



# Minutes

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## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR JUNIOR SCHOOL

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Thursday, 12<sup>th</sup> July 2018 6pm at Whitehorse Manor Junior School

| Name                 | Position                       | Status            |
|----------------------|--------------------------------|-------------------|
| Richard Hill         | Community / Chair of Governors | Present           |
| Nina Achenbach       | Head of School                 | Present           |
| Lynne Sampson        | Executive Principal            | Present           |
| Susannah Arthur      | Parent                         | Present           |
| Nicole Malabre       | Parent                         | Arrived at 6.10pm |
| Gabbi O'Connor       | Co-Staff                       | Present           |
| Sophia Panchoo-Cohen | Community                      | Arrived at 6.15pm |
| Magdalene Adenaike   | Parent                         | Arrived at 6.30pm |
| Umar Quraishi        | Parent                         | Apologies         |
| Katie Couchman       | Community                      | Absent            |
| Sarah Caesar         | Staff                          | Present           |
| Nicola Hall          | Observer / DHoS                | Absent            |
| Nicola Tye           | Observer / DHoS                | Absent            |

|    | ITEM   | ACTION LOG NO. |
|----|--|----------------|
|    | <b>People</b>  |                |
| 1. | <b>Apologies for absence</b><br><br>Apologies were received from UQ and consented. KC, NH and NT were noted absent.<br><br>Noted that KC has been absent for the majority of 2017/2018 meetings.<br><br><b>ACTION: RH to contact KC and confirm if she would like to remain a MAC for 2018/2019.</b> | <b>033</b>     |
| 2. | <b>Confirmation of quorum</b><br><br>The meeting was declared quorate.   |                |

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| 3.                          | <p><b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b></p> <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>12<sup>th</sup> July is SA's last meeting before leaving the AC. SA was thanked for her 4-year tenure and wished the best of luck.</p> <p>NM will have also completed her Term of Office in September 2018 but will be happy to return as a Co-Opted MAC.<br/>The Chair proposed NS as a Co-Opted MAC on the governing body, and this was agreed unanimously.</p> <p>There are 2 parent MAC vacancies for next year.</p> <p><b>ACTION: NA to recruit new parent MACs September 2018.</b></p>   | 034 |
| <b>Strategic Leadership</b> |  |     |
| 5.                          | <p><b>Minutes of the previous meeting (22<sup>nd</sup> February and 3<sup>rd</sup> May 2018)</b></p> <p>The Minutes from the meeting 22<sup>nd</sup> February had previously been agreed but not signed as the meeting was declared not quorate. These were once again agreed and signed.</p> <p>Minutes and Confidential Minutes from 3<sup>rd</sup> May were agreed.</p> <p><b>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 and delivered to HoS.</b></p>   |     |
| 6.                          | <p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p><u>Action 21</u>: RH completed and to be removed</p> <p><u>Action 28</u>: It has been confirmed that children do use Lexia at home</p> <p><u>Action 30</u>: Approval of Minutes 22<sup>nd</sup> February, signed as above</p> <p><u>Action 31</u>: JR was unavailable to confirm the completion of role descriptions for link / MAC roles.</p> <p><b>ACTION: Clerk to record as ongoing and include in September 2018 Agenda</b></p> <p><u>Action 32</u>: Meeting dates for next year.</p> <p>The Chair raised the correspondence received from Kevin Smith with reference to meetings next year and highlighted the following points;</p> | 035 |

