



**PETERBOROUGH KEYS
ACADEMIES TRUST**

Unlocking Potential



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ACADEMY COMMITTEE MEETING MINUTES

Date: 16th May 2023

Time: 4.45pm

Location: Thorpe Primary School

Governors (8): Anne Clayton (Chair)

Quorum for this meeting: (three governors entitled to vote, at least two of whom must be Trust appointed (PKAT) Governors)

Kathryn Bothwell

Joanne Fillmore

Colin Hammond

Manoj Subudhi

In attendance:

Emma Anderson Headteacher (HT)

Rebeka Kirtland-Blundell Clerk

Apologies:

Tracey Cheung

Samia Kenley

Absent:

Gulfraz Umar

Item		Lead
1	Welcome and Apologies The Chair welcomed everyone to the meeting and thanked those who attended early to complete their informal appraisal forms. Apologies were accepted from TC and SK. The Chair also thanked those Governors who made themselves available to help monitor Year 6 SATs week and asked the Head to give Governors a bit more notice next time. It has been agreed with the Head that all Governors will be given school fobs once they have completed their Safeguarding Training.	Chair
2	Declaration of Interests There were no declarations of interest in respect of the items on this agenda.	Chair
3	Vice Chair Election (postponed from previous meeting) There were no further candidates raised for the Vice Chair role. However, there was discussion over whether JF could stand as Vice Chair. JF was advised previously that she could not take on the role due to being employed by the school however, this was questioned due to another employee taking on the Chair role at another school within PKAT. Action: CH to raise with Trustees Action: Clerk to raise with HOG	

4	<p>Monitoring of School Improvement Plan and Ofsted Action Planning</p> <p>The HT apologised for the lateness of the report being uploaded to Governor Hub and explained this was due to absence.</p> <p>An update was given on lead areas of Maths, Reading, Phonics and Writing. These updates were based on assessment of data and the raising standards meeting.</p> <p>The HT advised that there has been an additional Maths Lead appointed. The staff member is in reception and therefore brings a different approach to Maths due to being EYFS trained.</p> <p>Number sense will be rolled out in the upcoming term. The aim is for children to have quick recall skills as this was identified as an area for development by Ofsted.</p> <p>Year 6 SATs took place last week and Year 2 assessments will be taking place during the week of the AC meeting and the following week.</p> <p>The school has been focusing on building up evidence in preparation for being monitored.</p> <p>Phonics checks must be completed by the 12th of June. The current lead in phonics has made real progress with the children.</p> <p>There has been a focus on moderation in writing, both in school and across PKAT. The school now feel confident that teachers can judge writing and know the next steps the children must take.</p> <p>Across the school, staff are being very careful to make sure they are consistent in what the children have learnt, what has been achieved and what the next steps are. Children struggle with abstract concept of Maths, so this is also a focus area.</p> <p>Within Reading, staff have been focusing on low ability children who require an extra push. Extra support has been provided as well as money spent on high-quality teaching books. These books focus on word recognition and are based at Year 2 and 3 levels. Planning and resources are being created which will incorporate the use of the books for the whole academic year; there are 24 texts in total. These reading lessons will help to boost the performance of children in roots groups.</p> <p>There are lots of training opportunities for staff, potential author visits with the aim to try and get children to enjoy reading.</p> <p>Next year, Michael Rosen is due to be at the New Theatre in Peterborough, performing poetry for Years 4, 5 and 6. Every child that attends gets a free book and depending on numbers, there is the potential for a free workshop to be delivered to the school children. The only issue may be the cost of transport taking children to and from the theatre.</p> <p>Within Phonics, 67% of Year 1 children are on track, and there is the potential to increase this figure further based on the work from the Phonics lead. In comparison to last year's figure of 57%, there has been a significant increase. The phonics lead is working hard to provide training, support and coaching a large team and this is having a big impact.</p> <p>When were these figures last looked at?</p> <p>On track scores were reviewed 3 weeks ago and final scores are in on the 12th June.</p> <p>With regards to Writing, the focus is very similar to that within Maths by making sure that any gaps that are identified are being dealt with. Staff are assessing where these gaps in learning are, and then putting in steps and building blocks to address these concerns.</p> <p>Attendance within the school continues to be low at 91.94% however, it is low nationally. Attendance has been and remains a concern since Covid. Unauthorised attendance is high at 2.2% and reasons for this include children being taken on holiday during term time as well as waiting for selected children to be off rolled.</p>	Head
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Behaviour was discussed. The HT explained that there were a small number of children taking up a lot of time. Behaviour is good across the school, there is a calm working environment and management of behaviour is good with key focus being on relationships and restorative actions.

