

Minerva Primary Academy
Academy Council

Principal – Peter Hallam

Vice Principal – Jenny Harvey

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Minutes of Academy Council Meeting 3 – Tuesday 21st February 2017

Present: Pete Hallam – Principal, Jenny Harvey -Vice Principal, Nicky McAllister – Chair, Heather Jones – parent governor, Sharon Stell, Nithya Prabhaukar, Helen Wilkinson, Bridget Suittors, Dan Wilesmith, Donna Goodhind, Ashhwag Ahmed.

Non – academy councillor's present-

Fiona Mallin – School Business Manager

Tina Oram- Assistant Principal

Mandy Milsome – CLF Executive Principal (Primary)

Victoria Franklin - EWO

	MINUTES	ACTION
1 Introduction Administration & Apologies	<p>Introduction: Ashwag Ahmed– new parent governor. Apologies: Dan Baker – student voice, Anna Keen.</p> <p>Risk Register – sent to AC’s. PH confirmed change of format will be completed by Easter.</p>	PH
2 Declaration of interest	Annual paperwork signed, none declared.	
3 Minutes of Previous Meeting	Not signed off as yet. NM requested any comments to be sent to her by email.	NM
4 Matters Arising	No matters	
5 Governance		
5.1 AC membership Governor training.	New parent governor Ashwag Ahmed welcomed. AC met for 10 minutes before SLT present to briefly discuss proposed questions. Training booklet and booking info emailed to all AC’s prior to meeting. Prevent training needs to be completed by all. JH to arrange a date with Alyson Marlor, who will deliver the training, for asap.	JH
5.2 Chair of Council report on Board matters	N/A on this occasion.	
5.3 Visions and values involving AC	New build visions and values to be revisited in T5. Parents to be involved in discussions regarding what we value as a school. PH and NM to arrange a meeting in T5. AC’s to send picture and write up about themselves to clerk to AC for website. DT to email behaviour policy to AC’s.	PH, NM All AC’s DT

<p style="text-align: center;">6 Strategic Developments Leadership/ capacity</p> <p>Significant changes Proposals Projects</p>	<p>NM and PH confirmed several AC's have done a visit and a report. SS asked what happens to visit reports. NM clarified reports should be sent to link teacher first, then to clerk to AC who will send them to NM. The reports will support AC to become more reflective and questioning. They will be used in pre-meetings to discuss issues, and also will be evidence for ofsted. SS asked if it would be better to focus on one report at a time. NM said the meetings are too far apart for that to be effective and reports need to be done together so nothing is missed.</p> <p>Covered in section 7</p> <p>Covered in section 7</p>	<p>All AC,s Clerk to AC</p>
<p style="text-align: center;">7 Education Report</p> <p style="text-align: center;">7.1</p> <p>Progress to academy targets particularly PP SEN & other key student groups</p>	<p>DW asked what targets are being met.</p> <p>T.O said learning passports introduced, which include speech and language etc, where targets have been written. Discussion takes place with the child of strategies and interventions to meet target. DW asked what if progress not made. T.O said one of the problems was the way in which the targets were written.</p> <ul style="list-style-type: none"> • Staff have now had training to make targets attainable. • Talk boost and Maths count comes with intervention. • Assessment tools used. • Clear entry and exit data to show progress for children accessing interventions. <p>NM asked if council can have clear details of exit data to ensure they know what is working/not working. PH will provide clear entry levels and exit levels on a termly basis. SS questioned what is being done for children Yet to be on track. PH replied they will have a passport or possible EAL. Individual targets based on steps the child needs to make. SS would like statistics broken down. PH to send black box with Minerva data only electronically.</p> <p>HW asked if boys in Y6 were being tracked to see if boy/girl gap is widening. PH confirmed tracking and that in Y6 the data for T2 showed gap is closing. NM asked why this is not the case in Y5. PH said there is some challenging behaviour in Y5 and explained that inT2 an SEN boy joined and that there is only 13 girls. 5 girls improved, which is a 30% increase,</p>	<p>PH</p> <p>PH</p>

