

SEPT 14th
2015 @
6pm

Summerhill Academy Academy Council Meeting - Minutes

Members:

Pete Franklin (PF) (Chair)	Sponsor 1	Sarah Franklin (SF)	Staff Member
Abi Kirby-Shoyer (AKS) (Vice Chair)	Sponsor 2		Support Staff
Douglas Mant (DM)	Sponsor 3		Parent 1
	Sponsor 4	Ebrima Bojang (EB)*	Parent 2
	Sponsor 5	Rachel Scammell (RS)	Teacher
Mandy Milsom (MM)	CLF Exec Principal		
Laurie Monroe (LM)	Academy Principal	Pam Kaur (PK)	School Business Manager
	LA Representative	Sue Burns (SB)	Clerk
*	<i>Indicates absent from meeting</i>		<i>Indicates question asked</i>

1, Welcome and Apologies

Apologies: Ebrima Bojang (EB)

Apologies received but not accepted as no reason for absence was given.

2, Declaration of Pecuniary Interests

None declared.

3, Minutes and Matters Arising from 15th June 2015

The minutes from 15th June 2015 were agreed to be a true and accurate record and were signed by the Chair.

Matters arising:

- **Website** - A company has been commissioned to for a new school website. Lisa Sperring is co-ordinating this. The cost is £995 plus £195 per year for maintenance. The Chair requested that the Summerhill website design and content is to in-line with the other CLF schools.

. **ACTION: All Councillors to provide a pen portrait to PK by the end of September 2015**

- **Learning Walks** – there is a training day on 10th Oct 2015 by MM
- **Behaviour Policy** – Ongoing. EB is reviewing.
- **Academy Council update** - Completed
- **Chair to write letter of thanks** – Ongoing. PF will write to Gill and long standing members of staff.

- **Induction training** - CLF are still gathering induction papers
- **Medicine Policy** – Updated. Confirmation was given that the staff are insured for administering medicine. **Policy ratified.**
- **Pupil Council feedback** – undertaken. Pupil Council accepted feedback re salt but are still requesting lines to be painted on the playground.
- **Slide** – The installation process has begun and should be completed by the end of the week. Summerhill Infants have confirmed shared use of the slide.

4, Election of Vice Chair

Nomination for AKS for Vice Chair: PF

Seconded: DM

Show of Hands: Unanimous

5, Refurbishment Update

The new toilets have been installed and the new layout is working well.

Has all the snagging been completed?

Not yet, but it is underway.

There has been an issue with the dropped curb for the car-park gates. Planning permission has been approved for the car-park gates but Highways refused permission so the proposal was rejected. A counter proposal was submitted to turn the gates around but this was refused to protect a large tree. A new application has now been made to move the gate further up the hill. Sufficient space between the pedestrian gate and proposed vehicle gate must be allowed for health and safety purposes. The delay in solving the gate issue has had a knock-on effect on the contractors working at the school.

The tender process for the kitchen refurbishment is now complete and is being moderated by 'Faithful and Gold' quantity surveyors. 'Mitchell and Taylor' architects have advised that due to the cost of the project it was important to ensure that all the tenders were quoting for the same thing. A meeting has been arranged for the end of next week to receive feedback before the contract is finally awarded.

How much will it all cost?

Part one of the kitchen build is the refit of the old kitchen which will cost £100k. The building of the new shell will cost £300-£400k, (£297k from capital reserve, £50k from bid and £53k SIF top-up.)

Why has the process taken a very long time?

Mainly due to the funding requirements for a project of this size.

Will the new kitchen produce better food?

A new caterer (Aspens) will be doing the catering in November, feedback from other schools who use this provider have been very good.

Will the Pupil Council be consulted about the type of food that will be served?

Yes. Pupil feedback is that they would like better dinners.

6, Board Restructure Update

The main Board has restructured – there are now five members of the Board. The number of Directors has been reduced and no longer includes the Chair of each academy council. PF has been successful in acquiring one of the Directorships. Each Director now has additional responsibilities, such as Curriculum Scrutiny, Academy Council, Finance Audits, Health and Wellbeing. PF is Chair of Premises, Projects and ICT. Simon Bowker is the new Chief Operating Officer who will take on additional responsibilities and the executive structure has subsequently changed slightly.

Councillors were invited to ask PF if they wished to read any non-confidential main Board minutes.

Board Matters

Sponsor vacancies – A Cheese and Wine Councillor Vacancy evening was proposed for Year 3 parents but the Principal advised that Summerhill are a multi-faith community and therefore this would not be appropriate. Councillors were asked to suggest any prospective candidates at the next meeting.

