

**COLEHILL FIRST SCHOOL**  
**ACADEMY COMMITTEE MEETING**

<b>Minutes of meeting held at the school at 6.00pm on 20th February 2018</b>
<b>Present:</b> Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, David Topping, Leela Senior, Juliet Gould, Chris Minns, Debbie Bowring, Louise Twaits, Lynnette Payne (Clerk)
<b>A. Apologies received:</b> None
<b>B. Declaration of Personal, Business and Pecuniary Interests:</b> None
<b>C. Minutes of last meeting:</b> The minutes of the academy committee meeting held 14 <sup>th</sup> November 2017 were formally approved and signed.
<b>D. Matters Arising:</b> <b>Actions:</b> <i>D. Head/Clerk to share change of title with wider school community – Action completed</i> <i>H. Head/Clerk/Office Staff to implement recommendations in Judicium report – Action completed</i> <i>H. Head to rewrite SEF– Deborah Zachary assisted with the SEF writing, which is now a concise, two-sided document, therefore easier to read and understand. Action completed</i> <i>H. ACM'S to arrange learning walks – A 'British Values' learning walk has been arranged for Thursday 22<sup>nd</sup> March from 10 – 11am. AT suggested that a follow-up walk took place in early Autumn as BV are priority three in the SAP and this was the one area that DZ identified in her Challenge Visit as could be improved. An ACM asked for details of what to look out for on the learning walk. HS explained that teaching staff usually highlighted BV during lessons, for example 'being democratic in your choices'. Also, the school council have been very involved, so would be worth talking to. Action ongoing</i> <i>H. Head to arrange doodle poll to decide date of SAP meeting – Action completed</i> <i>I. Head to arrange data meeting for ACM'S – Action completed</i> <i>K. Clerk to request Safer Recruitment training link from RB; LS &amp; DB to complete – DB has not completed the training yet, but will do as soon as possible. Action ongoing</i> <i>L. Clerk to add SAP and related learning walks to Spring agenda – Action completed</i> <i>L. ACM's to complete new skills audit and personal statement and return to clerk – Action completed</i> <i>L. Chair/Head to organise plaque for Gordon's chair – Action completed</i> <i>M. Clerk to share EMP with Colehill Nursery – Action completed</i> <i>M. Clerk to add Physical Activity Policy to next meeting agenda – Clerk explained that this policy has been amalgamated with the Physical Education policy, which is due for review next Spring. Action completed</i> <i>N. AT to investigate lunch timings – DB has discussed this with the lunch-time supervisors. They are all aware of the session times and lunches run smoothly most days. Action completed</i> <i>P. AT/LT to arrange H&amp;S visit and fine tune the report for future use – Judicium has carried out an H&amp;S audit since the last meeting and their report has now been received. AT had to cancel the arranged date for meeting LT due to other commitments, but will rearrange shortly. Action ongoing</i> <i>P. AT/JG to arrange an ISDR session asap – Action completed</i> <b>Matters arising:</b> There were no matters arising.

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#### E. Head teacher's Report: (*Papers circulated prior to the meeting*)

AT asked if there were any questions from ACMs.

- An ACM **asked** the result of the admissions consultation in respect of the child with an EHCP. AT said that he had been advised that a place had been found at another school.
- An ACM referred to the Achievement section of the report and **questioned** why there had been a drop in the percentage of pupils exceeding ARE, from the October to December figures. The head stated that, as the curriculum is taught throughout the academic year, children master some parts better than others. The interim figures do not mean that pupils will not be on track for the end of the year. Reviews are carried out regularly, so if any child requires extra support to ensure they do not drop off their flight path, this can be put in place in plenty of time. AT added that there are six data input points throughout the year, so the figures are always current.
- Another ACM **asked** how many children were represented by the 0.15% decrease in attendance for 2016 to 2017. AT stated that the figure was calculated by the SIMS program, so it was not possible to quantify. Not knowing the national data for this also makes it impossible to benchmark against the average. The chair added that attendance had improved to the end of January 2018, although the head said that this would drop nationally after Christmas due to winter illnesses. DB explained that, just before half-term, the number of pupils absent due to illness was the highest she could remember. An ACM **requested clarification** of what counted as unauthorised absence and whether the head had any discretion over this. AT listed a family wedding, funeral and religious dates, among others, but stated that he had very little room for discretion. Any child with ten or more sessions' absence over a six week period would prompt the LA Attendance Officer to question why the head had not issued a fine. Parents are being made aware of this. Another ACM **queried** whether punctuality had improved since the implementation of the revised morning drop-off arrangements. HS confirmed that the arrangements were working well, and the majority of children were arriving promptly in the morning. DB added that it was generally the same, small, number of families that regularly arrived late. The school office run reports to highlight lateness, as well as attendance, and the Attendance Officer will also look at these figures.

