



Pound Hill Infant Academy Local Board – minutes of the meeting		
Meeting Date	Wednesday 8th July 2020	
Meeting Time	4.30pm	
Location	Teams Virtual Meeting	
Membership	Initials	Attendance Register
Jo Chapman-Cohen	JCC	✓
Lisa Downs	LD	✓
Diane Garner	DG	✓
Andrew Gent	AG	✓
Sarah Morris	SM	✓
Bruce Muirhead	BM	✓
Sanjit Saraw	SS	✓
Tom Jordan (Interim Principal)	TJ	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
P126	<p>Item 1: Welcome and Apologies for absence</p> <p>(i) AG took the Chair for this meeting.</p> <p>(ii) There were no apologies; SS joined the meeting after item 5, all other members were present.</p>		
P127	<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>		
P128	<p>Item 3: Virtual meeting ground rules – were noted by all members throughout the meeting.</p>		
P129	<p>Item 4.1: Minutes and matters arising</p> <p>(i) The parts one and two of the minutes of the meeting held on 12th February 2020 were approved by the Chair.</p>		
P130	<p>Item 4.2: Matters arising from the minutes of the meeting held on 12th February 2020</p> <p>(i) Item P113 (i) Parental Input Evenings & calendar invitation to members –this item was postponed, LD/ AG & TJ agreed to inform members of revised dates when available.</p> <p>(ii) Item P114 (i) Community Engagement – members requested that this item remained a standing item on the Agenda</p> <p>(iii) Item P115 Sex & Relationship Policy - members noted that, following government guidance, an extension to Sept 2021 had been given to complete and approve the policy. Members discussed parental consultation and JIGSAW support provision, which provides a clear package for parents, taking into consideration the cultural and language difference within the community.</p> <p>(iv) Item P116 (iii) Members noted that an approved SEN information report had been published on PHIA website</p> <p>(i) All other actions were noted as complete.</p>	<p>LD/AG/TJ</p> <p>AGENDA</p>	<p>Term 1</p> <p>21.10.2020</p>
P131	<p>Item 5: Chair's report</p> <p>(i) Chair's Forum update – AG informed members that the Chair's Forum focused on ICT provision, office 365 roll out and the inclusion of Teams. AG highlighted the benefits</p>		

	<p>including cost and a potential intranet. AG informed members that minutes from meeting would be circulated, if required.</p> <p>(ii) Members were also informed the Trust has instigated a programme in preparation for the return of pupils to school, in September 2020. Members noted that staff would work beyond holidays. AG highlighted that risk assessments would be completed to enable the trust to look at provisions and final visits would take place before the schools re opened.</p> <p>(iii) Local Board report to the Board of Trustees - AG provided an outline of updates since last report and thanked LD for producing the report.</p> <p>(iv) UoBAT Board of Trustees report May 2020 – members noted content of this report.</p>		
<p>P132</p>	<p>Item 6: Principal’s Report</p> <p>(i) TJ referred to his report and highlighted that he remains responsible for 270 pupils. Members noted that, as a result of Covid 19, pupils eligible for Free School Meals (FSM) and Pupil Premium (PP) numbers have risen. TJ informed members that the voucher system had been problematic, however, issues had been resolved and, in the meantime, the Trust supported the academy with Tesco’s vouchers. Vouchers for summer holidays had been submitted and parents would receive these fortnightly. Members noted that the vouchers were restricted, (no alcohol and tobacco could be purchased).</p> <p>(ii) PHIA Challenge partner report– TJ informed members that Phonics remained a priority at the academy and it was recommended that a new phonics programme is purchased. Members noted that Sounds Right practitioner training was up to date for all teachers, except for a new year 2 teacher, who will be trained, along with 2 other members of staff in September to support the vision. TJ informed members that to save costs, he will deliver training. It was noted that all other actions, included in the report, are in the process of being actioned.</p> <p>(iii) Community Engagement – Members noted that information regarding the re-opening of school would be sent to parents, during the summer holidays. 150 children were currently onsite. The academy had continued to celebrate pupils in assembly on Monday and Fridays. Parents were informed, by email, if their child had received a certificate and that there had been positive feedback. Parents also responded well to class email addresses and staff members swift responses. Members noted that Twitter activity has reduced, but the academy continued to encourage online learning.</p>		

