

## Eggescliffe CE Primary School

### Meeting of the Academy Council

3.30pm on Thursday 29<sup>th</sup> September 2022

Eggescliffe CE VC Primary School, Butts Lane, Eggescliffe

### MINUTES

#### Councillors in attendance:

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Parent Councillors:</b>     | Rebecca Pollard, Nigel Ibbetson |
| <b>Foundation Councillors:</b> | Brian Robinson                  |
| <b>Co-opted Councillors:</b>   | Alan Judge (Chair) Simon Smith  |
| <b>Head Teacher:</b>           | Emma Robertson                  |
| <b>Staff Councillor:</b>       | Helen McCarthy                  |

#### ACTION

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| 1 | The Chair welcomed members to the meeting. Rebecca Pollard led the opening prayer.  |        |
| 2 | <p>The Chair confirmed that the meeting was quorate with 7 of the 10 members present. Apologies for absence had been received from Rebecca Dargan, Rebecca Shipley and Sylvia Wilson. The meeting resolved to note and accept these apologies.</p> <p>The Chair thanked the HT for putting together the papers for this meeting. This agenda, with all the items for the two meetings this term, was present at the Chairs' Briefing, a Zoom virtual meeting, on Thursday 8<sup>th</sup> Sept. It was suggested that the Chair meet with Claire Mitchell (Berry Education) to split this agenda across the two meetings. However, this had not happened in time for this meeting. It was agreed that we would work through as much as possible and then draw up a new agenda for our November meeting. The Chair reminded members that the annual safeguarding training, provided by Clennell Education, was attached to this meeting and would take place between 4:30 and 5:30.</p> |        |
| 3 | The Chair stepped down so a Chair for 2022/23 could be elected. The only nomination for Chair was Alan Judge, proposed by BR seconded by SS, who was then elected nem. con.   |        |
| 4 | The only nomination for Vice-chair was Brian Robinson, proposed by NI seconded by SS, who was then elected nem. con.  |        |
| 5 | <p>NI had contacted the Chair before the meeting to ask to discuss the chairmanship of the 'Friends of Eggescliffe'. The Chair had already spoken to the HT about this, a 'Ping' message has gone to all parents to ask anyone interested to contact the FoE. The Chair has a message from the current Chair of FoE reporting that she and another committee member wished to stand down and that she was planning a committee meeting to elect a new Chair. It was agreed to have an informal discussion about this after the meeting.</p> <p>The HT raised an urgent matter. A pupil with significant special needs has recently arrived from a private setting. The pupil is non-verbal, unable to communicate and</p>   |        |

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|   | <p>exhibits unusual reaction to new objects/surroundings. There seems to be no prior assessment of need and limited communication with the family. The process of assessment and agreement of an Education, Health and Care Plan (ECHP) has started. The HT's judgement is that it will recommend he attends a special school. This typically takes around 18 months during which time he will remain at Egglescliffe. It was agreed to advertise for and appoint a level 2 TA, 32.5 hrs/wk, as soon as possible, initially on a termly basis, to provide 1-to-1 support for this child. Councillors were assured that the funding of this would be back-dated even if the assessment process took some time.</p>   |   |
| 6 | <p>There were no declarations of business, personal or pecuniary interests in any matter arising from the agenda of this meeting.</p>   |   |
| 7 | <p>The Chair understands that Berry Education will manage all of the governance compliance reporting so much of this will occur at the clerked November meeting</p> <ul style="list-style-type: none"> <li>a) <i>TrustGov platform – no information, not discussed</i> <ul style="list-style-type: none"> <li>i) Annual declarations of interest, those councillors present completed their annual declaration and left these with the HT</li> <li>ii) <i>Non-disqualification confirmation – no information, not discussed</i></li> </ul> </li> <li>b) Councillors were reminded to complete the online Cyber Security training as soon as possible. The link for the training is in an email from the HT on 15/09/2022, AJ and RS have completed it.</li> <li>c) Councillors were reminded to read and familiarise themselves with the Governance Code of Conduct</li> <li>d) Publication of statutory governance information <ul style="list-style-type: none"> <li>i) GIAS – the HT reported that this is all up to date</li> <li>ii) School website – the HT reported that the governance information is up to date other than the Chair, Vice-chair for this year.</li> </ul> </li> </ul> | <p><b>Chair add a) to next agenda</b></p>   |
| 8 | <p>Meetings of the Local Academy Council</p> <p>The minutes of the Academy Council 6<sup>th</sup> July 2022 had been circulated in August. There were no changes and the minutes were approved. The Chair thanked SS for chairing this meeting and RS for minuting the meeting.</p> <p>There were no issues arising or actions other than items already covered in the agenda of this meeting.</p>  |   |
| 9 | <p>Governance update</p> <ul style="list-style-type: none"> <li>a) There are no changes to the membership. None of the terms of office of the existing councillors end this year. There was a brief discussion about co-option of one or more additional councillors but without reaching a conclusion.</li> <li>b) Training &amp; Development <ul style="list-style-type: none"> <li>i) Clennell Education Solutions - Safeguarding training was completed by all staff and RS, RD, RP and SW on 2<sup>nd</sup> Sept. Councillors present at this meeting will completed their training 4:30-5:30 today (29<sup>th</sup> Sept)</li> <li>ii) Details of Governance Induction sessions have been circulated to RD and RP. It was reported that some of the training links did not work. Berry Education had been asked to check these.</li> </ul> </li> </ul>  | <p><b>Chair add this to next agenda</b></p> |

