



Meeting: Cippenham Infant School Academy Council

Venue: Cippenham Infant School

Date & Time: Tuesday 9 July 2019 - 6pm

Attended:

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

Apologies:

Derek Beesley (DB)
 Becki Bishop (BB)

Item Ref	Agenda Item	Actions
1.	Procedural	
1.1	<u>Apologies</u> ❖ Apologies were received and accepted from BB and DB.	
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> ❖ CL- IT and Budget update	
1.4	<u>DB/RF terms of office</u> ❖ Governors voted unanimously to extend the term of office for DB and RF for a further 4 year period. LT to action.	LT
1.5	<u>Minutes and matters arising from minutes 07.05.19 (Appendix 1 – circulated prior to meeting)</u> ❖ LT to send finalised version of the rainbow plan to Co-Principals. ❖ Governors to undertake outstanding safeguarding training. ❖ RF signed the minutes dated 7.5.19 as an accurate reflection of the meeting.	LT
2.	Reports	
2.1	<u>Co-Principals report (Appendix 2– circulated prior to meeting)</u> ❖ Co-Principals took governors through appendix 2, highlighting points of note. ❖ The school is fully staffed for September as per staffing breakdown in report. ❖ There is one current complaint undergoing investigation at stage 1. Governor question: Governors asked whether this was a standard number of complaints. CL answered that the school does not often receive complaints. ❖ Co-Principals talked through the SIP objectives and took	

	<p>governors through the details of the NPOH and NQSL courses relating to objective 1.</p> <ul style="list-style-type: none"> ❖ CL stated that next academic year the SIP will be formatted differently to become a working document, closer aligned to the Primary School who will also amend the SIP to contain the following focus areas: <ul style="list-style-type: none"> ○ Leadership and Management: development through coaching and well-being ○ Responsive Teaching: moving on from Assessment for Learning in line with organised INSET. ○ Assessment, Moderation and Monitoring. ❖ This will be fed back to governors in the new academic year. ❖ CL took governors through the impact of missed attendance as per the attendance figures. Teachers are ensuring that parents are aware of the impact of pupils missing school and messages about attendance are shared clearly for new parents during home visits and open evenings. ❖ Governor question: EP asked if all pupils were counted in the attendance figures. CL clarified that pupils not yet of compulsory school age are accounted for in these figures though attendance at EYFS is quite strong. ❖ The governors congratulated ES and her team for EYFS GLD outcomes of 82% including external moderation. ❖ Governor question: Governors looked over outcomes for the academic year and asked how these compare to last year's outcomes for the same pupil cohort. CL responded that the data shows a positive trend towards end of KS1 outcomes. There are 9 new pupils with EAL in Year 2 which will impact outcomes and there is scaffolding in place to support improved results in writing and reading at Year 1. ❖ Objective 5 of the SIP was amended during the academic year for effectiveness of Early Years Provision and includes the outcomes of the 'Early Communication and Language Project' taking place between CIS, CNS and CPS. ES presented the project at the senior leaders' seminar and it was received well. Helen Bilton will continue to be involved in the project and Nicky Willis will lead the project through to December in SH's absence. ❖ The school has one new EHCP, 2 referrals underway and 2 pending EHCP outcome – this will impact data for the relevant year groups. ❖ A large amount of Pupil Premium funding was spent supporting a particular pupil through SEBDOS support. Going forwards in these instances the school will apply for assistance through external agencies through the Early Help Assessment System. 	<p>CL</p>
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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"> ❖ There is a strategic meeting of trustees and academy council chairs on 12.7.19 and feedback will come to academy councillors. Please let RF know if you have any points to raise with the Trust. ❖ The Senior Leaders across both schools are working with a branding company named Kittle to look into the strategic vision of the school and will work with stakeholders to get input on what they value about each school to feed into the newly merge school ethos. ❖ The first stage of the consultation is concluded and this outcome will be shared once the trust board has been informed. 	
4.	Review	
4.1	<p><u>Staffing Update</u></p> <ul style="list-style-type: none"> ❖ Appendix 2 details staffing updates for the new academic year which CL talked through. Governors are happy with these changes. Definable roles currently being undertaken by SH have been distributed amongst current staff with support from CL and NW. 	
4.2	<p><u>Standing items, meeting dates and strategic areas (Appendix 4 – circulated prior to meeting)</u></p> <ul style="list-style-type: none"> ❖ RF talked governors through the standing items and meeting dates for next academic year including the coming together of two academy councils including the possible logistics of a joint learning walk day. This will also mean an adjustment in titles and focus areas for some governors. ❖ Governors asked LT to adapt the date of the meeting scheduled for 5.11.19. 	LT
5.	Risk registers & governor feedback	
5.1	<p><u>Safeguarding report</u></p> <ul style="list-style-type: none"> ❖ CL talked governors through the annual safeguarding report to be shared with SBC. CL to circulate to governors. ❖ CL explained that characteristics on roll include 1 pupil on the child protection register, 1 with a child in need plan, 6 post LAC pupils, 3 pupils with a social care referral and 1 with a referral that did not meet threshold. ❖ CL will work with staff and governors in the new academic year on updates to the Keeping Children Safe in Education guidance. 	CL CL
5.2	<p><u>Health and safety report</u></p> <ul style="list-style-type: none"> ❖ SH fed back that the termly checks and practices have taken place as scheduled. ❖ The steering group has met and will be focussing on staff wellbeing in the new academic year. 	

6.	Any other Business	
6.1	<ul style="list-style-type: none"> ❖ Date of next meeting – TBC ❖ Since the budget has been agreed by trustees there has been a slight overspend in the teaching staff budget to account for an unforeseen replacement. Governors will monitor this. ❖ The Trust is looking to buy into IT services from Krome for the coming academic year. This will be at a cost higher than that budgeted for however this cost will be offset by funding from Slough Borough Council. ❖ Governors thanks SH for all of her hard work at the school during her time as both a Co-Principal and staff member and wish her all the best in her new role. 	

Meeting ended at 7.30pm.

Item	Action	Owner
1.4	LT to extend terms of office for DB and RF.	LT
1.5	LT to send finalised version of the rainbow plan to co-principals.	LT
2.1	CL to feedback to governors on the updated SIP during next academic year.	CL
4.2	Governors asked LT to adapt the date of the meeting scheduled for 5.11.19.	LT
5.1	CL to circulate safeguarding report to governors.	CL
5.1	CL will work with staff and governors in the new academic year on updates to the Keeping Children Safe in Education guidance.	CL