<p style="text-align: center;">7.2 Attendance</p>	<p>which makes the boys data look worse than it is. DG expressed concerns why data showed the Y1 pupil premium writing was good but reading and maths had gone down. PH said there are 11 pp students and 21 non-pp students and had a disparity with the statistics, he agreed it was strange to see good writing but not reading. PH to ask phase leaders for an answer for next meeting. NM asked if phase leaders could come to next meeting. PH to invite.</p> <p>Attendance – Victoria Franklin EWO gave an introductory talk clarifying her role and what it entails. Attendance an ongoing concern, mainly transient families. Also a focus on pupils with broken weeks which has a big effect on children’s learning. NP asked who takes action and what actions are being taken. VF replied</p> <ul style="list-style-type: none"> • Attendance team and teachers work together • Attendance team and teacher will speak to parent/carer • Child’s attendance will be monitored and a follow up meeting arranged after a set period. <p>NM asked how do we deal with parents who do not want to send their child even though the child is happy at school. JH replied</p> <ul style="list-style-type: none"> • Attendance expectation made clear from the start. • Reassurance that if child is poorly in school the parent will be phoned. • Attendance letters translated if needed. • VF meets with new reception parents and explains attendance expectations and emphasises if children do not attend they will not achieve. <p>MM asked what is the next step if a child’s attendance does not improve. JH replied</p> <ul style="list-style-type: none"> • Follow up with letters and home visits. • Support offered from Cath Archer and Jess Crossley – parent support worker. • Teachers link attendance and attainment at parents evening by challenging any child with less than 95% attendance. • Teachers write in child’s book on a day to day basis if lessons are missed. <p>BS asked do you speak directly to the child. JH replied that she and Jess Crossly do speak to the child but VF doesn’t. JH confirmed this has a positive impact on KS2 children. HW asked is there a correlation with children under performing. JH said there was and staff go out of their way to catch those children up. JH added that peer relations and settlement make a big difference in KS1 regarding achievement.</p>	<p style="text-align: center;">PH</p>
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<p style="text-align: center;">8 Review of recommendations from last scrutiny meeting</p>	<p>To be discussed following March review.</p>	
<p style="text-align: center;">9 Safeguarding</p> <p style="text-align: center;">10 Student Voice</p>	<p>Covered in 7</p> <p>Booklet handed out with results of DB student voice survey. All agreed very positive.</p>	
<p style="text-align: center;">11 Finance</p>	<p>December outturn shows on track but doesn't show we have lost money due to low numbers. DW asked what the financial position would be if we were to continue with the same figures. FM replied a deficit is predicted for next year. NM asked what measures are being taken to reduce the deficit figure and is it under control. PH replied</p> <ul style="list-style-type: none"> • Reduce 1 teacher next year. • Mixing classes. • Not replacing an LSA role. • Reconsider some fixed term contract roles. <p>PH reiterated all under control. NP asked what is being done to increase the number of children. PH confirmed</p> <ul style="list-style-type: none"> • Advertising- directly marketing new starters, however this has not been 100% effective possibly due to new build. • Leaflets sent to hospitals, dentists etc. • Looking to introduce 2 year olds • Talks at local children's centres. <p>NM asked what schools are the children that leave are going to. MM was unsure, but possibility that new build is putting families off. NP said she had made comparisons with local schools and Minerva are doing better. NM asked the reasons why families were leaving. PH replied that most had moved out of the area and were not unhappy with the school. HW asked if marketing strategies had been considered and HJ asked who is in charge of marketing. NM replied that we need to work together with senior management and Cabot Learning Federation and agreed the need for a 'massive' launch for the opening of the new build.</p>	

	<p>BS asked if wrap around care is cost effective as the numbers are so low, and queried if it can continue in the future. PH replied that he knew wrap around was going to be a loss leader but it needs to keep going as parents really appreciate it. DG confirmed that the numbers had grown from 2 to 17 so very positive. HW asked if nursery children can go to wrap around. PH replied that this is not possible due to different staff/child ratio and the different needs of young children. NM queried nursery figures still very low. PH replied still looking into possibility of extended provision for 2 year olds and working closely with library hub. HJ questioned why are private nurseries not being targeted and asked if could we possibly work with them and ask them to refer families to us. PH said he would be like that but unfortunately there is not the staffing capacity to follow up. JH added that a possible barrier is that we cannot offer the longer hours the private nurseries can as we do not have provision and we cannot take top-up funding. NP asked what are the potential figures for next years intake. FM said nursery figures very low, reception class figures cannot be confirmed as exact, but approx 34 to date.</p>	
<p>12 HR and wellbeing</p>	<p>TO providing well being sessions for all staff.</p>	
<p>13 Equality and diversity</p>	<p>No matters</p>	
<p>14 Site, legal, health and safety</p>	<p>BS had a health and safety walk and met with site manager. Happy that all contractors etc are aware of safeguarding etc. HW questioned if the 2 entrances in the new build will have h&s implications. PH said he fought for 2 entry points and both will be monitored and marshalled by staff. He also said they will be wide enough for 2 buggies to pass. NM asked if clubs will still be able to take place with limited indoor and outside space. PH assured all will carry on and extra money allocated to buy fun things for playtimes. Outside P.E options include the use of BBA sports ground and Kingswood Leisure centre.</p>	
<p>15 Matters for the attention of the board</p>	<p>None</p>	

<p>16 Any other business</p>	<p>Next meeting re-arranged. Date to be confirmed.</p> <p><u>Summary of required actions</u></p> <p>NM</p> <ul style="list-style-type: none"> • Arrange meeting in T5 • Sign off previous minutes. <p>PH</p> <ul style="list-style-type: none"> • Provide clear entry/exit levels termly. • Send black box with Minerva data to SS • Invite phase leaders to next meeting • Change format of Risk register by Easter <p>JH</p> <ul style="list-style-type: none"> • Arrange date with AM for Prevent training <p>All AC's</p> <ul style="list-style-type: none"> • Send any comments of previous minutes to NM • Send picture and write up for website to clerk • Send reports to link teacher then clerk <p>Clerk</p> <ul style="list-style-type: none"> • Email behaviour policy to AC's • Send any reports received to NM 	<p>NM PH</p>
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