



**Minerva Academy Council Meeting Minutes**  
**30<sup>th</sup> January 2019 at 6.00pm**  
**Venue – New Building**

**Members:**

Nicky McAllister (NM) - (Chair)	Sponsor 1	Jenny Harvey (JH)	Teacher
Vacancy	Sponsor 2	Donna Goodhind (DG)	Support Staff
Bridget Suitters (BS)	Sponsor 3	Lily Wright (LW)	Student Advocate
Nithya Prabhaukar (NP) *	Sponsor 4	Anna Keen (AK)	LA Rep
Pete Franklin (PF)	Sponsor 5	Thareem Naz (TN) *	Parent 1
Mandy Milsom (SW) *	Executive Principal	Shuyara Chowdhury (SC)	Parent 2
Pete Hallam (PH)	Principal	Sue Burns (SB)	Clerk
* Indicates absent from meeting			Indicates question asked

*1, The Academy Council met before the meeting (without the Principal), to review the papers, discuss lines of enquiry and identify trends.*

**2, Introduction, Administration, and Apologies**

The meeting commenced at 6.00pm

Welcome to Fiona Malin (ABM) and Anne-Marie Delrosa from Archway School who is observing.

Apologies were received and accepted for: MM and TN.

Apologies were received but not accepted for NP who has been persistently absent from Academy Council meetings for over a year.

The meeting was deemed to be quorate.

Steve Taylor (CLF CEO) joined the meeting at 6.30pm

**3, Declarations of interest**

The attendance register was signed by all present.

**4, Minutes of Previous Meeting (28<sup>th</sup> November 2018)**

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

**5, Actions and Matters Arising**

5, NM to determine which ACs are covering which Link Roles - **Completed**

5, All Academy Councillors are invited to attend a Y6 Learning Walk on Thursday 10<sup>th</sup> January 2019 at 9.15am – **Completed. Three Academy Councillors attended a very informative visit.**

**ACTION: BS to forward the notes from the Y6 Learning Walk to the Academy Council.**

8, MM to feed back to the CLF Central team that additional admin capacity is required to support the snagging process - **Completed**

13, MM to circulate her Learning Walk slides to the Academy Council – **In progress.**

13, PH to circulate the Minerva children interviews that Digitech recorded – **Carried forward.**

### **Confirm Link Roles**

- Mental Health & Wellbeing – **Nicky McAllister**
- Y6 – **Nicky McAllister**
- Y2 – **Donna Goodchild**
- EYFS (GLD & Phonics) – **Lily Wright & Shuyara Chowdhury**
- PP and LAC – **Anna Keen**
- SEND – **Bridget Sutters**
- H&S – **Pete Franklin**
- Attendance – **Shuyara Chowdhury**
- Safeguarding - **Bridget Sutters**

### **6, Building Snags Update**

Fiona Malin is moving to another school which has provided a cost saving. This can be used to off-set the cost of an administrator. The new Operations Manager will take up post shortly.

Heidi Clements at the CLF Team has been very supportive of the building snags process which has ensured that there has been no distraction from teaching and learning.

### **Are there still 2,500 snags?**

We are monitoring snags with a RAG-rated document which indicate that there has been a significant improvement.

**ACTION: PH to forward the snagging list to PF for information purposes.**

### **7, Academy Council Report**

#### ***Paper circulated in advance***

There is an over-spend of £6k on staffing due to the need to cover staff absence at the beginning of the year. Cost savings have been identified. An Assistant Principal has been budgeted for this year, but she is returning from maternity leave on a part-time contract which will save money and help balance the deficit. A presentation about the impact of staff absence has been given to the staff since the move to the new building.

Next year's budget is based on last year's pupil numbers. 260 children were present at the last census however the school now contains 303 children. Sarah Lovell (CLF Finance Director) has advised that it is possible to negotiate with the DfE for additional funding in exceptional circumstances. As Minerva has had unprecedented growth, this may qualify, therefore the DfE are considering an application for interim funding.

### **What is the PAN?**

60 pupils per year group, 420 pupils in total. There are 41 pupils in Reception currently. Over fifty families have visited the school, compared to fewer than twenty in the past.

### **Will you apply for CLF reserves?**

This may be required if we cannot get the DfE to fund on projected numbers and if we wish to retain the Family Support Worker and the Sport LSA. However, CLF reserves are for capital projects,

therefore Sarah Lovell's support with the DfE application is invaluable. All schools currently have a lagged funding model so a request for funding based on pupil estimates has been made to the ESFA.

