

**Egglecliffe CE Primary School**  
**Meeting of the Academy Council**  
**3.30pm on Thursday 25<sup>th</sup> January 2023**  
**Egglecliffe CE VC Primary School, Butts Lane, Egglecliffe**  
**MINUTES**

**Councillors in attendance:**

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

**Note:** *The agenda numbering was incorrect in that missed out 13 & 14.  
Numbers here are as on the Agenda so there is no 13 or 14.*

		<b>ACTION</b>
<b>1</b>	The Chair welcomed members to the meeting. Sylvia Wilson led the opening prayer.	
<b>2</b>	The Chair confirmed that all members were present and the meeting was quorate.	
<b>3</b>	A member asks if we would be able to discuss the teachers strike action. It was agreed not to discuss this within the formal meeting.	
<b>4</b>	Members confirmed that there were no items of business, personal or pecuniary interests to declare.	
<b>5</b>	The Head teacher confirmed that both the GIAS data and the school website had been checked this week and both are up-to-date and contain all the statutory information	
<b>6</b>	Minutes of the previous meeting, 30 Nov 2022, had been circulated with the agenda for this meeting. Members confirmed that these minutes were correct and a copy was signed by the Chair and the Headteacher.  The only matter arising from those minutes was the Academy Councillors' skills audit which is being managed by Berry Education. The Chair reported that he had not received any updates about this. There had been no communication from Berry Education with any members since the last meeting. The Chair agreed to take this up with Berry Education.	<i>Chair to discuss with Berry Education</i>
<b>7</b>	<b>Governance update</b>  The Chair had circulated details from D&NDLT of several courses to all members who were asked to reply directly to D&NDLT if they wish to complete any of these. There was some discussion about fees for courses; are these paid for by Trust, school or the individual? Given the potential of an over-spend on the school's budget, it's unlikely that the school could fund courses for councillors. Compulsory training, Online Safety, Safeguarding etc. is provided by D&NDLT and free to councillors. One councillor has not yet been able to access the induction for new councillors training but will endeavour to do so as soon as possible.	

	There were no requests for additional training.	
8.	<p>Headteacher's Report - <i>circulated with the papers for this meeting</i></p> <p>ER took councillors through the more significant aspects. One member of staff (not a teacher) is on long term sickness and one TA has resigned his post for personal reasons. The school has welcomed 3 PGCE students and 2 students from the Durham St John's 'School First' training programme. These are all graduates training to be teachers, but via different funding streams. The school receives payments for training it provides to of all these students.</p> <p>Clennell have visited and completed the school's Annual Safeguarding Review. ER and BR took part in this review and are pleased with the comprehensive final report.</p> <p>'Team Teach' training in positive handling and de-escalation techniques, is booked and will start in the week after half-term. All staff will take part in this training.</p> <p>The schedule for developing and reviewing the curriculum is working very well. Two teachers are working with CISP partners to improve progression and assessment processes and documentation. OR has completed a 'deep dive' in maths and her report is available for councillors. The report on History from JS and on Geography from JM are also available.</p> <p>Pupil progress data from the end of autumn term shows good high proportions of pupils already at 'expected' level in reading, wriing and maths with greater numbers working at greater depth, that is 'exceeding expected progress' than last year even at this early stage in year. Councillors welcomed these excellent achievements. There was some discussion about how the data has to be presented so that it shows 'Below' and 'Expected' standard, which add to the total in the year group, with the number 'Exceeding' being also counted in the 'Expected'. Some pupils still have gaps in learning from periods of home schooling during Covid; in some homes work set by teachers was not accessed. These gaps are being addressed by focussed work with TAs and in Year 6 by the mentoring programme. It was noted that pupils whose progress was below expectations were often poor attenders.</p> <p>Attendance last term has been affected by multiple outbreaks of infections but this is less so at the moment. ER has worked with a number of parents over poor attendance. The LA attendance officer has started termly visits, as part of a government initiative, and will also support this work by meeting with parents. Clennell are also supporting working on attendance; lack of attendance being a safeguarding issue.</p> <p>There are currently 5 pupils with EHCPs and 21 on the SEND register. Access arrangements have been completed for year 6 pupils by our external consultant. One Early Years pupil, who has a very high level of need, is now working on a reduced timetable and progress has been made with Stockton LA in identifying a special school that can provide for his needs. JH has completed the Sensory Space, in the area to the side of the main hall, and many pupils are already benefiting from using the space. The Academy Council agreed to thank John for his excellent and imaginative work on this and other projects around school.</p>	<p><i>Chair to thank JH on behalf of AC</i></p>

