



Meeting: Cippenham Infant School Academy Council

Venue: Cippenham Infant School

Date & Time: Tuesday 7 May 2019 - 6pm

Attended:

Stephanie Holding (SH)
 Clare Lodge (CL)
 Richard Fairley (RF) (Chair)
 Ellie Statters (ES)
 Emily Plumley (EP)
 Shazia Tarafdar (ST)
 Derek Beesley (DB)
 Derek Morris (DM) (Trustee)
 Hazel Deville (HD) (Observer)

Apologies:

Becki Bishop (BB)

Item Ref	Agenda Item	Actions
1.	Procedural	
1.1	<u>Apologies</u> ❖ Apologies were received and accepted from BB.	
1.2	<u>Declaration of interests</u> ❖ Received. ❖ SH sits on an IEB for another school.	
1.3	<u>Notification of any other business</u> ❖ RF CIS update ❖ CL/SH Budget update SATS disapplication Calculations policy	
1.4	<u>Minutes and matters arising from minutes 05.03.19 (Appendix 1 – circulated prior to meeting)</u> ❖ RF signed the minutes dated 05.02.19 as a true and accurate reflection of the meeting. ❖ Further feedback from governors learning walk to be circulated electronically	
2.	Reports	
2.1	<u>SEN/Inclusion report (Appendix 2 – circulated prior to meeting)</u> ❖ HD took governors through the report as circulated prior to meeting. Governor question: RF asked when the school would receive further information regarding the intake for September 2019. HD and ES will be visiting Cippenham Nursery soon to meet with staff/pupils to discuss provision and make plans as required. Governor question: RF questioned whether parents who asked questions about SEN provision post-merger during the SEN coffee morning had a chance to respond to the consultation. SH agreed that they had. RF will attend the next SEN coffee morning.	RF

	❖ Governors thanked HD for the report.	
3.	The Gold Rose MAT update	
3.1	<p><u>Minutes of meeting 20.3.19 (Appendix 3 – circulated prior to meeting)</u></p> <ul style="list-style-type: none"> ❖ Minutes were received and noted by governors. ❖ RF and the chair of the primary school academy council attended for the relevant items of the recent trust meeting to feedback to/from academy councils. ❖ DM is grateful to academy councillors for their desire to improve communication between the academy councils and the trust board and is in attendance to improve links and to listen to feedback from academy councillors. ❖ DM fed back that trustees felt that the consultation process gave a lot of insight into stakeholder views and all trustees have read through responses as published on the website. The trustees seek to protect what the community values and look forward to continuing to facilitate a process of dialogue between trustees and all stakeholders. ❖ The Executive Leadership Team have been consulted by the Pay and Staff Committee on the process for staff consultations and this will be the next phase of the process. ❖ LT will circulate time and date of a breakfast meeting for academy councillors to attend for an update on the staff consultation process. The consultation will be guided by agreed principals, as laid out at the breakfast meeting and will have a positive impact on the school going forwards. <p>Governor question: EP asked how trustees intend to feedback from the consultation responses. Trustees have published responses on the website and will circulate a written response as well as the Executive Principal blog post which will keep stakeholders up to date with a fully transparent process.</p>	LT
3.2	<p><u>Vision statement and code of conduct (Appendix 4a/b – circulated prior to meeting)</u></p> <ul style="list-style-type: none"> ❖ Academy councillors noted appendix 4a/b in terms of expectations and focus of governance. 	
4.	Review	
4.1	<p><u>Lockdown procedure (Appendix 5 – circulated prior to meeting)</u></p> <ul style="list-style-type: none"> ❖ Academy councillors noted appendix 5. <p>Governor question: Has the school ever had to use the lockdown procedure? Not for a long time. The last drill took place at playtime to ensure the situation was manageable and the drill went largely well with a few updates to alarm system and procedure. A future drill will take place at lunchtime.</p>	
4.2	<p><u>Fire Procedure (Appendix 6 – circulated prior to meeting)</u></p> <ul style="list-style-type: none"> ❖ Academy councillors noted appendix 6. ❖ Termly fire drills will continue to take place. 	
4.3	<u>Missing child procedure (Appendix 7 – circulated at meeting)</u>	