What does MHST stand for?

Mental health support team.

MHST has provided good support and the new team have built good relationships with them.

There have been 2 suspensions of the same child for physical behaviour towards peers and adults. Suspensions are rarely used however, the school felt that this method would have an impact on the child. The child now has an EHCP plan and support in place.

The HT advised Governors that the Headteacher of Marshfields has been appointed as PKAT Director of SEND working 4 days a week. This will replace her previous role. One of actions points from Ofsted was regarding the Rainbow Room. There is the potential to become an ASD Hub and the school has given an initial 'expression of interest'. The PKAT Director of SEND would set up the Hub but it would require someone inside of the school to manage it on a day-to-day basis. There are currently 4 children in the Rainbow Room and these children could make use of the Hub. By becoming a Hub, the school would receive additional funding of £45k and extra money in capital. The school has expressed interest to find out more.

Pictures of the Year 4 production of the Music Box performance were displayed to Governors and the HT explained that the show had had a very good turnout from attendees and that the performance went well. This has been the first opportunity since Covid that the school has been able to invite people to attend.

Can a copy of the performance go on the website?

This performance wasn't recorded. It is difficult to attach any recordings of students especially in group performances because every child in the recordings has to be checked to see if permission has been granted to display or use their image.

Could this be something investigated for future events so that parents could go to website and see additional activities? It could help to further promote the school.

Yes, this is something that could be looked in to.

The HT explained a large portion of the concerns logged for safeguarding were Pupil Premium (PP).

Is 118 concerns a standard number to be logged?

Across PKAT schools, yes. The system is currently being reviewed with regards to the criteria and categories that are used. The set up currently looks like the school has no concerns; the school does have concerns, but these are listed under other categories. Mental health is highlighted as biggest issue highlighted which has led to the further focus on this area and the additional post of a SEND Director.

Have mental health issues been made worse by Covid?

No, this is not the main reason for the increase. Children are now very aware of mental health and can identify it better. Behaviour where children struggle to engage in 'normal life' is often the result of technology. Children are displaying attachment issues based on

	<p>a lack of interaction that can occur as a result of technology. And it is these attachment issues that often cause physical neurology issues.</p> <p>How is neglect dealt with by the school? If there is a lack of food within the home, the families can be supported with the use of food banks. The school can also provide support by feeding children. Examples of this include the free breakfast club where children are provided with bagels in the classroom. The school has also provided meals to one student who despite not being entitled to free school meals (FSM), is often sent to school without any food.</p> <p>If the public donate food, do you accept it in school? No, the school does not have a food bank on site however, there are local food banks that can be donated to.</p> <p>What can be done in terms of parents wanting to donate to children within the school? Donations can be accepted for the breakfast club; this club is run at cost with no additional profit being made.</p> <p>What does SEMH stand for? Social, emotional, mental health</p> <p>The highest needs children are all PP but there is no funding for one-to-one support for these students disregarding that some children may actually require 2 to 1 support, some 3 to 1 in certain cases.</p> <p>Is this documented? No.</p> <p>It should be so that it can be referred to PKAT. It is difficult to record due to timings and occasions when these additional numbers of staff are required to provide the support needed. There are risk assessments in place and one child has been removed from activities due to the risk of absconding. The parent is aware and has been clearly explained to that until this risk is removed, the child will not be allowed to attend.</p> <p>Everything in the report identifies that 1 to 1 support is being provided, and if Ofsted come in, they will expect to see this. Yes, agreed. There is the support of SLT on call, but we will ensure that it is highlighted in future.</p>	
5	<p>Focus on SEND The HT explained to Governors that due to absence and late return prior to the Academy Committee meeting, she did not want to put additional pressure on staff to prepare with such short notice.</p>	Head
6	<p>Welbee Staff Survey Feedback and Action Plan The HT advised Governors that the school had received the report following the Welbee survey however, staff had not yet had training on the report. 58 members of staff had completed the survey for Thorpe Primary School; this equates to 73% of staff. Governors were advised that SLT will be reviewing the dashboard and more detailed data to put forward an action plan which will identify a range of priorities. There is already a wellbeing party set up within the school who met and discussed the report and are working on their own action plan. These will be utilised in the school's version which will go back to PKAT. The survey mainly focused on teacher's viewpoints and so KB is due to meet with TAs within the school to ensure they feel included. One focus is on relationships with support staff, Governors, and the boosting of the whole school culture through staff activities. There is an upcoming BBQ planned at the</p>	Head