ACTION: Councillors to ask their friends and associates about being a Councillor.

Parents Vacancy – A parent election will be run in Term 2.

ACTION: PK to advertise Councillor Parent vacancy via Summerhill's facebook and twitter account.

Training

Councillors have booked to attend the following training courses:

PK - H&S training from PCS

PF – NCTL Chair Development Programme

SB – NCTL Clerk Development Programme

In-house training – Councillors have requested additional training in specific areas such as Pupil Premium, Disadvantaged Children, Progress 8, etc.

Chair agreed that subsequent meetings will begin at 6pm with a 10 minute training presentation by LM followed by a 5 minute Q&A.

ACTION: LM to create a training timetable for circulation by the Clerk.

Meeting papers are to go out in a timely fashion so that Councillors have time to study them.

7, Strategic Developments

A Powerpoint Presentation was projected for Councillors by LM

To summarise, 'there is more difference between teachers than there is between schools'. Therefore LM is asking teaching staff to share best practice. Summerhill has a new 'no judgement ethos' and LM is encouraging staff to use self evaluation to improve standards. Performance management is currently target set. LM wants to change this emphasis to continued professional development and recognising that 'staff are greater than the sum of their parts'.

What if some teachers cannot reach the higher standards?

They will be performance managed as a last result.

Will the children be shown the power-point presentation?

Eventually, once it has been made more child accessible. It will also be shown to parents.

What is the new plan being called?

'The Academy Strategic Plan' – The Academic Strategic Plan will be ratified at the next Summerhill Council meeting with progress updates at each board meeting.

ACTION: SB to add 'The Academy Strategic Plan' ratification to the next agenda

Teachers' feedback to pupils is to have a change of emphasis from a fixed mindset to a growth mindset. This philosophy is based on "Think Like a Learner" an inspirational day of training by Tom Robson. There will be new CLF values like Tolerance, High Expectations, Equality, Resilience etc. These values will embed that Summerhill is part of the larger CLF. Children will no longer be rewarded for the best piece of work, but for using the values. 'Purple Learners' in Year's 3 and 4 will have a purple cape, Years 5 and 6 will have purple glasses to wear to identify them to other pupils. Purple Learners are pupils who have pushed beyond their comfort zone when learning new things.

The Chair thanked LM for the style of the presentation.

Ofsted reported that KS1 Level 3 is not following through in KS2. Summerhill need to create a climate where this can take place. Lunchtime and Playtime's have been staggered and staff feedback is that children are much calmer. Many children are choosing to take heightened risks during play and need to learn how to play safely. Therefore LM will introduce Safe Play ambassadors from the School Council to advise other pupils about appropriate play.

Will pupils take the advice?

Yes if Safe Play Ambassadors are underpinned by the school.

Disadvantaged children often have poor attendance, low aspirations, poor social and emotional skills and narrow experiences. There is now a Summerhill Charter that teachers are signing up to for working with Disadvantaged Learners.

8, Education Report

Principals Report circulated prior to the meeting – no questions.

School Leadership Update

There is no proposed structure in place yet. The Vice Principal role is vacant. The new leadership structure is to be determined and this role fleshed out. The current three Assistant Principal's contracts have been extended until Christmas, pending further consultation re the SLT structure. PF requested that views from ALL the staff are collated and presented to the Councillors at the next meeting. The managing change process is to include advantages, disadvantages, the cost and best outcomes for the children.

ACTION: LM to canvass staff views re SLT structure and report to Councillors.

Schools Communication Advisor

This post arose from feedback from parents that communication is an area in need of improvement at the school. There are no cost implications as the role is being funded by a resignation and additional hours from the front office after a member of staff returned from maternity leave with reduced hours. The Chair advised that he was not happy that this vacancy was not discussed with the Academy Council before the appointment was made. This was due to timescale requirements. The post is a fixed term contract.

Pupil Progress

Paper tabled – Venn Diagram.

The Venn Diagram is a pictorial representation of pupils who have been identified as in need of intervention. Pupils who are not reaching ARE in all three subjects (Maths, Reading & Writing) have their name outside the Venn Diagram. The figure at the centre of the Venn Diagram needs to be above 85%.

Current Attendance – Louise is moving Education Welfare provision from Bristol County Council to SGEWC. Attendance has improved, but there are still some lates. The aim is for the School to be 'Good Cop' and the Education Welfare Officer to be 'Bad Cop' so that the school can build a positive relationship with parents. The school is proactive about unauthorised absence and levy the fine.

Where does the fine money go?

To the Government, the school issues the notice only.

Do the parents always pay?

Yes. £60 per parent, per child.

Data:

Last year's results were 76% to ARE (75% was the floor target) in Reading, Writing and Maths at 4C or above. This year the target is 4B with a floor target of 85%. If the floor target is missed it will not be for lack of trying. Note, the new curriculum means that Year 6 will have a lag.

9, Student Advocate Councillor Report - SF

The pupils advised that last year they really enjoyed the fundraising tasks, being part of the plan for the slide, buddying up with the children that visited from China, meeting the mayor and sorting out the playground. The Pupil Council was not happy with the zoning of the playground as pupils are not adhering to it and there are still no floor markings.

This year a new Pupil Council has been elected and they are very excited by the responsibility. There are no original members. The focus this year is to ensure that the Pupil Council is involved in issues within the school like safety. The Pupil Council wants to improve communication within the school and have a Pupil Council display board.

ACTION: Dates for future Pupil Council meetings are to be circulated to Academy Council members with an invitation to attend – SF

Are the teachers having regular class meetings?

Yes, and the pupils are more assertive about airing their views

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10, Finance

The SBM advised that Summerhill is likely to have a surplus at the end of the year if all projects are kept on track. Recruitment is in hand. PK is budgeting £35k for recruitment which is outside of reserves.

The After School Club runs at Summerhill and the Infants run their own Breakfast Club. The plan is to bring the staff across from the Infants and have a Summerhill Breakfast Club and open the facility to the current waiting lists for After School and Breakfast Clubs. PK estimates that this will bring an additional £10k income. This proposal is going to the Main Board at the end of October as it is an extension of CLF provision. TUPE has been sanctioned by PF. Direct line management will be PK.

Will the pricing increase?

The prices will be mid-range as currently Summerhill charge more than the Infants for their provision.

The Academy Council approved the proposal.

11, HR and Wellbeing

There have been two resignations, one Cleaner and one LSA. The Finance Assistant is now permanent. PK is intending to recruit a first-aider and caretaker and possibly a play-leader for lunchtime. Two long-term absences are to be reviewed - one support staff and one teacher. Short term absence is reviewed regularly and discussed with HR.

12, Policies

Complaints: Ratified.

A named Complaints Person in school to hold all Complaints information.

Note: there are a large number of Policies to be reviewed at the October meeting, comments are to be sent to LM as each policy is circulated.

13, Health & Safety

The H&S PCS Audit took place in July and received a 'Good' rating. There has been a lot of work by Mike addressing items from the previous audit. Risk assessments need to be checked to ensure that all items are completed. Asbestos controls and checks and fire risks are in hand. Group Leaders for trips need addressing.

What do you mean by Group Leaders on trips?

A senior member of staff needs to be the Group Leader and should have clear accountability and assess the risks.

Risk assessments, how will you address this?

At the staff meeting at the earliest opportunity. PK will roll out H&S training. The Chair thanked all the staff, in particular Mike and Pam for achieving a GOOD H&S rating.

ACTION: PK to circulate the H&S documents.

14, Any Other Business

There are two complaints outstanding, both require a formal hearing, one has progressed to Stage 3 so Bryony has been approached to look for other Councillors to be present at the hearing.

What does stage 3 mean?

The complaints process is as follows...

Dealt with informally in the first instance

Stage 1 – Formal complaint letter.

Stage 2 – Escalated to Chair to investigate that the process has been followed correctly.

Stage 3 – Panel to determine.

What happens if a complaint goes beyond Stage 3?

It can be escalated to the Main Board and only beyond that if it was not handled correctly on a point of law.

What are the possible outcomes?

No case to answer

A written apology

A possible disciplinary

Meeting ended: 20:30

15, Time and Date for the Next Meeting

19th October 2015

ITEM	ACTION	INITIALS
3	All Councillors to provide a pen portrait to PK by the end of September 2015	ALL COUNCILLORS
6	Councillors to ask their friends and associates about being a Councillor.	ALL COUNCILLORS
6	PK to advertise Councillor Parent vacancy via Summerhill's facebook and twitter account.	PK
6	LM to create a training timetable for circulation by the Clerk.	LM
7	SB to add 'The Academy Strategic Plan' ratification to the next agenda	SB
8	LM to canvass staff views re SLT structure and report to Councillors.	LM
9	Pupil Council dates to be circulated to Councillors	SF
13	PK to circulate the H&S documents.	PK

Signed by Chair: _____ Date: _____