



<b>Pound Hill Infant Academy Local Board – minutes of the meeting</b>		
<b>Meeting Date</b>	<b>Wednesday 21<sup>st</sup> October 2020</b>	
<b>Meeting Time</b>	<b>3.45pm</b>	
<b>Location</b>	<b>Teams Virtual Meeting</b>	
<b>Membership</b>	<b>Initials</b>	<b>Attendance Register</b>
Jo Chapman-Cohen	JCC	✓
Lisa Downs	LD	✓
Diane Garner	DG	✓
Andrew Gent	AG	✓
Sarah Morris	SM	<b>X – unable to access Teams</b>
Bruce Muirhead	BM	<b>X</b>
Sanjit Saraw	SS	✓
Tom Jordan (Interim Principal)	TJ	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
<b>P139</b>	<p><b>Item 1: Welcome and Apologies for absence</b></p> <p>(i) LD took the Chair for this meeting.</p> <p>(ii) BM sent his apologies; SM tried to access the meeting but was unable to attend due to a technical issue. All other members were present.</p>		
<b>P140</b>	<p><b>Item 2: Declaration of interest concerning matters on the agenda</b></p> <p>(i) There were no declarations of interest concerning items on the agenda.</p>		
<b>141</b>	<p><b>Item 3: Minutes and matters arising</b></p> <p>(i) The minutes of the meeting held on the 8<sup>th</sup> of July 2020 were reviewed by members and approved by the Chair.</p> <p>(ii) Parental input evening and calendar invites to members – AG informed members that this item had been delayed due to other priorities for the academy following the impact of Covid 19. He informed members that he is confident the academy is engaged with staff, pupils and parents and it was agreed that this item would be carried over to the next meeting, along with the Community engagement plan. LD and AG informed members that they had visited the academy before it reopened in September. Members praised the academy’s work with parents and community over the year.</p> <p>(iii) RFE consultation planning – TJ informed members that the academy had drafted a policy and plans for consultation in place, an update would follow at the next meeting.</p> <p>(iv) All other items were noted as complete.</p>	<p><b>AG/ TJ</b></p> <p><b>TJ</b></p>	<p><b>Term 2</b></p> <p><b>20.01.2021</b></p>
<b>P142</b>	<p><b>Item 4.1: Governance</b></p> <p>(i) Members noted the content and updates included in items 4.1 to 4.7. It was agreed that TJ and JC would form an Admissions Committee.</p> <p>(ii) TJ outlined the revised accessibility plan, included in the papers, and members noted the Covid related changes and final statement. Members approved the plan and requested that an updated version is added to the academy’s website.</p>	<b>TJ</b>	<b>Term 2</b>
<b>P143</b>	<b>Item 5: Chair’s report</b>		

	<p>(i) LD provided an update following the Chair’s forum and informed members that the follow items were discussed:</p> <ul style="list-style-type: none"> <li>• A thank you from the Trust to the principals and their teams for all the 'over and above' they are currently (and willingly) doing.</li> <li>• A thanks to Local boards for their support</li> <li>• An update on Covid 19 - evolving learning is highlighting the importance of: <ul style="list-style-type: none"> <li>○ great partnership working between school leadership, PHE, local authority, Trust and parents and wider community in the case of an outbreak leading to temporary closure, of the Hastings Academy</li> <li>○ close and connected (but also socially distanced) leadership teams</li> <li>○ reducing where possible students needing to queue</li> <li>○ up to date, easily available and accessible remote learning</li> <li>○ a single united voice to the press</li> <li>○ updated easily navigable FAQs</li> </ul> </li> <li>• Sam Coates, Executive Director of Strategy, outlined the Trust strategic plan and its priority around community engagement.</li> <li>• Kathryn Smith, Head of Governance and Admissions, highlighted the revised reporting arrangements and the new report formats.</li> <li>• Dylan Davis, Executive Director of School Improvement, provided a safeguarding overview and stressed the importance that Local Board members complete their online training.</li> </ul> <p>Members asked that new templates are shared, following the meeting. LD informed members that minutes and presentations would also be forwarded.</p>		
<p><b>P144</b></p>	<p><b>Item 6: Principal’s Report</b></p> <p>(i) TJ provided an oral update and informed members that the academy had amended current operations and strategic assessments to ensure that children are kept safe. He highlighted the importance of social distancing, reinforced following concerns from the community. He reported that pupils have settled back into school life well and gave credit to academy staff.</p> <p>(ii) Members noted that Mental Health and Wellbeing was a priority at the academy. Members noted the additional guidance around mental health included in Keeping Children Safe in Education (KCSiE), emailed</p> <p>(iii) to all members, for their information, at the start of term.</p>		

