



Minerva Academy Council Meeting Minutes
12th March 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 Prabhakar (NP) * | Sponsor 4 | Anna Keen (AK) * | LA Rep |
| Pete Franklin (PF) * | Sponsor 5 | Thareem Naz (TN) * | Parent 1 |
| Susie Weaver (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 Flavia Sterret , the new Operations Manager.

Apologies were received and accepted for: NM, DG, PF, and AK.

Absent without apologies: 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. BS chaired the meeting in NM's absence.

3, Declarations of interest

The attendance register was signed by all present.

4, Minutes of Previous Meeting (30th January 2019)

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

C/F T2, PH to circulate the Minerva children interviews that Digitech recorded - **Completed**

5, BS to forward the notes from the Y6 Learning Walk to the Academy Council - **Completed**

6, PH to forward the snagging list to PF for information purposes - **Completed**

7, PH to circulate the Academy Council dashboard in addition to black box data for future meetings - **Completed. Black Box data contains pupil names and therefore will not be circulated in future.**

9, PH to investigate options for silencing the photocopier – **Completed. An engineer has inspected the photocopier. There is an ongoing issue with the photocopier breaking/jamming. The copier company has advised that the copiers are very old and can't be fixed.**

ACTION: PH to liaise with the Ops Manager and CLF re central photocopier contracts.

10, LW to liaise with the School Council to meet some of the Academy Councillors – **In progress, dates are being determined.**

13, PH to circulate dates that the Academy Councillors can visit – **Completed and visits have taken place.**

6, Academy Council Report

Paper circulated in advance

Following the recent mock tests, how confident are you that Y6 are on track for achieving expected outcomes?

The results indicate that there has been a lot of improvement since the last mocks and that therefore the support is having an impact.

Reading – 57% (as of now). There are a further 7-10 children who are predicted to reach ARE, which would deliver 71%.

Maths – 64% (as of now), predicted to be 71% at year end.

There are more children nearer the boundary this year and we are aware of the gaps. Command words change each year, so we are using a range of these with the pupils in preparation.

There are seven children who either don't have Maths or Reading who we are prioritising to ensure a robust combined score. We are using pupil conferencing to determine where marks have been dropped.

The current Y6 pupils are more resilient and are enthusiastic about SATs preparation which gives us confidence. There are two pupils who joined the school in January who are receiving additional support to fill the gaps, along with another child who has been out of the country for three months. One child has been supported to access reading with new glasses and a coloured overlay.

BS thanked the Y6 teachers for their contribution to the Learning Walk that took place this week.

PP children have increased by ten, but there are only four new admissions in T4?

There has been a change in circumstances for some families, which means they can now apply for PP funding. We work closely with our families to identify those who may be eligible but not in receipt of PP funding.

Is there still an interest in the school from prospective parents?

Yes, we receive interest weekly and have had four pupils move from other local schools recently. The Reception numbers for September are up 30% on last year and therefore we will have two separate Reception classes. There are also two children in Nursery who have not yet applied.

Do you arrange additional Reception visits beyond those scheduled?

Yes, and this is well advertised. PH makes a point of meeting all the parents who are undecided about where their child will go.

There have been organisational changes due to the CLF Cluster project, how have these impacted on the school?

It has impacted on PH and JH's workload as the Operations Manager is very new. We used to have a Business Manager with HR and Finance responsibilities. We now have an HR manager, a Finance Manager and an Operations Manager. This is causing a disproportionate amount of work due to the newness of the people in post and their learning curve. The staff understand the economies of scale and the efficiencies that the cluster arrangement will bring and fully support this initiative. The SLTs focus is on improving the quality of teaching and learning, and H&S and Safeguarding is an absolute priority. However, there may be an impact on enrichment activities. The situation is improving, but has been frustrating, especially as the previous Business Manager was so experienced.

Has there also been an impact on the staff?

The staff have been very tolerant during this time of change, and some of the roles and responsibilities are not clear e.g. booking the Supply Cover.

Can staff be provided with CLF Central contact names when it is appropriate to contact the Central Team?

Yes, this can be arranged.

ACTION: PH to get Ops Manager to circulate the CLF support team and contact numbers.

Is there any update on reviewing the targets around the effectiveness of the AP part-time role?

JH's can now focus on more strategic work with the SENCo role taken back on by AP. A robust handover has taken place. We have mitigated against the part-time position by retaining Jess Crossley in the Safeguarding post which has been very effective. The nature of safeguarding means that decisions are taken as a team after cohesive discussion.

How does lateness impact on attendance?

Up to thirty minutes late is recorded as L (late), beyond this is recorded as U (absent).

Are all the Nursery and Reception children attending all sessions?

Nursery and Reception children are not statutory and therefore are not included in the data. There is one Reception child on an agreed part-time timetable as he is not of statutory age. We have a duty of care to Nursery children and therefore request that parents' phone and advise if they are not going to attend, and we follow-up on absence after three days. Nursery is the lowest attending group, often due to illness.

Is staff absence affecting the recording of lateness and absences?

No, as we use paper copies of registers in staff absence. The timing of registers has changed slightly to allow children to remove their coats and bags and settle into class.

Do you have any traveller children on roll?

No.

Are there any children with absences resulting in safeguarding issues?

If a child is absent for three days and we have not heard from the parents, we will undertake a home visit and report to the LA that we have a child 'missing in education'. If a child is known to walk to school, or is EAL, a home-visit takes place on day one.

Have you had this situation arise?

