



Pound Hill Infant Academy Local Board		
Meeting Date	Wednesday 23rd October 2019	
Meeting Time	3.45pm	
Location	Pound Hill Infant Academy	
Membership	Initials	Attendance Register
Jo Chapman-Cohen	JCC	✓
Lisa Downs	LD	✓
Diane Garner	DG	X
Andrew Gent	AG	✓
Vikki Lewis	VL	✓
Sarah Morris	SM	✓
Bruce Muirhead	BM	X
Sanjit Saraw	SS	X
Amy Watson (Principal)	AW	X
Caroline Thayre (Executive Principal)	CT	✓
Kathryn Smith (Head of Governance and Admissions)	KS	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
P096	<p>Item 1: Welcome and Apologies for absence</p> <p>(i) LD took the Chair for this meeting.</p> <p>(ii) The board noted AW's absence and welcomed Caroline Thayre (CT), Executive Principal, to the meeting.</p> <p>(iii) BM, DG and SS sent their apologies; all other members were present.</p>		
P097	<p>Item 2: Declaration of interest concerning matters on the agenda</p> <p>(i) There were no declarations of interest concerning items on the agenda.</p>		
P098	<p>Item 3.1: Minutes and matters arising</p> <p>(i) The minutes of the meeting held on 17th June 2019 were approved and signed by the Chair.</p>		
P099	<p>Item 3.2: Matters arising from the minutes of the meeting held on 17th June 2019</p> <p>(i) Action P90 – LD informed the board that during their workshop in September they had contributed to their Self Evaluation Plan. The board agreed to present this in more detail at the next meeting.</p> <p>(ii) KS asked the board if they had completed their Community Engagement plan. VL and SM informed her that as part of their plan, they were working alongside academy staff and the Local Pound Hill Junior School to improve their plan. Following a PTA meeting later that evening, they would be updating the plan to present at the next meeting.</p> <p>(iii) All other actions were noted as complete.</p>	<p>LD/AG</p> <p>VL/ SM</p>	<p>20.01.2020</p> <p>20.01.2020</p>
P100	<p>Item 4: Governance</p> <p>(i) Item 4.1, the board noted the amendments to the Local Board Terms of reference, included in the papers.</p> <p>(ii) Items 4.2, Admissions Terms of Reference - The board noted the amendments to the Admissions Sub-Committee Terms of Reference, reflecting the current organisational structure of the Trust Admissions service.</p> <p>(iii) Items 4.3 and 4.4 members noted that there had been no recommended changes to the terms of reference for Exclusions and Complaints.</p> <p>(iv) The board noted the amendments included in item 4.5, Code of Conduct. The board asked what had triggered these</p>		

	<p>amendments. KS responded that following standard guidance from the National Association of Governance (NGA), the code has been amended to reflect recommended changes. A further amendment regarding social media would be presented in the future. KS also advised that training available, online, via the NGA had been updated for members should they want to update their knowledge further.</p> <p>(v) Item 4.6, members asked where they can access the amended policies and if they run alongside West Sussex policies. They were informed that key policies of the University of Brighton Academies Trust, which are implemented by each academy within the Trust, are provided on the Trust's website and a link can be followed from the academy's policy page.</p> <p>(vi) Item 4.7: The board noted the link to the Scheme of Delegation emailed to members prior to the meeting and provided in the agenda.</p> <p>(vii) Item 4.8: The board noted updates to the revised Local Board Safeguarding Checklist, highlighted in the papers.</p>		
<p>P101</p>	<p>Item 5: Chair's report</p> <p>(i) LD asked for further information regarding staffing at the academy. CT responded that she would be updating the board during item 6 of the agenda.</p> <p>(ii) The board discussed their progress regarding their self-evaluation plan, KS asked for clarification that the plan had been completed. The board informed her that they had completed the plan and there was a discussion regarding their link roles. KS advised that Safeguarding, SEN and LAC roles are a requirement of the Local Board.</p>		
<p>P102</p>	<p>Item 6: Principal's Report</p> <p>(i) CT provided an oral update to the Local Board and explained her role as Executive Principal highlighting that following AW's absence, her support has been formalised. Prior to this she has been working with the academy for over a year. She reported on the challenges that staff absence has placed on the academy. The board noted the absence of the Principal and assistant Principal and well as another assistant Principal returning to work following long term sickness and on a reduced timetable. They also noted teacher and NQT absence levels had increased.</p> <p>(ii) CT informed the board that her priorities were to improved behaviour and attitudes, measure the impact of absence of substantive leaders and review inclusion. CT also informed the board that the academy had received a Safeguarding Peer review. The board informed CT that parents are concerned by the staff absence and asked if there was a plan to inform</p>		

