

Minerva Primary Academy
Academy Council

Principal – Peter Hallam

Vice Principal – Jenny Harvey

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Minutes of Academy Council Meeting 2 – Tuesday 18th October 2016

Present: Pete Hallam – Principal, Jenny Harvey -Vice Principal, Nicky McAllister – Chair,

Dan Baker – Student Voice, Heather Jones, Sharon Stell, Nithya Prabhaukar

Anna Keen – guest.

	MINUTES	ACTION
1 Introduction Administration & Apologies	Apologies: Donna Goodhind, Helen Wilkinson – CLF, Daniel Wilesmith, Bridget Sutters.	
2 Declaration of interest	None declared.	
3 Minutes of Previous Meeting	Emailed to Academy Council.	DT
4 Matters Arising	Improvement Plan. PH will add SEN progress section to AC improvement plan. NM stated list of tasks now needs to be monitored and moved on. PH summarised plan now has measurable outcomes and time lines so success criteria can now be monitored. The full plan will be in a folder in PH office and will be reviewed on a monthly basis by those responsible and will be a working document.	PH

<p>5 Governance</p>	<p>Anna Keen, local councillor hopefully to come on board. Jenny Harvey now staff representative.</p>	
<p>5.1 AC membership Governor training.</p>	<p>Training up-date – list issued to AC’s to indicate training they had undertaken in 2015-16. NM distributed new list to AC’s for them to indicate the training they will be undertaking in 2016 -17. NM asked all AC’s to confirm training taken last year and the need to have AC’s at all training sessions for 2016-17. Workshop bookings are as follows AK, JH -Pupil Premium SS - Exclusions, Safeguarding and Prevent, data DB- Data HJ- Safeguarding and Prevent (if able to make it)</p>	
<p>5.2 Chair of Council report on Board matters</p>	<p>NM to start the process of election of a Parent Governor</p> <p>Future AC meetings to have signed declaration of interest. DT to attend training to learn how to make minutes exemplary.</p>	<p>NM</p>
<p>5.3 Making Council more effective</p>	<p>NM emphasised the need for AC’s to ask questions to show they are fully aware of issues within the school and to ensure SLT deal with the issues. NM proposed AC meet for the first 5 minutes of each meeting without SLT present, to discuss the questions to be asked. NM asked PH and JH their views of proposal. PH agreed the need for more questions to be asked and said he would welcome the challenge. JH agreed. Second proposal was for linked councillors to ‘specialise’ in different areas, for example pupil premium, SEN. NP asked what the roles involved. NM clarified it would mean going into school and meeting with line manager/link person and checking progress against targets set. PH added each role would involve listing key strengths and areas for improvement and challenge, and would mean coming into school for approx 0.5 – 1 hour to see things in action. NP asked if they had any questions/concerns should they go to council or link person/line manager. PH replied that AC’s could report directly to NM but for openness that he should be copied in to the correspondence. NM clarified AC’s should report to both. AK asked if the roles would change yearly as this would improve councillor’s knowledge. NM agreed and stated she was happy for AC’s to pair up. Unconfirmed positions so far are as follows –</p>	<p>All AC’s</p>

	<p>HJ – Deepening KS1 SS – Boys NP – Deepening KS2 AK – Pupil Premium</p> <p>JH clarified link councillor not needed for attendance. PH suggested Vicky Franklin – EWO – be invited to next AC meeting to respond to attendance questions/challenges. JH to invite.</p> <p>Other link roles include curriculum H&S & SEN. NM to contact BS to see if she still wishes to continue with her current links.</p> <p>NM shared part of the CEO's power point from the CLF Review morning with AC's. NM also gave password and login details to CLF intranet and advised viewing AC section. NM also proposed to make 'Preparing for inspection' an agenda item for next meeting.</p>	<p>JH</p> <p>NM</p> <p>NM</p>
<p>6 Risk Register</p>	<p>Risk register- PH to email risk register to AC's and stressed confidentiality of document.</p>	<p>PH</p>
<p>7 Strategic Developments</p>	<p>Strategic Developments Assistant Principal role - interview planned for 20th Oct 16</p> <p>Significant Changes – None</p>	
<p>7.1 Projects</p>	<p>Projects –NM questioned actions in place to increase numbers in Nursery.</p> <p>PH confirmed:</p> <ul style="list-style-type: none"> • an ad had been placed in the Fishponds Voice – local free paper, • a large banner is to be displayed in Morrisons supermarket in Fishponds and another to be placed on the junction on Henshaw Rd / Lodge Hill (relevant permission has been agreed) <p>NM questioned PH with regard to his previously proposed meeting with Dean Blake.</p> <p>PH confirmed:</p> <ul style="list-style-type: none"> • meeting had taken place and that the website had been updated. A leaflet drop is ready for when live birth data list arrives to ensure leaflets reach relevant parents. Flyers have already been placed in some local shops and GP surgeries. • Facilities at Minerva could provide the possibility of 	