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|                  | <p>c) Councillors Link roles for 2022-23 are to remain as agreed last term. The Chair offered to continue as the Health and Safety link. There was useful discussion about getting the Link roles going. It was agreed that Academy Councillors should contact the teachers involved and let them decide what works best for them and work together to get some dates booked in.</p> <p>d) The Chair reported on two Chairs' Briefings, 18<sup>th</sup> July and 8<sup>th</sup> Sept. These are now Chair and Vice-chair briefings. Previously these were repeated on different dates, for Chairs and Vice-chairs. On the 8<sup>th</sup> Sept we were told about Link Monitoring Forums for all schools across the Trust but no further details or dates. We also learnt about a new Health and Safety "onboarding" with Citation. This provides a web-based log of all H&amp;S matters. The Chair reported that he had not yet received minutes or notes from either meeting. In January the D&amp;NDLT will have over 3000 pupils, 11 schools, 2 more joining Easter 2023, which gives them direct access to capital funding. There was some discussion about the size of the Trust, the advantages / disadvantages of a bigger Trust. The HT gave some examples of advantages of a larger Trust, greater financial back-up if we need help, better service with budget monitoring, new H&amp;S and Safeguarding service providers etc.</p> <p><b>(The Head Teacher left the meeting at 4:25 to attend to an emergency. The Deputy Head. Helen McCarthy, spoke to the following items.)</b></p> | <p><b>Councillors to contact teachers in their link areas to arrange events</b></p> |
| <p><b>10</b></p> | <p><i>Governance Activity – not discussed - move to November meeting</i></p> <ul style="list-style-type: none"> <li>a) <i>Governance self-evaluation and action planning</i></li> <li>b) <i>Skills audit and analysis</i></li> <li>c) <i>Academy Council end of year summary reporting</i></li> <li>d) <i>Link monitoring forums</i></li> </ul>   | <p><b>Chair add this to next agenda</b></p>   |
| <p><b>11</b></p> | <p>Statutory updates – Councillors were reminded to read these key documents</p> <ul style="list-style-type: none"> <li>a) <a href="#">Keeping Children Safe in Education (KCSIE) 2022</a></li> <li>b) <a href="#">Academy Trust Handbook 2022</a></li> <li>c) <a href="#">Suspension and Permanent Exclusion guidance</a></li> </ul>   |   |
| <p><b>12</b></p> | <p>Headteacher's report</p> <p>HMc led councillors through the report, noting that several teachers had stayed with the same year group which helped a seamless start to the year and reduced teacher workload. She reported one safeguarding issue. The issue was off site, after school and no harm had occurred. A parent had raised concern about an adult speaking to pupils after school. This has been fully investigated and found to be a misguided, but well-meaning, offer of help from an elderly neighbour.</p> <p>The pupil premium strategy was circulated with the papers for this meeting. The priorities have been identified from data. The focus is on speech and language in early years, and maths and English in years 4 and 6 where outcomes are lower than other years, and mental health and well-being across all years. A new tracking system has been put in place to follow progress of pupil premium children to look at "soft" outcomes, engagement in lessons, attendance, punctuality involvement in after school clubs etc.</p> <p>The tutoring programme re-started last term is to continue. Initially it was based on groups of 3 pupils per tutor, but this was increased to 6. The use of our own</p>   |   |