Yes, two children did not return to school after Christmas. One child has been tracked as moving to another county and has since been taken off roll. The other child has been located and is due to

return to school shortly. All the teachers are aware if there is a court injunction and only release children to approved adults.

Do you think the legal sanctions will improve attendance?

They have in the past. However, we are still receiving repeated requests for holidays and parents have advised that they are prepared to pay the fine. Four parents have been taken to court. There is a Bristol-wide attendance pilot strategy taking place which we have joined, and an LA representative will attend Parents Evening next week. We have issued the Attendance Newsletter, and letters to all parents with children who have attendance below 95%. This has initiated good quality conversations with parents and has raised awareness of the impact of absence.

Have you shared the Attendance Policy with the parents?

The new Attendance Policy will be ratified today, and then will be shared with parents and will go on the school website. A section of the policy is explained in each of the Attendance Newsletters.

SW advised that some academies are using whole-class non-uniform days once a term for the best attending class. Also, that children who attend school on their birthday can do so not in uniform.

Can you explain more about the Pilot Attendance project?

This has been derived by the Behaviour Insights team that targets national trends that require improvement, e.g. an increase in disadvantaged pupils attending University. They are looking for Bristol schools who will participate from September 2019 and share their data.

Can you explain more about Nimble?

This is an online training platform for staff which contains a selection of courses which produce a certificate on completion. Some courses can also be accessed by Academy Councillors.

The policy states, "We believe that children who attend regularly are more likely to feel settled/maintain friendships/keep up with learning..." Are we able to tangibly evidence this?

We do not allow attendance to be an excuse for not achieving. We support our pupils who have persistent absence, and therefore there is no tangible evidence because we work hard to help them to catch up and mitigate against the absence.

Do you think staff morale is good?

The CLF HR Director has visited and commented that he has not seen the signs of low staff morale. We have met with the Unions and have quickly addressed any points that have been raised. We invest in trainee students and they inform us that the other staff are very supportive. Staff welfare is very important to the SLT.

ACTION: PH to arrange for feedback from the Union representative about staff morale.

ACTION: PH to liaise with Ian Payne to determine the Staff Survey results.

Does staff absence impact on morale?

When staff are absent, we speak with the partner teacher and listen to their feedback and can support them e.g. with additional PPA. If members of support staff are regularly absent, we will back-fill the post where possible and/or share support staff. Staff need to be aware that when they are absent it impacts on their colleagues.

Do you do undertake back to work interviews?

Yes, we follow the CLF sickness absence procedure.

ACTION: PH to share the CLF Sickness Absence procedure with all staff to reassure staff who have good attendance that staff absence is dealt with appropriately.

Minerva is going to be scrutinised next Monday, what topics are you anticipating?

GLD, Standards in Y2 and Y6, attendance and predicted outcomes, and the impact of the building works.

7, Achievement and Standards

See above.

8, Safeguarding Update

The SCR has been reviewed and is complete. There is a monitoring tab that we complete when the SCR is reviewed.

9, Playground Tenders

Papers tabled.

Three fixed-price tenders have been received, which are all roughly the same price. One tender has been selected, based on their innovative use of recycled materials.

Do you have to risk assess the designs?

Yes, we consider any risks vs the play benefits.

What is the timescale?

The builders will leave at the beginning of July and the playground team will then utilise some of the 'landscape' that has been left.

Could you rent out the playground to create income for the school?

We are considering providing a service in the school holidays for our families and the local community. The MUGA could also be utilised.

10, Staffing Update

There are two vacancies from September 2019.

Is there a CLF policy to undertake exit interviews?

No, but they can take place if required.

11, Pupil Voice

Paper circulated in advance

90% of pupils reported that they enjoy school.

92% of pupils would recommend the school to other children.

51% of pupils selected "Yes" to bullying but the survey took place after a bullying assembly.

Follow up indicated that some children could not differentiate between a single one-off incident or were referring to incidents that took place a long time ago.

30% of pupils replied "No" to the question about whether behaviour was good in the school.

However, follow-up indicated that specific children were sited who have behaviour issues.

7% of pupils responded "No" to the question about whether they would recommend the school and younger children indicated that they did not understand the question.

We are considering possibly using separate questionnaires for KS1 and KS2 pupils in the future,

and changing some of the wording, with support from class teachers to help them access the survey.

Pupil Voice

The School Council are involved with 'living streets' which is a walking to school initiative. A vote will take place to determine additional playground activities.

The Academy Council thanked Jess Crossley and Kath Archer for their contribution.

12, Policies

- Attendance

Proposal to ratify the Attendance Policy: BS

Seconded: SC

Show of Hands: Unanimous

13, Papers for Information

- Admissions Policy (CLF) – to be noted

14, AOB

Prevent Training

All Academy Councillors were reminded to complete the online Prevent training that has been circulated by the Clerk.

15, Date of Next Meeting – Tuesday 23rd April 2019, 6.00pm

Meeting ended at: 8.10pm

ACTIONS

| ITEM | ACTION | INITIALS |
|------|--|----------|
| 9 | PH to liaise with the Ops Manager and CLF re central photocopier contracts. | PH |
| 6 | PH to circulate the CLF organisational diagram and contact numbers. | PH |
| 6 | PH to arrange for feedback from the Union representative about staff morale. | PH |
| 6 | PH to liaise with Ian Payne to determine the Staff Survey results. | PH |
| 6 | PH to share the CLF Sickness Absence procedure with all staff to reassure staff who have good attendance that staff absence is dealt with appropriately. | PH |

Signed by Chair: _____ **Date:** _____