

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of meeting held at the school at 6.00pm on 25th September 2018
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, Leela Senior, Chris Minns, Juliet Gould, Debbie Bowring, Louise Twaits, Lynnette Payne (Clerk)
Items A and B taken by the Clerk
A. Apologies received: None
B. Election of Chair: The clerk advised that KR was willing to stand and that no other candidate had stepped forward. KR was duly elected as Chair of the Academy Committee for this academic year by a unanimous show of hands.
C. Election of Vice-Chair: CM indicated his willingness to stand and there were no other candidates. CM was duly elected as Vice-Chair of the Academy Committee for this academic year by a unanimous show of hands.
D. Declaration of Personal, Business and Pecuniary Interests: None
E. Minutes of last meeting: The minutes and the confidential minutes of the academy committee meeting held 12 th June 2018 and the confidential minutes of the academy committee meeting held 4 th September 2018 were formally approved and signed.
<p>F. Matters Arising:</p> <p>Actions:</p> <p><i>D (M). CM to share E-safety presentation with AT - Action ongoing</i></p> <p><i>H. KR to discuss benchmarking member visits at the next chairs' meeting – the chairs' meeting is taking place next week. Action ongoing</i></p> <p><i>H. LP to add ACM meeting dates to September agenda – Action completed</i></p> <p><i>I. LS to meet with SL re SEND – visit report is on the shared space. Action completed</i></p> <p><i>I. LP to amend ACM specialisms – on agenda. Action completed</i></p> <p><i>I. LP to email GDPR wording to JG - Action completed</i></p> <p><i>K. AT to advise ACM'S regarding the challenge partner visit - DZ will be visiting on Monday 26th November. When the agenda is decided, AT will let members know if it relevant to attend. The data dashboard should be available by then, so he will also arrange a meeting to go through this with members. Action ongoing</i></p> <p><i>K. (Confidential minutes) AT to produce doodle poll for meeting with CEO - Action completed</i></p> <p><i>M. AT to meet with nursery to discuss constitution – the nursery committee recognise that the numbers of members have reduced in recent years and are happy to have just one representative going forward. They will fill the space from within the community. Action completed</i></p> <p>Matters arising:</p> <p>None</p>
<p>G. LGB Issues: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none"> • Scheme of Delegation, Terms of Reference and Code of Conduct 2018/19. These are standard Trust documents that have not changed and the clerk reminded members to familiarise themselves with the contents. There were no questions • Aims, Values and Mission Statement – AT advised that the seven values have been reduced to four, as some overlapped in meaning and there were too many for children to remember. Pupils receive a token for demonstrating a value to drop in the relevant tube. A member asked whether children liked this new system. HS said that they loved receiving the tokens. <i>Action – clerk to amend</i> • Register of Business Interests and Member details– the clerk circulated the business interest forms for members to amend where required and sign and date for this year. DB pointed out that her email address was incorrect. <i>Action – clerk to amend</i> • Member Specialisms – following discussion, it was unanimously agreed that there was no longer any need for a community/pr specialism, as the Trust employ Deep South Media to handle pr. A

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member **asked** whether the vacant member post would be filled. The clerk confirmed that the Trust had been informed, but had no suitable candidate at the present time. All members were happy with their specialism and class role. *Action – clerk to amend*

- Visit Updates - the clerk advised that all visit reports were on the shared space
- Future Visits & Training – the chair reminded members to make a visit each half term, although this could be a combined class and specialism visit. Members should also submit reports for any assembly, trip or school event visits. The Schedule of Visit Reports form will be amended to read 'report date' rather than 'report due date'. *Action – clerk to amend*

The head advised that he had just started writing the new SAP and a learning walk will be scheduled after Christmas. A follow-up walk in the Summer term could then show the progress that has been made. A member **questioned** whether there would be a joint SAP for CFS and HFS. Around 80% of the SAP will be common to both schools, as the Trust is focusing on the same things, but there are differences in some areas, so they will be separate documents. The head added that there have been changes in the focus of Ofsted this year, being broader across the whole curriculum rather than just English and Maths. Another member **asked** whether there had been any feedback from parents regarding the executive headship. AT stated that this had been positive from CFS; however one parent from HFS had written to the CEO to query the decision. He added that he had not really met the parents of HFS pupils yet.

- KCSIE has been updated and the new guidance will be in place from September 2018. A copy of the changes was circulated prior to the meeting, along with the part one of the new document and the PowerPoint presentation to staff. The chair requested that all members read the documents before the next meeting and then sign to confirm their understanding. *Action – clerk to produce confirmation sheet*

There were no questions.

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

The clerk advised that the Trust was currently updating the Child Protection Policy with regard to the changes in KCSIE and HS confirmed that it had been discussed at the recent DSL meeting.

I. F.A.I: None

DB advised members that LP would also clerk the Academy Committee at HFS with immediate effect. AT added that he hoped that the two committees would be working closely together in the future and the appointment would make this easier. He is considering having future meetings on the same date each term. HFS meetings start at 5.30pm which means that issues specific to them could be covered first, and then from 6pm, joint issues, then the final section would be specifically for CFS. A member stated that it would be a good idea for the committees from both schools to meet each other, but there could be an issue with meetings lasting for more than the current two hours in this format. Another member added that each committee did not want lose their own identity. The head said that there would be a great deal of collaboration between the two schools, so it may be a more efficient way of working.

J. Date of next meeting: Confirmed as Tuesday 13th November at 6pm.

Meeting closed 6.46pm

Actions:

- F. (D (M)) CM to share E-safety presentation with AT*
- F. (H) KR to discuss benchmarking member visits at the next chairs' meeting*
- F.(K) AT to advise ACM'S regarding the challenge partner visit and data meeting*
- G. Clerk to amend documents where appropriate and recirculate to members*
- G. ACM's to read KCSIE document; Clerk to produce confirmation sheet for next meeting*