	<p>offering places for 2 year olds. NM agreed working with children a year earlier was good but queried whether there would need to be baby room etc. AK said Little Hayes family centre has 2-4 year old intake and the children were mixed (without a baby room) and provision worked very well.</p> <ul style="list-style-type: none"> • PH emphasised the need to be absolutely confident in the facilities and ensuring best care provision <p>SS questioned nursery number increase. PH confirmed 6 new children had started within last month taking number on role to 23.</p> <p>New build –NM asked PH to update Council on planning consent being signed off. PH informed that drilling work to investigate mine workings was causing delays and probable completion is 2018. Confirmed that school would now be moving to interim buildings at the back of site in the spring. PH also confirmed emergency evacuation procedure in place and successful rehearsal had taken place.</p>	
<p>8 Education Report 8.1 Progress & achievement.</p> <p>8.1C Attendance</p>	<p>Outcome/observations first learning walks - Children and staff seem settled. Teacher’s feedback needs to be given on same day and in most cases this was achieved. Confirmed issues regarding marking and feedback are being put right. Individual progress will be tracked at all levels on a weekly basis so staff are sure pupils are where they think they are with Age Related Expectations. NM questioned how we know if we are outstanding, good or needing to improve if we don’t grade. PH replied he is very confident he can see where Minerva is, as SLT challenge each other, look for good evidence of quality questioning, marking and behaviour and that progress is reflected in the children’s books. Findings are recorded in a folder which all can view. Progress results for KS1 to KS2 out this September put Minerva in the top 25% of all schools nationally and as we are in one of the countries most deprived areas this is a good indicator that progress is at least good, if not outstanding.</p> <p>Attendance – JH confirmed attendance is an improving picture. Jess Crossley – parent support worker, now also working with attendance team. Jess is giving termly targets for persistent absence families to make it easier for those who struggle. For persistent absence, support is always offered</p>	

	<p>first, and families are sign posted to appropriate agencies. AK queried the impact of movement. JH confirmed high migration levels affect persistent absence figures, but now families who had not returned following the summer holidays have been taken off role the figures should continue to improve.</p>	
<p>8.2 Quality of teaching and learning</p>	<p>Also covered in 8.1. PH emphasised the importance of engaging children and getting them excited about their learning and this was why the school has adopted a new boy friendly Bristol based curriculum.</p>	
<p>8.3 Improvement Plan</p>	<p>NM questioned what had been put in place to improve writing in KS1. PH said he knew aspects were missed last year and children who fell behind are now being tracked.</p> <p>NP asked if there were any mental maths techniques in place. JH replied last couple of years focussing on basic skills has produced a solid foundation on which to progress. Now include number talk 3 times per week, a daily maths session, daily fluency tests and a new structured approach to teaching mental maths.</p> <p>NP asked if there was any impact in the change of structured approach. JH replied that children now talk of strategies to get to the answer and that we use the White Rose Maths Hub.</p> <p>NP commented that KS2 sats have been discussed a lot and enquired if KS1 curriculum is focussed on sats papers or has the focus moved away. PH replied it would not be wise to deviate as that is what we are tested on.</p> <p>NM asked DB what impact on learning the improvements in IT provision were having, DB confirmed that IT is embedded across the whole curriculum and will definitely enhance good teaching.</p> <p>HJ expressed concern about the strong emphasis being placed on boys and the possible need for caution regarding boys/girls learning and not to put them in boxes. DB said what works for boys usually works for girls – but not vice versa. PH agreed to re-word policy/plans to put minds at ease.</p>	<p>PH</p>
<p>9 Safe guarding</p>	<p>Safe guarding – NM said all AC’s must have completed Safeguarding and Prevent training and informed training sessions were available 20th Oct and 31st Oct 2016.</p>	
<p>10 Student Voice</p>	<p>DB confirmed Parent Voice and Student Voice questionnaires completed. Parent Response report given to AC’s. 53</p>	

	<p>responses based on OFSTED questionnaire and completed on line during Parents Evening. Pupils and staff were on hand to help to complete questionnaire. Results generally very positive. PH will use data to target particular areas to improve.</p> <p>NM asked what the next step was for student voice following the information collected from the data,</p> <p>PH responded that more info needed for EAL parents, particularly regarding talk boost. There will be an open morning / workshop. JH said Alyson Marlor, talk boost teacher, will now have parent evening appointments.</p>	
<p>11 Finance</p>	<p>No change</p>	
<p>12 HR and Wellbeing</p>	<p>32.5 working days lost this year. 2.31% including long term absence. PH commented this is a good result and a measure of how staff feel. SS questioned if PH still had extra work load regarding new build. PH confirmed work load eased as new project manager in place.</p>	
<p>13 Site/Legal Health and Safety</p>	<p>Gas emergency evacuation procedure in place and successful rehearsal has been carried out.</p>	
<p>14 Matters for attention of the Board.</p>	<p>No matters.</p>	
<p>15 Any other business Academy Policies</p>	<p>Review of T&L policy. SS questioned if policies are normally written in first person. PH confirmed it was not conventional, but in line with CLF. PH will re-consider a change of style.</p>	<p>PH</p>
<p>15.1 Date of next meeting.</p>	<p>Tuesday 21st Feb 2017. PH will meet with NM in interim.</p>	

