

**Minutes of Academy Committee Meeting  
Gladstone Primary Academy  
Thursday 16<sup>th</sup> May 2019  
4pm – 6pm  
Bourges Boulevard**

**Attendees:**

John Turner (JTU) – Chair  
Julie Taylor (JTa) – CEO  
Simon Martin (SMaR) – Headteacher  
Gary Moore (GMO)  
Alan Sadler (ASa)  
Sukaina Manji (SMAn)

**In Attendance:**

Ifrat Jawaid (IJa)  
Amy Warboys (AWa)  
Paul Fountain (PFo)  
Ben Wilson (BWi)  
Sarah Carnes (SCa)  
Bob Duddridge (BDu)  
Hannah Ogden (HOg) – Minutes

**Agenda:**

	<b>Item of Business</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome</b> JTU the welcomed the committee to the meeting.</p> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies were received from: AAI, SWh DAu.</li> <li>• SM informed the committee that DAu has given her resignation and will be leaving the committee.</li> </ul>	
<b>2</b>	<p><b>Declarations of interest</b></p> <p>There were none.</p>	
<b>3</b>	<p><b>Previous Minutes</b> The minutes of the previous meeting were signed as a true</p>	

Approved by Chair:

Date:

	<p>and accurate record of the meeting.</p> <p><b>Matters Arising</b> There were none.</p>	
<p><b>4</b></p>	<p><b>Science Action Plan and Trust Science Lead</b></p> <p>BWi and BDu presented the Science Action Plan to the committee and highlighted some key areas:</p> <p>Science at GPA We have:</p> <ul style="list-style-type: none"> <li>• Mapped the science curriculum topics across the school. Identified some gaps in thematic curriculum.</li> <li>• Shared the planning framework with teachers.</li> <li>• Introduced science vocabulary and beginning to monitor impact of this.</li> <li>• Attended INSET on working scientifically.</li> <li>• Created a science team to facilitate science learning across the two sites.</li> <li>• Observed good teaching of science around the school.</li> </ul> <p>By the end of the academic year:</p> <ul style="list-style-type: none"> <li>• Confirmed and shared assessment arrangements for science.</li> <li>• Completed a staff audit of skills and knowledge. Use this information to inform internal CPD that can be offered.</li> <li>• Create a shared vision for science.</li> <li>• Create a science team across the trust.</li> <li>• Agreed whole staff training on how to use the planning framework from September 2019.</li> </ul> <p>BDu has lots of knowledge of Science in secondary education and is a member of the Association of Science Education and now also a member of the Primary School Education Science Trust. BDu has put together a framework from the national curriculum alongside knowledge organisers which have been produced for each unit. These are aimed at all adults – parents and teachers and links back to the National Curriculum.</p> <p><b>ACTION: HOg to send presentation to all AC Members.</b></p> <p>BDu circulated a booklet that is available to teachers as a reference tool.</p>	<p><b>HOg</b></p>

Approved by Chair:

Date:

	<p><b>Q: If in year one children couldn't read, should we stretch our children and be ambitious?</b>  <b>B Du commented that this is quite ambitious material but manageable. It is also not just teaching a word, it is learning the context too and fully embedding the word.</b></p> <p>SMAr commented on how much has been achieved in a short space of time and thanked B Du for his work.</p> <p><b>Q: How will we know if this has worked?</b>  <b>A: SMAr commented that this is about preparing children for future learning at secondary level, building up enthusiasm.</b></p>	
5	<p><b>Sports Premium Plan</b></p> <p>Sarah Carnes presented to the AC members her role at both GPA and TDAJ at the Trust and the Sports Premium Spending Plan. The presentation included the percentage of Primary Sports Premium spent against each area. Schools can use the premium to secure improvements in the following areas:</p> <ul style="list-style-type: none"> <li>• The engagement of all pupils in regular physical activity</li> <li>• Raising the profile of PE and Sport in school</li> <li>• Increased knowledge, confidence and skills of all staff in teaching PE and Sport</li> <li>• Broader experience of a range of sports and activities offered to all pupils</li> <li>• Increased participation in competitive sport</li> </ul> <p>Engaging all pupils in regular physical activity has taken 66.5% of the funding. SCa reported that there are now 6-8 clubs running on a weekly basis giving children the opportunity to get involved in different sports and clubs. The equipment cupboard is being re-filled and re-stocked and SCa is looking into providing spare kit for some children.</p> <p>SCa has introduced a generic sports kit for children to wear when representing the school; raising the profile of GPA and encouraging children to participate and feel proud to represent the school.</p> <p>SMAr commented that SCa has worked extremely hard and the impact of her work is demonstrated in her presentation. SMAr highlighted the low percentage of students who can</p>	