parents of staff absence. CT responded a letter had been sent to Pluto Class parents and carers to explain staffing. She also advised the board that a member of staff would not be returning to the academy following her decision not to continue with their placement. The board expressed concern that they were unaware that the position was not a permanent. CT informed the board that it was her intention to recruit and interviews for full and part time posts were taking place the following day at the academy. Going forward staff changes would be communicated to parents as quickly as possible. The board agreed that high quality, consistent teaching is important, whenever possible, to the academy.

- (iii) The board discussed new teachers communication with parents at pick up time and in one instance their concerns that a teacher communicated abruptly. CT noted their concern and informed them that the safety of the children is the teacher's priority, where possible the academy has included TAs at pick up times who know the pupils families. CT encouraged parents to contact staff or herself with any future concerns. The board asked for clarification regarding the complaints process. KS outlined the 3 stages of the complaints procedure and reminded members not to deal with complaints themselves but to encouraged parents to refer stage one complaints to academy staff or the Principal.
- (iv) CT informed the board that the academy's recent Safeguarding Peer Review was carried out during interim staffing arrangements and that, unfortunately, the Principal and Assistant Principal were not present for the review. The board noted that following their absence CT would be in the academy Tuesday to Thursday and that the Trust Safeguarding Manager would be based at the academy on Mondays and Fridays. CT highlighted the following areas of the report that did not meet the required standard, and required improvement:
- Policy and Procedures – the board noted CPOMs would be better utilised to track areas of concern going forward. Training had been provided and systems improved.
 - Promoting a Culture of Safety – CT reported that the academy would follow procedures more rigorously in the future and during recent visits, visitors were monitored and reported correctly if staff were concerned.
 - Inter-agency working – Information regarding the definition of Private fostering had been communicated to all staff.
 - Training – CT informed the board that induction training is being reviewed. The academy check training has been completed rigorously in the future.
 - The SCR is now up to date. CT thanked JCC and her team for their work towards this.

	<p>CT also informed the board that pupils felt safe at the academy which the board agreed was positive. CT informed the board that lunch and break time staffing are being reviewed to provide better structure and support during break times. The board commented that they were pleased to see that supervision during breaks and lunchtimes will be improved.</p> <p>(v) The board expressed their concerns regarding access to academy gates. CT informed the board that access onto the Junior site will be available at an earlier time. The Premises manager has also adjusted times to open the gates following feedback. The Early Years gate had been removed and replaced with fencing. Gates to the Moat Walk and the larger gate won't be accessible until after 3pm. The board informed CT that some teachers were unaware of the new process. CT apologised and informed the board that all clubs will be dismissed through the hall or front doors. She also informed the board that the academy's access system would be reviewed by the Trust Estates Manager on 12th November 2019. CT acknowledged the board's request for better communication to parents during the discussion and informed them that new year group letters were being drafted.</p> <p>(vi) The board discussed overgrown weeds and the poor access to pathways around the academy. They agreed to contact West Sussex County Council to report their concerns.</p> <p>(vii) CT informed the board that weekly news updates will be sent out to parents and carers and asked the Local Board for a contribution. LD and AG agreed to send draft items and messages from the Local Board to JC. VL and SM also agreed to forward items and messages from the PTA.</p> <p>(viii) KS highlighted Ofsted's key focus on the curriculum and asked the Local Board to consider adding curriculum link members. She also informed the board that there would be an increased focus on curriculum included in the Principal's reports. The board noted that equality and diversity monitoring had also been a focus during a recent Ofsted to another academy.</p> <p>(ix) The board discussed the academy's SENCO and LD informed the board that it had been difficult to secure a meeting with the current SENCO. CT informed the board that following the substantive post holder's return she would facilitate a meeting.</p>	<p>LD</p> <p>LD/ AG / VL /SM</p> <p>LD/ CT</p>	<p>Term 2</p> <p>Term 2 / Ongoing</p> <p>Term 2</p>
<p>P103</p>	<p>Item 7: Local Board Business Planning</p> <p>(i) The board briefly reviewed their current plan for 2019-20. It was noted that they had completed a self-evaluation during their workshop. A final copy would be circulated to the board.</p>		

