

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of meeting held at the school at 6.00pm on 26th February 2019
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Chris Minns, Juliet Gould, Debbie Bowring, Louise Twaits, Lynnette Payne (Clerk)
A. Apologies received: Helen Self, Leela Senior
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the academy committee meeting held 13 th November 2018 were formally approved and signed.
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>D/E (F (H) KR to discuss benchmarking member visits at the next chairs' meeting – KR reported that the next meeting is scheduled for May, although there may be an earlier one if enough chairs request it. She has a 1:1 meeting with LW and JD in March. Chairs were asked for feedback on the draft Trust ACM visits policy and KR has queried the requirement for members to meet with the head before each visit, as this is not really practical. Also, the policy wording implies that members should assess the teaching that they witness, which they are neither qualified to do, nor is it appropriate. An ACM queried whether the policy just required one visit a year but the Head stated that this would not give members the knowledge required if questioned by Ofsted. The chair intends to find out whether other trust schools have members with subject and curriculum specialisms.</i></p> <p>Action ongoing</p> <p><i>G. Clerk to add CP visit to next agenda – Action completed</i></p> <p><i>I. Clerk to add ISDR to next agenda – Action completed</i></p> <p><i>J. JG to produce visit report; AT to produce doodle poll for LW dates; members to complete skills audit before the end of term – AT apologised for not producing the doodle poll, which he will organise as soon as possible. He suggested a single learning walk to cover maths and English. Action ongoing; all other actions completed</i></p> <p><i>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 – actions completed</i></p> <p><i>N. Clerk to contact parish clerk and church regarding member vacancy – the clerk advised that, under the terms of the new constitution, the minimum requirement was for five on the committee; the head, 2 parents and 2 staff members. Therefore, there is no immediate need to recruit. Action completed</i></p> <p><i>N. Head to circulate the ISDR – action completed</i></p> <p>Matters arising:</p> <p>None</p>
E. Chair's Update: See above. KR has passed on the committee's appreciation to JD for attending the training day. She asked members to let her know if there are any issues that they would like raised at her March 1:1 meeting with JD and LW. Action ACM'S
<p>F. Headteacher's Report: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none"> • Pupil Numbers – remain stable, with one pupil leaving the reception class and another one joining. A member asked if there was a waiting list for places. DB stated that there was currently a space available in year 3, with no-one on the waiting list. • School Action Plan (SAP) – a separate document on the shared drive. • Attendance – at 97.30% for the whole school; good for the winter months. A member questioned whether there was drop in attendance during the summer months for family holidays. AT said that holidays tend to be spread throughout the year, including two of the pupils currently with less than 90% attendance. Another pupil with low attendance regularly arrives at school after 9.15am, which is marked as unauthorised absence. A member asked how the school dealt with this. The head explained that the school was working with the parents as it

COLEHILL FIRST SCHOOL

ACADEMY COMMITTEE MEETING

was not the child's fault that home life was chaotic. The member **queried** whether low attendance was worse in particular groups of pupils. The head stated that the report was broken down into various minority groups and due to the small number of children in each, the percentage looked low.

- Safeguarding Update – this is a Trust template document covering a 12 month period. One Team Logic carried out a safeguarding audit in January, but they have not sent their report yet. However, they gave positive feedback on the day. They looked into the safeguarding culture at school and met with the school council. A member **asked** whether the report could be shared with the academy committee; AT said he would share when received. **Action AT**
- Achievement – A member **queried** why the predictions for exceeding age related expectations by the end of July 2019 increased each year from reception to year 4. The head said that children were joining the school with lower prior attainment than in previous years. The member then **asked** whether staff would expect an increase when pupils reach years 3 and 4. The head stated that this would depend on the individual child, but staff have put measures in place to ensure that as many make accelerated gains as possible. Progress has been reassessed during the spring term, which is a more accurate reflection than that of the autumn term. A member **questioned** whether the data would look much lower in a couple of years' time, as these pupils moved through the school. The head agreed, but said that Ofsted now look at progress from intake rather than attainment. He added that, in a small school like CFS, each child is worth 3.5%, so just one affects the data to a greater extent than in a larger school. The trust is trying to engage local nurseries to raise the 'school readiness' of children, but this is proving difficult. With the exception of Colehill nursery, all others are independent of the first schools. Reception year staff have noticed that pupils are increasingly good at technology, but manipulative skills are declining. Reception pupils are generally making good progress from their starting point, but the data will look very different in a couple of years' time. DB added that the reception year t.a. was going to be attending phonics training this term.
- SEF – AT said that the document would be updated again after the challenge partner's visit in the summer term. A member **questioned** what 'pre-teaching' meant. The head explained that DZ had identified gaps in some pupils' learning, so this means teaching them about the subject before the class has the main lesson. Both CFS and HFS staff have planned for high quality outcomes and then looked at what needs to be in place for this to happen. The curriculum has been designed for interconnected learning across all subjects in line with the new Ofsted framework for primary learning. KR added that pre-learning was also good for pupils' self-esteem. The member stated that this made school more interesting and **asked** whether the curriculum would have had to have been narrowed for the reception intake under the old Ofsted framework, to ensure results. AT said that it may have been necessary, and that both schools were working to the same system.
- Community & Partnership - A member pointed out that the school website had some pictures of ex-pupils on the front page. The head said that these could be updated, but this would have to be done by Deep South Media at a cost to the school. He added that the information on the website was up to date and didn't think that the photos mattered. Another member **asked** whether consent was required from parents to publish the images. AT stated that permissions were obtained annually from all parents.

