



# Minutes

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## ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR JUNIOR SCHOOL

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Thursday, 22nd of February 2018 at 6:00 pm at Whitehorse Manor Junior School

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

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
	<b>People</b>	
1.	<b>Apologies for absence</b>  Apologies for absence were received from RH, SA, MA and KC and these were consented. JR agreed to act as Chair in RH's absence.	
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>Board membership</b></p> <p>MACs were informed that there was a new Chair of the Trust, Kevin Smith, who was also the Chair of the AC at EPS.</p> <p>Stephen Gadd has finished his term as Staff MAC and Sarah Caesar has become the new Staff MAC, with her term to finish on 11<sup>th</sup> of December 2021.</p> <p>Umar Quraishi is the new Parent MAC, with his term to finish on 22<sup>nd</sup> of January 2022.</p> <p><b>RESOLUTION: The AC welcomed the new MACs to the council.</b></p>	
<b>5.</b>	<p><b>Minutes of the previous meeting (16<sup>th</sup> of November 2017)</b></p> <p>It was noted that SPC's arrival time was 6:56 pm per the attendees list, not 6:45 pm as was written in the minutes.</p> <p><b>RESOLUTION: The minutes were reviewed and, subject to the above changes, 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><u>Matters arising</u></p> <p>The CEO confirmed that more licenses have been purchased for the Lexia program.</p> <p><i>A MAC asked whether licences were being used at home to ensure that the children were getting enough time on Lexia.</i></p> <p><b>ACTION: NT to confirm whether children use Lexia at home.</b></p> <p>The CEO explained that the Trust were running their usual Easter school for Year 6 and they were also running a sports camp at CYP, partially funded by the increase in the sports grant. Flexible sessions will be offered and there are 30 to 40 place available.</p> <p><u>Action Log</u></p> <p>022, 023, 024, 025 have all been completed.</p> <p>026 – The CEO explained that the Trust are investing in box hockey for the playground and will look into other options as well.</p> <p>027 – This item will be closed on the WHJUN log as it is now open on the Board of Directors' log.</p>	<b>028</b>

	<p>The council discussed briefly the differences in level of assessment between infant and junior schools and the fact that it has now been recognised nationally by the DfE.</p>	
	<p><b>Accountability</b></p>	
<p><b>7.</b></p>	<p><b>Head of School's report</b></p> <p><u>Roll</u></p> <p>The HoS confirmed that children are leaving the school, but they are not getting the children in from the waiting list that is administered by the Borough. This is in spite of filling in all the required paperwork.</p> <p><i>A MAC asked whether this was a unique situation at WHJUN, or if it applies throughout the Trust.</i> This was confirmed to be the same across the Trust. MACs agreed that this was something that the BoD should look at; a suggestion was made that the Trust should do its own admissions. The CEO explained that this would be very complicated.</p> <p><i>A MAC asked if this problem was part of a falling trend.</i> It was explained that this has been happening over the past few years. The Trust schools are now picking up a few children from schools that have received a poor OFSTED judgement.</p> <p><u>Year 6</u></p> <p>The HoS believes that the Year 6 figures are looking promising; however she cautioned that there must be account taken of children who could just not perform on the day. She explained that there has been a lot of work done with the children to build their resilience.</p> <p><i>A MAC asked how scores compare with those last year.</i> The HoS said that they are much better and said that this year group were more settled and has more highly motivated learners than last year's group.</p> <p><u>EHCPs</u></p> <p>Following a question regarding the number of EHCPs granted, the HoS explained that the requirements have now changed and the child must now be involved with an outside agency before they can be considered for the EHCP. She also explained that the school has developed its own register to keep track of the children who still need help but who do not have outside agencies involved, mostly because there is no capacity available at these outside agencies.</p> <p><u>SATs Interventions</u></p> <p><i>A MAC challenged the HoS as to how the school measures the success of these interventions.</i> She explained that this is measured by looking at the overall progress of these children which is based on both testing and teacher assessment. She also explained that not every child will have an intervention; these are targeted at children who have an area for improvement.</p>	

*A MAC questioned how the school stretch the more able learners.* The HoS explained that their teachers collaborate to develop separate targets for these children that will increase their attainment. The children are divided into sets for maths and these children receive targeted teaching.

#### Pre-CAHMS service

The HoS was asked about the pre-CAHMS support worker that had been working with the school. She said that she is very helpful and that the service should definitely continue as the work she is doing is valuable although, unfortunately, she has been off for four weeks with a broken wrist.

#### Lunch club

*A MAC asked how the effectiveness of the learning mentor at lunch club was measured.* The HoS explained that effectiveness was measured in the number of incidents at lunchtime and whether that number was falling. She explained that the club was used to teach children how to share and interact in a calm and controlled environment. It is optional.