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|    | <p>teachers as tutors has been far better than external agencies. Staff are paid from a government funded scheme.</p> <p>The new school logo and uniform has been very popular with pupils, parents, staff and councillors and all were impressed with the use of the logo around the site and in communications.</p> <p>Several more families have visited the school with a view to moving their child to Eggescliffe. The pupil roll is now 190, and likely to be increasing further this term. It was noted that the 22/23 budget is based on 181 pupils, at the last census. It is likely this would be 192-196 at the next census. This would bring a 6% to 8% increase in the funding which is based on pupil numbers for 2023/24.</p>   |   |
| 13 | <p>Challenge and Support Partner report</p> <p>The planned meeting at the end of the summer term was cancelled by CSP. The next meeting will be in November. Details to be confirmed.</p>   |   |
| 14 | <p>Annual Safeguarding report – The report from Clenell was circulated with the papers for this meeting. BR took part in the Safeguarding review with Clenell. Councillors welcomed the report which shows robust systems are in place and the school is meeting all its Safeguarding requirements.</p>   |   |
| 15 | <p>The School Improvement Plan and SEFF were circulated with the papers for this meeting and progress will be reviewed at future meetings</p> <p>a) 2021-22 End of year summary</p> <p>b) 2022-23 Key Priorities are:</p> <ol style="list-style-type: none"> <li>1. To develop writing attainment across all phases and Key Stages</li> <li>2. To develop assessment for Foundation subjects to ensure children's attainment and progress (OFSTED recommendation 2022)</li> <li>3. To ensure any arising gaps are addressed and intervention is bespoke and purposeful. For children to achieve well (from their starting points) within an enriched environment which supports learning with reading being the 'golden thread' throughout.</li> </ol> <p>Councillors are reminded that the SDP (or SIP) and the School Self Evaluation Form are, as before, combined into a single document. This is a working document that is regularly updated and contains a lot of detail. Councillors are asked to ensure they are aware of the Key Priorities and Areas for Development, 3 or 4 bullet points in each section of the document.</p> <p>The previous Governance Action Plan is included at the end of the School Development Plan and will continued through 2022/23.</p> |   |
| 16 | <p>Budget update</p> <p>a) 2021-22 The final outturn budget report for 2021/22 is not yet available'</p> <p>b) 2022-23 The Chair has requested monthly reports. The first of these "Governors Budget Reports" was circulated with the papers for this meeting. This shows the format that will be used for future budget reports, but was produced before the end of the month does not yet show expenditure. The HT alerted councillors to an anticipated deficit this year resulting from 5% pay rises for nearly all staff; we had been advised to budget for only 3%. The already announced removal of the planned National Insurance increase may reduce staff costs but this would not cover all of the pay rise costs. New budgeting procedures and monitoring have been introduced by the Trust which will ensure we have a regular report on the budget.</p>   | <p><b>Chair add this to next agenda</b></p> |

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| 17 | <i>Health &amp; Safety onboarding - not discussed</i>   |                          |
| 18 | School specific items – there are no matters other than those on the agenda   |                          |
| 19 | Teachers' performance management and pay review.<br>A summary was circulated with the papers for the meeting. Since there was insufficient time to deal with this the <b>Chair suggested either seeking approval via email or convening a separate short meeting to deal with this.</b>   | <b>Chair action ASAP</b> |
| 20 | <i>School risk register- circulated but not discussed</i>   |                          |
| 21 | School Policies – for review and approval<br>a) School Behaviour Policy<br>b) Curriculum Policy<br>c) SEND Policy and Report<br>d) Child Protection and Safeguarding Policy<br>These policies have been circulated and councillors reminded to check these.   |                          |
| 22 | <i>Updated Trust Policies - None sent from Trust ?</i>  |                          |
| 23 | Chair of Academy Council's correspondence - None  |                          |
| 24 | Two AOBs were raised and dealt with directly, see minute 5) above   |                          |
| 25 | <i>Items for consideration at the next meeting – not discussed</i>  |                          |
| 26 | <i>Approval of documents for inspection – not discussed</i>   |                          |
| 27 | Date and time of future meetings.<br><br>2. 3:30pm Wed 30 <sup>th</sup> Nov 2022 (clerked meeting)<br>3. 3:30pm Wed 25 <sup>th</sup> Jan 2023 (self-clerked)<br>4. 3:30pm Wed 1 <sup>st</sup> Mar 2023 (clerked meeting)<br>5. 3:30pm Wed 17 <sup>th</sup> May 2022 (clerked meeting)<br>6. 3:30pm Wed 28 <sup>th</sup> Jun 2022 (self-clerked) |                          |
| 28 | The meeting adjourned at 4:40pm and Councillors took part in the Safeguarding Training provided by Clennell. The training finished at 5:30pm and it was decided not to continue the meeting.<br>The Chair apologies for not having a closing prayer   |                          |

Chair (print).....

Chair (sign).....

Date.....