

COLEHILL FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held at the school at 6.00pm on 13th November 2018
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, Leela Senior, Chris Minns, Juliet Gould, Debbie Bowring, Louise Twaits, Lynnette Payne (Clerk)
A. Apologies received: None
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the academy committee meeting held 25 th September 2018 were formally approved and signed.
D. Matters Arising: Actions: <i>F. (D (M)) CM to share E-safety presentation with AT</i> – CM reported that JP Morgan offer e-safety visits to schools and community groups, so he is in the process of arranging a visit for Year 4. This will be for half a day covering e-safety and coding. Action completed <i>F. (H) KR to discuss benchmarking member visits at the next chairs' meeting</i> – the chairs' meeting was cancelled and has not yet been re-scheduled. Action ongoing <i>F.(K) AT to advise ACM'S regarding the challenge partner visit and data meeting</i> – the challenge partner's visit has been confirmed as the morning of the 26 th November 2018. KR asked whether it would be appropriate for one or two ACM's to meet with her. HS said that DZ does not usually provide a detailed agenda in advance so it was difficult to identify when would be best for the members to come in. She suggested that KR schedule a class visit for that morning in order to be in school at the correct time. The ISDR has not been published yet, although should be shortly. AT said that he did not think the Trust intended to run a detailed training session this year, but he would meet with members to go through the data when available. Action completed <i>G. Clerk to amend documents where appropriate and recirculate to members</i> - Action completed <i>G. ACM's to read KCSIE document; Clerk to produce confirmation sheet for next meeting</i> – the clerk circulated a confirmation sheet which all ACM's signed. Staff members, the clerk and the head have already signed the staff version of this document. Action completed Matters arising: None
E. Chair's Update: The meeting scheduled for 16 th October was cancelled due to the large number of chairs unable to attend. It has not yet been re-scheduled.
F. Headteacher's Report: (<i>Papers circulated prior to meeting</i>) <ul style="list-style-type: none">• Pupil Numbers - There is currently one space in year three with no waiting list. There have been enquiries from families also looking for sibling spaces in other years or St Michael's Middle school, who have not wanted to proceed.• School Action Plan (SAP) – currently a 'draft' document waiting for the CEO to formally sign it off. AT explained that the document links to the whole Trust action plan, but is personalised to the school. Approximately 75% of the plan is common to both Hayeswood and Colehill First schools but Priority 4, Health and Wellbeing, is specific to CFS. A member questioned why this had been chosen as a priority; AT stated that pupils were less active than in previous years, adding that several after-school sports clubs are not taking place this term due to lack of interest. A new fitness trail for all pupils has been installed and, with the help of Sports Leaders from QE school, individual children who have been identified as less active or who do not enjoy competitive sports, are receiving extra sessions on the trail. The emphasis for these sessions is 'beating your own personal best' rather than competing against others. HS added that the fitness trail is used instead of running or jogging for fifteen minutes under the 'Daily Mile' active schools initiative. Mental Health and Wellbeing is also targeted; this was discussed at the recent Trust-wide conference. Staff will help pupils develop mental resilience and a 'growth mindset', using the learning line and other methods to show that challenge is good. Parents also need to understand that, if their child's books are full of ticks, there is not enough challenge. A positive

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mindset of 'I can't do it yet' rather than 'I can't do it' is being encouraged. Times tables are being used to help the development, as are stories. AT explained that the plan is RAG rated, as it was last year, and reminded ACM's that all areas of last year's plan were green by the end of the summer term. A member **asked** whether there was anything to follow up from last year. The head said that this would roll into the current plan, adding that the SAP reflects Ofsted's changing priorities, looking more broadly at the curriculum offer, rather than focusing on just English and Maths.

- Attendance – a member noted that the attendance figures looked good. The head said that DCC's Attendance Officer had visited that day and, although there were a couple of families to write to, attendance was generally very good. Unfortunately there is always an issue during the summer term because of unauthorised holidays, as parents are willing to pay the fine in exchange for a cheaper holiday. A member **asked** who receives the money from the fines; this goes to the local authority. AT also explained that if families also have a child at another Trust school, the school offices will liaise to ensure that both make the same decision over whether or not the absence is unauthorised.
- Safeguarding Update – this is a Trust template document. A member queried what 'CPC' meant; this stands for 'Child Protection Conference' AT added that there were three outcomes from this: A child protection plan, (CPC), was most serious, then child in need, (CIN), then no plan required. A member requested that a list of acronyms be made available but the head explained that this would be an extremely time consuming task due to the number used. He suggested asking for an explanation if required or looking on the NGA website. The member **asked** what LAC stood for. This means 'Looked After Child', a child who is fostered or in a children's home. AT added that if the child is then adopted, they are no longer classified as a 'LAC'. The CEO and Challenge Partner carry out a safeguarding audit once a term and produce a RAG rated report, which forms part of the Head's report. A member **questioned** whether there was a formal process for the audit and the head explained that they would, for example, choose a member of staff and check all procedures had been followed on recruitment. Trust schools are externally audited by Judicium, who also carry out Health and Safety audits. The chair added that the current system was more rigorous than the self-evaluation that used to be carried out by the chair and head, then submitted to the LA. The head re-iterated that the safeguarding responsibility lies with the Trust not the Academy Committee.
- Achievement – A member **queried** why some of the predictions for July 2019 were lower than the October 2018 figure. AT explained that the early predictions were carried forward from the previous academic year, and that those on an accelerated flight path need to be able to consistently perform to remain at that level. CFS has a good percentage of pupils making accelerated gains. HS expanded on the work that teaching staff have been doing to help pupils accelerate. Another member **asked** how the achievement data compared to national data. AT explained that the only national comparison is for years two and six and the year two data will be available when the ISDR is published later in November. For 2016, CFS was average for pupils above age related expectations, (ARE), and for 2017, above average. Another member **questioned** whether staff had noticed a change in the ability of pupils joining reception class. The head said that more children were coming to school unable to hold a pencil correctly, which means that staff needed to accelerate progress for these. There was also a lower level of support from families who are not as confident in their own skills. HS added that staff need to carefully document the entry level for these pupils, to show their progress from this baseline.
- SEF – the chair **asked** whether the document had been rewritten for this year. AT said that he had tweaked it slightly and updated any numerical data to current values.
- Community & Partnership - A member **asked** how the partnership with Hayeswood First school was working so far. The head said that he would like to work more closely with the SLT, which will be easier after January 2019 when he formally takes over. However, the joint staff meetings

