



Minutes

ACADEMY COUNCIL MEETING OF WHITEHORSE MANOR JUNIOR SCHOOL (WHJUN)

Thursday, 9th May 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
Nicola HALL (NH)	Observer / DHoS	Apologies
Richard HILL (RH)	Community / CHAIR	Present
Nicole MALABRE (NM)	Community / VICE-CHAIR	Present
Gabbi O'CONNOR (GoC)	Staff	Present
Sophia PANCHOO-COHEN (SP-C)	Community	Absent
Gary POWELL (GP)	Observer / Acting DHoS	Present
Umar QURAIISHI (UQ)	Parent	Present
Jolyon ROBERTS (JR)	Executive Principal / CEO	Present
Ken Roberts (KR)	Parent	Present
Nicole TYE (NT)	Observer / DHOS	Maternity Leave

Supporting documents:

- Agenda 09/05/19
- Previous Minutes 05/02/19
- Previous Confidential Minutes 05/02/19
- HoS Report 09/05/19
- MAC Data Sharing May 2019
- Action Log from 05/02/19
- EWO Intervention Report 2018-2019

	ITEM	ACTION LOG NO.
	People	
1.	Apologies for absence	

	<ul style="list-style-type: none"> • Apologies were received and consented from NH; • MA is expected as a late attendee; • SP-C and RB were noted absent. <p>Chair introduced and welcomed Gary Powell, Acting DHoS to the meeting.</p> <p>Chair offered congratulations to NT on the birth of her twins Ollie and Robin.</p>	
2.	<p>Confirmation of quorum</p> <p>The meeting was declared quorate.</p>	
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>GP, Acting DHoS at WHJUN for the duration of NT's maternity leave.</p> <p><u>Vacancy</u></p> <ul style="list-style-type: none"> • One Community MAC vacancy (reference Action 050). 	
Strategic Leadership		
5.	<p>Minutes and confidential minutes of the previous meeting on 5th February 2019</p> <p>The following adjustments were noted and annotated to the previous minutes of 5th February 2019:</p> <ul style="list-style-type: none"> • The spelling of '<i>Quaraish</i>' was corrected to '<i>Quraish</i>'; • Page six, title heading of Further questions relating to the school, third paragraph. '<i>Association and reputation of the school can be damaged</i>' was amended to '<i>Association and reputation of the school can be damaged by associatiort</i>'; • Page seven, title heading of Further questions relating to the school and the first three paragraphs were noted as a repetition from page six and deleted; • Members noted that the confidential minutes were not included in the meeting pack for the Governors prior to the meeting. Printed copies were distributed and read by the board members during the meeting. <p>RESOLUTION: The minutes and confidential minutes from the previous meeting on 5th February 2019 were reviewed and it was agreed subject to the above amendments that they constituted a true and accurate reflection of the meeting and were signed off by the Chair.</p> <p>Additionally RH observed that there were no page numbers indicated on the minutes and KF confirmed that she did not create the final version of the minutes that were distributed to the Governors.</p>	

<p>6.</p>	<p>Matters arising not discussed elsewhere and Action Log</p> <p>NM joined the meeting at 6.20 p.m.</p> <p><u>Matters arising</u> JR recapped the new Governors Process – Clerk informs HR. HR processes data, e.g. SIMS access, Octavo links, PAT email etc. RH currently has an 'Induction Pack for new Governors and offered to add other relevant documents to it.</p> <p><u>Action Log</u> 035: COMPLETE 044: COMPLETE 050: RH to source new community MAC. ONGOING 051: COMPLETE 052: COMPLETE 053: COMPLETE</p>	
	<p>Accountability</p>	
<p>7.</p>	<p>Head of School's Report, presented by NA</p> <p>NA invited questions on her report.</p> <p>Q. Has any thought been given to next years pupil numbers? A. The school has maintained 94% of PAN throughout the year, despite new starters and leavers each week. The current Y6 is low but the 2019-2020 Y6 is a stable cohort.</p> <p>Q. What are the reasons pupils leave the school? A. Some of the reasons were noted as: changes in universal credit and parents looking at secondary provision generating moves to other parts of the borough.</p> <p>Q. What impact has the PE and sports funding had? A. The impact of the PE and sports funding statement is available on the website.</p> <p>The remaining budget of approximately £2000.00 will be spent during the summer term with the expected spends being:</p> <ul style="list-style-type: none"> • Y4 is going to Frylands Wood Outward Bound Centre for outdoor activities • Louise Mangroo (PE Lead) is arranging CPD in 'striking and field' for Y3 <p>Although the daily mile is not running yet, break time has been used for running the 250m track over the past three weeks, first thing in the morning and in the afternoons. Four laps is a kilometre and six laps is a mile. MACs noted that the running alleviates crowding on</p>	

the playground as some pupils run, some watch the runners and some are on the playground. The overall cost of the track is £7,000.00 per annum over a two-year period.