<p>(iv) Safeguarding – Members noted that significant work had been required, during Lock down, to hold West Sussex County Council and Social services to account. Members noted that MASH had been highly effective. Members were informed that the Academy had completed welfare checks and the children attending school, have prospered with improved behaviour. There had been two calls to MASH and Child in Need, concerns were raised at panel meeting. UoBAT Safeguarding audit – TJ informed members that he felt confident that processes are in place. Members asked about purpose of the meeting with the Trust and expectations for the academy; TJ responded that the meeting was to clarify what had been done, to learn from across the Trust and investigate the academy’s position post Covid, moving into next academic year. Making sure everyone is aware and looking at lessons learnt.</p> <p>(v) Behaviour – Members noted that there had been no increase in incidences, since reopening in June. TJ informed members that he was immensely proud of the children. Members noted that the children enjoyed the one-way system and that school was calm place to be.</p> <p>(vi) Members noted that there had been no formal complaints since TJ joined the academy.</p> <p>(vii) A virtual, new parents meeting had been held for 90 parents, the meeting had been recorded via Teams, and a presentation would be available, on the academy’s on website, for parents unable to attend (subject to GDPR confirmation). Feedback following the meeting had been positive.</p> <p>(viii) Members thanked TJ for the May Teams meeting update. TJ provided additional information to inform members regarding pupil bubbles and staff allocation. As well as details regarding staggered start, break and end times for pupils. Members noted that the Junior school field had been used in order to achieve rotation and keep bubbles separate. TJ reported on the academy’s focus around consistent, academic catch up and clear transition arrangements. He also highlighted the curriculum intent circulated to members before the meeting and praised the academy staff’s passion. Members noted that pupils were already benefitting. TJ continued by providing members with an update of plans for all pupils and informed then that information will be provided to parents and included in draft risk assessments. Staff would be consulted, and final plans shared with the Local Board for their review (subject to Exec approval and site visits during summer holidays).</p>		
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	<p>(ix) TJ informed members of the academy's plans to use an additional allocated fund for outdoor areas and within sports premium. Blue container will be replaced with a bike / scooter shelter to address the limited shade available to pupils, quotes for sail shade and seating had been received. The academy aimed to complete this work by the Autumn.</p> <p>(x) Members asked if pupils are being assessed. TJ informed members that the academy use curriculum linked, teacher assessments. Members noted that a large number of children haven't been in school, emotional needs are a priority. On return to school non formal assessments will be done and include including challenges and discussions to inform the teaching practice. A Phonics diagnostic assessment will also take place along with reading & maths assessments. Remote learning will be offered to pupils who need to self-isolate.</p> <p>(xi) Members asked about absence fines from Sept – TJ responded that the academy actively encourage all pupils to come in and that this is considered on a case by case basis. The academy is obliged to follow up absence and establish why pupils are not in. If over a sustained period, it may be appropriate. Members commented, it was understandable that government's taken this position. Clear that needs to be treated with caution. They expressed concerns around EHCP pupils and support to anxious parents and carers.</p>		
P133	<p>Item 7: SRE Policy and consultation update</p> <p>(i) Members noted that following a recent Relationships, Sex education policy (RSE) government update, the policy would need to be in place for September 2021 to include sufficient consultation with parents. Members asked about consultation planning. TJ responded that he would provide further information, following his meeting with Executive Director of School improvement. Members noted that the deadline for policy approval is May 2021.</p>	TJ	Term 1
P134	<p>Item 8: Safeguarding</p> <p>(i) AG presented his Safeguarding virtual checklist and thanked TJ for his help and highlighted issues raised in his report regarding Covid planning.</p> <p>(ii) Members noted that there had been a discussion around Local Board visits to academies during the last Chair's forum and expressed disappointment that members had not been encouraged to visit in person. TJ responded that he has no</p>	AG/ LD	Term 1

	<p>issues with Local Board Chair visits to the academy and LD/AG agreed to contact TJ to arrange.</p> <p>(iii) Members noted the content of the Safeguarding Annual report to the Board of Trustees</p> <p>(iv) AG asked all members to ensure that appropriate training is completed and requested that board makes concerted effort to complete before next meeting.</p>	All	21.10.2020
P135	<p>Item 9: SEN & LAC</p> <p>(i) LD presented her SEN virtual link report and informed members that Covid 19 had given the academy an opportunity to look at a number of areas where key items from the peer review and her report, had been implemented. Members noted that the majority of outstanding items from her report would be in place from the last academic year. LD also highlighted that the academy's SENCO has to complete her training and had struggled to complete this within current workload.</p> <p>(ii) The board noted the content of her visit reports.</p>		
P136	<p>Item 10: Community Engagement</p> <p>(i) Members reflected on parental engagement and agreed that the relationship between parents and academy had improved. They expressed confidence that their autumn term plan, with a new cohort of parents will increase on the progress already made.</p>		
P137	<p>Item 11: Local Board Training</p> <p>(i) Members were reminded to complete safeguarding, prevent and GDPR training as required.</p>		
P138	<p>Any Other Business</p> <p>(i) Members asked if the academy's Challenge report partner would be revisited. TJ responded that this would be revisited in next academic year. Challenge partner visits will continue, with focus to develop curriculum. The academy expected a light touch Ofsted visit from January 2020.</p> <p>(ii) Members acknowledged the outstanding work of TJ and the team over the last few months. They thanked Tom and the Team and expressed confidence for the next academic year.</p> <p>(iii) Members were informed that there had been a Covid 19 positive test for a parent of a child in year 1. TJ outlined procedures and actions that were followed by the academy. Members discussed the inappropriate use of social media by an academy parent and agreed to send them a letter to make</p>	LD/ AG/TJ	Term 1

	<p>them aware that social media platforms are not appropriate when referring to the academy.</p> <p>(iv)Members asked how parents could give end of term gifts, if they wanted to. TJ responded that some parents have emailed to ask if e-gifts would be appropriate. He had agreed but parents were made aware that there was no expectation.</p>		
P139	<p>Dates and times of future meetings</p> <p>(i) Dates for the next meetings of the Local Board were confirmed as:</p> <ul style="list-style-type: none"> • Wednesday 23rd October 2020, 4pm to 6pm • Wednesday 20th January 2021, 4pm to 6pm • Wednesday 24th March 2021, 4pm to 6pm • Wednesday 9th Jun 2021, 4pm to 6pm 		

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
130	Parental Input Evenings & calendar invitation to members	LD/ AG/ TJ	Term 1
	Community Engagement	AGENDA	Oct 2020
133	RSE Consultation planning update	TJ	Term 1
134	Visits to Academy	LD/AG/TJ	Term 1/2
	Local Board training	All	Term 1
138	Local Board letter to parent	LD/ AG/ TJ	Term 1