	<p>end of the year where all staff are invited. It was discussed that consideration must be given to whether support staff are likely to attend these types of events due to childcare restrictions. A suggestion was made that this event could held on the field to allow staff children to also be welcome. Timings of events also need to be considered as often if the event does not start until 4.30pm after the school day has finished at 3pm, staff are less likely to return.</p> <p>The issue with this particular event is that most Governors work full time and would not be able to attend straight after the school day has finished.</p> <p>Support staff enjoy lunchtime activities but again, this is an issue with Governors being able to attend. Shared lunches with support staff have been a big success.</p> <p>This could be an idea for Governors to consider next year, however, the short time scale makes it difficult to make changes this year and the biggest issue with allowing children of staff to attend is that this cannot just be limited to support staff.</p> <p>Governors did however discuss that there is the potential to start early on the 4th July for the whole school BBQ.</p> <p>Action: CH to check diary to confirm when BBQ start.</p>	
7	<p>Feedback from Governor Visits</p> <p>The chair conducted a recent safeguarding meeting which was meant to be a handover meeting however, GU was unable to attend.</p> <p>There were concerns expressed over lack of Governor visits and this raising further issues when Ofsted attend.</p> <p>Governors discussed that the reduction in the number of Academy Committee meetings being held has caused Governors to not meet as regularly as they did previously.</p> <p>Governors discussed that there is little communication between one meeting to the meeting.</p> <p>Could there be a separate channel on Governor Hub for Governors to chat?</p> <p>The clerk advised that she would check regarding a separate channel and confirm.</p> <p>Action – Clerk to review.</p> <p>A Governor raised that Governor Hub is not being used often by some Governors.</p> <p>Have the new Governors email issues been fixed?</p> <p>The Head of Governance (HOG) has confirmed that school emails for new Governors have been set up and are working. However, the Chair emailed both to check and neither email addresses were recognised.</p> <p>MS questioned regarding his safeguarding certificate and where to retain a copy of this.</p> <p>Action – Clerk to check if this has been sent to HOG.</p> <p>Governors discussed that some safeguarding training was still outstanding for some Governors. The Chair confirmed that there was a meeting planned with these Governors which will include the completion of this training.</p> <p>All Governors have completed DBS checks.</p> <p>Could Governors do the safeguarding training with the school staff on the training day?</p> <p>Yes, Governors are welcome to attend to complete this training with school staff. it will be delivered on the training day at the beginning of the next academic year.</p> <p>Action: HT to issue dates and times of training.</p>	All Govs

	<p>How did the TAs manage with the safeguarding questionnaire? It was not a questionnaire as such, just reminders of key points and ensuring they were up to date with safeguarding.</p> <p>Has the role of safeguarding lead been given to a deputy head now that EA is confirmed as the HT? The HT has not relinquished the role, the plan is not for this to remain long term, however, it remains with the HT currently.</p>	
8	<p>Academy Committee Self-Review Tool Governors discussed and completed the Self-Review of the Academy Committee.</p>	Chair
9	<p>Governance With regards to outstanding skills audits, TC, MS, GU, SK and KB still need to complete this activity.</p> <p>Action: TC, MS, GU, SK and KB to complete skills audits.</p> <p>The Clerk explained to Governors that the information from the skills audits is collated and sent to the HOG who identifies gaps and recommends training.</p> <p>The Chair raised that Nova Primary Academy are trialling running Governor Training during Academy Committee meetings and asked Governors for their thoughts on this. One Governor felt it would be good to undertake some training at meetings, but others were undecided.</p>	Chair
10	<p>Minutes of the Meeting held 21st March 2022 The minutes of this meeting were AGREED</p> <p>One of the points raised in the previous meetings was that of PR of the school. The Trust has employed someone to complete this role on behalf of PKAT and this person is due to visit Thorpe soon.</p> <p>Gabriela Chandler has been employed at Thorpe Primary and part of her role is with regards to Marketing for the school. As a result, the curriculum letters will be in a different format from September 2023. There will also be changes to the website and letter headers. The aim is to modernise and have a ban on using GIP art. The HT also advised Governors that the school has raised a purchase order for a banner to promote the recent Ofsted rating of the school.</p>	Chair
11	<p>Matters Arising from the Minutes of Previous Meeting</p> <ul style="list-style-type: none"> • GU and SK to complete training on their new lead roles. This matter is still outstanding. • Clerk to add Vice Chair election to next meeting's agenda This action was completed but the item is to be carried forward to next meeting. • HT to upload assessment data on Governor Hub once completed. The HT asked for further clarification from Governors with regards to what data they wished to see. It was explained that SATs data is due to arrive on the 11th July so there is currently no statutory data available. This action point was therefore removed as Governors did not feel the need to see other data. • AJC to undertake induction meetings with new Governors and start informal appraisals. This matter is currently in progress. SK induction meeting to be rearranged. • AJC is to follow up the discussion of PKAT strategic plan 2023-26 with CH. This is ongoing. A date is to be arranged and the HT requested to attend. • The HT will further advise SK with regards to who to contact concerning marketing. 	Chair

