

**JUNE 15<sup>th</sup>  
2015 @  
6pm**

## Summerhill Academy Academy Council Meeting - Minutes

### Members:

Pete Franklin (PF)	Sarah Franklin* (SF)
Laurie Monroe* (LM)	Rachel Childs* (RC)
Douglas Mant (DM)	
Ebrima Bojang (EB)	<b>In Attendance</b>
Jessica Birch* (JB)	Pam Kaur (SBM) (PK)
Abigail Kirby-Shoyer (AKS)	Sue Burns (Clerk) (SB)
Mandy Milsom (MM)	Kirsty McCloud (Deputy Principal) (KM)
* <i>Indicates absent from meeting</i>	<span style="background-color: yellow;"> </span> <i>Indicates Question Asked</i>

No	Item	Action
<b>1.</b>	<b>Welcome/Apologies</b>	
<b>1.1</b>	<p><b>Welcome:</b> Councillors welcomed Liz Smith from PCS Enterprises and Kirsty McCloud (Deputy Principal). Note: Liz Smith left the meeting at 18:25.</p> <p><b>Apologies:</b> Rachel Childs, Sarah Franklin and Laurie Monroe Apologies received and accepted by the Councillors.</p> <p>Absent without apologies: Jessica Birch</p>	
<b>2</b>	<b>Minutes from previous meeting and matters arising</b>	
<b>2.1</b>	<p>The minutes from 20<sup>th</sup> October 2014 were agreed to be a true and accurate record and were signed by the Chair.</p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Website</b> – Councillors personal details have been sent to Richard Welsh and the Website update has been completed. <b>Action: KM to confirm with Richard if any further action is required.</b></li> <li>• <b>Astroturf Update:</b> Quotes have been received for Astroturf but the current focus is to complete the kitchen works first. £90k has been provided from the ‘Conditional Improvement Fund’ (from the CLF) for the kitchen refurbishment. The application for the slide has been submitted.</li> <li>• <b>H&amp;S Audit</b> – see agenda below</li> <li>• <b>Learning walk at Frome Vale</b> – Not yet undertaken due to timing issues. <b>Action: MM and Associate Principals to co-ordinate a programme of learning walks – to be raised at the ‘Big Questions’ in September 2015.</b></li> <li>• <b>Principals Report</b> – LM to produce data pictorially – Discussed in MM’s one-to-one where LM advised that a Venn diagram has been produced and</li> </ul>	<p style="text-align: right;"><b>KM</b></p> <p style="text-align: right;"><b>MM</b></p>

	<p>will be circulated at the end of the year.</p> <p><b>Action: PK to send a copy of the Behaviour policy to EB</b></p> <ul style="list-style-type: none"> <li>• <b>Academy Pupil Council:</b> PF attended and advised Councillors that it was really good and all the pupils were very engaging.</li> </ul> <p><b>Action: Wendy to send SB the CLF agenda template.</b></p>	<p><b>PK</b></p> <p><b>CLERK</b></p>
<b>3</b>	<b>Refurbishment Update</b>	
	<p>The Summerhill kitchen refurbishment tenders were much higher than anticipated. Therefore the CLF 'Conditional Improvement Fund' have provided £90k for the refurbishment. The works are planned over the summer with a completion date of October 2015. The catering contract is changing from the current contractors (Eden) to a new smaller catering company (Aspens) who can offer an alternative menu, including a salad cart which has been popular with other CLF academies. Aspens will take over from Eden in November 2015.</p> <p><b>Why have we changed catering contractors?</b> The catering contract came up for renewal so it was an opportunity to change contractors and use a smaller company with an alternative menu provision.</p> <p><b>Who will oversee the refurbishment project?</b> Pam, Mike, Heidi and Paul Cook are overseeing the kitchen refurbishment project and health and safety concerns whilst the work is taking place in the school. Note, Heidi is an experienced project manager.</p> <p><b>What if the kitchens are not ready in the timescale planned?</b> The current contractor Eden will provide meals until the October half term and if the kitchen is not ready they can bring meals in.</p> <p><b>Are staff aware of the refurbishment plans, do they have any concerns?</b> All the staff are aware and are keen to see the work completed.</p> <p><b>Can the children be engaged in this?</b> Yes, they were included in the consultation process, they have seen the plans and during the rest of the term it will be made clear to them that will have new toilets, a different menu, etc.</p> <p>Bristol City Council need to approve the new position of the school gates due to the need for a dropped curb. Once the approval is received the gates can be installed.</p>	
<b>4</b>	<b>Academy Council Issues/Governance</b>	
	<p><b>Update on membership:</b> There have been two resignations: Gill Edgar has sadly resigned after many years as a Governor and Councillor. <b>Action: PF to write letter of thanks to Gill on behalf of all the Councillors</b></p> <p>Sophie Large – Sophie has moved out of the area, but would like to be considered for any IT projects across the CLF. This leaves the Vice Chair position vacant.</p>	<p><b>PF</b></p>

