



Pound Hill Infant Academy Local Board		
Meeting Date	Monday 17th June 2019	
Meeting Time	3.45pm	
Location	Pound Hill Infant Academy	
Membership	Initials	Attendance Register
Jo Chapman-Cohen	JC	✓
Lisa Downs	LD	✓
Diane Garner	DG	✓
Andrew Gent	AG	✓
Vikki Lewis	VL	X
Sarah Morris	SM	✓
Bruce Muirhead	BM	X
Sanjit Saraw	SS	✓
Amy Watson	AW	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
P079	<p>Item 1: Welcome and Apologies for absence</p> <p>(i) BM and VL sent their apologies; all other members were present.</p> <p>(ii) The board welcomed SS Co-Opted member and SM and DG as Parent members to their first meeting of the Local Board.</p>		
P080	<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>		
P081	<p>Item 4: Governance</p> <p>(i) In BM's absence it was agreed to move to item 4.1 of the agenda, which was amended to Chair nominations following BM's resignation from his position as Chair. BM had informed the board prior to the meeting that he still wanted to remain a Local Board member.</p> <p>(ii) AG and LD discussed sharing the role of Chair with the board and offered to Co-Chair going forward. It was agreed that their roles would be defined so that the board and clerk were aware of their responsibilities. AG and LD left the meeting room and the Local Board unanimously to appoint AG and LD as Co-Chairs for their Local Board. AG and LD re-joined the meeting and accepted the Chair.</p> <p>(iii) It was agreed that AG would chair the meeting on this occasion and this role would be alternated between Chairs going forward.</p>		
P082	<p>Item 3.1: Minutes and matters arising</p> <p>(i) The minutes of the meeting held on 27th February 2019 were approved and signed by the Chair.</p>		
P083	<p>Item 3.2: Matters arising from the minutes of the meeting held on 27th February 2019</p> <p>(i) Action P064 – The board discussed moving the academy's parent and staff surveys online using Survey Monkey. They agreed that a simple survey would encourage completion and that by repeating the survey they would be able to compare data and obtain users. The board also discussed the importance of access to all. It was agreed that an exit survey for year 2 parents would be actioned and a survey for the whole school would be introduced in the new academic year.</p>	AG	Term 6

	<p>(ii) Action P068 (ii) – The board discussed the training available and developing their expertise. The board suggested that link roles are established by a needs assessment and skills audit. It was requested that this is an Agenda item for their next meeting.</p> <p>(iii) Action D069 (i) – It was noted that the SENCO, Nicola Ellis would be invited to a meeting in the new academic year to provide an annual report to the board.</p> <p>(iv) Actin D072 – It was noted that the Local Board Strategic Plan would be discussed under Item 11 of the Agenda.</p> <p>(v) All other actions were noted as complete.</p>	<p>AGENDA</p>	<p>OCT 2019</p>
		<p>AGENDA</p>	<p>JAN 2020</p>
P084	<p>Item 5: Principal's report</p> <p>(i) AW presented her Principal's report and provided an overview of the context of the academy. The board noted that attendance had reached 96.13% and AW informed them that this was ahead of target. The board discussed unauthorised absence and noted that due to many parents working at Gatwick Airport many parents were unable to take holidays during school holidays, they also had access to cheap flights during term time. AW informed the board that pupils arriving late for school were being closely monitored. The academy was raising awareness the academy's structured timetable and of the knock-on effect on their learning.</p> <p>(ii) The board noted the content of her report.</p>		
P085	<p>Item 6: Safeguarding</p> <p>(i) AG presented his safeguarding link report [tabled paper], reporting that safeguarding at the academy was well managed. AG highlighted the key outcomes arising from his visit, recommended actions for the Local Board, included in the paper. The board were informed that during his next visit AG would be meeting with other Designated Safeguarding Leads (DSL's) and observe pupils awareness of Online protection and examine results of Online firewall breach monitoring.</p> <p>(ii) The board noted AG's recommendations that new board members complete their Safeguarding and Prevent training by the end of term 6. The clerk confirmed that training should be updated annually and renewed every 3 years.</p> <p>(iii) AW outlined safeguarding at the academy, included in her Principal's report and provided the board with an overview of the academy's planned Lockdown response.</p>		

