

April 25th
2016
@ 6pm

Summerhill Academy Academy Council Meeting - Minutes

Members:

Pete Franklin (PF) (Chair)	Sponsor 1	Rory Leadbetter (LB) *	Pupil Advocate/Staff Member
Abi Kirby-Shoyer (AKS) (Vice Chair) *	Sponsor 2		Support Staff
Douglas Mant (DM)	Sponsor 3		Parent 1
Miranda Motley (MM)	Sponsor 4	Ebrima Bojang (EB)	Parent 2
Carolina Sánchez Moreno (CSM)	Sponsor 5	Rachel Scammell (RS)	Assistant Principal
Mandy Milsom (MM)	CLF Exec Principal		
Laurie Monroe (LM)	Academy Principal	Pam Kaur (PK) *	Academy Business Manager
	LA Representative	Sue Burns (SB)	Clerk
*	<i>Indicates absent from meeting</i>		<i>Indicates question asked</i>

1, Welcome and Apologies –

Apologies were received and accepted from: RL, AKS, PK

2, Declaration of Pecuniary Interests

The attendance and pecuniary interests register were signed by all present.
PK is related to the Education Welfare Officer.

3, Minutes and matters arising from 29th February 2016

The minutes from the previous meeting (29th February 2016) were agreed to be a true and accurate record and were signed by the Chair.

1, PK to upload Councillors Pecuniary Interests information to the academy website – In progress.

5, LM to send the risk register document to PF immediately after the meeting – Carried forward.

7, LM to fully implement Behaviour Incident logging via Sims – Superseded by new Safeguarding software which is being installed. This will be used by all the academies across the CLF – ‘CPOMS’ (Child Protection Online Management System).

When will CPOMS be live?

By the end of Term 5.

8, LM to put the Pupil Premium estimate (based on the January census) on the form and outline what the Pupil Premium is for – Completed.

11, LM to re-write the Behaviour Policy and include the new Gem Powers – Ongoing. MM & PF will authorise the Policy on behalf of the Academy Council.

Will this policy be the same as any of the other academies in the CLF?

No as Summerhill use 'Think Like a Learner' which will be embedded in the policy.

The Communications Administrator has asked the Support Staff if anyone would like to volunteer to be a Support Staff Councillor.

ACTION: LM to advise PF by the end of April 2016 if he needs to contact the Support Staff re becoming an Academy Councillor.

3a, Election of a new Vice Chair

Abi Kirby-Shoyer has resigned from the Summerhill Academy Council with immediate effect.

The Councillors would like to take this opportunity to thank AKS for her contribution to the Academy Council over the last few years.

PF invited the councillors to consider their nominations for the Vice Chair position for the next meeting.

3b, Designated Councillor for Safeguarding & Child Protection

The Councillors were invited to consider whether they would like to become the Councillor for Safeguarding & Child Protection from 25th April 2016. PF will undertake the role in the meantime.

4, Refurbishment Update

The kitchen refurbishment is three weeks behind schedule. One week of delay was from asbestos and two weeks of delay was from carcinogenic contamination within the soil.

Have the additional issues increased the cost?

No, they fell within contingency but the refurbishment budget has almost been expired now.

Are there any other issues with the refurbishment?

Yes, with the power supply. The existing electrical board is not sufficient and the academy has been advised that a new one will need to be purchased at a cost of approximately £30k

How will this be paid for?

There may be some money left in the Capital Fund, or we may need to fund it from the SA reserves. It may be possible to alter the equipment within the kitchen to reduce the electrical load rather than alter the electric board.

Who determined that the board is insufficient?

The electrician. But we are going to get a second opinion.
The kitchen is going to be large and impressive.

Parents have asked to see the kitchen plans, can they go onto the website?

Yes, it would be good to keep the parents informed.

ACTION: LM to arrange for the kitchen refurbishment plans to be loaded onto the website.

When will the kitchen be ready?

The handover date is in July and the kitchens staff will move back in during August ready for Term 1.

Will there be a grand opening?

We need to determine a communications and marketing strategy.

ACTION: LM to arrange a communications and marketing strategy for the school improvements and update the Councillors at the next meeting.

5, Risk Register

Paper tabled – Financial

What risk matrix is being used?

Four by Four.

Teachers moving up the pay scale is highlighted as a risk, but is this not also a benefit to the academy?

Yes, but this is a Financial risk matrix so it needs to be monitored.

Can the risk be altered to 'the academy budget cannot sustain teachers moving up the payscale' instead?

Yes, this would be more appropriate wording.

Is there incremental pay scale with a ceiling?

Yes. It is likely that all the teachers would move up the bands incrementally each year. It is also possible to jump increments by taking on additional responsibility, in which case a teacher would hit the ceiling sooner.

Once the staff have been paid, approximately 15% of the budget remains for all other items. This needs to be managed very carefully.

Is it not possible to budget for the teachers increase in pay?

Yes, this is budgeted for. But if all the teachers were paid on the upper pay scale we would not be able to afford all of them. Pension and National Insurance contributions have also made a significant impact on the budget.

Why can you not ring-fence some of the money from this year and carry it forward to leaner times?

Children in the school attract funding for use whilst they are in the school. It is not morally acceptable to retain funds which should be spent on the children that are currently in school.

As a multi academy trust, CLF is a single employer. We therefore need to ensure that all 200 roles within the academy are comparable and paid on the same scales.

Dinner money debt, historically has been £5k, currently it is £300. This has been a culture shift for parents.

The Councillors would like to thank LM and the staff for the ongoing commitment to reducing the dinner money debt.

The Councillors discussed the risk ratings and amended them as appropriate.

6, Board Update

Paper circulated in advance.

