



**Minutes of Academy Committee Meeting
Gladstone Primary Academy
Thursday, 7th February 2019
4pm – 6pm
Meeting Room, Bourges Boulevard**

Attendees:

John Turner (JTU) – Chair
 Julie Taylor (JTa) - CE
 Simon Martin (SMAr) – Headteacher
 Alan Sadler (ASa)
 Helena Hillson (HHi) (clerk)
 Sharon Whitelaw (SWh)
 Sukaina Manji (SMan)

In attendance:

Alex Oldaker (AOI)
 Laura Wales (LWa)

Agenda:

	Item of Business	Action
1	Welcome and Apologies: <ul style="list-style-type: none"> • Apologies were received from RSu, AAI,DAu. Absent: <ul style="list-style-type: none"> • Gary Moore 	
2	Declarations of Interest: <ul style="list-style-type: none"> • None declared 	
3	Minutes of previous meeting and matters arising: <ul style="list-style-type: none"> • These were accepted as a true and accurate record of the meeting and as such, signed by the Chair. Matters arising: <ul style="list-style-type: none"> • Curriculum becoming more of a focus across the Trust • Moderation – SMAr challenged LA verbally with Nick Beech. • Presented evidence that it is different across different authorities. • Made decision and chosen Peterborough for moderation but made concerns very clear. 	

	<ul style="list-style-type: none"> • JTa had raised with RSC. This would be the last year with Peterborough if not fair and equitable. • Stayed with Peterborough as staff know what to expect. • Position stronger than last year so will see uplift. • Other LAs have a better approach. • If there is an issue this year, the Peterborough CEOs' group will make approaches. • JLe backed Peterborough but will look at it. • ASa to speak to JLe. • Discussion followed. 	ASa
4	<p>Academy SEF:</p> <ul style="list-style-type: none"> • Paper circulated • Updated for this term with evidence to back up judgements. • High mobility generally but Y1 leader reports less mobility. • Outcomes for pupils inadequate so effectiveness and management not good – RI. • Not yet secured in national data. • Seeing good teaching in lessons but not yet the outcomes needed. • Aware of new Ofsted framework coming in September 2019. • Some things will be a challenge – particularly curriculum. • Need to rethink approach and ensure curriculum is right for children. • Intent strong: implementation weak. • Topic approach to curriculum. Need to revisit. • Collaborative learning is good way of engaging governors, parents and community. • Good schools have an expectation of parents - we need to get better at this so expectation is there. POTL will be key. • Need to use expertise across the Trust in all schools. • Home school agreement to contain a reading agreement. <p>Q.Is there a parents forum? A.No but we are setting up bilingual parent learning sessions. This will be by way of parent cafes and conferences. We see parents every day at the gates. We are also looking at how we conduct better induction for new arrivals.</p> <p>Q.Do they have mentors? This could be another way of educating parents. A.CBAX is doing this at Trust level.</p> <p>AP: JTa to ask Colin to widen this to new families to school.</p> <ul style="list-style-type: none"> • There are key actions in each section, particularly around POTL. 	<p>JTa</p> <p>JTu/SMAR</p>

<p>A.Yes. Staff have a regular ‘supervision’ which is like PM which identifies any training needs. There is also a tight PD programme.</p> <ul style="list-style-type: none"> • We need to focus in interaction with children. • There is an immediate area of concern around outside provision. • An outdoor calendar has been devised along with a costing plan. • It has not been a smooth transfer. No funding received until January even though we took over in September. Now receiving funding. • An update will be given in the future after mapping across to reception. This will include what TDET children should have done in their journey. <p>Q. What about the children not attending our pre-school? What is the capacity?</p> <p>A.It is not as big as reception. Parents are choosing our pre-school due to reasonable pricing. Not all the children will transfer to GPA as they don’t live in the immediate area. It has to be self-funding. There are a lot of pre-schools locally but ours is education-led. Provision is around quality of education for these children.</p> <ul style="list-style-type: none"> • A gap often exists when the children come into school due to a language difference. • We need to do a longer piece of visioning and ensure we have the right investment of time and energy. • Discussion followed. <p>Reception:</p> <ul style="list-style-type: none"> • We need to ensure we have smooth transition over the autumn term. • Gave a hard message to parents in July about what their child should be looking like when they leave. • Home visits are made to build relationships with parents. • There is an expectation of what parents should look at with their child. • The baseline is low – need to quickly accelerate progress. <p>Q.How will the school day be different?</p> <p>A.Children need to experience the provision. Need indoor and outdoor play and learn to form relationships.</p> <ul style="list-style-type: none"> • Professional prediction 56% this year – 48% last year. • We have to make judgements in May. • National is 73% so still below. <p>Q.What would you need to get to GLD? What are the barriers?</p>	<p>LWa</p>
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	<p>A.Work in pre-school and work around POTL. Pre-school hours are flexible to meet children’s needs.</p> <p>AP: SMAr to send out email for volunteer to be on pre-school committee.</p>	SMAr
6	<p>SEND Policy:</p> <ul style="list-style-type: none"> • This is a trust policy co-constructed by all SENDCos with help from Alex West, the Trust SENCo. • It has been adopted by the Trust but responsibility is with the AC. • It was believed to be a very clear, well thought out policy. • AOI reported that it had been helpful to meet with the other SENDCos and to work together. <p>Spring term development plan:</p> <ul style="list-style-type: none"> • This introduced a whole school approach to SEND. • AOI talked the meeting through the Plan. • Introduction gone well. Investment in team. • 2 SEND TAs employed and a learning mentor. • Key success is that SEND is acknowledged as everyone’s business not just the SEND team. • There has been investment in training and development. • AOI explained the SEND triangle. • Currently teachers refer anything that can’t be dealt with in the classroom to SEND staff. We need to ensure that all children’s needs are being met in the classroom before being referred to SEND. • Not every SEND child needs help beyond the classroom. Teachers should attempt to meet the child’s need but speak to AOI if necessary. <p>Q. You need to change the mindset to ensure it is everyone’s responsibility. What have you tried? A.Grid of reasonable adjustments.</p> <p>Q. Given we are half way through the spring term, would it be helpful if it was ragged so that anything that isn’t on track is highlighted? A.Some things may change after POTL.</p> <p>Q.How do we make sure we are monitoring progress of children not learning as quickly in the same year group. A.Still seeking out an answer. AOI attending a conference next week. This will be shared at the next meeting.</p> <p>AP: Progress column to be added to the Plan.</p> <ul style="list-style-type: none"> • The plan has been reviewed with AWe. 	<p>AOI</p> <p>AOI</p>

