



Pound Hill Infant Academy Local Board – Part One minutes of the meeting		
Meeting Date	Wednesday 12th February 2020	
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	✓
Sarah Morris	SM	✓
Bruce Muirhead	BM	✓
Sanjit Saraw	SS	X
Caroline Thayre (Executive Principal)	CT	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
P108	<p>Item 1: Welcome and Apologies for absence</p> <p>(i) LD took the Chair for this meeting.</p> <p>(ii) DG and SS sent their apologies; all other members were present.</p> <p>(iii) The Board noted Vikki Lewis' resignation from the Local Board.</p>		
P109	<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>		
P110	<p>Item 3.1: Minutes and matters arising</p> <p>(i) The minutes of the meeting held on 23rd October 2019 were approved and signed by the Chair.</p>		
P111	<p>Item 3.2: Matters arising from the minutes of the meeting held on 23rd October 2019</p> <p>(i) Action P</p> <p>(ii) All other actions were noted as complete.</p>		
P112	<p>Principal Recruitment Update</p> <p>(i) CT confirmed that Mr Tom Jordan had been appointed as Interim Principal for PHIA and would join the academy at the end of February 2020. CT informed the members that Mr Jordan, currently Vice Principal for Blackthorns Primary Academy, will be supported by herself and Mr Marcus Still, Linfield Primary Academy's Principal. Mr Jordan will oversee the day to day running of the academy and CT will focus on leadership and management. The Board asked for Mr Jordan to be invited to attend their next meeting. They agreed to move the meeting to Wednesday 22nd April 2020 to accommodate CT's working week at the academy.</p> <p>(ii) BM asked if the Local Board had been involved in the recruitment of the Interim Principal. LG and AG informed members that they had been involved in the recruitment process.</p>		
P113	<p>Item 5: Chair's report</p> <p>(i) Governance Conference update - AG and BM informed members that they had attended the Trust Annual Governance Conference which focused on parental engagement. AG reported that following the conference he had met with CT to discuss two parental input evenings. The board recommended arranging the evenings at different times to offer flexibility and engage with as much of the</p>		

	<p>community as possible. It was noted that the academy's hall had been let to outside agencies during weekday evenings. AG and CT confirmed they would meet to confirm dates. The board discussed their plans for parental engagement. They emphasised the importance of reading at home, suggested engaging with the Friends of the academy and agreed that more needed to be done. CT informed the board that she would share the date of the next parental consultation evening. The board requested a calendar invitation is forwarded to their outlook calendars.</p> <p>(ii) Local Board Self Evaluation – The board requested that this item is revisited following Mr Jordan's arrival.</p> <p>(iii) The Board discussed publishing the minutes of meetings on the academy's website and agreed that minutes from the last year's meetings should be made available. It was noted that the minutes of all meetings are available on request.</p> <p>(iv) The board noted the copy of their report to the Board of Trustees, included in the papers.</p>	<p>AG/ CT</p> <p>CT</p> <p>Clerk</p>	<p>Term 4</p> <p>ASAP</p> <p>Term 4</p>
P114	<p>Item 6: Community Engagement</p> <p>(i) The board requested that this is a standing item on the agenda going forward.</p> <p>(ii) CT thanked the Local Board for their support and informed them that engagement between the Local Board, Friends of the academy and the leadership team has made a difference. The board agreed that they have struggled to feel part of the academy in the past, but this has raised their profiles and with strong leadership in place, they can see the 'other side'.</p>	Agenda	22.04.2020
P115	<p>Item 7: Sex and Relationship Policy</p> <p>(i) CT reported that the Trust will produce a template for this policy. The academy will be liaising with Dudley Infant academy and herself, SM and Mr Jordan will meet after Easter to develop a draft policy to present to the board at their next meeting.</p>	CT	22.04.2020
P116	<p>Item 8: SEN & LAC</p> <p>(i) LD presented her SEN Visit reports and informed the board that although there had been improvement needed following her visit in October 2019, her January report evidenced that improvements are being made. Items on the checklist that have not been met, she expects to see change, by the next meeting of the Local Board. LD informed the board that she will continue to hold termly meetings with the academy.</p> <p>(ii) The board noted the content of her visit reports.</p>		

