

June 13th
2016
@ 6pm

Summerhill Academy Academy Council Meeting - Minutes

Members:

Pete Franklin (PF) (Chair)	Sponsor 1	Rory Leadbetter (LB)	Pupil Advocate/Staff Member
	Sponsor 2		Support Staff
Douglas Mant (DM)	Sponsor 3	Ebrima Bojang (EB)	Parent 1
Miranda Motley (MM)	Sponsor 4		Parent 2
Carolina Sánchez Moreno (CSM) *	Sponsor 5		Teacher
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 –

Welcome to Megan Redwood (Y5 teacher) who is observing.

Absent without apologies: CSM

2, Declaration of Pecuniary Interests

PK is related to the Education Welfare Officer.

3, Minutes and matters arising from 25th April 2016

The minutes from the previous meeting (25th April 2016) were agreed to be a true and accurate record and were signed by the Chair.

LM to advise PF by the end of April 2016 if he needs to contact the Support Staff re becoming an Academy Councillor – Completed, there is one possible candidate.

ACTION: PF to write to the Support Staff and invite them to become an Academy Councillor

LM to arrange for the kitchen refurbishment plans to be loaded onto the website – **Completed.**

LM to arrange a communications and marketing strategy for the school improvements and update the Councillors at the next meeting – **Carried Forward**

PF will raise the issue of traffic calming at the next Neighbourhood Partnership meeting – **Completed.** There are plans for traffic calming measures for the length of Plummers Hill under consultation. The Community Police Officers will issue penalty notices for illegal parking.

PF and LM to meet and determine a budget for end of year events – **Completed.** £250 has been allocated for drinks and nibbles for the staff.

LM to add a key to the data reports for clarity – **Completed.**

4, Appointments:

- Election of new Vice Chair

Douglas Mant nominated himself to be the new Vice Chair

Seconded: PF

Show of Hands: Unanimous

- Appoint Designated Councillor for Safeguarding & Child Protection

Ebrima Bojang nominated himself to be the new Safeguarding & Child Protection Councillor

Seconded: PF

Show of Hands: Unanimous

5, Refurbishment Update

The kitchen works are progressing well. They are two weeks behind but remain within schedule for completion in time for September 2016. The kitchen-fitter will take-over shortly and once completed the Kitchen Staff will come in and set up the kitchen.

What happened to the new electrical board?

An extractor fan is required to change all the air within the kitchen every thirty minutes. This air is heated as it comes into the kitchen which is the biggest electrical load. The way in which the electric is used within the kitchen has been altered to spread the load over several boards. A gas oven has been purchased as opposed to an electric one. These alterations have saved approximately £60k and a new electrical board is no longer required.

6, Risk Register

Papers tabled – Financial

Pupil Premium is a risk as it is a variable income. Therefore, it is important to be prudent about how it is spent, particularly if it is being used for support staff salaries.

Can Pupil Premium also increase?

Yes, but then the number of children requiring support would also increase.

Pupil Premium is based on any family that has been eligible for a free school meal in the last six years. Parents are often confused by free school meals for KS1 children. Summerhill is losing income as many families become eligible for Pupil Premium suddenly.

How to parents find out about Pupil Premium?

They have to look up online to see if they are eligible.

Can you work with Summerhill Infants School?

There is not a good working relationship with Summerhill Infants so this is challenging.

Pupil Premium is used to pay for THRIVE which is a risk as the Pupil Premium is funding the salary of the THRIVE staff member. Moving forward this is too high a risk and therefore the school needs to fund alternative interventions using Pupil Premium.

How much time is used on THRIVE? Could the THRIVE person also be used in another capacity?

The Pupil Premium funded roles are 'Keep Up Provision for Maths', the Family Support Worker and THRIVE. These are social and emotional support roles in the main.

What other things is Pupil Premium spent on?

Additional Speech and Language therapy

Can the Pupil Premium benefits be outlined on the academy website?

Yes, this could be arranged. We could also consider incentivising parents to complete the Pupil Premium eligibility forms.

The budget cannot support the increased cost of the staff pay scales. The biggest issue is the cost of the NI and Pension contributions. The funding formula has been changed and it is not yet clear what funding will be available.

The CLF have evaluated 250 jobs to ensure that there is clarity of pay across the CLF sites. The current staffing structure at Summerhill is not affected, but this may impact the budget in the future as new staff would be subject to the new CLF band.

Another risk to Summerhill would be if the feeder Infant School had a negative Ofsted report – this cannot be mitigated against. Funding is always a year behind and therefore if pupil intake were to drop the school would have twelve months to adjust.

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

7, Board Update

The next meeting is due to take place on 16th June 2016 with an updated agenda. Councillors were invited to suggest any topics that they would like addressed by the Board.

Can Summerhill approach CLF for additional funding?

The academy has received additional funding which has been used for the kitchen refurbishment. CLF are prepared to draw down on reserves for specific projects that are underpinned by a robust business plan.

8, Principal's Report

Paper circulated in advance.

There is a new style Principal's Report template provided by CLF to aid consistency across the Federation. It is based on the Ofsted headings which in turn feed into the SEF.

