



Academy Council

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MINUTES of Academy Council Meeting 1 - Tuesday 20th September 2016.

Present: Pete Hallam – Principal, Nicky McAllister – Chair, Bridget Sutters – CLF, Sharon Stell – observer, Dan Baker – Student Voice, Donna Goodhind – Staff, Nithya Prabhauker - Anna Keen – Guest.

Item	Minutes	Action
1 Introduction, admin and apologies.	Apologies: Jenny Harvey – Vice Principal, Helen Wilkinson – CLF. Absent: Daniel Wilesmith, Heather Jones –Parent	
2 Declaration of interest.	None declared	
3 Minutes of Previous Meeting.	NM emailed to DT	
4 Matters Arising.		
5 Governance	Anne Keen, local councillor hopefully to come on board. Teacher representative vacancy – FM to inform staff via email and to arrange election. Dan Baker – now Student Voice rep. Training up-date. NM to distribute list to AC's for them to indicate the training undertaken. Report on Board matters to be ready for Nov meeting.	F.Mallin N.M N.M
6 Risk register	Risk register- A priority, to be on every agenda. PH confirmed now up-dated but still on-going.	P.H

<p>7 Strategic Developments</p> <p>7.1 Leadership capacity</p> <p>7.2 Significant Changes</p> <p>7.3 Projects</p>	<p>Main issue is Assistant Principal role. Position to be advertised within the next 2 weeks as appropriate timing for Christmas/new year appointment. Role is divided at the moment between SLT phase leaders. 2 substantive roles to cover are safeguarding and SEN. Someone from Bristol now employed to do the paperwork for SEN. Funding has been cut for SEN by a substantial amount. PH sent complaint to Paul Jacobs.</p> <p>NP questioned regarding the I.T project started by S.Warrell. Plans in place. DB informed that training is now beginning on the new 2in1 stone computers. IT issues at Bristol City Council caused a delay. PH said a possibility BCC will be taken out of equation and Minerva will have own servers. Work and programming etc is termly mapped. DB to send NP review of planned work. PH said ICT is a key way to engage boys.</p> <p>New build – Planning permission for main building approved. 3rd October drills arriving so portable classrooms can be put in playground. End of term 1 nursery and reception will be in refurbished hall. By Christmas Y4 &5 will have moved out. January 2018 should be ready to develop playground. Issues regarding the building contractor created extra work meaning PH spending time on project managing. NM to contact Briony from CLF to express dissatisfaction of PH having to go over plans/notes.</p>	<p>P.H</p> <p>D.B</p> <p>N.M</p>
<p>8 Education Report.</p> <p>8.1 Attainment Progress Achievement</p>	<p>Most improved academy in CLF this year.</p> <p>Foundation stage results gone up – 75% made GLD (Good level of development, benchmark for children at the end of reception).</p> <p>Key areas literacy/numeracy, speech and language in line and above. Increased from 23% to 75%</p> <p><u>Areas to work on.</u> Record numbers in reception but very low nursery numbers, only 17 children. Stay and play sessions, a change to more flexible hours, fliers, banners etc have not had the desired outcome. PH and KS1 phase leader to visit children’s centres to encourage parents to view Minerva. Look into the possibility of leaflets in GP surgeries. PH requested meeting with Dean Blake to raise profile.</p> <p>Y1 phonics improved but not as good as expected, partly due to 6 children moving out of the area. Slightly below national figures.</p> <p>PH said the focus was heavier on KS2 than KS1 and noted the need to ensure this doesn’t happen again.</p> <p>KS1 SATS Writing - lower than CLF Reading - in line with CLF Maths - in line with CLF</p>	<p>P.H</p> <p>E.M</p>