	<p>The HT advised that PKAT is now working with a company with regards to marketing however, SK can liaise with GC regarding Thorpe Primary School.</p> <ul style="list-style-type: none"> • MS and JF to co-ordinate a curriculum visit. <p>This matter is ongoing. A date is to be arranged following the checking of release time of other members of staff as well as KB.</p> <ul style="list-style-type: none"> • MS to upload certificate of safeguarding training to Governor Hub. <p>The Clerk is to check if the HOG has a copy of the certificate.</p> <ul style="list-style-type: none"> • SK and GU to complete safeguarding training. <p>AJC will check with SK and GU to confirm if this has been completed.</p> <ul style="list-style-type: none"> • SK to complete Governor Training. <p>This matter is currently in progress as the date will need to be rearranged.</p> <p>All other actions have been completed.</p>	
12	<p>Feedback to and from the Trust</p> <p>CH gave an update following the recent Trustee meeting. He advised that each school has been given capital based on a bidding scheme. Thorpe Primary School are due to have new flooring in reception. Visits were conducted at each school and any areas that were in need of improvement were then prioritised.</p> <p>The HT advised that the school wish to put forward a proposal to update the toilets in KS2 due to Safeguarding and Health and Safety reasons.</p> <p>PKAT has appointed New finance and IT employees as well as a new business co-ordinator.</p> <p>Pupil behaviour in some schools has been highlighted and PKAT are looking at alternate provision which may involve the use of internal exclusions. Governors will be updated in the next meeting on this matter.</p> <p>A HR consultant has been employed by the Trust and is liaising with the CEO to present to trustees. She has also been put forward as a trustee.</p> <p>An updated complaints policy was approved.</p> <p>Governors have been reminded that any declarations of interest in Governor Hub need to be completed if they hadn't already done so and any outstanding biographies also need to be completed and sent to the HOG.</p>	Chair
13	<p>AOB</p> <p>The Chair gave an update with regards to finance. She advised Governors that the close down for April remains outstanding however, a final report is now due in.</p> <p>Overall, the budget for the school is looking satisfactory for this time of the year. There have been some resignations in the school which included one staff member leaving for retirement, one resignation of a part time teacher and one TA and so whilst the budget appears satisfactory, the school is not running at the staff level they want and this will have an impact.</p> <p>There is a leak in the new roof which will have to take priority in fixing. The leak has occurred where the new roof meets the old roof and the company that installed the new roof have quoted £6k to fix it.</p>	Chair
13	<p>Confirm Date and time of Next Meeting:</p> <p>4th July 2023 – 5pm to take place at Thorpe Primary School however, Governors are reminded that attendance will be earlier due to the Governors running a BBQ for staff.</p>	Chair

The meeting closed at 7.05pm

Actions:

Item	Action	Due Date
3	CH to raise the matter of Vice Chair with Trustees	July 2023
3	Clerk to raise the question over JF being Vice Chair with HOG	ASAP
6	CH to check diary to confirm when BBQ start.	ASAP
7	Clerk to review whether a separate channel could be set up on Governor Hub solely for Governors to be able to communicate.	ASAP
7	Clerk to check if MS safeguarding certificate has been sent to HOG.	June 2023
7	HT to issue dates and times of safeguarding training.	July 2023
9	TC, MS, GU, SK and KB to complete skills audits.	ASAP
11	GU and SK to complete training on their new lead roles.	ASAP
11	Clerk to add Vice Chair election to next meeting's agenda	July 2023
11	AJC to undertake induction meetings with new Governors and start informal appraisals.	ASAP
11	AJC is to follow up the discussion of PKAT strategic plan 2023-26 with CH. The HT will attend this meeting.	June 2023
11	MS and JF to co-ordinate a curriculum visit.	July 2023
11	AJC to confirm with SK if safeguarding training is complete.	June 2023
11	SK to complete Governor Training.	ASAP