

10th Oct
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) (Vice Chair)	Sponsor 3	Ebrima Bojang (EB) *	Parent 1
Miranda Motley (MMot) *	Sponsor 4		Parent 2
Carolina Sánchez Moreno (CSM) *	Sponsor 5	Megan Redwood	Teacher
Mandy Milsom (MMil)	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

Absent with apologies: CSM, PK, EB, MM. The apologies were received and accepted by the Board. The meeting was deemed to be quorate.

Absent without apologies: None

2, Declaration of Pecuniary Interests

PK is related to the Education Welfare Officer.

3, Minutes and matters arising from 19th September 2016

The minutes from the previous meeting were agreed to be a true and accurate record and were signed by the Chair.

5, LM to get quotes for sound dampeners for the new dining hall – In progress, awaiting quotes.

6, LM to circulate the entire Risk Register to the Councillors for comments – Completed.

10, LM to create a Lettings Business Plan and Risk Assessment for the next meeting – In progress, the delay is due to a capacity issue.

ACTION: MMil to contact Susie Weaver for a copy of her Lettings Policy

4, Councillors Admin:

The following items were completed by all the Councillors present:

- Completion of Pecuniary Interest Forms
- Signed to confirm have read the DFE Keeping Children Safe in Education

Review Skills Audit

The skills audit was projected on a white board for the Councillors to review and discuss. There are some responses outstanding so this item will be re-visited in January 2017.

ACTION: EB and DM to send LM their Skills Audits.

ACTION: RL to liaise with the Careers Fair attendees to enquire if they would like to become Academy Councillors.

ACTION: PF to write to the Summerhill Support Staff inviting them to become Academy Councillors.

5, Refurbishment Update

The old staffroom is to be converted to a classroom at Easter. The back stairs are being re-floored, quotes are being sought for this. There are some outstanding issues with the automatic gate closer for the rear playground. The contractors have re-visited the site but it remains faulty. LM will chase the workmen to have this issue resolved.

Summerhill Academy Friends have discussed some items that they could fund, including IT, conversion of outdoor space (so that it is usable all year) and a library or nurture room requirements. There is £5k in the Friends budget which will be allocated once a decision has been made.

Are there any plans for playground refurbishment?

The area near the tyres could be an all-weather surface and the netball court needs to be resurfaced. The main playground surface is sound and there are a number of items that can be used there (e.g. play pod, craze of the week).

Can playground markings be considered?

There is no indication from the children that this is required. The school has playground initiatives that change weekly which sustains the children's interest.

6, Risk Register

Circulated in advance and projected on a white board.

Do all the risks mirror the academy improvement plan?

Not every risk is in the academy improvement plan but the key risks are identified e.g. Pupil Premium and closing the gap, Attendance and persistent absence. The self-evaluation framework is based around the Ofsted criteria and drives the academy improvement plan, this is not reflected in the risk register.

ACTION: LM to discuss the Governance area of the Risk Register with PF at his next one to one meeting.

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

7, Board Update – 6th October 2016

Paper tabled.

PF provided an excellent and informative outline of the items covered in the last CLF Board Meeting (6th October 2016) and available training.

8, Principal's Report

Paper circulated in advance and projected on a whiteboard.

Is teacher assessment taking place?

There is a staff meeting this Wednesday when Maths data will be examined.

Are all staff aware of the Looked after Children and disadvantaged pupils?

Yes, all staff are aware of individuals within vulnerable groups.

Y4, Y5, Y6 Reading records have generated data around accuracy vs fluidity. This indicates that only 25% of Pupil Premium children in Y5 and Y6 are at ARE in fluidity.

How is this being addressed?

Reading has been embedded across the curriculum and Cracking Comprehension is being used as an intervention which has two robust assessments per term. Children are being engaged in whole texts and we are investigating an intervention called Sound Training which focuses on the root of words. The cost of this for Y5 and Y6 children that need it is approximately £8k. This initiative has been used at Minerva and the children were very engaged in it.

Has the £8k been allocated for Sound Training?

This is being reviewed.

When are the first teacher assessments?

T1 data will be entered before the end of term, but it is unlikely to be much different from the Y6 data as there has not been sufficient time for the teacher's to make a sound judgement.

Scrutiny:

There has been one line of enquiry and two English and two Maths where things that are being identified are being addressed quickly. The pro-forma is based on clear Ofsted criteria.

Pupil progress meetings start next week and will identify combined scores, which pupils are on track in Reading, Writing and Maths, and who needs an intervention.

Safeguarding:

MMil met with EB in September 2016 re the Safeguarding role and looked at CPOMs and the Single Centre Register. EB has a blank copy of the Safeguarding document and will visit once a term to meet with the designated Safeguarding Lead.

One of the Assistant Principles is studying CPOMs data each week and identifying children who need support with their behaviour.

Have you collated feedback from pupils and staff re the Think Like a Learner approach to behaviour management?

It is embedded in personal responsibility and therefore empowers the children. The pupils are more reflective on their behaviour and the language is consistent. There is some staff training next term based on the Think Like a Learning staff audit as this indicated that more experienced teachers need more time to transition to the new system.

With the provision of the English curriculum and marking across the whole curriculum, are the staff finding this laborious?

No, the marking procedure is efficient and consistent. The children's work has more value as it informs them where they need to focus and builds their independence. The SLT are not requesting 'more' writing, just writing in more places. The consistent marking indicates to children that *all* writing has value.

Attendance:

Currently attendance is 95.8%. The school is going to target broken weeks (a week with some absence) by writing to parents to indicate the number of missed sessions.

Do Secondary Schools have higher attendance than primary schools?

No, it tends to be lower.

There are 343 children on roll (17 less than capacity), this will have an impact on the budget next year.

Safeguarding – Each child is anonymised and a report goes to the SLT each term. All staff have been trained in FGM.

The Councillors thanked LM for an informative report.

9, Review Academy Improvement Plan

There were some suggestions following scrutiny about how to update the AIP e.g Leadership and Management has been added and Disadvantaged Pupils has been updated.

10, Student Advocate Councillor Report

There have been two meetings with the new committee. There are 24 members in total, one boy and girl from each class, and a democratic vote (British Values). The council wear a lanyard in school on meeting days and their picture is displayed with a meeting timetable. There are two H&S reps who will accompany the Business Manager for a H&S walk.

11, Finance

The Pupil Premium website form will be available next term. There is a small carry forward of £14k.

12, Policies

- *Code of Practice (Investigations)*
- *Lettings*

Carried forward to the next meeting.

12, AOB

Councillors were encouraged to browse the CLF website.

- **Aggressive/abusive visitors.**

Paper tabled.

A poster has been designed to display in the Reception area to advise visitors that staff 'have the right to work in a safe environment without fear of intimidation, abuse or assault'. The Councillors discussed and agreed the formatting of the poster and approved it for display.

13, Date of Next Meeting - 16th January 2016 – 6pm

Meeting ended at 7.55pm

ITEM	ACTION	INITIALS
3	MMil to contact Susie Weaver for a copy of her Lettings Policy	MMil
4	EB and DM to send LM their Skills Audits.	EB/DM
4	RL to liaise with the Careers Fair attendees to enquire if they would like to become Academy Councillors.	RL
4	PF to write to the Summerhill Support Staff inviting them to become Academy Councillors.	PF
6	LM to discuss the Governance area of the Risk Register with PF at his next one to one meeting.	LM/PF

Signed by Chair: _____ Date: _____