

GLADSTONE PRIMARY ACADEMY
Minutes of Academy Committee Meeting on
Thursday 11 October 2018 at 4pm
in the Y6 Intervention Room at Bourges Boulevard

Attendees:

John Turner (Chair)	(JTU)	Simon Martin	(SMa)
Rakhsar Shabir (Chair)	(RSh)	Amy Warboys	(AWa)
Julie Taylor	(JTa)	Paul Fountain	(PFo)
Donna Augustine	(DAu)		
Geoff Walls	(GWa)		
Alan Sadler	(ASa)		

In Attendance:

Tara Gargiulo (Minutes)	(TGa)
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Papers had been circulated in advance and were taken as read

Item No.	Minutes	Action
AC/18.058	<p>WELCOME AND APOLOGIES</p> <ul style="list-style-type: none"> Apologies had been received from Ansar Ali and Reta Suali and were accepted. Apologies had been received from Simon Smith who was due to present to the group on the Academy's financial position. 	
AC/18.059	<p>DECLARATIONS OF INTEREST</p> <ul style="list-style-type: none"> ASa declared he is a governor in another school. 	
AC/18.060	<p>MINUTES OF PREVIOUS MEETING</p> <ul style="list-style-type: none"> The minutes of the meeting dated 12 July 2018 were agreed as a true and accurate record. The minutes were signed by the Chair. 	

Approved by Chair.....
Date:

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AC/18.061	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • 17.05.18 – Curriculum Plan - ADy to bring curriculum KPIs to a future meeting. • 12.07.18 - Y2 Moderation Results – AWa to prepare a business case for JTa to challenge the Local Authority on the inconsistent scoring parameters. • 11.10.18 update – business case completed, format being amended for LA. 	<p>ADy/AWa</p> <p>AWa/SMa</p>
AC/18.062	<p>TERMS OF REFERENCE</p> <ul style="list-style-type: none"> • JTa took the Committee through the changes in Terms of Reference including the requirements for a change in some terminology. Local Governing Body to be renamed as Academy Committee which would continue to uphold standards, represent the community and hold the Head to account. Responsibilities were now more explicit. • It was confirmed that finance will be scrutinised at the Trust Board meeting rather than Academy Committee meetings. • It was noted there is not currently a parent governor, however, this would be progressed. ACTION 	<p>SMa</p>
AC/18.063	<p>ELECTION OF CHAIR</p> <ul style="list-style-type: none"> • RSh announced that due to family and work commitments he was no longer able to stand as Chair and governor. • SMa thanked RSh for his time and commitment, particularly following conversion to academy. JTa echoed SMa's thanks. • An email had been sent prior to the meeting to all governors seeking nominations for chair. There had been one nomination for John Turner. • JOHN TURNER WAS VOTED UNANIMOUSLY AS CHAIR. 	
AC/18.064	<p>FINANCIAL POSITION</p> <ul style="list-style-type: none"> • This item was postponed. However, the Head reported the academy had finished the year in a strong financial position with a budget surplus. 	
AC/18.065	<p>SELF EVALUATION</p> <ul style="list-style-type: none"> • The self-evaluation is based on Ofsted criteria. The current self-evaluation continues to be 'Requires Improvement'. However, improvements in the quality of teaching and leadership were evident. The lag in outcomes has led to disappointment. • JTa questioned the development of disadvantaged children with lower reading ability? Specific pupil premium aspects have been introduced, a flightpath for pupil premium cohort has been mapped for those children to meet national at Year 6 with rag rated milestones for precise early warnings. 	

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	<ul style="list-style-type: none"> The Academy commenced running its own admissions at the beginning of September, the only change to practice is that the GPA Attendance Officer is processing all admissions, with continued close working with the LA. To date, the process has run very smoothly. however, there is still some legacy mobility. There are currently 60 vacancies across the Academy (mostly in Reception, which were expected to be filled over the course of the year.) 	
AC/18.068	<p>CONSULTATION ON PAN</p> <ul style="list-style-type: none"> SMA introduced the consultation to reduce the current PAN in Reception from 120 to 90. The Academy is currently a 4 form entry but maintains its small catchment area. Demand is not increasing; therefore, the Head is looking to change the published admissions number to 90. Entering consultation now would see the change implemented in September 2020. There is an 8 week consultation period and it would also be presented at the Trust Board. ASa agreed that census numbers had been reviewed and compared, the 120 PAN is not needed. The Head noted that last year 236 children arrived/left the Academy. The plan was approved. 	
AC/18.069	<p>FEEDBACK POLICY</p> <ul style="list-style-type: none"> The policy was currently in use and receiving positive feedback. It was agreed it was clear and consistent. GWa expressed a desire to see the policy in practice and would arrange for a governor visit. ACTION The policy was approved. 	GWa
AC/18.070	<p>SAFEGUARDING POLICY</p> <ul style="list-style-type: none"> The policy prepared by PFo was circulated and presented. It mirrors the Local Authority policy. Academy members need to be aware of the procedures and a session on safeguarding training would be carried out at a future meeting. ACTION The policy was approved. 	PFo
AC/18.071	<p>HEADTEACHER UPDATE</p> <ul style="list-style-type: none"> The Head updated that the Academy had a new NQT Year 6 teacher who has made a very positive start. Other new staff include a new KS1 HLTA and a new TA in Reception. Laura Wales has been appointed Assistant Head of EYFS and was leading the newly purchased pre-school. 	

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	<ul style="list-style-type: none"> Trust Primary PE Lead Sarah Carnes has had a very positive impact at GPA and TDAJ for PE and enrichment activities. A sports coach has also been appointed and recruitment for one more was underway. Bob Duddridge has been appointed as Trust Science Champion who was raising the profile of Science. A SCITT student with Teach East was in place with one of the strong Year 3 teachers. A pre-school has been purchased by the Trust which was undergoing rebranding and relaunch. The purchase would enable the quality of practice earlier. 	
AC/018.072	<p>TRUST UPDATE</p> <ul style="list-style-type: none"> JTa reported that Louise Sodon had been appointed as Director of Governance and would be meeting with Chairs of Academies to ensure consistent approach was being met. There had been a Chairs meeting yesterday and the minutes of these meetings would be shared. ACTION Two primaries had been given academy orders, to join the Trust, they were both rated as good. JTa would be attending a Suffolk CEO's meeting to observe as she had set up a Peterborough MAT CEOs meeting. JTa had attended a MAT CEO's meeting at the DfE and had been 1 of 16 CEOs invited to talk about the challenges, e.g. the extended time taken to get schools into academy status. The Trust had formed an alliance with the Eastern Multi Academies Trust to share good practice. JTa had received her appraisal and her targets had been met. The CEO had attended visits at all the secondary academies and would be undertaking a learning walk at GPA shortly. 	JTa
AC/18.073	<p>GOVERNOR VISIT REPORTS</p> <p>John Turner</p> <ul style="list-style-type: none"> Two governor visit reports were circulated and JTu reported he meets with PFo before each Academy Committee meeting to review safeguarding. JTu had been very impressed with the new 'My Concern' software to raise concerns, especially as it is integrated with TDA and can follow the children through the schools. The number of concerns raised to date this year were comparative with the same time last year. JTu had visited the refurbished toilets at KS1 and was pleased with the standard. 	

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AC/18.074	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • There being no further business the meeting closed. 	
AC/18.075	<p>DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> • Date for next meeting 4pm on Thursday 6 December 2018 at the Learning Centre, Gladstone Street site. 	

Approved by Chair.....
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