	<p>(iii) SEN Information report – LD reported that a pupil passport will be available to parents which includes the tracking and monitoring of SEN at the academy. The board reviewed the SEN Information report included in the papers and approved the report to be published by the academy.</p>	CT	Term 4
P117	<p>Item 9: Safeguarding</p> <p>(i) AG reported that he had visited the academy before Christmas and repeated his visit. His report was included as a late paper. He informed the board that there was nothing of significance to report he would be looking to go beyond the checklist during his next visit. CT suggested that he meets with staff and pupils and informed the board of the academy’s plans to launch pupil and pupil parliament.</p> <p>(ii) CT summarised the Trust’s safeguarding manager’s peer review report and highlighted that 21 points had moved to Green.</p> <p>(iii) The board asked for clarity around the changes to the academy’s behaviour for learning policy. AG informed them that the policy needs to be clearer, the term bullying has been misunderstood by parents. The board discussed parental engagement and CT informed them that following feedback from parents, a Developing Friendship Policy will be completed.</p> <p>(iv) The board also discussed posts from the community on Facebook regarding the academy. They considered creating an official Facebook page and noted that the use of Twitter was the preferred by the academy. CT informed the board that the academy’s Twitter feed would be linked to the website.</p>		
P118	<p>Item 10: Principal’s report</p> <p>(i) CT referred to her principal’s report and provided a brief context of the academy to the board. She informed them that the academy was slightly under PAN. English as an Additional Language (EAL) and Ethnic groups were above national average at the academy. She also highlighted that the academy had no staff vacancies and all staff are permanent members of staff with the exception of one teacher. The board asked for clarity regarding teaching ratios. CT informed them that there were 11 teachers per year.</p> <p>(ii) CT highlighted the changes to the curriculum. The board asked why the decision had been made to make changes to the curriculum. CT informed them that the decision was made following a review and considering updates to the Ofsted framework which the curriculum no longer supported. Data showed a decline in pupil outcomes. The board asked if staff had accepted the changes. CT responded that staff had adapted well in most cases, they had worked together to consider what should be retained from the previous curriculum and what not to.</p>		

	<p>(iii) The board noted the list of policies included in CTs report which were being reviewed.</p> <p>(iv) Attendance – CT informed the board that the academy is continuing their work to improve attendance. There had been a lot of requests for absence due to weddings held abroad. The board asked if the academy fined for unauthorised absence. CT confirmed that the academy has requested this with the Local authority.</p> <p>(v) Behaviour – CT reported that an Empowerment Approach had launched in September 2019 and referred to the policy and parents sheets included in the papers. CT drew the boards attention to the academy’s behaviour for learning policy and highlighted the ‘What will happen when a pupil is not keeping to expectations’ stages 1 to 5. Members were informed that academy parents had received a visual guide. The board asked who defines the stages. CT informed them that staff identify behaviour, and the Senior Leadership team define behaviour into stages.</p> <p>(vi) Admissions – Members noted that 3 pupils had left the academy, however the academy offered places to new starters from their waiting list.</p> <p>(vii) Complaints – CT outlined the informal concerns and stage 3 panel complaint, included in her report.</p> <p>(viii) The board asked to meet with Mr Jordan in Term 4.</p> <p>(ix) Members noted that the relationship between the infant and junior school had improved. They encouraged the academy to continue to work to improve transition between Years 2 and 3.</p>	CT	Term 4
P119	<p>Confidential Item</p> <p>This part of the meeting was noted as confidential and recorded in Part Two of the minutes.</p>		
P120	<p>Parent Survey Update</p> <p>(i) Members noted that the survey had been positive following a review of parental engagement.</p>		
P121	<p>PTA funding report</p> <p>(i) It was requested that funds remain with the PTA. Members were informed that the academy were planning to develop their outdoor space and pupils were being consulted to decide how they would like the money to be spent.</p>		
P122	<p>Local Board Activities</p> <p>(i) Members discussed ideas to become more visible to stakeholders. CT asked members to join the school on 4th March to have photographs taken. It was also suggested that the Local Board feature in the academy’s weekly newsletter.</p>		
P123	<p>Training</p>		

	(i) Members were reminded to complete safeguarding, prevent and GDPR training as required.		
P124	Any Other Business (i) Members informed CT that communication raised with the University of Brighton Academies Trust (UoBAT) could be responded to more promptly. CT apologised on behalf of UoBAT and agreed that communication had gone through a difficult period at the academy. AG informed members that he would be writing to UoBAT to highlight his concerns.		
P125	Dates and times of future meetings (i) Dates for the next meetings of the Local Board were confirmed as: <ul style="list-style-type: none"> • Wednesday 22nd April @ 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
P113 (i)	Parental Input Evenings & calendar invitation to members	AG/ CT	Term 4
P113 (iii)	Minutes of last academic years meeting to be published on PHIA Governance page	Clerk	Term 4
P114 (i)	Community Engagement – standing item on the Agenda	AGENDA	22.04.2020
P115 (i)	Sex & Relationship Policy to be presented to the board at the next meeting	AGENDA	22.04.2020
P116 (iii)	Approved SEN information report published on PHIA website	CT	Term 4