There were no further questions.

G. External Challenge Partner Visit: : (Papers circulated prior to meeting)

AT reported that the single central record was checked, with focus on the Section 128 checks. It was also felt that the Prevent policy was too generic, being a trust document, so this has now been personalised to the school. The year 1 phonics failures were looked into, with the plan to improve the progress of these pupils. The final area discussed was the effectiveness of the support being given to Hayeswood First school by Colehill First school staff. A member **asked** how staff in both

COLEHILL FIRST SCHOOL

ACADEMY COMMITTEE MEETING

schools felt about the mutual working relationship. The head said that CFS staff were very happy, and he hoped that those at HFS felt that they were benefitting from the help. He added that the two SEF'S were very similar, although CFS's was stronger. HFS has more pupils that drop off their flight path, while CFS's intake has a lower prior attainment.

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

- Clerk's Update – LP advised that, according to the new Constitution and TOR document, a minimum of 5 members were needed on the committee, including the Head, so there is no urgent need to recruit. There are also no longer 'co-opted' members; these are known as 'trust' members and have a four year instead of a one year term. Any new members have to be referred to the chair of trustees and approved. Also, because LT is now employed at CFS the number of staff members has been exceeded, (two maximum plus the Head). LT has therefore decided to step down with immediate effect. The chair and head both expressed their gratitude for her hard work and commitment to the role. LT said that she had really enjoyed her time on the academy committee. The two co-opted member, JG and KR, were both happy to become 'trust' members, so LP will refer this to the trustees for approval. **Action LP – see agenda item K**
- CM stated that his term of office expires in November 2019 and said that he would be happy to remain in office until July 2020. The clerk advised that this would not be possible, as he was a parent committee member, therefore the vacancy would have to be advertised. However, CM could re-apply for the position or be appointed if there were no other candidates.
- Committee Members Visits & Updates – there have not been many visits this term so far, although the learning walk will take place once a date is agreed. KR will become the class member for years 3 and 4 and will ask at her 1:1 meeting whether there is a need to replace LT as the PE member. The clerk **questioned** whether a health and safety member was still required. The head said no, as H&S was now the legal responsibility of the trust and that he and DB reported to them. There were also more frequent external audits meaning a higher level of scrutiny than before. DB added that, after the last audit, there was less than one page of actions.
- Future visits & training – the learning walk for maths and English will take place in the coming weeks, and AT will produce a doodle poll to agree a date, (see agenda item D). CM added that he had arranged for Year 4 to visit JP Morgan and that he would accompany them and write a visit report. **Action AT/CM**
- Skills Audit – the clerk advised that the summary was available on the shared drive along with the completed audits. She reminded members to access the NGA website for information, as the trust had no plans for ACM training in the immediate future.

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

- Collective Worship
- Geography
- Early Years
- End of School Day
- History
- Home Learning Guidelines
- More Able Learners
- PSHCE
- Teaching & Learning
- R.E.

All these policies were **unanimously** approved by the academy committee.

- Accessibility Policy & Plan – the head explained the plan may be updated further, as he is looking into adding a 'google translate' button to the school website to assist anyone whose first language is not English. Enquiries have been made to the website provider, but the costs are not known yet. The policy and plan were **unanimously** approved by the academy committee in their

COLEHILL FIRST SCHOOL

ACADEMY COMMITTEE MEETING

<p>current format. AT will amend and bring to the next meeting if necessary. Action AT</p> <ul style="list-style-type: none">• E-Safety – the clerk has standardised the wording throughout the policy, but there have been no other changes. Policy unanimously approved by the academy committee.• P.E. – the wording has been amended to include the new playtime routines and the fitness trail. Feedback has been very positive on both of these, which are inclusive for all pupils. Policy unanimously approved by the academy committee.
<p>L. Committee Member questions for AT: None</p>
<p>M. Committee Member questions for Trustees: Change of member category to 'Trust', as discussed in agenda item H. The clerk advised that the ACM was no longer required to sign off the inventory, on advice from Ross Bowell, although the school would continue to maintain the document.</p>
<p>N. F.A.I: None. The chair thanked LT once again for her service on the academy committee.</p>
<p>O. Date of next meeting: Confirmed as Tuesday 11th June at 6pm.</p>
<p>Meeting closed 7.15pm</p>
<p>Actions: <i>D (D/E(F (H) KR to discuss benchmarking member visits at the next chairs' meeting</i> <i>D (J)/H AT to produce doodle poll for LW dates</i> <i>F. AT to share Safeguarding audit report when received</i> <i>H/K Clerk to refer member category to Trustees for approval</i> <i>H CM to produce visit report for year 4 trip to JPM</i> <i>I AT to follow up 'google translate' and amend plan if required</i></p>