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|    | <p><i>Board roles and changes for next year</i><br/>Rather than one nominated Director per school, the Directors would rotate their attendance at each of the Academy Council Meetings. Directors would also visit the school on the day of the meeting.</p> <p><i>Next Year's Meetings</i><br/>There would be a September meeting where all ACs of the Trust would attend. This meeting would cover general Academy Council business and allow the Directors to be present at each of the Councils initial meeting. Dates for the proposed meetings for the rest of the year have been requested ahead of time to organise across the Trust.</p> <p>The HoS proposed the meeting dates;</p> <p>12<sup>th</sup> November 2018 – ASP and Summer data<br/>7<sup>th</sup> February 2019 – Autumn data<br/>9<sup>th</sup> May 2019 - Spring data<br/>11<sup>th</sup> July 2019 – Summer data: KS2 results</p> <p>HoS noted that subject to the release of data, and the requirement for Papers to be circulated a week prior to the ACMs, it is not always possible to supply the data in the Papers and this might need to be reported at the meeting or follow.</p>   |  |
|    | <b>Accountability</b>   |  |
| 7. | <p><b>Head of School's Report</b></p> <p><u>KS2 SAT Results</u></p> <p>KS2 SAT results have been reported and are extremely positive. There have been improvements in areas, except writing, compared with last year. The results for combined had also improved from last year to 71%. The HoS explained that the writing was moderated and thus a better indicator of how writing is maintained and assessed for its consistency, providing more balanced results.</p> <p>HoS congratulated and thanked GO'C and the rest of staff.</p> <p>LS discussed the Advertiser and its interest in the school for its popularity and being the most oversubscribed school. There was a positive story with the excellent KS2 outcomes and oversubscription that deserved to be promoted in the press and locally.</p> <p><i>MAC asked about the focus for next year.</i> HoS emphasized the importance of continuing their current work. The moderation of writing brought to the school's attention how children were learning and ways to improve teaching next year, including implementing more independent writing; and to encourage non-fiction writing earlier than Y6.</p> <p><u>Impact of Interventions</u><br/>Aneesa Ishmael remains on sick leave. Fran Goggins (Beulah Inclusion Manager) is working at the school 2 days a week and was thanked for her support and work.</p> |  |

### Quality of teaching, learning and assessment

HoS had observed 6 teachers, and reported that teaching was at least effective, but also demonstrated elements that were highly effective. HoS recognised the value of the PAT teaching methodology and that where this teaching style was embedded in practice it was very successful.

Naomi Chapman has passed her NQT year and represents a wonderful success story for an individual who changed her career and began with the Academy as a TA, undertook Schools Direct training, and finally completed her NQT year.

The Teaching and Learning Handbook has begun to be amended but is ongoing. HoS affirmed that this is a priority, and ideal for new starters in 2018 / 2019.

*MAC asked how many new starters were employed.*

HoS declared that the school had recently made some excellent new appointments including;

- Jo Appiah who will teach Year 3 and is highly regarded
- James Shenck and Claire Honeybun who have 3 years previous experience in education each and will be teaching Year 6 and 3 respectively. They come to the school having received some excellent training and experience.
- Jamil Francis will be returning to WMJS as a Year 6 (with 10 years' experience of teaching Y6).

A new NQT, has just completed her interview lesson, which was successful.

MAC noted that Michael Stephenson is moving from Year 6 (after 13 years in the role) to Year 4. MS has delivered excellent results consistently and there was some apprehension from having him leave Y6. The Chair also highlighted the current Y5 results and issues that required a strong Y6 team. The HoS reassured MACs that this was an opportunity for MS (and requested by him), and other staff. Those appointed to Y6 in 2018/19 had valuable experience in that year already and in teaching; NA was positive about the structure and allayed any concerns.

HoS discussed the impact on lack of funding and consequence of not being able to afford a TA per class moving forwards. Concerns regarding disruptive pupils was raised, these children are being monitored, and where interventions have been unsuccessful there may need to be further steps taken next year in line with PAT policy and procedures.

### Training, visits and initiatives

- All teachers were trained to use the defibrillators and CPR.
- It is Big Arts Week, whereby art will be displayed in the school. An artist visited to provide some tips.
- Teachers attended healthy eating training by Phunky Food.

*MAC asked whether the Walk a Mile a Day initiative was continuing.* This was an initiative for the Healthy Week, but has not continued since, it was discussed whether this was something that should be considered. NA suggested that the school were considering opening the field at break times to promote more activity.