Q. Learning mentor (page 3). Please clarify what reward stamps are and explain why there is an opt out option for pupils?

A. Reward stamps refers to sticker-like ink stampers. Lunch club supports pupils with emotional and behavioural issues. The optional element is for pupils who can't cope every day, for example they may have had a disagreement with one of their friends and take the opt out option. A 'think tank' has been added to the 'rainy day' behaviour system as a detention like element. A child will have lunch sitting with a member of staff to reflect on their behaviour and what they could do differently in the future.

Q. MAC agreed that the 'think tank' sounds a good idea and asked if it is working?

A. It's a new process and we are finding out how it best works. We will know more at the end of the year.

Q. What would success look like and can the two sites be compared?

A. Rainy days will have more meaning and less rainy days will be issued. We will review data after one year. There is no comparison data between sites as Brigstock is not using a 'think tank' arrangement. There are very few 'rainy days' at Brigstock.

JR referring to page 5 quality of teaching, learning and assessment stipulated that there is a need for quantitative data, for example the number of observations of teachers; number of effective teachers/lessons and the number followed up. Adding that MACs need an overall view of the quality of teaching in the school.

NA explained that the quality of teaching in the school is effective or highly effective using 'teacher on a page' methodology.

ACTION: SLT to look at anonymised outcomes of classroom monitoring, what went well, marking/feedback/environment. EBIs (Even better if).

Q. How do you judge when a teacher needs help?

A. Some examples are: Learning environment walks; coaching; lesson observations and data outcomes. Rising Stars assessment books were purchased two years ago to support the new expectations of the national curriculum outcomes and teachers use them to inform teacher assessments termly. DDI (data driven instruction) is not an assessment but equates to 'this is what I have to teach this child'. The current Y5 will be the first to complete the new national curriculum.

Q. What are you doing for CPD at the next inset day?

A. The school is open to staff who are working on polling day. The first inset day is Report writing and the second is classroom preparation and liaising with TAs. Various CPD opportunities are also planned to the 4 x 4, hour long staff meetings.

Parental engagement

Parents/carers were invited to a Y5 transition to secondary school meeting looking at scholarships; understanding expectations; getting into grammar schools; extra tutoring and starting the process early. The meeting was very well received with 80-100 attendees.

054

<p>191 pupils across the trust are going to the IOW in July.</p> <p>MACs offered congratulations to the staff at WHJUN on some very strong scores on the parental questionnaire.</p> <p>JR noted that questions one and two at 82% were 10% down on last year. NA added that the responses are in line with 2013 and that out of 50 responses, seven respondents were wholly negative which equates to 14%. This is a drawback of low up take by parents. Some comments from the questionnaire that NA could recall were that assembly is not at a good time and JR and LS being around more. There were no quantitative responses to act on.</p> <p>Q. Relating to question 17 of the questionnaire asks if coffee mornings/reading breakfasts should be offered to parents to introduce them to the parent MACs?</p> <p>-</p> <p>ACTION: Add 'Action for MACs' on AIP targets.</p> <p>Q. Referring to page six, 'Effectiveness of safeguarding procedures' RH advised that the new Ofsted framework looks at what issues impede on your child in your community e.g. FGM; domestic violence; poverty; knives; poor housing and gangs and asks what the school does to address issues that affect this school?</p> <p>A. Some examples are: Following the 'dot com' programme in Enrichment; circle time; outside speakers during citizenship day with fire, police, dogs and TfL; speakers addressing gang violence.</p> <p>Chair emphasised that it is important that MACs know the issues in their school and know what is being done about it in their school to address them.</p> <p><u>Behaviour (page seven)</u></p> <p>MACs offered congratulations to all the staff for their work with low level behaviour distractions and acknowledged that these can be wearing.</p> <p>In response to a general enquiry NA advised that after a parent had raised a concern on behaviour issues, she was able to inform the parent that a more suitable alternative provision had been found to suit the needs of the child concerned, adding that with no PTA at the school parents often don't realise when issues are resolved. A lot of work goes into meeting the needs of these children.</p> <p>A view was expressed that SEND is expanding in the borough with differing levels of severity and managing SEND children with fewer funds is a difficult task.</p> <p>Q. Do SEND staff manage the children?</p> <p>A. No, it is a job for everyone and there is a strong and stable team here at the school.</p> <p>Some behaviour issues involving Y6 pupils have taken place involving inappropriate social media activity. Parents have been contacted even though the majority of incidents took place outside of school. The newsletter also advises appropriate ages for children to access different social media sites.</p>	<p>055</p>
---	-------------------