	<ul style="list-style-type: none"> ❖ Academy councillors noted appendix 5 with a small amendment. 	
5.	Risk registers & governor feedback	
5.1	<u>School website audit feedback</u> <ul style="list-style-type: none"> ❖ ST took governors through an overview of the school website audit and will circulate the completed audit electronically. 	ST/LT
5.2	<u>Learning walk feedback</u> <ul style="list-style-type: none"> ❖ The remaining learning walk feedback will be circulated electronically. ❖ Governors enjoyed the layout of the timetable for the learning walk day and RF found the school council and free movement across the school to be a real highlight. ❖ Academy councillors to consider cross-trust learning walks in future. 	LT
5.3	<u>Health and safety and safeguarding update</u> <ul style="list-style-type: none"> ❖ The Principals are in the process of reviewing the rainbow plan with additions from LT. SH will then organise staff training on the relevant areas of the plan. ❖ All staff have updated their online safeguarding training. Governors also need to complete this training. CL will ask Lesley Donnelly to circulate the link to this training to be completed by the end of June. 	LT SH CL
6.	Any other Business	
6.1	<ul style="list-style-type: none"> ❖ RF has been working with Co-Principals on managing the budget and has received and interrogated the monitoring report for period 1-7. There is overspend in electricity costs that will be claimed back and overspend in staffing costs due to unexpected cover. There has also been some unexpected income. ❖ A business manager for the trust is in post and is working with the Executive Principal to set budget headings to share with academy councillors once confirmed. <p>Governor question: DM asked RF and the Co-Principals if they felt that they were receiving the support they need with financial planning. They confirmed that they are.</p> <ul style="list-style-type: none"> ❖ Co-Principals have found that the use of electronic system 'Tapestry' has been saving on printing and other resource costs as well as saving teacher time and being a positive experience for parents. ❖ There has been a saving in supply costs as there is a robust contingency plan in place for varying levels of class teacher absence which is working well. ❖ There has been positive parental engagement with fundraising and the school has raised around £5000 so far this year. ❖ CL shared a letter with academy councillors for pupil disapplication for SATs as 4 pupils are unable to access the test. Academy councillors agreed this. 	

	<ul style="list-style-type: none"> ❖ CL circulated the report written with the deputy principal from CPS, after cross school moderation, nothing the success of the modified calculations policy which uses different strategies agreed through moderation with the primary school. Use of the policy is evident during learning walks though more input will take place around using a shared language across both schools. Governor question: RF asked whether this shared policy supports the work to bridge the gap between the KS1 and KS2 curriculum. CL replied that it is a helpful tool and will be discussed further throughout the merger process. Governor question: DM asked whether there was also a transition issue between the EYFS and KS1 curriculum. SH answered that planning takes place as a staff team across the two phases and pupils share a whole school topic. ❖ RF shared the news that SH will be leaving CIS in July 2019 to take on the headship at an Infant School in the next academic year. This is a huge loss to CIS and the Academy Councillors are grateful to SH for all of the hard work and support she has put in to the school during her tenure as well as congratulate her on her new post. DM also passed on thanks for her contribution and congratulations on behalf of the trustees. Staff have been informed and parents will be informed in due course. ❖ Date of next meeting – 9 July 2019 	
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Meeting ended at 7 pm

Item	Action	Owner
2.1	RF to attend next SEN coffee morning	RF
3.1	LT will circulate time and date of a breakfast meeting for academy councillors to attend for an update on the staff consultation process.	LT
5.1	ST will circulate the completed website audit form electronically.	ST/LT
5.2	Academy councillors to consider cross-trust learning walks in future.	LT
5.3	The Principals are in the process of reviewing the rainbow plan with additions from LT.	LT
5.3	SH to organise staff training on the relevant areas of the rainbow plan.	SH
5.3	Governors to complete relevant online safeguarding training. CL to ask Lesley Donnelly to circulate the link to this training to be completed by the end of June	CL