maxine Watson (MW) advising current member details. Inform Chairs and KS.</b></p>	052
9.	<p><b>DfE and Ofsted updates</b></p> <p>JR advised that the Ofsted consultation revised framework is due to begin in September 2019 and invited Governors to read the consultation document which is available on the Government website. The main change is that from September less time will be spent on 'attainment' and more time spent on the 'breadth of curriculum'.</p>	
10.	<p><b>Ethos, personnel issues and other news (From PAT website stories etc)</b></p> <p>Parents are texted a link to web stories every Friday. It was agreed that WHJUN do lots of good work and more website stories about good work are required.</p> <p>Examples of future illustrative ideas discussed:</p> <ul style="list-style-type: none"> <li>• Photos to demonstrate 10 curriculum subjects are taught</li> <li>• Remind teachers for web stories</li> </ul> <p><b>ACTION: NA to liaise with DHoS, Gary Powell on website stories.</b></p>	053
11.	<p><b>MAC Training &amp; School Visits</b></p> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Monday 10th February 2019 JR and MA are attending a conference on Youth Violence. Multi voluntary groups are involved and the LA are information gathering for a coordinated approach on tackling youth violence.</li> </ul> <p><u>School visits</u></p> <ul style="list-style-type: none"> <li>• RH completed a safeguarding visit on 5th February 2019.</li> <li>• RH visited two maths classes on 5th February 2019, Y3 were very engaged and Y6 was interesting as the pupils interpreting line graphs.</li> </ul> <p>MA and SP-C both expressed interest in attending Governor Panel Training.</p>	

	RH signposted members to a certified Croydon LA online course call 'Me learning and domestic abuse', aimed at school staff. Sarah Caesar the Family Support Worker has already attended this.	
	<b>Other Business</b>	
<b>12.</b>	<b>Correspondence to the Chair</b> There was no correspondence to the Chair to discuss.	
<b>13.</b>	<b>Confidential Items</b> Refer to Confidential Minutes relating to Agenda Item 7.	
<b>14.</b>	<b>AOB</b> The Recruitment Fair for new teachers was attended by NA, LS, JR and NH.	
<b>15.</b>	<b>Date of next meeting</b> Thursday, 9th May 2019 at 6.00 p.m. Thursday, 11th July 2019 at 6.00 p.m. (Noted as the IOW trip week)	

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

The meeting closed at 8.30 pm.

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