	<p>Q. With reference to the social media problem a MAC asked whether a police talk on criminal activity would help?</p> <p>A. Yes. Y6 had a talk on citizenship day. The Y6 rule is if you bring your phone to school you hand it in at the beginning of the day and receive it back at the end of the day. Further talks for parents have been organised.</p> <p><u>Staffing</u> A total of three members of staff are leaving from Y3, Y4 and Y6 and these staff have all been replaced for September 2019.</p> <p><u>MACs Data Sharing Report</u> Q. In relation to tested 'hard' data on page seven asks how confident are we that we will meet the assessment?</p> <p>A. The combined result of 71% in May 2018 had jumped 16% from the 55% March results. This year's combined March result of 47% could achievably be 63% by May, with a similar growth pattern. For example, a pupil achieving nine out of 40 in March has achieved 36 out of 40 in recent May tests. Currently there are 16 identified children receiving three hours of Maths per day to boost this subject.</p> <p>RH noted KS1 results are the same as year group 4. (page eight)</p> <p>ACTION: GP/NA to check the context of the KS1 and year group 4 results.</p> <p>NA handed out Y6 data (page 11)</p> <p><u>Attendance</u> In reference to the EWO Report for Spring 2019, NA confirmed that the results are similar year on year and JR commended SB (Sue Bittle) for her great work.</p> <p>There being no further questions the Chair thanked HoS for her presentation.</p>	056
8.	<p>Safeguarding Monitoring report / Child Protection issues</p> <p>There were no safeguarding or child protection issues to discuss.</p>	
9.	<p>DfE and Ofsted updates</p> <p>Chair described the new Ofsted framework as putting emphasis on the quality of curriculum and how it meets the needs of the children with reduced emphasis on scores and data.</p> <p>The Chair made the following recommendations based on what MACs need to know to support leadership and management in the school:</p> <ul style="list-style-type: none"> • investigate the thematic curriculum, how it works and what is in it? • investigate the enrichment afternoon, what is in it and what do our children need? <p>NA agreed to consider a MACs visit day in September 2019.</p> <p>UQ left the meeting at 8.30 p.m.</p>	

	JR stressed the need for the Trust and the school to continue to demonstrate to Ofsted that a broad and balanced curriculum is offered to pupils by going beyond the national curriculum, for example 'Bikeability'.	
10.	<p>Ethos, personnel issues and other news (From PAT website stories etc)</p> <p>JR advised that there is a major leak of water under the junior hall being investigated.</p>	
11.	<p>MAC Training & School Visits</p> <p><u>Training</u> RH attended an LA meeting which covered:</p> <ul style="list-style-type: none"> • Routine inspection by Shelley Davis • Mental Health & Wellbeing in Schools training by Sue Challen • LADO (Local Authority Designated Officer) talk by Steve Hall • Protocol for allegations against staff • Governance updates <p>RH signposted members to a Mental Health and Well-being course for Governors run by Octavo on 12th June 2019. Discussion followed around schools having designated 'Mental Health' first aiders in the future as a good thing.</p> <p>NH attended Music Relief Foundation's knife crime booklet release and anticipates working with them in the future.</p> <p><u>School visits</u> RH and FF visited the Brigstock site on Directors' Day. RH felt that the playground had no markings on the floor to encourage play. GP stated that there is a great deal of play equipment for the pupils at Brigstock which gets taken out.</p> <p>Sports coaches bring equipment and school equipment is stored away until required. It is GPs observation that the children are never bored. On sports day the children go to EPS as Brigstock is closer and it is a logistical decision. Displays/markings would be good on the playground in the Pegasus style to show the ethos of the trust.</p> <p>SP-C, KR and RH attended Secondary Transition meeting for parents.</p>	
	Other Business	
12.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair to discuss.</p>	
13.	<p>Confidential Items</p> <p>There were no confidential items to discuss.</p>	

14.	AOB There was no business to discuss	
15.	Date of next meeting The date of the next meeting on 11th July has changed as SC, GoC and NA are unavailable due to the I.O.W trip. The new date is therefore Thursday 17th July 2019 at 6.00 p.m.	

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

The meeting closed at 8.50 pm.

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