No MAC visits had been reported.

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|           | <p><b>ACTION: RH to attend a Safeguarding visit and update on Keeping Children Safe in Education and Register changes in September 2018.</b></p> <p>Reading Breakfasts were reported as a remarkable success. Nicole Tye initiated and ran the sessions and had approximately 20 parents per session attend. Initiative to continue next year.</p> <p><u>Reports on incidents</u><br/>One incident reported that has been resolved. The Anti-Bullying Policy has been updated to include point 6.3. MAC suggested re-phrasing the amendment to clarify the importance of parents contacting the school if / when any further instances occur.</p> <p><b>ACTION: NA to amend point 6.3 to read <i>After resolution, staff will continue to monitor the situation, and the Trust expects that parents will keep the school informed if they feel that instances of bullying have reoccurred so that further work can be undertaken.</i></b></p> <p><u>Attendance</u><br/>Attendance reported at 96.6%, which is above National Average.</p> <p>The Chair enquired about persistent absence figures. These were not available in the meeting. These figures were typically run separately by Sue Bittle (EWO).</p> <p>A MAC asked if it would be possible to get an indicator on whether figures are increasing or decreasing, to provide some further context on progress.</p> <p><b>ACTION: NA to request EWO run attendance figures including persistent absences and comparative results. These are to be included in future HoS Reports.</b></p> <p><u>Other News</u><br/>The Family Celebration Event was extremely positive, with good attendance. The funding is not available to run this every year and NA has proposed a one on / one off model.</p> <p>Pupils watched The Iguanadon play and reported positive feedback.</p> <p>The Isle of Wight trip was an enormous success, the school received lots of complements about pupils' behaviour and a wonderful time was had by all. LS congratulated them on the positive feedback that had been received. Parent MAC praised the BLOGs. 160 pupils attended, and the Chair questioned whether non-attendance was something to consider. Approximately 60 pupils did not attend, reasons provided were often religious, and it was noted that the trip fell within the same dates as Year 7 Induction Days. WMJS books the trip a year in advance subject to funding, availability etc, and so changing the dates is not possible.</p> <p>Year 5 visited TALA which was well received, and pupils were impeccably behaved.</p> | <p>036</p> <p>037</p> <p>038</p> |
| <p>8.</p> | <p><b>Predicted / actual end of year results</b></p> <p>Update to follow</p>   |                                  |

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| <b>9.</b>  | <b>Safeguarding Monitoring report / Child Protection issues</b><br><br>No further updates.  |  |
| <b>10.</b> | <b>GDPR Update</b><br><br>This has been implemented. It has had no real impact thus far.  |  |
| <b>11.</b> | <b>MAC Training &amp; School Visits</b><br><br>SA visited the school meeting with Stephanie Larkman and discussed options for next year, including enrolment and the transition of Y6, who will be moving to 27 different schools.<br><br>At the time of the meeting SATs were unavailable.<br><br>The number of SEN pupils was at 52 currently, 5 with EHCP, and a further 14 who had been identified as having additional learning concerns. They discussed that there were a significant number of challenging pupils this year, and that this would be a concern next year with the budget constraints resulting in less TAs employed.<br><br>SL discussed SENCO and the support from FG as Inclusion Manager working at WMJS part time. Angela Isaja had been provided administrative support also. The Inclusion team across the Academy met on a termly basis, which was successful. |  |
|            | <b>Other Business</b>   |  |
| <b>12.</b> | <b>Correspondence to the Chair</b><br><br>Correspondence from Kevin Smith as discussed in Item 6.   |  |
| <b>13.</b> | <b>Confidential Items</b><br><br>There was a confidential item discussed; please see separate minutes.  |  |
| <b>14.</b> | <b>AOB</b><br><br>None  |  |
| <b>15.</b> | <b>Date of next meeting</b><br><br>September 2018 meeting to be confirmed as previously discussed.  |  |

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

The meeting closed at 7.20pm.

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