	<p>(ii) KS informed the board that following the departure of the Trust's head of marketing and communication it was likely the Trust reformed Vision and Values would be delayed. She highlighted again that a priority for the Local Board was to complete their Community Engagement Plan.</p> <p>(iii) The board asked CT how frequently the academy would like parent surveys to be carried out. CT responded that they would be most effective during parents evenings. The board considered the academy's needs and asked what does the Principal need from the survey and what do parents think about the school and how it is performing. AG agreed to action the survey. CT informed the board that the next parent consultations will take place on 14th November 2019. The board requested that the survey could be completed and return to the academy after parents evening. CT suggested that a set date to return the forms is agreed.</p> <p>(iv) The board reported that they had begun to develop their Community Engagement Plan. KS informed the board that the Governance Conference on 16th November 2019 would be focusing on training members to help set priorities. AG informed the board that he would be attending the conference and would provide feedback. The board agreed to set up a working party to develop their plan and set a date for a workshop in December to present their plan to the board at their January meeting.</p>	<p>CT/ AG</p> <p>AG/ LD/ SM/ VL</p>	<p>Term 2</p> <p>Dec 2019</p>
P104	<p>Item 8: Local Board training and development</p> <p>(i) The board agreed to update their training. They discussed aligning their skills with link roles and to identify training needs. It was noted that this was a standing item on the agenda.</p>	<p>Agenda</p>	<p>Jan 2020</p>
P105	<p>Items to be brought to the attention of the Board of Trustees.</p> <p>(i) The board briefly discussed additional funding available from the PTA. CT suggested that ideas put forward from academy pupils are considered. The board asked that VL and SM provide a report to be included in their report to the board of trustees and included in the papers for the next meeting.</p>	<p>SM/ VL</p>	<p>Term 2</p>
P106	<p>Any Other Business</p> <p>(i) The board asked how they can support the Principal and the academy. CT asked members to bring problematic concerns to herself and team. She informed the board that pupils feel settled and reassured.</p> <p>(ii) The board asked if the Trust has concerns regarding the effectiveness of the Local Board. KS responded that there were no concerns and reminded them of the priority to complete their Community Engagement Plan.</p>		

	<p>(iii) The board asked what conversations have been had with pupils at the academy. CT informed them that she will talk to the children about changes to arrangements after half term. The academy will do their best to be consistent whenever possible.</p> <p>(iv) Members offered their support to the Principal and academy and expressed confidence in CT.</p>		
P095	<p>Dates and times of future meetings</p> <p>(i) The board noted that the date of the annual governance conference.</p> <p>(ii) Dates for the next meetings of the Local Board were confirmed as:</p> <ul style="list-style-type: none"> • Wednesday 20th January @ 3.45pm • Wednesday 23rd March @ 3.45pm • Wednesday 15th June @ 3.45pm 		

Agreed as an accurate record at the meeting of Pound Hill Infant Academy's Local Board.

Signed.....

Name.....

DATE:

Matters Arising:

Minute	Action	Who	Date
P099 (i)	Self-evaluation plan included in the papers for the next meeting	LD/ AG	Jan 2020
P099 (ii)	Community Engagement Plan included in the papers for next meeting	VL/ SM	Jan 2020
P102 (vi)	Pathway clearance around the academy – WSCC	LD	Term 2
P102 (vii)	Weekly news from the Local Board and PTA	LD/AG/VL/SM	Term 2 (ongoing)
P102 (ix)	SEN link visit	LD/ CT	Term 2
P103 (iii)	Parent survey	AG	Term 2
P103 (iv)	Community Engagement Plan	AG/LD/SM/VL	Dec 2019
P104 (i)	Training	Agenda item	Jan 2020
P105 (i)	PTA funding report to be included in the board's report to the board of trustees	SM/VL	Term 2