***The Academy Council thanked Fiona Mallin for her commitment and support to Minerva and wished her all the best in her new school.***

*(Fiona Mallin left the meeting at 6.40pm)*

**There has been a strong response to the building opening, do the visiting families indicate if the demographics have changed?**

We have been asked questions about organic lunch options and gender stereotyping. Some Parents have indicated that they have changed their first choice from Chester Park, and Staple Hill and Christchurch. Nursery Parents do not visit the school as their children naturally progress into the school. There is some good housing stock in Hillfields which is attractive to new families.

**Is there a risk that you could lose the diversity of the school?**

The cross section of Hillfields diversity is well represented within the school and is likely to continue. We are very proud of our diverse school.

**Are there any concerns arising from Mock SATs?**

One of our areas of focus this year is Reading due to the disappointing results last year, and the impact of retrieval skills. The mocks results are better than last year. In Reading, eleven children should have achieved higher results. Nine children re-did the parts of the paper and were then on-track. The teachers did not give additional support but were given additional encouragement. This indicates that the borderline children can achieve ARE, but need to improve their resilience and decoding, exam technique, and stamina. Booster groups are taking place in the afternoons to support Reading and Maths. Maths gaps have been identified and PIXL is being used to teach to the gaps.

Teachers have identified the adults that they would like to support groups of children. Disadvantaged children have been supported by known adults. Six pupils with SEND will not sit the papers as they are unable to access them. This year the children appear to be more resilient and demonstrating to them that they can answer the questions has boosted their self-esteem. The next mock is due to take place on 4<sup>th</sup> March 2019.

**Attendance**

**Are there any attendance concerns for Y2 and Y6?**

There are concerns about some individuals in Y6 who have had persistent absence during their time at school. The school has been supportive and used penalty notices and discussed court proceedings, which has resulted in a small improvement, but their attendance is still below 90%. Some of these children are borderline ARE, but we are sending work home to try to support them even though they are absent.

**Are outside agencies being consulted?**

Yes, we are liaising with appropriate agencies on a case by case basis.

**Persistent absence is 11.1%, how many families does this represent?**

This represents thirty-seven pupils, five of whom have left; twenty-eight families in total.

*(AK left the meeting at 6.55pm)*

### **How will having a part-time Assistant Principal impact on the school and her Safeguarding role?**

It is a trial period until the end of the academic year. She will no longer be the Safeguarding Lead, this role will be covered by the Family Support Worker, but the Assistant Principal will have the strategic overview and monitor the SCR. Safeguarding will not be compromised in the school. The Assistant Principal will return to the SENCO role which can be covered in three-days. This will remove the SENCO responsibility from JH which will allow her to additional capacity in her own role.

### **How will you determine if the trial period is a success?**

We are keen to support flexible working requests for staff returning from maternity leave, but ultimately will be dependent upon meeting targets and timelines for the part-time role. This has been discussed with HR and pitfalls have been identified. We will review the targets on a regular basis to ensure the role is working for all concerned.

### **Staff absence has impacted financially, what are the implications moving forward?**

The implications are financial for the cost of cover, and the disruption to the school when using internal cover, particularly if the absence is ongoing. At the beginning of the year there was a lot of long-term absence which we are now trying to recover from financially. There has been an improvement in staff absence overall. A phased return for one teacher has been completed, but there remains a long-term admin absence. Both Y1 teachers were out at the same time which was a concern. A Frome Vale Y1 teacher supported with planning. We strategically arranged for two SKIT trainees from the teaching school to add capacity in the Y1 classes. We have used mock Phonics to determine key children who need additional support. The supply cover that we have had has been of good quality and one has since been employed to cover a maternity cover. We have maintained the quality of teaching and learning, but educational visits outside of the academy has been impacted by the lack of capacity. We value educational visits and therefore will ensure that the children have these experiences. The absence has been genuine health-related absence and not due to low morale in staff.

### **How will the role of Operations Manager differ to the SBM role, and will it impact on SLT?**

We are determined that this change will not impact on the quality of teaching and learning in the school, but there will be a period of change that we need to adjust to. We are having an Operations Manager who is new to the CLF and therefore a period of settling-in will be required. A robust handover will take place and support will be provided by Wallscourt Farm. There will be some impact on the SLT, but this is because we will have a Finance Assistant and a new Operations Manager who are new to CLF and this is a period of change that will require an adjustment. We will work closely with the central team if there are any difficulties following the transition period. It was a strong interview and the new Operations Manager was a good candidate. A flow-diagram will be produced for staff to identify individuals in the central team who will support with HR queries. Members of the central team will also visit the academy regularly.

