

Cippenham Primary School

Elmshott Lane, Cippenham,
Slough, Berks. SL1 5RB

Telephone: (01628) 604665 Facsimile: (01628) 660696

Email: office@cippenham-pri.slough.sch.uk

Website: www.goldrose.mat.co.uk

Principal: Mrs Nina Greenstone



Academy Council Meeting

Tuesday 11 June 2019

1.30 pm

Present:	Kam Hothi (KH) Alec Donnelly (AD) Belinda Ujani (BU) Rebecca Cunningham (RC) Nina Greenstone (NG) Tracey Sharp (TS) Karen Varma (KV) Nicky Willis (NW)	Parent Representative Teaching Staff Representative Associate Governor Student Advocate Governor Principal Support Staff Representative Parent Representative Trustee
-----------------	---	--

Apologies:	Richard Fairley (RF)	Community Representative
-------------------	----------------------	--------------------------

The meeting was quorate

Minutes:

Item:	Agenda Item:	Action:
	Procedural	
1	Welcome and Apologies ➤ Apologies were received and accepted from RF.	
2	Declarations of Interest ➤ None	
3	Minutes of previous meeting – 11 June 2019 Appendix 1(circulated prior to meeting) ➤ BU signed the minutes of the meeting on 11 June 2019 as a true and accurate reflection of the meeting.	
4	Comments on minutes of trust meeting dated 12 June 2019 Appendix 2(circulated prior to meeting) ➤ Trust feedback to be shared during item 11. ➤ NW noted for governors that if governors wish to spend funds allocated as reserves this has to be granted permission from the Pay and Staff Committee.	
5	Standing items, dates and focus areas Appendix 3(circulated prior to meeting) ➤ LT to review date of final trust meeting and circulate to governors. ➤ RC will become the link governor for Pupil Voice. ➤ Belinda Ujani will become the link governor for English. ➤ LT to circulate updated list of link governors and the staff member contact they will work closely with.	LT LT
	Reports	
6	Draft budget headlines Appendix 4(circulated prior to meeting) ➤ NW went through the draft budget headlines for governors as agreed by trustees for submission to the DfE. ➤ The trust has set a tight but balanced budget for the school; predicated on the circulated staff structure and give their thanks to the senior leaders who have worked hard to keep costs down. ➤ PPA costs have reduced by 25% without increasing strain on teaching staff.	

	<ul style="list-style-type: none"> ➤ The budget shows an in year surplus of £4792 and the recharge cost between the two trust schools has been updated to a 75% - 25% for the primary and infant schools respectively. ➤ The trust is working towards centralising IT to support infrastructure and the coming together of both schools and will work to secure support from the company Krome to do this. This is likely to cost the schools an estimated cost outside the budget of 18k though this cost is offset by funding from Slough Borough Council for the same amount. NW is working with the business team to organise this and this will support the centralisation of IT, access control and communications. ➤ NW circulated a more detailed budget breakdown for governors to take away and analyse and will send monthly monitoring of the budget to academy council chairs. <p>Governor question: governors asked what building works would be taking place at the site over the summer. NW responded that work will take place on the year 3 toilets, the hub and the PA cupboards and the capital cost of this work will be offset once the sale of the school house is finalised.</p> <p>7 Review SDP</p> <ul style="list-style-type: none"> ➤ As the SDP has been recently reviewed, NG circulated and took governors through data outcomes for the end of the academic year across the school (as filed with minutes). ➤ The EYFS GLD is 72% and though national figures have not yet been released this is a comfortable outcome. Those pupils achieving above expected outcomes has risen significantly in reading, writing and maths. ➤ The results of the Year 1 phonics screening tests are disappointing at 62% against the previous year outcome of 92%. Possible factors include long term sickness of staff and consistent approaches to phonics across all lessons. This will be a focus area of the SDP in the new academic year and will not become a negative trend for these pupils who have achieved well in other subjects. ➤ As governors are aware there has been a huge focus through the SDP on outcomes at the end of the KS2 and the school has implemented a variety of strategies, especially in maths. This has paid off as can be seen by the data presented. Reading will rise to 71% from the figure shown and has risen whilst national has reduced which shows a positive trend for the school. ➤ The criteria set to achieve greater depth in writing is incredibly tricky and so the school is working to embed some of these skills as early as year 4 to scaffold pupils in this area and the school hopes to see an increase in this figure next academic year. ➤ The new SDP will be shared in the new academic year. ➤ The outcomes of the staff stress survey will be shared with governors, which the steering group are working on - outcomes of which may have an indirect positive effect on staff absence. 	
	Regular Items	
8	<p>Safeguarding compliance check</p> <ul style="list-style-type: none"> ➤ RF is not in attendance though fed back post the safeguarding learning walk and stated that the school is safeguarding compliant. 	
9	<p>Health and safety compliance check</p> <ul style="list-style-type: none"> ➤ NG looks over the incident register at steering group meetings, which she attends regularly alongside health and safety walks with the designated trustee and the premises manager and can confirm the schools' compliance with relevant regulations. 	
	Policies and review	
10	<p>Agree staffing structure Appendix 5(circulated prior to meeting)</p> <ul style="list-style-type: none"> ➤ NG talked governors through appendix 5 and discussed some recent updates and points of note. ➤ For the coming academic year the assistant principal who currently has oversight for maths will be stepping down and this responsibility will go to the deputy 	

	<p>principal. The assistant principal with oversight for English will be on maternity leave from December and based on the outcome of the staff consultation NG will work on a plan to assist this stretched team.</p> <p>➤ The school is in the process of hiring two fixed term LSA's to cover vacancies. Governor question: Governors asked whether the 3 unqualified teachers were on their way to becoming qualified. NG answered that all three are at different stages of this pathway with support from the school. Governor question: Governors asked whether the school has had to rely on cover staff often recently. NG answered that yes there has been unexpected sickness which has required external support however generally the Lead LSA's do a wonderful job providing internal cover.</p> <p>11 NW update</p> <p>➤ The trust is in discussion with the ESFA and the DfE regarding the business case for the school merger and are looking into how admissions will be managed via a preference exercise and working to clarify for the two parties the difference between the current forecasted budget and the predicted three year budget based on one school. NW is working with the interim CFO to ensure that information is sufficient for the business case to be heard by the Headteacher Board in September 2019.</p> <p>➤ Phase 1 of the staff consultation is now complete and trustees will be apprised of the outcome at the strategic meeting after which staff and governors will be informed.</p> <p>➤ An architect is working with the schools on potential place making and trustees will discuss this at the strategy meeting as well as vision, interim prospectus and a road map for the academic year to come (circulated in meeting). Governors are invited to the INSET days on 20-22 July 2020 to support with physical changes. Governor question: Governors want to ensure that enough time has been allowed to ensure an enriching KS1 curriculum for the new school. NW answered that the new senior team will begin working on this with increased pace in the coming academic year.</p> <p>12 Agree Prospectus</p> <p>➤ The trust is working with a branding company named Kittle who will produce an interim prospectus for prospective parent tours in October. These will be shared with governors once agreed.</p>	
AOB and future meetings		
13	<p>AOB</p> <p>➤ The governors thanked AD for all of his support during his time as teacher representative and wish him the best of luck in his new venture. Next meeting of the Academy Council – Monday 7 October 2019 Next meeting of the Trust – Thursday 24 October 2019</p>	

The meeting closed at

Signed (Chair of Governors) Date

Item:	Action Agreed:	By:
5	LT to review date of final trust meeting and circulate to governors.	LT
5	LT to circulate updated list of link governors and the staff member contact they will work closely with.	LT