There were no further questions.

#### F. School Action Plan, (SAP), Update: (*Papers circulated prior to meeting*)

The head explained that the document was reviewed prior to each AC meeting and colour-coded in red, amber or green, (RAG), to represent past deadline, (red), in progress, (amber), or achieved, (green). HS added that many objectives would not be fully achieved until the end of the academic year and would therefore remain amber; for example there are six assessment dates throughout the year. There was some discussion about highlighting the dates or milestones that had been achieved green, but the document is Trust-wide and is required to look the same for all of the schools. The chair advised ACM's to view amber as 'in progress' and the head said that the interim milestones showed the evidence of action. He also explained that there were progress reviews next week to assess whether any pupils were in need of extra support, especially those at greatest risk of not achieving by the end of the year. The school SENCO is involved, together with the class teacher and the head and deputy head. An ACM **questioned** how this worked with job share staff and AT stated that joint meetings take place half-termly to lesson plan and they feedback to one other each week. All documents are on the shared drive, so are accessible to both at any time.

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#### **G. SEF:** *(Papers circulated prior to meeting)*

The head explained that, following the input of DZ, the SEF is a much more concise document than it used to be. An ACM **asked** what the grades on page two meant. The head explained that these are 'Ofsted' type grades based on available data, adding that the Early Years 2016/17 cohort were not as strong in reading / writing as those of previous years. The identified weaknesses are already being addressed through the SAP but, due to the number of SEND pupils in the cohort, some pupils would not necessarily have achieved the Early Learning Goals (ELG) at the end of the foundation stage. HS added that DZ insisted that the other grades were a '1', even though staff were considering grading as a '1/2' or a '2'. The chair reiterated that the input from DZ and the CEO made the grades more accurate, rather than just the school grading itself. AT explained that the DCC school self-evaluation partner procedures for maintained schools were not necessarily as rigorous as DZ, as they typically made fewer visits to each school over the year than DZ does to CFS.

There were no further questions.

#### **H. Academy Committee Member Visit Updates:** *(Papers circulated prior to meeting)*

The clerk explained that she had amended the visit schedule to include the remaining two terms of the academic year. Members have visited school on many occasions since the last meeting and there are only a couple overdue. LT asked for guidance on the format of her P.E. visit, as she was unsure what to observe. AT advised that she need to ensure that the Sports Premium was correctly spent; further details are on the website and the sports lead, Hayley Everett, can help her. It was also suggested that she observes a couple of P.E. lessons and the clerk will share previous reports with her. LS said that she had met with the SENCO and would submit her report and DT will arrange an English visit with Leah Swann. *Action Clerk/LT/DT/LS*

#### **L. LGB Issues:** *(Papers circulated prior to meeting)*

- Skills Audit – there were no questions on this and the clerk thanked members for also completing the clerking audit.
- Clerk's Update – there were no questions on this
- Clerking Survey – there were no questions on this

An ACM **asked** why the number of staff at the Hub kept increasing. The head explained that as the Trust gives more support to schools, the central team need to grow to manage this. Another ACM **questioned** whether the increase in the Trust's input took away the autonomy and funding from the individual schools. AT said that the head still had ultimate responsibility for the day to day running of the school, but admin tasks, like HR, were being carried out centrally. He further explained that the LA had historically received a funding percentage ('top-slice') for maintaining each school, and the Trust now received this money. The Trust anticipates growth over the next 2 years which will positively impact on budget. Talks are ongoing with several potential schools, not all of them in Wimborne. An ACM **questioned** how Trust schools would be able to share resources if they were not local to Wimborne. The head said that there could be local 'hubs', as is the case in other MATs. There were no further questions.