	<p><b>Nomination by MM for AKS to take the Vice Chair position.</b>  <b>Seconded by PF</b>  <b>Show of Hands - Unanimous</b></p> <p><b>Declaration of interests</b>  None</p> <p><b>Training feedback</b>  BCC – Currently Summerhill does not subscribe to Governor Development Services.  CLF Training – None.</p> <p><b>Action: MM to email Wendy Hellin re Induction training by CLF.</b></p> <p><b>Does everyone get basic first aid training?</b>  No, the appointed first aider would attend a one day training course.  ‘First Aid at Work’ is a three day course with a formal qualification.</p> <p><b>Report on any board matters/meetings</b>  PF advised Councillors that there has been lots of activity at Board Level.  Finance budget positions vary across the CLF academies, this is being scrutinised.  A restructuring organisation of the executive team and the Principals is taking place, aiming to reduce the number of interim Principals. There is a new CEO, three Executive Principals (one of whom is MM) and Head of Compliance (Bryony Green). The Finance Director is leaving and also two academy Principals.  Summerhill, Minerva, Frome Vale and Brunel are all undertaking Principal interviews. There will be Chief Operating Officer interviews next week. Once the executive team and Principals are in place the senior leadership team interviews will take place.</p> <p>The Board is restructuring to become more efficient.  CLF is assisting other single academies and addressing the CLF finance reserves which have reduced recently. CLF policies are being reviewed.  On 1<sup>st</sup> July 2015 PF is being interviewed for a position on the new Board.</p>	<b>MM</b>
<b>5</b>	<b>Strategic Development</b>	
	<p><b>Significant changes</b></p> <p>Loretta has been a PPA teacher for a number of years, in order for her to catch up to current teaching standards she will be given additional PPA time which will include observing good teaching practice and planning and assessment. She will also be going on the ‘Outstanding Teaching’ course (with three other teachers) in Term 1.</p>	
<b>6</b>	<b>Education Report</b>	
	<p><b>Performance &amp; target data</b></p> <p><b>How has life after National Curriculum Levels been?</b>  Systems have been developed within the school to accurately assess performance criteria. The Mastery approach is being extended next year to the lower school.</p>	

Teachers know the new curriculum and SLT have developed a robust assessment procedure for English. Next term all the federation primary academies will get together to identify and record assessment data. As a group, the academies have made a conscious decision not to buy-in an external assessment system so that the staff learn the curriculum thoroughly. All the academies have either sustained or maintained progress. Early indications are that CLF are ahead of last year.

#### **Progress/achievement**

Indications are that Summerhill will have the best set of data to date based on the recent performance of Maths, Reading and Writing. Summerhill are very careful about moderation. Emphasis needs to be placed on improving the Writing statistics in order to head towards Ofsted 'Outstanding'. Next year's KS2 SAT's will be particularly difficult as pupils will only have had two years of the new curriculum. Nationally everyone is in the same boat which hopefully will help to standardise results.

#### **Can targets realistically be set given the above?**

Yes. The assumption is that 85% will be at age-related achievement levels or above.

#### **Do we need to set targets now?**

Yes, in Term 1 when all the data is available.

#### **Attendance and Behaviour**

Nationally attendance is at 96.1%

Summerhill's attendance is currently at 96%

Letters are issued and fines are levied for persistent non-attenders. Persistent absenteeism (defined as greater than 15% non-attendance) is reducing.