	<p>Snapshot:</p> <ul style="list-style-type: none"> • Number below national average. • Had 6 EHCP requests accepted. 2 pending at LA. 2 targeting. • Very difficult to get EHCP's through. • In Peterborough a child has to have an EHCP to access a special school. <p>Q.Are you happy with the amount of funding? A.No. When children have an EHCP they often leave immediately so we lose the funding.</p> <ul style="list-style-type: none"> • Attendance figures are good for SEND children. • Outcomes – national assessment for SEND. National data is quite significant. We are below but combined for KS2 was 21% so not so far out. • We are putting things in place earlier to remove barriers to what the children can achieve. <p>Q.Are you confident we can give a good account to Ofsted. A. POTL works in 8 week blocks and shows gaps and how they are being filled.</p> <p>AP: AOI will report again at the end of the summer term.</p> <p>AP: JTa will do governor visit and report back to AC in summer.</p>	<p>AOI</p> <p>JTa</p>
<p>7</p>	<p>Review of PAN consultation responses:</p> <ul style="list-style-type: none"> • Only had one response – from LA who put in a robust challenge. • JTa/SMAr met with JLe, BHo and Councillor Lynne Ayres; the LA will not support a permanent reduction in PAN. • Recognised situation and challenges faced around mobility. • They will not oppose a three year temporary reduction to 90 This gives us the outcome that we wanted. • The Trustees understood but reserved the right to produce a business case which caps PAN at 90 should this be necessary. • Organisational PAN to be set in September 	<p>SMAr</p>
<p>8</p>	<p>AC member roles and responsibilities</p> <ul style="list-style-type: none"> • All AC members to be given roles linked with part of the Academy Improvement Plan - see attached paper 	
<p>9</p>	<p>Strategic Risk Register:</p> <ul style="list-style-type: none"> • The Trust has a Trust-wide SRR reviewed by Education Committee and Finance Committee. • Owned by the Executive Group. 	

	<ul style="list-style-type: none"> • This is a living document and is updated termly with status changes reflected. • Items are removed when no longer a risk. • Kept to 10 key risks to ensure it is manageable. • SMAr talked the meeting through it. • Suggestion made that it should be ragged, with red risks at the top and showing whether it is a Trust or Academy risk. • It was suggested that risks be scored rather than ragged. However, the Trustees want it to be ragged. Upwards, sideways or downward arrows could be added and removals listed at the bottom. • It was felt the biggest risk to GPA was staff leaving. • POTL may help retain staff. • This will be brought to an AC meeting termly. 	JTu/SMAr
10	<p>HT Update:</p> <ul style="list-style-type: none"> • Planning application in for an asphalt plant opposite GPA. We have written in opposition but needed to be careful how we responded as we don't want parents to think GPA is unsafe. A very considered response sent. It is on the Trust Risk Register. We are working with the LA and community links and have PR advice and support. A community petition has been raised. Ansar Ali has met with local councilors; they are all against it. JLe responded on behalf of the LA and they are opposed to it. 6 objections sent. Planning officer noted but done in an offhand manner. Industry expert employed and a pack was attached to our submission. SMAr did not meet with company although they offered. • 6 staff attended POTL training in Sunderland. Lots of change. Next AC meeting will concentrate on this. Change management plan to reflect this to ensure smooth transition. • Paper on January Census circulated. • Managing mobility better since becoming an Admissions Authority and appointment of Admissions Officer. • Roll in Y6 dropping. • Working on financial-led curriculum planning. • Attendance a problem in Y1. 	
11	<p>Trust update:</p> <ul style="list-style-type: none"> • Trust-wide training day on 2nd January was a great day. • Recruitment of Principal for TDA – in process of shortlisting. GWa stepped down as he had been unwell for some time. 	

	<p>Interviews on 26/27 February for replacement. Challenges ahead as it is a large school and includes the Juniors. Support of the Trust is essential but not lost ground since GWa left in October.</p> <ul style="list-style-type: none"> • Scott Hudson is now Director of Secondaries so we will be interviewing for a Principal at QKA. Lynn Mayes is a strong contender. 	
12	<p>AOB:</p> <ul style="list-style-type: none"> • Governor visit reports all good. Easier to report using new forms and more efficient. • Safeguarding concerns up. • Family cafes – great attendance. • JTU struggling to get policies onto the agenda. Three need approval. All based on best practice and all affect local practice. Will be sent out to governors by email for comment and approval. • Complaint received from parent to Governors as advised from the LA not through normal channels. Being dealt with by the Academy and JTU. This will be looked at with JTa. • ASa gave apologies for next meeting. <p>Date of next meeting: 21st March, 4pm, Gladstone Street site.</p>	<p>SMAr</p> <p>JTu/SMAr</p>

HHi
08-02-2019