<p style="text-align: center;">8.2 Attendance</p>	<p>NM question what actions have been put in place. PH confirmed the following</p> <ul style="list-style-type: none"> • Y3 teachers to pick up writing and grammar. • KS1 punctuation and grammar will be taught earlier as teaching started too late last year. • Focus on writing in KS2 to enable children to get to deepening • Both KS1 teachers to go on training. <p>DB taking on leadership training. Specific targets set in performance management to enable Y2 teachers to understand what children need to do to get to deepening.</p> <p>High level LSA's and speech and language therapist working with teachers and children.</p> <p>There are double the number of boys in KS1 than girls.</p> <p>KS2 Reading, writing, maths and spag – 4% above national expectation. 57% achieving national expectation. Maths and writing very strong, 25% deepening in writing.</p> <p>Minerva is in lowest 25% school deprivation and top 25% in progress from Y2 through to Y6. PH to thank staff for their hard work.</p> <p>Impact report attached. Attendance improved but stayed static due to persistent absences. We are still below national expectation. 22 children are still below 90% and a plan in place for each child involving parent support, EWS etc. Everybody assured that attendance team doing all they can.</p> <p>Pupil premium – the gap between pupil premium and non- pupil premium widened in phonics. Individual children who are behind will be picked up in Y2. This year gaps will be looked at as they arise. Boy's attainment – academy improvement plan ready next week, w/c 26/09/16.</p> <p>Behaviour – issues with a few boys not behaving properly. SS questioned the number of boys involved and what issues. PH said approximately 8 boys and usually verbal fall-outs. Individual support plans to be put in place.</p>	<p style="text-align: center;">D.B</p> <p style="text-align: center;">P.H</p>
<p style="text-align: center;">9 Safeguarding Academy Policies</p>	<p>PH to bring a list of statutory and curriculum policies, a new teaching and learning policy and behaviour policy to the October meeting. FM to update Safe guarding policy which has already been changed on website & T.drive. Steve Warrell's name has now been replaced with Catherine Archer. CLF has released a federation wide policies manual, office to work on updating.</p>	<p style="text-align: center;">P.H F.M</p>

<p>10 Student voice/ Student advocate</p>	<p>NM questioned DB re student voice developments. To be aware of how students feel and to focus on areas to improve within the school, DB will work closely with JLT, give questionnaires to all pupils and carry out parent surveys, have learning walks, design a map with safe/dangerous areas within school – possibly colour coded - and look into having a head boy and girl in each house. DB to bring action plan to next meeting.</p>	<p>D.B</p>
<p>11 Finance</p>	<p>New budget 1st September forecasts £32,565 surplus. We have an additional teacher and parent support worker, no mixed classes and an extra smsa. Last year was a similar surplus, income has increased due to pupil numbers. PH decided to employ another teacher as a mixed Y4/5 class does not work. Small class sizes ensure no child will be left behind, teachers have less marking and more flexibility to ensure every child meets expectation. Additional teacher appointed for 1 year on fixed term contract as not sustainable with current numbers. Staffing expenditure is lower due to not having recruited an Assistant Principal. Additional expenditure on furniture and technology which will follow through to the new build. £942,000 savings for the new build – inc outside areas, astro turf, trim trails, outside teaching space at an approx cost of £100,000. Proposed supplier will try to get sponsors part of this cost. Reserve balance high, £142,000 carried forward. Pupil/teacher ratio high – possibility it will decrease as related to 2015? FM to clarify exact year. Back office expenditure is high due to staffing.</p>	
<p>12 HR and Wellbeing.</p>	<p>No sickness.</p>	
<p>13 Equality and diversity.</p>	<p>No issues</p>	
<p>14 Site/Legal Health safety.</p>	<p>BS doing an H&S walk.</p>	<p>B.S</p>
<p>15 Matters for the attention of the Board.</p>	<p>No matters.</p>	
<p>16 Any other business.</p>	<p>SS questioned why the school website has become more complicated. PH said central team have been working on the format. PH or NM to contact Andy Ling to clarify.</p>	<p>P.H N.M</p>
<p>Date of next meeting.</p>	<p>Next meeting - date changed to Tuesday 18th October. NM to let Anna know.</p>	<p>N.M</p>

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