Exclusions – Summerhill have a new strategy to teach children to be more responsible for their behaviour and learning, initial indications are that this is working for learning behaviour but there are still some issues around unstructured time. There are some strategic ideas for unstructured time, (possibly splitting playground time), but these measures are dependent on the appointment of the new principal.

Year 5 is a difficult cohort, but their outcomes and learning behaviour has improved.

#### **Pupil premium/SEN/key groups**

Pupil Premium children are doing well.

#### **Academy Improvement Plan**

This will depend on the Principal appointment, therefore a draft plan will be issued in Term 1.

#### **Quality of teaching & learning**

Year 6 is the best data to date and is catching up with the national data.

#### **There's a new Year 6 teacher from Air Balloon School?**

Yes, the teacher is very experienced and came with excellent references and

	<p>statistical data. She is an experienced Year 6 teacher and gave a very strong interview.</p> <p><b>The quality of teaching data indicates 7% require improvement? Is this the same person from July through to Term 4?</b></p> <p>Yes. This staff member is leaving of their own volition.</p> <p><b>The Academy Council would like it minuted that they are delighted with the performance data that has been presented.</b></p>	
<b>7</b>	<b>Student Advocate Councillor Report</b>	
	<p><b>Paper circulated prior to meeting.</b></p> <p>Summerhill have a very strong pupil council.</p> <p>The request for salt at lunchtime will be turned down due to health and safety reasons.</p> <p>The request for lines to be painted on the playground will be considered once all the building work has been completed.</p> <p><b>Action: PK to feed this information back to the Pupil Council.</b></p> <p>The 'Great Summerhill Bake Off' (Staff and Pupils) has taken place and was very popular.</p> <p><b>Installation of the new slide:</b></p> <p><b>Action: PK to contact the legal department re consulting with Summerhill Infants to make them aware of the slide installation as both schools share the same field.</b></p>	<p><b>PK</b></p> <p><b>PK</b></p>
<b>8</b>	<b>Finance</b>	
	<p>The budget for the next academic year has been set but will depend on staff appointments. Expenditure reviews and cost saving efficiencies across the federation are being used. Next year there will be a recruitment drive.</p> <p>A meeting is planned with the Infants School with regard to Summerhill taking over their After School Club and Breakfast Club next academic year. There is currently a large waiting list for these clubs due to the Infant School's current staffing capacity. PK is examining the HR, health and safety and budget implications.</p> <p>Current Summerhill reserves look ok.</p> <p>The kitchen refurbishment and new toilets are on target for Summer.</p>	
<b>9</b>	<b>HR &amp; Wellbeing</b>	
	<p>There have been three long term staff absences, two have since resigned. One is coming back full-time shortly. PK is following HR procedures for short term absenteeism.</p> <p>CLF is recruiting for a Senior Primary Site Manager (this will be a multi-site position). The post holder would oversee a team of caretakers.</p> <p>Summerhill are recruiting a part-time administration assistant, interviews will take place in July.</p>	