*The AC expressed concern that the staff and parents knew Fiona Mallin and were familiar with her presence on reception, and that this relationship needs to be replicated with the new role.*

### **Twenty children joined the school in T2. How many of these are in Y2 and Y6 that may affect the data?**

In Y2 there are three new arrivals, one is an EAL pupil with no English and one is a LAC pupil. There are four new arrivals in Y6 and one leaver. One child was not on track in Maths. One child arrived with no data from KS2 and has 91% attendance. One child will positively affect the results as she is on track in all subjects. One child has 73% attendance. Some Y6 children in the past have been absent abroad for several weeks, but upon return we have been able to support them sufficiently to achieve ARE. Both Y6 teachers have high aspirations for all the children.

### **Y6 ARE combined data was 64.3% in T2 and 67% in T1?**

One child represents 2%.

*The Academy Council reminded the SLT that they need to anonymise data for review.*

**ACTION: PH to circulate the Academy Council dashboard in addition to black box data for future meetings.**

### **Exclusions**

There has been one fixed-term exclusion for one day for a Y6 EAL child.

### **8, Safeguarding Update**

***Paper circulated in advance.***

There are two new children who are under a special guardianship order.

### **Do you sign-off the SCR?**

Yes, this was completed in T1 and will be repeated in T3. Steve Bane has been liaising with the academy.

Best practice will be shared with the Academy Council from Summerhill who are managing their risk register well.

### **9, H&S Update**

BS visits the academy termly to review H&S and to undertake a H&S walkaround.

### **There is a defect with the toilet doors which cannot be opened externally in the event of an emergency?**

This has been recorded as a defect on the snagging list. We are able to gain access with a paperclip in the interim period.

### **Road safety is a concern at the entrance?**

A road safety LA councillor has visited and made recommendations to extend the road markings, but a pavement barrier will not be erected. Staff are challenging parents who are parking dangerously. We are communicating with parents in the newsletter about the need to be vigilant around the school boundary.

### **Is there a staff carpark?**

Yes, there is a temporary carpark in the playground.

### **The photocopier is in the staff restroom, does this disturb the staff?**

The photocopier is in the designated PPA area, but this is open plan with the staff room.

**ACTION: PH to investigate options for silencing the photocopier**

### **10, School Council – Introductory Video**

***Video projected on a whiteboard.***

The School Council now represents the diversity of the school and meet monthly. The children introduced themselves to the Academy Council via a short video. The Academy Councillors will be able to gather pupil voice with the School Council.

**ACTION: LW to liaise with the School Council to meet some of the Academy Councillors.**

*The Academy Council thanked the School Council for their video introduction.*

A lunchtime pupil questionnaire has been taking place, based on the Ofsted questionnaire.

#### **11, Policies**

- Exclusions (CLF Policy – amended for publication on the MPA Website)

#### **12, Papers for Information**

None.

*(DG left the meeting at 7.40pm)*

#### **13, AOB**

##### **Friends of Minerva**

SC has met with the Friends of Minerva who are considering forming a charity to raise funds for the school, pending administrative costs.

ST congratulated MPA for their unprecedented growth and the engagement and support of the parents. Fiona Malin is developing her career within the CLF. The new Operations Manager arrangement should be beneficial, and support teaching and learning in the school.

**ACTION: PH to circulate dates that the Academy Councillors can visit.**

**14, Date of Next Meeting** – Tuesday 12th March 2019, 6.00pm

**Meeting ended at: 7.50pm**

#### **ACTIONS**

ITEM	ACTION	INITIALS
C/F T2	PH to circulate the Minerva children interviews that Digitech recorded	PH
5	BS to forward the notes from the Y6 Learning Walk to the Academy Council.	BS
6	PH to forward the snagging list to PF for information purposes.	PH
7	PH to circulate the Academy Council dashboard in addition to black box data for future meetings.	PH
9	PH to investigate options for silencing the photocopier	PH
10	LW to liaise with the School Council to meet some of the Academy Councillors.	LW
13	PH to circulate dates that the Academy Councillors can visit.	PH

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