*A MAC commented on the fact that teachers were graded as effective (or not) and highly effective. They asked how the school would support teachers who wished to become highly effective.* The HoS explained that the teacher is evaluated using a "Teaching Rubric" that informs an overall "Teacher on a Page" judgement, which looks at the whole picture. Highly effective teachers are evaluated not just on their own work, but also on how they bring other teachers on and assist their colleagues' development. This approach has been developed as the Trust acknowledge that the more effective teachers are usually given the most difficult classes, so their attainment levels may not be an accurate way to determine the teacher's effectiveness.

*A MAC asked whether the school use pupil feedback on teachers as part of their review.* It was explained that this had been included in the evaluation scheme initially but had never been developed formally. It had been determined that children needed to be led to provide the type of feedback required and therefore, meaningful judgements were not developed. Children give feedback on the school in the pupil questionnaire.

#### Recruitment

The Trust in general is still fighting against inner London and Middle East draw for teachers. The lack of longevity of teachers means that they never get to know the school sufficiently well in order to be fundamentally immersed in the pedagogy. The churn of teachers is approximately 15-20%

**ACTION: Clarify the SEN/PPG/Inclusion MAC for the council.**

#### Behaviour

The HoS confirmed that there had been no bullying incidents or complaints received since the last meeting.

*A MAC asked the HoS what typical concerns parents raise with her.* The HoS explained the majority of problems she was seeing were friendship issues, which are too readily conflated with bullying by parents.

029

	<p>She also explained that she had had some problems around the online element, with WhatsApp facilitating this issue. The school are holding an e-Safety talk for parents the day after this meeting. She did say that the online element comes and goes in waves. It is very dependent on the year group. It is quite difficult for the school as they arrange these workshops for the parents and very few turn up.</p> <p><i>A MAC wondered how to increase parental engagement.</i> It was explained that the school had tried many, many different approaches and nothing had worked yet. This work will continue.</p> <p>MACs congratulated the school on the attendance figures, which are high compared to some other schools in the Trust.</p> <p><i>A MAC asked whether there was anything that needed to be highlighted about this year's AIP.</i> The HoS explained that raising attainment is in full swing now. The focus is on increasing the combined score. Last year's individual scores were all good but they combined badly. The HoS confirmed that, on current evidence, the Year 6 were on track to meet their targets.</p> <p>The Museum Day turnout was excellent with the morning session being more popular than the afternoon session.</p> <p>A parent MAC commented that the football team seemed a bit disorganised and the HoS said that she would look into it with the provider.</p>	
<p><b>8.</b></p>	<p><b>Safeguarding Monitoring report / Child Protection issues</b></p> <p>There have been no CP issues raised since the last AC meeting.</p> <p>The safeguarding audit has been reviewed by RH, the safeguarding MAC and has been submitted as required.</p>	
<p><b>9.</b></p>	<p><b>DfE and OFSTED updates</b></p> <ul style="list-style-type: none"> <li>• KCSIE updates expected for September 2018</li> <li>• Update of School's Inspection Handbook for results of consultation on how good schools will be inspected</li> </ul> <p>These updates were noted by the council.</p>	
<p><b>10.</b></p>	<p><b>GDPR update</b></p> <p>MACs were informed that this is being led by the CFO, Jo Ridge. The CEO stated that, as the Trust is already fully up to date with all current data protection legislation, there is not a large amount of work that has to be done.</p> <p>Policies have been updated and they are being reviewed by the SLT. The data audit is in train currently. Data breach reporting procedures are also being reviewed.</p>	

	Training is being provided by JR at SLT level and will be rolled out through the rest of the staff shortly.	
<b>11.</b>	<b>MAC Training &amp; School Visits</b>  There have been no visits completed since the last meeting.	
	<b>Other business</b>	
<b>12.</b>	<b>Correspondence to the Chair</b>  There has been no correspondence to the Chair.	
<b>13.</b>	<b>Confidential items</b>  There were no confidential items discussed.	
<b>14.</b>	<b>Any other business</b>  <u>MyPlay</u>  The CEO explained that the Trust is rolling out MyPlay for all payments instead of ParentPay and Cunninghams. He explained that the software had been trialled at EPS and is currently being rolled out to the Whitehorse Manor schools. The trial was very successful and, as the system is a pay to book system, debt at EPS has reduced to zero.  Children will not be left without a lunch. Parents will be contacted and given the opportunity to pay that day. A 'light' lunch will be offered if no payment is received.	
<b>15.</b>	<b>Date of next meeting: 3<sup>rd</sup> of May 2018 at 6:00 pm</b>	

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

The meeting closed at 7:50 pm.

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