	(iv) The board noted the content of AG and AW's reports and welcomed AG's ideas for future visits.		
P086	<p>Item 7: SEN</p> <p>(i) AW informed the board that DSLs met regularly at the academy and provided the board with an outline of the number of pupils with SEN. The board asked how pupils with SEN are identified at the academy. AW informed the board that pupils are monitored and if SEN is identified, parents are notified that interventions will be put in place to support their child. The impact of these interventions is monitored, and pupils will be added to the SEN register if needed.</p> <p>(ii) The board agreed that the academy's SEN information report would be updated in the autumn term and asked that this is added to the agenda for this meeting.</p> <p>(iii) LD presented her SEN visit report and informed the board that she had met with the academy's SENCO, Nicky Ellis. LD highlighted her discussion with Nicky around the Autism Award that the academy will be undertaking. LD recommended that the Local Board could offer extra support to the academy to assist with SEN and that this should be considered as part of their Community Engagement Plan.</p> <p>(iv) LD also informed the board that she had assisted the academy with their case following an admission request for a child with an Early Health Care Plan (EHCP).</p>	AGENDA	Jan 2020
P087	<p>Item 8:</p> <p>(i) The board noted LD's reading and LD and SM's walkaround visits to the academy and discussed visit reports and ways of monitoring going forward.</p> <p>(ii) The board discussed their plan for the coming term. AW requested that the board present at the academy's induction meeting on Monday 8th July 2019. LD, SS, SM and DG offered their support. AW also informed the board that sports day would be on the same day.</p>		
P088	<p>Item 9: Community Engagement Strategy</p> <p>(i) The board noted the content of VL's emailed report and agreed to complete the development a Community Engagement Plan as a priority.</p>	VL/AG/ LD/AW	Term 1
P089	<p>Item 10: Self Evaluation Plan</p> <p>(i) The board reviewed the Self- Evaluation form and agreed to review in a workshop on Monday 16th September 2019 at 3.45pm.</p>	All	16.09.2019
P090	Item 11: Strategic Plan update		

	<p>(i) The board reviewed their strategic plan [tabled paper] and noted that the Teaching School had been removed from the plan.</p> <p>(ii) AG informed the board that the Trust were revisiting their vision and values. The board agreed to update the academy's vision and values to reflect the present academy and review again in the future.</p> <p>(iii) The board made some suggestions to the presentation and rewording of the plan and AW agreed to amend and circulate an updated version to members.</p>	AW	Term 6
P091	<p>Item 12: Training</p> <p>(i) AW informed the board that the academies part time administrator will include community engagement as part of her role. VL suggested that herself and new member Sarah Morris work with the academy and report to the next Local Board meeting.</p>		
P092	<p>Items to be brought to the attention of the Board of Trustees.</p> <p>(i) LD and AG requested that the Clerk forward the report template.</p>	Clerk	Term 6
P093	<p>How have we improved outcomes for the children at Pound Hill Infant academy?</p> <p>(i) It was agreed that this item is covered in item 13 and will be removed from the agenda.</p>		
P094	<p>Any Other Business</p> <p>(i) AW informed the board that there would be a consultation regarding the extension of the academy's school day. The academy currently finish school at 2.50pm, the academy is proposing that this time is extended to 3.10pm to coincide with the Junior school and provide an extra 20minutes to the school day. Parents and Careers, including new intake parents would be informed and an online questionnaire would be sent. AW informed the board that staff had been consulted and were generally happy and positive about the change. The board were supportive and discussed the impact to parents and pupils for after school clubs planned in September.</p>		
P095	<p>Dates and times of future meetings</p> <p>(i) It was agreed that the dates of next year's meetings would be agreed with the Clerk, Principal and Chairs and forwarded to Local Board members by the end of term.</p>	Clerk	Term 6

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
P083 (ii)	Exit Survey Year 2 parents term 6 & Whole School survey Term 2	AG	Terms 6 & 2
P083 (ii)	Local Board Training and Development	AGENDA	Oct 2019
P083 (iii)	SENCO invitation to attend meeting	AW/ Clerk	Jan 2020
P086 (ii)	SEN information report review	Agenda	Jan 2020
P088 (i)	Community Engagement Plan	VL/AG/LD/AW	Term 1
P089 (i)	Self-Evaluation Workshop	All	16.09.2019
P090 (iii)	Circulate updated Self Evaluation Plan	AW	Term 6
P092 (i)	Report to the Board of Trustees Template to LD & AG	Clerk	Term 6
P095 (i)	2019-20 Local Board meeting dates	Clerk	Term 6