	<p>Pupil Premium expenditure continues as originally planned, no changes.</p> <p>The pupil roll, Reception to Year 6, is now 193 with a further 28 in Nursery. 3 more families are visiting this week seeking in-year enrolments and a further 4 have applied to the Nursery.</p> <p>The replacement Trim Trail / Clamber Stack is all agreed and work commences 6<sup>th</sup> March. A loan of £10k for this, from the D&amp;NDLT, is to be repaid over 3 years from 23/24 and the remaining £3.5k is from the school's 2022/23 budget. The Council thanked ER for her work over the last 18 months to secure this project. It was agreed that we should have an official opening and press release and some discussion about who might be asked to do the opening, mayor, MP or local a celebrity.</p>	<p><i>ER and others to investigate possibilities</i></p>
9	<p>School Development Plan - <i>circulated with the papers for this meeting</i></p> <p>The School Development Plan, with progress updates shows all developments/improvements are happening as planned and the school is making very pleasing progress.</p>	
10	<p>Link Monitoring activity</p> <p>a) All Councillors have been in school since the last meeting, and some further Link Visits have taken place. The Chair reminded members to complete a report of link visits so these can be filed as evidence of our work. NI confirmed that the report he shared with the teachers he met, and the Chair, is complete and can be added to the records. Members who have taken part in Encounter Events were asked to provide a short note to add to our Link Visit records</p> <p>b) Feedback from link monitoring forums – nothing to report</p>	<p><i>All Cllrs to complete visits and reports</i></p> <p><i>RD, RP ?</i></p>
11	<p>Challenge and Support Partner report - <i>circulated with the papers for this meeting</i></p> <p>Members noted JMcG's report of her full day visit on 17 Nov 2022. They welcomed the new summary format of this report and agreed it was a useful and very positive summary of the school's progress.</p>	
12	<p>Head Teachers Appraisal's - Sub-Committee Membership</p> <p>The Chair reminded members of his email of the 15<sup>th</sup> Dec following JMcG's request for a meeting with the 'Head Teachers Appraisal Sub-Committee' before the end of term. The Chair apologised for not having set up this sub-committee. Only NI was available for the suggested date, 16<sup>th</sup> Dec, and it had been agreed to go ahead with this initial meeting with AJ and NI forming the sub-committee.</p> <p>The Chair confirmed that this meeting had taken place. JMcG had already met with ER (via Zoom) and agreed targets which echo the Ofsted Report and the School Development Plan and one more personal target about work-life balance.</p> <p>The Sub-Committee met with ER and JMcG (via Zoom) and approved these targets. Members approved the recommendation of the sub-committee that we accept these targets.</p> <p>The Chair asked for one more member to join the sub-committee and it was agreed that would be RS. The Headteacher's Appraisal Committee is the therefore:</p> <p>1) Alan Judge (Chair) 2) Nigel Ibbetson 3) Rebecca Shipley.</p>	<p><i>Chair to forward sub-committee membership to JMcG</i></p>

15	<p>Budget update – <i>circulated with the papers for the meeting</i></p> <p>ER reported the on-going work to correct historic errors in the accounting data with a financial officer from the Trust in school 1 day/week, to work on this. A further update to the budget was completed on the 23<sup>rd</sup> January and sent to AJ and SS.</p> <p>The main changes are an</p> <ul style="list-style-type: none"> <li>• additional income approx. £12k from MSAG, the Mainstream Schools Additional Grant. This is a “cost of living” grant to paid to all schools in the 2023/24 financial year (Apr 23-Mar 24) The first tranche of this for the period Apr 23-Sept 23, will be paid in May so is in our 2022/23 (Sep 22-Aug23)</li> <li>• a spending decrease of approx. £10k in staffing which is the cost of a TA to support one pupil. This will not be required for the rest of the year. The additional funding to covered this had not been shown in income.</li> <li>• The major change from the approved budget in the 19 Dec update is additional staff costs of approx. £33k. These are correction resulting from numerous small updates to staff contracts which had not been correctly reflected on the accounts system. The Trust outsources payroll to Xentral using data from the HR records and this data was correct so staff were paid this money but it had not been edited in our accounts.</li> <li>• The budget, 23<sup>rd</sup> Jan update, now shows a deficit of £3.791</li> </ul> <p>The Chair added that the impact of growing number of pupils, due to the lag between the census data and funding derived from it, may be as much as £20k pa. This will decrease as numbers stabilise at limit set by PAN which is 210.</p> <p>The council expressed its continued confidence that budget was very good and likely get even better in future years.</p>	
19	<p>Chair of Academy Council’s correspondence</p> <p>The Chair reported briefly on the Chairs’ and Vice Chairs’ Briefing of the meeting of the 12 January which was circulated before the meeting. The appointment of Paul Rickeard to be the full-time CEO of the Trust was welcomed; he has been and continues to be a great strength and support to schools in the Trust. <i>(This item should have been taken as 7 b) - Governance Update)</i></p>	
20	<p>Any other URGENT business previously approved by the Chair</p> <p>The Chair reiterated his desire to find others willing to take on key roles in future years and to broaden the membership of the Academy Council. Members agreed that we should continue to seek new, more diverse members to join the council.</p>	
21	<p>Items for consideration at the next meeting</p> <p>There were no request for additional items</p>	
22	<p>Approval of documents for inspection**</p> <p>All documents were approved for publication.</p>	
23	<p>Date and time of future meetings</p> <ol style="list-style-type: none"> <li>1. <b>3:30pm Wed 1<sup>st</sup> Mar 2023</b> (clerked meeting)</li> <li>2. <b>3:30pm Wed 17<sup>th</sup> May 2023</b> (clerked meeting)</li> <li>3. <b>3:30pm Wed 28th Jun 2023</b> (<i>self-clerked</i>)</li> </ol>	
24	<p>Closing prayer</p> <p>Revd Sylvia Wilson led the closing prayer</p>	

Chair (print).....

Chair (sign).....

Date.....

**Explanatory notes:**

\* Minutes of the previous meeting are considered to be draft and cannot be issued until the Local Academy Council approves them at the current meeting. This gives the Local Academy Council the opportunity to correct any inaccuracies and review 'approval of documents for inspection' (see below). Detailed minutes of discussions are inappropriate and likely to inhibit the full and frank exchange of views and debate.

\*\*'Approval of documents for inspection' is a section within the minutes which gives the Local Academy Council an opportunity to withhold from public consumption information which has been deemed to be inappropriate for general release, e.g. personal information concerning identifiable pupils and/or teachers. Supporting documentation could, for example, include the names of pupils or teachers.

**Freedom of Information Act 2000**

The Local Academy Council needs to be aware that despite withholding documents under 'approval of documents for inspection', they could still be requested under the Freedom of Information Act 2000. If this is the case, the Trust needs to consider the request and the application of possible exemptions.