#### **M. Policies for Review/Ratification:** *(Papers circulated prior to meeting)*

- Attendance – this is a model policy that has been personalised to the school. The attendance guide for parents has also had a minor update and both policies are already on the school website. An ACM asked who was responsible for issuing the fine for unauthorised absence. AT stated that DCC are responsible for this and would pursue parents via the courts to obtain the money.
- Separated Parents – this is a model policy taken from 'School Bus' and has already been adopted by Witchampton First School
- Art & Design – updated
- Assessment – amalgamated with the old assessment for learning policy and updated to reflect current processes, for example, the learning line and google drive.
- Confidentiality – no change

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- Design & Technology – updated
  - Music – updated
  - End of School Day – wording clarified with regard to the use of playground equipment after school following an incident with a child slipping. Pupils have also been reminded that, if the equipment is too slippery to play on during the school day, it should not be used after school.
  - Home Learning Guidelines – this is periodically reviewed at the staff meetings and has been slightly updated. The termly learning letters also detail additional home learning.
  - E-Safety – AT informed ACM's that E-Safety week will take place during the last week of April and invited them to the talk and coding demonstration that Mr Rayner will be running for parents. CM mentioned a recent e-safety presentation at work for the children of employees. He will bring in the documents for AT and SR to look at. *Action CM*
  - Maths – updated
  - More Able Learners - unchanged
- The above policies were **unanimously** approved by governors.
- Academy Committee Members Visits – an ACM commented that the policy wording seemed very dated and no longer relevant. AT said that he would look at the policy and update it for the next meeting. *Action Head/Clerk*

#### **K. Annual Inventory Check:** (*Papers circulated prior to meeting*)

Signed by the chair.

#### **L. Academy Committee Member questions for AT:**

An ACM **asked** why CFSA funds were being used to purchase computing equipment for the school, **questioning** why the Trust did not provide the money. The head said that the Trust did not receive any more funding per school than the LA used to and explained that the DFCG grant could be used to fund replacement IT equipment. However this grant has reduced from between £10,000 and £20,000 per annum in 2005 to less than £8,000 p.a. now, and has been spent on urgent capital projects. The remit of the CFSA is to raise funds to meet the needs of school and the equipment has been sourced at a lower than retail price, following best value practice. The CFSA donate the money and the school makes the purchase.

Another ACM **questioned** whether Sex and Relationship Education was compulsory. AT explained that it formed part of the PHSE curriculum and is taught progressively from Reception, in an age appropriate manner. However, as long as the curriculum is delivered, there is flexibility to teach to meet pupils' needs. HS added that, in Year 4 a letter is sent home detailing the proposed lesson and giving parents the option to remove their child. To date, no child has been removed from the lesson. There were no further questions.

#### **M. Academy Committee Member questions for Trustees:**

The chair said that she had recently met with the CEO and Chair of Trustees, and found both very approachable. Following the governance review, the Trust is trying to increase transparency upwards from the ACMs. She added that she can pass any questions on via these meetings in future. An ACM **asked** if there was an agenda to the meetings. KR said that there wasn't and items discussed were school specific. For example, she asked whether Chairs should have a 360 review and discussed the on-line safeguarding audit that still needs completing.

#### **LGB response to Trustee referrals:**

- None

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**N. F.A.I:** Second British Values Learning Walk to Autumn agenda

The academy committee congratulated AT on his recent appointment as Operational Lead at Wimborne Teaching School. He thanked them and explained the rationale of the teaching school further, adding that nothing fundamental would be changing within school. HS has taken on additional leadership responsibility and Mrs Brooks from the school office is providing administrative support to the Teaching School, working some additional hours.

The head advised ACM's that Mrs Everton would be returning to Year one after Easter, with Mrs Swann moving to another Trust school.

**O. Date of next meeting:** Confirmed as Tuesday 12th June at 6pm

**Meeting closed 7.43pm**

**Actions:**

*D.(H) ACMs to attend BV learning walk on 22nd March*

*(K) DB to complete Safer Recruitment training*

*(P) AT/LT to arrange H&S visit and fine tune the report for future use*

*H. Clerk to email PE visit reports to LT, LT to arrange PE visit and submit report*

*LS to submit SEND report*

*DT to arrange English visit and submit report*

*M. CM to share E-safety presentation with AT*

*Head to amend ACM visits policy; Clerk to add to next agenda*

*N. Clerk to add BV learning walk to Autumn agenda*