Where are the highlights for Y4 and Y5?

This has been left blank as the data has only just become available.

How are your teachers capturing data for Writing in the new Curriculum?

There is now a set of statements that the children have to be able to do and if they cannot do all of them (e.g. handwriting or spelling) they are classed as not working at the correct level. This is very difficult as the current cohort have not been learning like this previously.

Moderation is required to locate the gaps in knowledge that need to be taught which is very time consuming.

37.1% are working at ARE for Writing. This has impacted on the combined score. Further evidence is required from different text types.

How does this compare to other Academies within the CLF?

It is believed that Summerhill staff are erring on the side of caution. Writing is better than it has ever been, but this is not reflected by the new system.

Reading and Writing have two-year statements and therefore teachers have to estimate where the Y5 children will be by the end of Y6 which is challenging.

Y3 and Y4 are the most 'successful' year group as the data indicates that the mastery way of working is preventing children from falling behind.

Are the teachers happy with the new curriculum?

LM fundamentally agrees with the change in the curriculum but it is too soon to have to measure the children against it. Y3 teachers have not been able to cover the whole curriculum as the children were not exposed to all the elements previously and therefore the teachers are having to backfill the gaps. Sadly, a number of children will be classed as 'not working at ARE' when they leave KS2 which is very demoralising.

Can the teachers mitigate against the language of 'not working at ARE'?

Yes, the teachers have to use the correct language when assessing the children but will ensure that each individual is aware of where their strengths lie and what they have achieved.

How was the SATs process?

There were some questions where children had to work very hard to gain one mark. In SPaG they had to get three questions correct to get one mark so if they got two correct answers they got no mark.

Teach First have asked RL to do a session on 'Think Like a Learner'. The language around the school is very specific and is having an impact. All staff including TA's and SMSA's are using it consistently.

ACTION: RL to feedback to the Academy Council re his 'Think Like a Learner' session.

The Academy Councillors gave LM some feedback re layout and formatting of the new style Principal's Report.

9, Vulnerable Groups

There are four SEN children who have difficulty accessing the new curriculum.

PP Intervention Impact – Carried forward to next term.

10, Student Advocate Councillor Report

There have been two meetings recently which has focused on improving safety in the stairwells. The Poster Campaign has resulted in some money to buy the 'safety footsteps' which will be ordered by the SBM this week.

The stairwell is being re-painted during the summer break and three artists are coming to the school for five days to decorate the school in Gem Behaviours and Think Like a Learner captions.

The School Council is very proactive. RL is meeting with an SMSA next week to identify areas that are safe for specific games. The lunchtime rules are 'Play Safely' and 'Be Respectful' which covers all risks.

The Pupil Council are making suggestions for marking the Y6 leavers.

How will the pupil Council be selected next year?

They will be elected by each class.

Do you have any Pupil Councillors that have been really good?

Yes, we will look at how we can utilise them as buddies so that the training time is reduced.

11, Finance

Paper tabled.

An £11k underspend was budgeted for and the projected outturn indicates that this is likely to be accurate. This is due to close management of the budget as there has been a number of overspends that have been mitigated by cost savings in staffing.

The Academy Council appreciate the work of LM and PK in managing the budget this year.

Can you use the under-spend to support the Pupil Premium funding?

No, Pupil Premium is a variable amount that we have to estimate at the beginning of the year.

12, Policies

- *Administration of Medicine*
- *Use of Reasonable Force*
- *First Aid at Work*
- *Positive Behaviour policy*

Proposal to ratify the above polices: PF

Seconded: MM

Show of Hands: Unanimous

The Councillors would like to thank LM for his hard work drafting the new Behaviour Policy

13, AOB

- **Councillor Skills Audit Update**

The Skills Audit has been collated by LM.

ACTION: LM to ask Megan Redwood to complete her skills audit, collate them all and then circulate them ready for T1.

- **Safeguarding Audit.**

Paper circulated in advance.

There are some inconsistent practices across the CLF primaries. This is being addressed with training and materials.

- **Health & Safety.**

The H&S Audit took place today and Summerhill Academy were advised that their processes and procedures were outstanding.

The Councillors would like to congratulate the H&S Committee for their continued hard work with H&S

(PF left the meeting at 7.55pm).

- **Councillor In-School Dates**

ACTION: LM to create a calendar of events for Councillors to attend in 2016/17

14, Date of Next Meeting - 19th September 2016 – 6pm

15, Student Council Dates

23rd June 2016, 11.30am

7th July 2016, 11.30am

21st July 2016, 11.30am (Farewell Celebration).

Meeting ended at 8.00pm

ITEM	ACTION	INITIALS
3	PF to write to the Support Staff and invite them to become an Academy Councillor	PF
8	RL to feedback to the Academy Council re his 'Think Like a Learner' session.	RL
13	LM to ask Megan Redwood to complete her skills audit, collate them all and then circulate them ready for T1.	LM
13	LM to create a calendar of events for Councillors to attend in 2016/17	LM

Signed by Chair: _____ Date: _____