	<p>(iv) TJ informed members that the academy had continued to monitor attendance weekly. The academy continues to work with the families of two pupils not attending.</p> <p>(v) Pupil Premium (PP) statement – TJ informed members that the academy encouraged and supported pupil premium families. Eligible parents will be offered uniform support from additional provision available through PP.</p> <p>(vi) Teaching and learning – Members noted that the recovery curriculum was in place. Catch up funding would be used to employ a Speech and Language therapist one day per week, play therapist and support for pupil mental health and wellbeing. The academy had also broadened the use of reading books available and provided additional resource to their online platform.</p> <p>(vii) It was noted that there would be two inset days. TJ provided an outline of the content for the two days and informed members that staff had contributed to planning.</p> <p>(viii) TJ praised staff, parents, pupils for their community spirit. He informed members that the Trust community had been supportive and accessible throughout Covid. Going forward the academy planned to focus on communication with parents with an emphasis on reading. Members also noted the academies plan to develop outdoor learning. TJ informed members that additional funding is required to support this.</p>		
<b>P145</b>	<p><b>Item 7: SEN Information report</b></p> <p>(i) LD presented the SEN information report to members– TJ highlighted that early identification of Special Educational Needs (SEN) needed improvement. With only 5% of pupils currently identified as having SEN, additional targeted provision such as Pupil passports, provision maps and timetables would be provided. He informed members that an amendment to the Format header on the document would be made.</p> <p>(ii) Members approved the SEN information report, subject to the minor amendment and requested that the approved report is updated on the academy’s website.</p>	<b>TJ</b>	<b>Term 2</b>
<b>P146</b>	<p><b>Item 8: Community Engagement</b></p> <p>(i) LD informed members that the Trust’s strategic plan, outlined in the Chair’s forum would be shared with members. AG agreed to circulate recommendations to members for their feedback, with a view to complete a plan by the next meeting.</p>	<b>LD / AG</b>	<b>Term 2</b>

<p><b>P147</b></p>	<p><b>Item 9: Local Board Business planning</b></p> <p>(i) Members discussed the content of the Local Board Business Plan 2020-21, included in the papers. TJ asked members for their support with the academy's Raising Achievement Plan (RAP). Members agreed this would be a focal point of challenge.</p> <p>(ii) It was agreed that the following link roles would remain in place.</p> <ul style="list-style-type: none"> <li>• Safeguarding – AG – it was agreed that AG would revisit the academy prior to their next challenge partner safeguarding review.</li> <li>• SEN / LAC – Lisa – LD to meeting with Alison. It was noted that there were no LAC pupils attending the academy at present.</li> <li>• In addition to the above roles, a Mental Health and Wellbeing link role was agreed and allocated to SS with support from JC as staff mental health first aider.</li> </ul> <p>(iii) TJ reminded members that the academy needed to hold West Sussex Local Authority to account and the importance of the Local Board in this role.</p> <p>(iv) Members agreed to complete a Self-Evaluation in new year. They also discussed representation from the PTA and other members of the school community.</p>	<p><b>AG/ TJ</b></p>	<p><b>Term 2</b></p>
<p><b>P136</b></p>	<p><b>Item 11: Local Board Training</b></p> <p>(i) Members were reminded to complete safeguarding, prevent and GDPR training as a priority in preparation for the new year.</p>		
<p><b>P137</b></p>	<p><b>Any Other Business</b></p> <p>(i) TJ informed members that the academy had held their first virtual open day for parents. The academy had received positive feedback from parents and staff. A follow up questionnaire provided overwhelming positives and good comments. Parents asked for clearer guidance around Purple Maths as well as additional phonics information. Members asked when the next survey would take place. TJ responded that another survey would be sent to parents before Christmas.</p> <p>(ii) Members asked for further information following a guidance updated on social distancing and face masks. TJ confirmed that while the academy cannot enforced the use of face masks and highlighted the importance of social distancing. He</p>		

	informed members that parents have been encouraged to exit the playground as quickly as possible. Large social distancing signs had been provided by the Trust. There was a discussion around staggered times at end of day and sibling placement. Members noted that the reception gate would be reopened for drop off and collection to free traffic. The academy had worked to reduce cross over.		
<b>P125</b>	<p><b>Dates and times of future meetings</b></p> <p>(i) Dates for the next meetings of the Local Board were confirmed as:</p> <ul style="list-style-type: none"> <li>• Wednesday 20<sup>th</sup> January 2021 @ 4pm</li> <li>• Wednesday 24<sup>th</sup> March 2021 @ 3.45pm</li> <li>• Wednesday 9<sup>th</sup> June 2021 @ 3.45pm</li> </ul>		

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

Signed.....

Name.....

DATE: .....

**Matters Arising:**

<b>Minute</b>	<b>Action</b>	<b>Who</b>	<b>Date</b>
P141	Parental input evening and calendar invites to members	AG/ TJ	Term 2
	Community Engagement planning	AG / TJ	Term 2
P142	Accessibility Plan approved – academy to update website	TJ	Term 2
P145	SEN information report approved to website	TJ	Term 2
P146	Chairs forum presentations and AG recommendations on community engagement	LD/ AG	Term 2
P147	Challenge partner safeguarding review visit and support	AG/ TJ	Term 2