	<p>swim 25m, which is only 6%. Contributing factors to this figure is likely to be the local area and the access and exposure to swimming. SCa has introduced swimming lessons and a small targeted group will be undertaking lessons.</p> <p>SCa presented the DfE, Evidenced the impact of the Primary PE Spent Premium Reporting document; this sets out the details of Primary Sports Premium spending and its impact.</p> <p>SMAr thanked SCa for her hard work and contribution and JTu added his thanks as Chairman for the great improvements across PE.</p> <p><b>ACTION: SMAr to arrange for the reporting document to be published on the Academy website.</b></p>	<b>SMAr</b>
<b>6</b>	<p><b>Self-Evaluation Form</b></p> <p>SMAr circulated the self-evaluation form for information and asked the committee for any questions or comments.</p> <p><b>Q: What is the expectation from this round of SATS?</b>  <b>A: SMAr commented that he hopes to see a significant uplift and believes GPA is on track to achieve the results. There is evidence in the trajectory. There is also less focus on the outcomes but the progress and learning.</b></p>	
<b>7</b>	<p><b>Admissions Policy 2019-20 (Determined admission arrangements)</b></p> <p>SMAr presented the Admissions Policy for 2019-20, with the intention to formally publish the determined admission arrangements for 2020/2021 by the end of February. The policy has been updated and changes made to bring in line with the LA, and considering the temporary reduction in PAN.</p> <p>The AC members all approved the new policy.</p> <p><b>ACTION: SMAr to publish policy on the school website.</b></p>	<b>SMAr</b>
<b>8</b>	<p><b>Curriculum policy/ Organisation Plan</b></p> <p>SMAr reported that due to the proposed change in the Ofsted framework GPA is reviewing their curriculum policy and to align this with the Trust's intentions. English and Maths have both been identified as a priority. A self-</p>	

	<p>evaluation of GPA has been completed and initial thoughts are listed below:</p> <ul style="list-style-type: none"> <li>• Change how the curriculum is delivered, starting with the subject and then making the links.</li> <li>• Subject specific knowledge and skills.</li> <li>• Change how we organise timetable.</li> <li>• Two-week timetable – English and Maths every day.</li> <li>• PE, Art, Music, Spanish – every week.</li> <li>• Geography, PSHE, History, Computing every other week.</li> <li>• Wider enrichment topics; 8 weeks on timetable followed by 1 week off timetable. This week to include enrichment areas such as cooking, den making etc.</li> <li>• RE would be covered during special religious celebrations throughout the year and potentially focussing a whole day on this.</li> </ul> <p>SMAr commented that we need to look at how we build the framework, a big piece of work for next year and high on priorities for the trust.</p> <p>SMAr commented that as a RE specialist she was concerned regarding only one-day allocated to RE. SMAr commented that in most of the schools only a few children are choosing RE to study further. SMAr stated that he felt it important that learning is done within the class they have where they feel comfortable and the intention would be to dedicate a whole day for each half term, 6 days in total. SMAr offered SMAr the opportunity to come in and conduct a AC Member visit.</p> <p>ASa commented that he could see the benefit of pitching classes at certain times to link with certain festivals and celebrations.</p>	
<p><b>9</b></p>	<p><b>Staff Survey</b></p> <p>SMAr reported that GPA carried out a staff survey last year however this year it coincided with the Trust commissioned survey and it didn't seem fair to staff to have to complete two in two weeks. SMAr asked the Trust to collate the GPA data and this was tabled for the AC members. Overall results are positive, although difficult to draw a direct comparison. ASa commented that the timing of the survey may have</p>	