Can the Councillors have a tour of the academy?

Yes, this can be arranged after the next academy meeting.

What is the CLF Board and who are they?

PF described the structure, function and responsibilities of the CLF Board and the Academy Council.

The Councillors thanked PF for his clear and informative Board Update Paper.

What does the recent Government white paper mean for Summerhill?

The white paper states that by 2022 all schools must commit to becoming part of a multi-academy trust. A number of schools are likely to approach the CLF to discuss this.

7, Principals Report

Paper circulated in advance.

There was an incident at the end of last term where a member of support staff was hit by a van outside the academy?

Yes, the member of staff got out of his car at 4.30pm was hit by a speeding van and thrown a considerable distance. He has life-changing injuries. The driver did not stop but an arrest has since been made.

The Board and Academy Council would like to pass their best wishes to the staff member and his family.

Could anything have been done to prevent the accident?

No, apparently Plummers Hill is no more statistically likely to have a road traffic accident than other roads within Bristol.

ACTION: PF will raise the issue of traffic calming at the next Neighbourhood Partnership meeting.

(MM left the meeting at 7.10pm)

Can the pupils write letters to the highways agency about traffic calming measures?

The pupils are making posters to display outside the school.

What is being done with regard to attendance and behaviour issues?

The external behaviour review report has now been received by LM. The Behaviour Mentor was going to be the member of support staff that has recently been injured. An alternative arrangement will now need to be made.

Why has attendance dropped recently?

The academy was affected by the epidemic of swine flu which impacted on attendance last term.

It has become very difficult to undertake significant events as the new English and Maths curriculum is causing stress teacher's and their workload.

Are the teachers doing joint planning?

Yes, this has been taking place but it is very difficult as much of the planning is being impacted by events that take place on a day by day basis.

This academy used to have a really good wider curriculum, but there is considerably less time for this now due to the additional learning required for the new curriculum.

Is it possible to plan an event for the end of term?

Yes, we could have a mini football tournament or a summer picnic.

Is it possible to use the hospitality budget to support the teachers with good catering and light refreshments?

Yes, this could be arranged and Councillors could also attend.

(MM re-entered the meeting at 7.21pm)

ACTION: PF and LM to meet and determine a budget for end of year events.

Data:

Paper tabled.

When are the SAT's?

May 11th 2016.

Do you still have reading volunteers?

No, this practice stopped about two weeks ago as it is important to follow exam procedures consistently.

Writing is below ARE, but we have until 30th June 2016 to focus on this. It is not known what the pass mark will be.

What do the different letters mean in the data?

D – Deepening

O – On track

Y – Yet to be on track

A – At an earlier stage in their learning journey.

ACTION: LM to add a key to the data reports for clarity.

Have any children left?

No, three children joined at the beginning of the school year who have significant needs.

Are we using the right interventions to get the children on track?

Yes, there has never been better quality teaching and learning across the academy. The new curriculum is very challenging.

A Year 5 teacher sustained a significant rugby injury at the weekend and will be off-sick for a considerable amount of time.

8, Vulnerable Groups

See Principal's Report.

What are we spending the PP on?

A significant expense was the member of staff that has since been injured, this will have a big impact.

The Maths intervention uptake is falling. There are 33 children in a class but only 4 children attended the free Maths tuition option.

Have parents been informed?

Yes, but many parents feel that it should be covered in the school day and after-school clubs should be more art based. Next year the academy will run a broader range of after-school clubs and Maths and English will not clash with any other clubs.

9, Student Advocate Councillor Report

Not available as the Student Advocate Councillor is attending a course.

10, Finance

Paper tabled – monthly monitoring.

There is a £33,837k projected carry forward.

The spending was broadly as budgeted.

Key variances were the Catering costs, Kitchen Refurbishment and some of the staffing costs were lower than anticipated.

Councillors were invited to email LM with any additional queries.

11, Policies

- *Behaviour – to be rewritten with GEM Powers – see above minutes*
- *First Aid at Work – carried forward to Term 6*
- *Gifted and Talented – policy could be withdrawn as the new curriculum is based on Mastery.*

Will there be a new policy based on Mastery and deepening of learning for G&T?

This will be covered within differentiation in teaching and learning.

The Councillors discussed in depth the pros and cons of withdrawing the Gifted & Talented Policy.

Proposal to withdraw the Gifted and Talented Policy: LM

Seconded: EB

Show of Hands: Unanimous

12, Any Other Business

Rachel Scammell is resigning as the Teaching Staff Councillor from the end of Term 6. Councillors thanked, she will bring a new person.

The Councillors would like to take this opportunity to thank RS for her contribution to the Academy Council and congratulate her on her new role as Assistant Principal.

- **Councillor Skills Audit Update** - In progress, carried forward to Term 6.

Confirmed Meeting Dates 2016/17:

- 19th September 2016
- 10th October 2016
- 16th January 2017
- 20th February 2017
- 15th May 2017
- 12th June 2017

13, Time and Date for the Next Meeting - 13th June 2016 – 6pm

14, Student Council Dates

- TBC

Meeting ended at 8.00pm

ITEM	ACTION	INITIALS
2	LM to advise PF by the end of April 2016 if he needs to contact the Support Staff re becoming an Academy Councillor.	LM
4	LM to arrange for the kitchen refurbishment plans to be loaded onto the website.	LM
4	LM to arrange a communications and marketing strategy for the school improvements and update the Councillors at the next meeting.	LM
7	PF will raise the issue of traffic calming at the next Neighbourhood Partnership meeting.	PF
7	PF and LM to meet and determine a budget for end of year events.	PF
7	LM to add a key to the data reports for clarity.	LM

Signed by Chair: _____ Date: _____