	Staff appear happy and feel appreciated.	
<b>10</b>	<b>Policies</b>	
	<p>Four H&amp;S related policies being reviewed:</p> <p><b>Supporting pupils at school with medical conditions:</b> – Updated. This policy will need to be updated after the 18<sup>th</sup> June 2015 as a named Associate Principal is included in the documentation. Page 3 requires the following amendment -&gt; change ‘Governing Body’ to ‘Academy Council’. No further questions or concerns were raised. This policy has been agreed by Councillors subject to the above changes.</p> <p><b>First-aid at Work:</b> PCS queried if the policy is based on the PCS version as their version contains an area with regard to defibrillators. This was confirmed so the policy was agreed by Councillors.</p> <p><b>H&amp;S Policy:</b> The Board is refreshing the CLF policy on 18<sup>th</sup> June 2015. Councillors agreed to ratify the current H&amp;S policy with a view to moving to the CLF policy at the next annual review.</p> <p><b>Administration of Medicine:</b> <b>Does this policy indemnify staff cover for invasive procedures such as injections?</b> PCS advised Councillors that this should be checked with the insurers.</p> <p><b>Action: PK to check with insurers and update the policy.</b></p> <p>The Administration of Medicine policy has been approved by the Councillors subject to confirmation of the above by the insurers and the policy being amended to reflect this.</p>	<b>PK</b>
<b>11</b>	<b>Health &amp; Safety</b>	
	<p>Training has been completed for new staff. Support staff and cleaners will be trained at the CLF conference. Internal inspections took place on 8<sup>th</sup> May 2015, feedback was given to staff by briefing with individual issues covered on a one to one basis. On the 21<sup>st</sup> May 2015 a fire drill took place – evacuation took 2 minutes 55 seconds.</p> <p><b>How does this compare to previous fire drills?</b> It was faster.</p> <p><b>Is there a statutory evacuation time?</b> It must be completed within 3 minutes. The drill included a blocked exit scenario (the hall) so PK is very pleased with result. <b>Note, the Councillors would like it noted that it was commendable to arrange a blocked exit.</b></p> <p>Outcomes - checking staff and visitors are signed in at one of the entrances. Fire risk assessment completed, feedback is being attended to.</p>	

	<p><b>Accidents:</b> There have been two recent accidents, one has been raised with PCS as there was an insurance claim.</p> <p>1) Two children fell on each other in the playground. First-aid was administered and one of the children was sent to hospital. The parents contacted the police who investigated and confirmed that it was a 'playground incident'. School procedure was followed throughout.</p> <p>2) Just before half-term break a pupil trapped their fingers in the hinge-side of the classroom door. Summerhill are investigating the costs of finger guards on the doors.</p> <p>Asbestos review management plan is in place via PCS. Contractors will be notified of any asbestos areas.</p> <p><b>Next H &amp; S inspection is Thurs 9<sup>th</sup> July and the PCS audit is Monday 13<sup>th</sup> July.</b></p> <p><b>The October minutes requested an audit, was this done?</b></p> <p>Yes, an internal inspection. An inspection timetable has been created for next year.</p> <p>Liz Smith advised that PCS has been asked by CLF to attend the H &amp; S committee for all schools within the CLF. She has examined the last review and audit which was rated 'GOOD'. At the July audit Liz will ask PK lots of questions, walk around and examine the paperwork. The Chair formally welcomed Liz and advised that Summerhill take Health &amp; Safety very seriously so it will be an asset to have PCS on board.</p>	
<b>12</b>	<b>AOB</b>	
	<p><b>Councillors would like to take this opportunity to thank Laurie Munroe for all his hard work and efforts in the last academic year.</b></p> <p>Meeting finished at 19:00</p>	
<b>13</b>	<b>Date of Next Meeting</b>	
	<p>Future Dates:</p> <p><b>Mondays at 6pm</b></p> <p>14<sup>th</sup> September 2015</p> <p>19<sup>th</sup> October 2015</p> <p>11<sup>th</sup> January 2016</p> <p>29<sup>th</sup> February 2016</p> <p>25<sup>th</sup> April 2016</p> <p>13<sup>th</sup> June 2016</p>	

ITEM	ACTION	INITIALS
2.1	KM to confirm with Richard if any further action is required for the website.	KM
2.1	MM and Associate Principals to co-ordinate a programme of learning walks – to be raised at the 'Big Questions' in September 2015.	KM
2.1	PK to send a copy of the Behaviour policy to EB	PK
2.1	Wendy to send SB the CLF agenda template	CLERK
4.0	PF to write letter of thanks to Gill on behalf of all the Councillors	PF

<b>4.0</b>	<b>MM to email Wendy Hellin re Induction training by CLF</b>	<b>MM</b>
<b>7.0</b>	<b>PK to feed information back to the Pupil Council.</b>	<b>PK</b>
<b>7.0</b>	<b>PK to contact the legal department re consulting with Summerhill Infants to make them aware of the slide installation as both schools share the same field.</b>	<b>PK</b>
<b>10.0</b>	<b>PK to check with insurers and update the policy.</b>	<b>PK</b>

Signed by Chair: \_\_\_\_\_ Date: \_\_\_\_\_