	<p>some reflection on the results, due to it being a time of change with the introduction of POTL.</p> <p><b>ACTION: HOg to send ASa the recent results of the pupil survey which was tabled at the last AC meeting.</b></p>	<b>HOg</b>
<b>10</b>	<p><b>AC member Visits</b></p> <ul style="list-style-type: none"> <li> <p><b>Preschool Management Committee Minutes</b></p> <p>The minutes were circulated to the AC members for information. SMAn sits on this committee and commented that she was particularly impressed by the introduction of Tapestry as reporting and feedback tool for the preschool. SMAn also highlighted the potential translation issue regarding the low numbers on the survey. SMAr reported that LWa is doing some great work with the preschool and JTa added that she was very happy with strong governance.</p> </li> <li> <p><b>Scrutiny Committee Minutes</b></p> <p>The minutes were circulated to the AC members for information. JTa reported that at the meeting the committee were provided with clear evidence that progress and improvements had been made. JTa commented that AWa has done a good job of ensuring a consistent standard. SMAr confirmed that the committee have decided that it is not necessary to meet again until the KS1 results are received.</p> </li> <li> <p><b>Visit Reports</b></p> <p>JTu's recent visit reports were circulated for information. JTu also attended yesterday during the SATS and tabled his visit report. He commented that he was very satisfied with what he saw. Children were calm and relaxed and the process was very thorough. Well done to all involved.</p> </li> </ul>	
<b>11</b>	<p><b>PTL Update</b></p> <p>At the last AC Meeting AWa and IJa demonstrated a PTL lesson to the AC members. PTL is becoming more embedded into the school and lots of positive outcomes are noticeable. Training has now been completed and teachers have all been assigned a 'buddy' to work collaboratively with and to monitor and scrutinise one another's practice. Next week is enrichment week, and groups will be looked at to identify any movement within the groups. Power English has now also been introduced on KS2 and are now at the end of the third week of learning. Teachers are</p>	

	<p>providing feedback on a weekly basis and overall confidence is improving. Power English will be introduced to KS1 from w/c 20<sup>th</sup> June. Louise Soden and Dr Barnes visited GPA and gave a positive report. IJa reported that Louise is due to conduct a visit at some stage early next academic year. PTL update will remain a regular agenda item.</p> <p><b>ACTION: HOg to circulate Claire McKie’s monitoring report to AC Members.</b></p>	<p><b>HOg</b></p>
<p><b>12</b></p>	<p><b>HT Update</b></p> <p>SMAR updated the AC Members on the following:</p> <ul style="list-style-type: none"> <li>• Tarmac have withdrawn the plans for the Asphalt Plant and thanked Ansar Ali for this his support. His role in local community helped secure this outcome, which is undoubtedly very positive for local community.</li> </ul> <p><b>ACTION: The Trust to write to Tarmac to formal thank them for listening and considering the views of the school and local community.</b></p> <ul style="list-style-type: none"> <li>• There was a fire over the Easter break at the Preschool. It is thought to have started in the park next to the Preschool however the contents of the shed have all been lost, and damage done to the fencing, Mud Kitchen and other equipment. This is covered through the Risk Protection Arrangement and GPA are currently looking at replacement equipment.</li> <li>• Lucy Wray (Year 2 teacher) is currently on maternity leave.</li> <li>• Libby Porter (Year 6 lead) has resigned and has accepted a Vice Principal position at Fulbridge Academy. This appointment reflects positively on the academy. A detailed exit interview will be conducted.</li> <li>• Lizzy Lund (Year 4 teacher) has resigned and has secured a position at Ravensthorpe Primary.</li> <li>• David Cope (Sports Coach) has successfully secured SCITT training based through GPA.</li> <li>• Hannah Bolton (Year 3 teacher) will be moving to a permanent contract.</li> <li>• Xander Berry (Current SCITT in Year 3) will be staying at GPA.</li> <li>• Ben Wilson has been offered a Phonics Champion</li> </ul>	<p><b>JTa</b></p>