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<p>have been really positive and HS added that, for staff working with their opposite number has been very productive. The first Trust conference was very successful and will be repeated, possibly biennially.</p> <ul style="list-style-type: none">• Performance Management Summary 2017-18 – a member asked whether the head's evaluation of staff was externally checked. AT said that Ofsted could ask to see this document if they identified weak teaching in school. Another member questioned what 'UPS' meant. This means upper pay scale for teaching staff and a member of staff wishing to apply for this would need to complete a Trust-wide application. There are three levels and a teacher would have to demonstrate a contribution across the school, not just their class. A panel of Heads from across the Trust make the decision and there has to be a two year period between each application for one increment gain.
<p>G. External Challenge Partner Visit: Scheduled for 26th November 2018 so carried forward to the next meeting. <i>Action Clerk</i></p>
<p>H. School Action Plan: (<i>Papers circulated prior to meeting</i>) Discussed under agenda item F.</p>
<p>I. School Data (ISDR): The data has not been published yet so carried forward to the next meeting. <i>Action Clerk</i></p>
<p>J. LGB Issues: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none">• Committee Members Visits & Updates – visit reports from LS and LT are on the shared drive and a report is being written for JG's recent visit. Action JG• Future visits & training – the working party dates for the SAP will take place during the spring and summer terms, and AT will produce a doodle poll once the document has been signed off. CM and HS agreed that he would visit on December 19th. Action AT• Skills Audit – the clerk advised that this was available on the shared drive along with last year's completed audits. She requested that it be completed and returned to her before the end of the Autumn term and that staff members do not have to complete the form. Action members
<p><i>LT left the meeting at 7.10pm to take a phone call and returned at 7.12pm</i></p>
<p>K. Policies for Review/Ratification: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none">• Emergency Management Plan – an amendment is needed to page 14 to change 'Zurich' to 'RPA' and the reference on page 5 to the 'Health & Safety Handbook' needs amending to 'Health & Safety Policy and Procedures' <p>The policy was unanimously approved with these amendments. Action clerk</p> <ul style="list-style-type: none">• Accessibility Policy & Plan – the head explained this would be a trust-wide document with input from individual schools, but is not sure when it will be finalised.• Collective Worship and Geography policies – awaiting updates from Karen Stephens. Carried forward to the next meeting. Action clerk• Safeguarding & Child Protection (Trust) – this has just been approved and is available for members to view on the shared drive, but the clerk is waiting for an editable copy to personalise for CFS. All members are to read the new policy before the next meeting. Action clerk/members <p>The clerk advised that she will be circulating a draft ACM Visits to School policy that the Trust is requesting feedback on before finalising. Action clerk/members</p>
<p>L. Committee Member questions for AT: None</p>
<p>M. Committee Member questions for Trustees:</p> <p>There were no questions but staff would like to pass on their appreciation for John Dickson's active involvement in the recent Trust conference.</p>
<p>N. F.A.I: The clerk referred to the co-opted member vacancy and asked whether she should contact the parish clerk to advertise for candidates. LS suggested also contacting the church; members unanimously agreed that both were good ideas. Any new members would need to have availability during the day to come into school. The head said that he would circulate a copy of the ISDR when it is released. Action clerk/head</p>

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O. Date of next meeting: Confirmed as Tuesday 5th March at 6pm.

Meeting closed 7.30pm

Actions:

D/E (F (H) KR to discuss benchmarking member visits at the next chairs' meeting

G. Clerk to add CP visit to next agenda

I. Clerk to add ISDR to next agenda

J. JG to produce visit report; AT to produce doodle poll for LW dates; members to complete skills audit before the end of term

K. Clerk to amend EMP; clerk to add Collective Worship and Geography policies to next agenda; clerk to amend Safeguarding policy, members to read; clerk to circulate Visits policy, members to feedback

N. Clerk to contact parish clerk and church regarding member vacancy

N. Head to circulate the ISDR