



Pound Hill Infant Academy Local Board – minutes of the meeting		
Meeting Date	Monday 1st March 2021	
Meeting Time	3.45pm	
Location	Teams Virtual Meeting	
Membership	Initials	Attendance Register
Jo Chapman-Cohen	JCC	X
Lisa Downs	LD	✓
Diane Garner	DG	X
Andrew Gent	AG	✓
Sarah Morris	SM	X
Bruce Muirhead	BM	X
Sanjit Saraw	SS	X
Tom Jordan (Interim Principal)	TJ	✓
Caroline Spender (Clerk)	CS	✓

Minute		Action	Date
P139	<p>Item 1: Welcome and Apologies for absence</p> <p>(i) AG took the Chair for this meeting. JCC, DG, BM, SM, SS were all absent from the meeting. No apologies were received. It was decided that although there was low attendance, unusual circumstances remained and with no voting requirements, it was agreed that the meeting would go ahead.</p>		
P140	<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>		
141	<p>Item 3: Minutes and matters arising</p> <p>(i) The minutes of the meeting held on the 21st October 2020 were reviewed by members and approved by the Chair.</p> <p>(ii) TJ confirmed that the academy’s accessibility plan and SEN information report, approved at the last meeting, had been updated on the academy’s website.</p> <p>(iii) Members discussed transparency and suggested that link safeguarding reports are published on the governance page of the academy’s website. It was agreed that this would be discussed with the Trust’s Head of Governance for confirmation before reports were published.</p> <p>(iv) It was agreed that all other actions were included in the agenda for the meeting.</p>	Clerk	asap
P142	<p>Item 4: Chair’s report</p> <p>(i) AG informed members that he attended the Chair’s forum and highlighted draft guidance for the introduction of a pupil wellbeing link member. It was noted that SS had expressed interest in this link role and provided constructive feedback following the meeting. AG also mentioned that Community Engagement was discussed and expressed his concern that the discussion moved away from the focus of the previous the Trust wide governance day and parental engagement. There was a discussion around the consideration of regular Trust wide parental surveys to measure progress. It was also noted that Succession planning had been discussed at the forum and there was support and discussion around PHIA’s current Co-Chair model.</p> <p>(ii) Members noted the content of the Local Board’s report to the board of Trustees and commented that it would have been useful to receive feedback.</p>		

	(iii) Members noted the content of the report from the board of trustees included in the papers.		
P143	<p>Item 5: Principal's Report</p> <p>(i) TJ presented his Principal's report and highlighted that the academy had experienced mobility in reception. It was noted that seven pupils had left the academy and five joined. Reasons stated included the housing market and families returning to their countries of origin. Members asked if new starters had joined from a waiting list. TJ agreed and informed members that West Sussex County Council (WSSCC) had been notified to offer places from their waiting list to fill existing spaces.</p> <p>(ii) SEN – members were informed that the academy continued to work to identify pupils with SEND and further focus would be given to booster groups to support pupils with SEN. Pupils eligible for Free School Meals (FSM) had increased to 11% (compared to previous level of 10.4% included in his report). It was also highlighted that the number of pupils with English as an Additional language (EAL) was significantly higher than the national average and 39 different languages were currently spoken across the academy community. TJ asked members to consider exploring this information in more detail.</p> <p>(iii) Staffing – Members were informed that the academy's premises manager had resigned. An interim arrangement had been put into place with Pound Hill Junior School. Members discussed staffing of the site and were informed that the academy have worked with WSSCC and the Trust to utilise skills available across both sites. It was also noted that following the resignation of an Early Years TA, the post was advertised. The academy received 18 applications, shortlisted to 10, 5 of which were teachers, some returning or applying as the result of positive feedback within the community. Members agreed that this was encouraging, they also encouraged pathways for existing staff, where possible.</p> <p>(iv) TJ reported that the academy had offered 99 places to pupils of critical workers and vulnerable learners. Up to 83% of pupils had engaged with remote learning and Year 2 pupils were most engaged. For pupils in isolation the academy had increased check-ins and visuals. TJ commented that this had added to staff's workload.</p> <p>(v) LAC – TJ reported that West Sussex Social services continued to require improvement and the academy were working hard to support families with Special Guardianship Orders (SGOs). Members discussed priority lists and were informed a smoother process was needed. TJ reported that SGOs continued to express their thanks to the academy for their support.</p> <p>(vi) Community Engagement – TJ informed members of a private donation from the community to provide two of the</p>		