Approved by Chair:

Date:

	<p>role with the LA, providing knowledge and support to other schools. Well done to Ben and great news for GPA to have this expertise and knowledge at the school.</p> <ul style="list-style-type: none"> <li>• Two SEN children, one in Year 3 and one in Year 5 will be moving to special schools in September. Testament to Alex, Michelle and the team at GPA.</li> <li>• Alex Oldaker will be going on paternity leave shortly, and Alex West will support if required whilst Alex is away.</li> <li>• There have been no external exclusions this half term.</li> <li>• Today has been the last day of the KS2 SATS papers. SMAR reported that the papers were fair although the last text in reading paper was more challenging. The children were well behaved and well prepared.</li> <li>• GPA had a monitoring visit from Lesley Kelly from the LA on Tuesday who spent 5 hours at the school, but verbal feedback was very strong and strong practice was noted. She was happy that we were compliant, although two areas for improvement; one was that a tray with the word 'Stationery' on it had not been covered up. The other was that we could improve the presentation of supporting evidence for those children requiring additional time.</li> <li>• On Monday GPA will host the Shadow Secretary of State for Education, Angela Rayner, along with Labour candidate Lisa Forbes. SMAR invited any AC member that wished to attend. Angela and Lisa will meet with staff and pupil and be given a tour of the school by the cadets.</li> <li>• SMAR was contacted by a company called United Way who are going to fund the Academy a complete library with approximately 3 books per child. This will also come with custom shelving, bean bags and a book subscription delivered to preschool aged children.</li> </ul>	
<p><b>13</b></p>	<p><b>Trust Update</b></p> <p>CEO of TDET Julie Taylor updated the AC Members on the following:</p> <ul style="list-style-type: none"> <li>• Warboys and Welbourne are now academies with TDET.</li> <li>• The new TDA Principal has now started.</li> <li>• Lynn Mayes has now been appointed as the new</li> </ul>	

Approved by Chair:

Date:

	<p>Principal at QKA.</p> <ul style="list-style-type: none"> <li>• There have been two strategic planning days for Trustees, Committee members and Principals, to identify key aims, values and priorities. The days have been very powerful and successful. The next steps are to look at measuring success and looking at each school setting their own plan for the next year.</li> </ul> <p><b>Q: How will we see this plans/visions?</b>  <b>A: JTa confirmed that these would be presented at the Summer Conference.</b></p> <ul style="list-style-type: none"> <li>• JTa confirmed that budgets are still very tight and remains a challenge. Additional funding has been provided to QKA to support that academy.</li> <li>• SMAR commented that the Principals across the Trust are meeting to look at curriculum provision from EYFS to Year 13 and identifying the other values that are important.</li> <li>• TDET Pay Policy has now been rolled out. There is currently a lot of variation within schools so this is to harmonise pay conditions across the Trust. Consultation period is now open.</li> <li>• Last AC training session was on Monday. The Trust is currently looking at alternative ways to deliver training sessions more effectively to ensure each school is fairly represented.</li> <li>• JTa attended a meeting with the Peterborough CEO Group. JTa commented that they have reached a good point and are commissioning work to tackle common issues. Each Trust is committed to putting in money to support this and to look at the key priorities across the city.</li> </ul> <p><b>Q: What are these priorities looking like?</b>  <b>A: JTa commented that these include; Maths, retention of staff, development of leaders, support to new leaders and headships.</b></p> <ul style="list-style-type: none"> <li>• QKA has been shortlisted in The Times Education Supplement for an award and Jack Hunt has also received a nomination in the International Schools section. Both schools are positively showcasing Peterborough which is good news for the city.</li> </ul>	
14	<b>Any Other Business</b>	

	There was none.	
<b>15</b>	<b>Date of Next Meeting:</b>  The next Academy Committee meeting will take place on 4 <sup>th</sup> July 2019, 4pm - 6pm at St Barnabas, Gladstone Street Site.  The meeting closed at 5:57pm.	

Approved by Chair:

Date: