



# Minutes

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

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**Monday, 12<sup>th</sup> November 2018 6.00 pm at Whitehorse Manor Junior School**

Clerked by: Karen Francis / PAT

<b>Name</b>	<b>Position</b>	<b>Status</b>
Nina ACHENBACH (NA)	HoS	Present
Magdalene ADENAIKE (MA)	Parent	Apologies
Ricardo BLADES (RB)	Parent	Arrived 7.05 pm
Sarah CAESAR (SC)	Staff	Present
Katie COUCHMAN (KC)	Community	Absent
Nicola HALL (NH)	Observer / DHoS	Absent
Richard HILL (RH)	Community / CHAIR	Present
Nicole MALABRE (NM)	Parent	Absent
Gabbi O'CONNOR (GO-C)	Co-Staff	Apologies
Sophia PANCHOO-COHEN (SP-C)	Community	Apologies
Umar QURAIISHI (UQ)	Parent	Present
Jolyon ROBERTS (JR)	Executive Principal / CEO	Present
Nicole TYE (NT)	Observer / DHoS	Apologies

### **Supporting documents:**

- MAC Data Sharing 12/11/18
- HoS SEN Report, Summer Term
- AIP Action Plan 4, Leadership Management
- KS2 Perspective Data Summary 2018
- SIP Report 14/9/18
- HoS Report 12/11/18
- KS2 Perspective Data Analysis 2018
- Code of Conduct Signatures
- Minutes from 12/7/18
- Confidential Minutes 12/7/18
- Pecuniary Interest Forms
- Action Log from 12/7/18

	ITEM	ACTION LOG NO.
	<b>People</b>	
1.	<p><b>Apologies for absence</b></p> <p>Apologies were received and consented from:</p> <ul style="list-style-type: none"> <li>• Gabbi O'Connor</li> <li>• Sophia Panchoo-Cohen</li> <li>• Magdalene Adenaike</li> <li>• Nicole Tye</li> </ul> <p>Noted absent</p> <ul style="list-style-type: none"> <li>• Katie Couchman</li> <li>• Nicole Malabre</li> <li>• Nicola Hall</li> </ul>	
2.	<p><b>Confirmation of quorum</b></p> <p>The meeting was declared <u>NOT</u> quorate at 6.10 pm.</p>	
3.	<p><b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b></p> <p>Outstanding pecuniary interest forms were requested and received from:</p> <ul style="list-style-type: none"> <li>• Ricardo Blades</li> <li>• Umar Quraishi</li> </ul> <p><b>Code of conduct signatures were collected from:</b></p> <ul style="list-style-type: none"> <li>• Richard Hill</li> <li>• Sarah Caesar</li> <li>• Umar Quraishi</li> <li>• Ricardo Blades</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><u>Appointment of Chair</u> The current Chair is Richard Hill. The appointment of a new Chair could not take place as the meeting is not quorate.</p> <p><u>Election of Vice-Chair</u> The election could not take place as the meeting is not quorate.</p> <p><u>New appointment Parent MAC</u></p> <ul style="list-style-type: none"> <li>• Ricardo Blades</li> </ul>	

	<p><u>Community MAC</u></p> <ul style="list-style-type: none"> <li>Nicole Malabre (accepted Community MAC after term of office expired as a parent MAC in September 2018)</li> </ul> <p><u>Vacancies and specific roles to be considered</u></p> <ul style="list-style-type: none"> <li>PE is SP-C</li> <li>Safeguarding is RH</li> <li>Curriculum is UQ</li> <li>SEN/PPG is vacant following SA's departure</li> <li>MA has not yet been allocated a specific role.</li> </ul>	
	<b>Strategic Leadership</b>	
5.	<p><b>Minutes of the previous meeting (12<sup>th</sup> July 2018)</b></p> <p>RH requested that all Minutes should include the name of whoever clerked that meeting at top of the page.</p> <p>JR agreed</p> <p><b>ACTION: KF to inform CC and action request to include Clerk's name on all future minutes</b></p> <p>The Minutes and Confidential Minutes from the previous meeting on 12<sup>th</sup> July 2018 have been agreed but not signed as this meeting was declared not quorate.</p> <p><b>ACTION: KF Approval of Minutes and Confidential Minutes of 12/07/18 include in the February 2019 Meeting.</b></p>	<p><b>040</b></p> <p><b>041</b></p>
6.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p><u>Matters arising</u></p> <p>Confidential Minutes 12<sup>th</sup> July 2018. No questions asked. JR commented that the Complaints Policies are time consuming and need looking at.</p> <p><u>Co-opted MAC</u></p> <p>KC attended only one meeting and made no apologies for absences during the last academic year. RH has tried to make contact, no response. UQ suggested three strikes and gone, JR suggested if no response received by the end of term, the post is gone.</p> <p><b><u>Action Log</u></b></p> <p><u>Action 031:</u> JR to look into producing role descriptions for link/MAC roles such as inclusion etc. RH requested Clerk to add as agenda item to next Board of Directors Meeting. Action COMPLETE. (Refer item 035)</p> <p><u>Action 033:</u> RH to contact JC to confirm if she would like to remain a MAC for 2018/2019. No response to contact. Action COMPLETE (Refer item 043)</p>	

	<p><u>Action 035</u>: Clerk to add agenda item 'Role Descriptions' for link/MAC roles etc to next Board of Directors meeting. <b>ONGOING</b></p> <p><u>Action 036</u>: RH to attend safeguarding visit and update on Keeping children safe in education and Register changes in September 2018. RH attended training and safeguarding visit. Action COMPLETE</p> <p><u>Action 037</u>: 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 than instances of bullying have reoccurred so that further work can be undertaken.</i> Action COMPLETE.</p> <p><u>Action 038</u>: NA to request EWO run attendance figures including persistent absences and comparative results. These are to be included in future HoS Reports. NA reported on SIP Report, PWO Report has persistence absence included. Action COMPLETE.</p> <p><u>Action 039</u>: Review Behaviour Policy. RH requested raising as agenda item at the next Board of Directors meeting. Action COMPLETE. (Refer item 042.</p> <p><b>ACTION: Clerk to record as 'Review Behaviour Policy' as agenda item for the Board of Directors Meeting.</b></p> <p><b>ACTION: RH to write to KC with deadline for response, re continuing absence as Co-opted MAC.</b></p>	<p><b>042</b></p> <p><b>043</b></p>
	<p><b>Accountability</b></p>	
<p><b>7.</b></p>	<p><b>Head of School's Report Presented by NA</b></p> <p>RH noted that numbers were 29 short of the maximum number which is improved on last year of 34 short of a smaller number.</p> <p><i>MAC asked if there were a lot of new pupils?</i> Ten children with poor academic skills have been taken on, and five of the new pupils are new to the Country with no English language. Designated leads are to attend child protection.</p> <p><i>MAC commented that this is quite a 'mixed bag' and questioned if this is usual?</i> No.</p> <p><i>JR observed the Y5 moves noting that historically they are non-straightforward?</i> Of those new to year 3, one new pupil, not from WHINF has arrived with profound SEN, adoptive parents are extremely supportive (grandparents). Child was hysterical for two weeks, parents were very understanding, but needs are for a special school, not here.</p> <p><i>MAC asked if there are any resources to reduce impact?</i> £6,000 nominal amount for SEN child but school providing 1:1 whilst EHCP application is made. EHCP which would bring additional funding, but application takes time.</p>	

RH gave example from The Guardian where parents are suing the LA for not providing. There is an overspend of £7 million per year taken out of next years' budget.

RH asked which languages new Year 5 children are speaking?

- Somalian
- Urdu
- Polish
- Romanian from Bulgaria speaking Turkish
- Spanish

All are showing signs of being good at Maths, it is an international language. A teacher has created an EAL area in one class.

RH asked how the impact of sports funding is helping children, for example, % of Y6 is showing as obese?

Weight and fitness can't equate like that, we look at:

- Success outcomes
- Participation
- CPD

PE is still the most popular subject in the school.

MAC asked if school is doing the daily mile?

Louise is looking at the logistics of running around the field at break time.

MAC asked about expenditure details (section J). The measures last year versus this year and how do you prove expenditure is in the right places?

Government doesn't ask for that information, to do it could create extra work unnecessarily, but expenditure is detailed on website.

PP

NA advised the PP outcome figures in lower groups are in line with national averages.

RH observed PP impact on PP group of African girls, noting that it is challenging in terms of achievement in infants. Under J, the Literacy Booster Club, last sentence, there is a 'typo' it states 'Maths' sessions in a literacy club.

**ACTION: Website correction of typo.**

Maths booster - run by teachers in the ASC  
Numeracy - additional support during class.

No teachers are paid after school.

JR picking up on the SLT meeting advised £24,000 is available for teachers. TA's had unfunded pay rises, PE is put in general funding, PP is different.

NA said PPG wasn't new money – standards money which pays towards the TA's time.

2018-2019 will look very different because although some things have been costed, there is not actually enough money or staff resources left.

044

<p>HoS can say 'this is what I need' EHTs will say 'this is how much you have'.</p> <p>MAC looked on the positive note that there is lots going on.</p> <p>Booster clubs – SLT discussion regarding the payment of these to follow.</p> <p>Teachers don't privately tutor children from our own schools which has always been a PAT policy</p> <p><b>ACTION: NA to investigate how PE funding be measured?</b></p> <p>NA advised that the Eagles club from Crystal Palace have been offering a 10-week programme of healthy cooking lessons for parents with their children. No uptake. The healthy eating lady is still trying to engage parents.</p> <p>The local authority advocates the Daily Mile; no sweets or sugary drinks. WHJUN tries to educate parents but there is a lack of interest in participating when approached.</p> <p>MAC observed it is cheaper to buy chicken and chips and junior school parents don't have time.</p> <p>RH referred to 2C, page 3 of HoS Report. NA advised that AIP is an action to complete, adding that 'staffing is lean'.</p> <p>Discussion around 'Dual Registered Child', JR observed that this is money well spent.</p>	<p><b>045</b></p>
<p><b>ACTION: NA agreed to circulate EWO Report to MACs to show persistent absentees.</b></p> <p><u>Magdalene Adenaike and Andrew Brown Links</u></p> <ul style="list-style-type: none"> <li>• Hero's to Heritage Competition</li> <li>• Launch of Black History Month</li> <li>• Children attended</li> <li>• Certificate presentations and award for the school</li> <li>• Windrush completion</li> </ul> <p><u>Learning, Behaviour and Attitude to Learning</u></p> <p>NA advised that this project is with NH and is ongoing and developing. Reporting to parents occurs at parents' evenings and reports are sent home.</p> <p>RH asked if there is a big impact on performance?</p> <p>NA advised that it is building children's mental resilience which develops their learning powers. Collaboratively working with parents keeps the children's' resilient. SEN Report shows impact of interventions.</p> <p><u>Perspective Lite Data</u></p> <p>ASP analysis sent out today but HoS did analysis using Perspective Lite, a Data Package that SIP uses and Croydon prefer as released before ASP and more detailed.</p> <p>GPS = Grammar, Punctuation and Spelling.</p>	<p><b>046</b></p>

	<p>Majority did very well, although a group of Black African PPG girls under achieved. Boys were big winners. Caribbean group did very well. Writing was the weakest subject, but above National Average and had been carefully moderated.</p> <p>RH noted that writing scored higher than reading and overall it was better than national.</p> <p>NA pointed out that greater depth for Maths was good. National expected was 75 for reading and 78 for writing and school outcomes were above these.</p> <p>More able writers are moving forwards – less prescribed instructions earlier on demonstrates consistency for greater depth.</p> <p>Giving children more freedom to write about what interests them helps to develop their voice, allowing for greater depth.</p> <p>RH observed that the results were good.</p> <p>NA commented that they still need to get greater depth in line with National.</p> <p><u>Data Analysis</u></p> <p>Targets are part of AIP.</p> <p>Writing – Black Caribbean is 13% above National (88 compared to 78).</p> <p>Things to observe from the summer data:</p> <ul style="list-style-type: none"> <li>• Y6 are no longer here.</li> <li>• Y5 are now Y6.</li> <li>• Slide 6. The data for Y6 relates to the Y5 end.</li> <li>• School improvement targets are shown in red.</li> <li>• Y6 stayed focussed.</li> <li>• Current Y5 (last years' Y4) attainment has always been lower and progress results should end up better than before as they came up for infants low.</li> <li>• Charts, page 7. Y4 year group leader will look at actions for Y3 Autumn term key actions.</li> <li>• Y6. Boys did well but made less progress overall, which aids action plan for this Y6.</li> </ul> <p>NA added that WHJUN staff challenge themselves a lot.</p> <p>Weaknesses identified in progress data and greater depth.</p> <p><u>Local Authority Visits</u></p> <p>Long meetings have taken place with LA (Jo Wallin) in December. Targets are being looked at for next year.</p>	
<p><b>8.</b></p>	<p><b>Safeguarding Monitoring report / Child Protection issues</b></p> <p><u>Review of Safeguarding Audit.</u></p>	

	<p>RH completed the review and sent it off.</p> <p><b>ACTION: NA to circulate Safeguarding Audit to the other MACs.</b></p>	047
9.	<p><b>DfE and Ofsted updates</b></p> <p>JR advised that Ofsted are working on a new framework.</p>	
10.	<p><b>Ethos, personnel issues and other news (From PAT website stories etc)</b></p> <p>The school was covered in poppies for the 2018 Remembrance Service last Friday and older members of the community attended.</p>	
11.	<p><b>MAC Training &amp; School Visits</b></p> <p>RB has not arranged a visit yet.</p> <p>UQ has received a training opportunities email from Octavo.</p>	
	<b>Other Business</b>	
12.	<p><b>Correspondence to the Chair</b></p> <p>Obesity survey showed 42% of children as overweight or obese</p>	
13.	<p><b>Confidential Items</b></p> <p>There was a confidential item discussed; please see separate minutes.</p>	
14.	<p><b>AOB</b></p> <p>As part of the Academy Improvement Plan MACs to look at Parent/Government involvement as there is currently nothing there.</p> <p><b>ACTION: MACs to consider for example, MAC Newsletter; a talk on Grammar Schools to Y4 children; Setting up a 'Surgery Table' during parents evening or a Parents Communications Group.</b></p> <p>There are new people in the Front Office doing a really good job. JR sat in the office for one day and praised Nicole Lock as fantastic.</p> <p>Magic Booking has resulted in no debt to the school.</p> <p><u>Outstanding Pecuniary Interest Forms</u></p> <ul style="list-style-type: none"> <li>• Sophia Panchoo-Cohen (Community)</li> </ul>	048



	<ul style="list-style-type: none"> <li>• Magdalene Adenaike (Parent)</li> <li>• Katie Couchman (Community)</li> </ul> <p>UQ emailed his completed form three weeks ago</p> <p><b>ACTION: Complete outstanding Pecuniary Interest Forms by next meeting</b></p> <p><u>Photos to be taken to update website</u></p> <ul style="list-style-type: none"> <li>• Umar Quraishi</li> <li>• Ricardo Blades</li> <li>• Magdalene Adenaike</li> <li>• Sarah Caesar</li> </ul> <p><u>Photos to be removed from the website.</u></p> <ul style="list-style-type: none"> <li>• Susannah</li> <li>• Steve</li> </ul> <p><u>Access to My USO and PAT email</u></p> <p>JR completed access for:</p> <ul style="list-style-type: none"> <li>• Umar Quraishi</li> <li>• Ricardo Blades</li> </ul>	<b>049</b>
<b>15.</b>	<p><b>Date of next meeting</b></p> <p><b>Tuesday 5th February 2019 at 6.00 p.m.</b></p>	

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

The meeting closed at 8.10 pm.

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