	<p>academy's most vulnerable families with groceries. Laptops had also been donated by EDF energy. Members commented that good news stories might be shared to the wider community and encouraged more engagement from local business with the academy. It was also noted that TJ would be donating his claimed overtime back into the academy to support vulnerable children.</p> <p>(vii) Extra-Curricular activities – TJ informed members that he had been overwhelmed with support from staff, who had offered to run after school clubs. Offers included rugby, sewing, clay modelling and languages. Members considered the impact on their community engagement planning and were impressed by the academy's significant steps forward. TJ also mentioned his hopes for outdoor activities and a concert at the end of the summer term.</p> <p>(viii) Members discussed their report to the board of trustees. It was noted that AG had investigated a stage 2 complaint and there had been no further response from the parent. Other complaints had also been responded to. Members discussed potential investigation training by AG for Chairs and key members of staff.</p> <p>(ix) Members noted the content of the Principal's report and expressed their thanks.</p>		
<p>P144</p>	<p>Item 6: SEN Information report</p> <p>(i) LD presented the SEN information report, included in the papers for the meeting. It was noted that provision had improved across the academy. LD highlighted success around data and information records. Home learning packs had been individualised to support the child. She had been impressed by the academy's work behind the scenes. TJ added that pupils interventions had been filmed to share with parents and that these Interventions will be used when pupils return.</p> <p>(ii) Members noted the content and thanked LD for her report.</p>		
<p>P145</p>	<p>Item 7: safeguarding</p> <p>(i) AG presented his report and it was noted that an update to Local Board training was needed. Members were also informed that training records could be accessed through Governor Hub. AG was unable to view the SCR and expressed his concern that members had to rely on staff to confirm records.</p> <p>(ii) A successful Peer review was noted, and members agreed that there had been good progress and a high level of staff interaction. Members noted that CPOMs records were an area for improvement. Members also noted that there was not an anti-bullying policy in place. TJ informed members that further information following Trust guidance will be added to the current behaviour policy. Members also noted TJ's intention for further staff training in relation to private fostering.</p>		

	<p>(iii) TJ informed members of the introduction of Meditracker, which will be in place throughout all academies.</p> <p>(iv) Members commented on improvements made compared to previous and expressed praise to all staff.</p>		
P146	<p>Item 8: Community engagement strategy</p> <p>(i) AG introduced a newly formatted community engagement strategy and informed members of their target to complete the strategy before the end of the academic year to be introduced in September 2021. He informed members that feedback from academy staff would also be considered. AG asked members to provide their feedback and to consider long term key performance indicators. Members were also keen to engage parental consultation.</p>	All	Term 5
P147	<p>Item 11: Local Board Training</p> <p>(i) Members agreed to address concerns around Local Board training. Members were reminded to complete safeguarding, prevent and GDPR training as required. It was agreed that AG would chase any outstanding training.</p>	AG	ASAP
P148	<p>Any Other Business</p> <p>(i) Members asked if there had been any further development regarding a return to Local Board member school visits. TJ informed members that this was unlikely to be confirmed until after the Easter break. The academy looked forward to welcoming them back onsite and showing renovations completed over the last year.</p> <p>(ii) Members passed thanks on to all staff for their incredible work.</p> <p>(iii) Members asked about pupil's return to school. TJ anticipated that most pupils would return and informed members that they are looking forward to returning to the classroom. Highlighted that strong remote learning is in place if needed.</p>		
P149	<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"> • Wed 24th March 2021 – this meeting was cancelled to enable the Principal and his team to focus on an effective, safe return to in school learning • Wed 9th June 2021 		

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
141 (iii)	Safeguarding Link report publication on website	Clerk	Term 3
146 (i)	Community Engagement strategy feedback and planning	AG / All	Term 5
147 (i)	Completion of required training for all members	AG	Term 4
	RSE parental consultation and policy approval for Sept 2021	Agenda for next meeting	