



<b>Pound Hill Infant Academy Local Board – minutes of the meeting</b>	
<b>Meeting Date</b>	<b>Wednesday 26<sup>th</sup> May 2021</b>
<b>Meeting Time</b>	<b>4.30pm</b>
<b>Location</b>	<b>Teams Virtual Meeting</b>
<b>Attendees Present</b>	<b>Andrew Gent (Co-Chair), Lisa Downs (Co-Chair), Diane Garner, Tom Jordan, Bruce Muirhead, Sanjit Saraw, Charlotte Freeman (Clerk)</b>
<b>Apologies Received</b>	<b>Sarah Morris</b>

Minute	Action
<p><b>Item 1: Welcome and Apologies for absence</b></p> <p>(i) LD took the Chair for the meeting.</p> <p>(ii) Apologies were received and recorded from Sarah Morris.</p>	
<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>	
<p><b>Item 3: Minutes and matters arising</b></p> <p>(i) The minutes of the meeting held on 1<sup>st</sup> March 2021 were agreed as an accurate record and were <b>approved</b> by the Chair.</p> <p>(ii) Actions from the previous meeting were noted as completed.</p>	
<p><b>Item 4: Chair's report</b></p> <p>(i) The minutes of the Chairs Forum were shared with the Local Board. Members were reminded of the statutory training requirements and were signposted to these.</p> <p>(ii) The Local Board report submitted to the Board of Trustees was circulated. The new format of this and information required was discussed.</p>	
<p><b>Item 5: Principal's Report</b></p> <p>(i) Academy safeguarding review has now been completed and the actions reviewed. TJ highlighted the need for this increased provision within the academy community.</p> <p>(ii) Attendance remains priority for the academy and clear guidance and expectations has been provided to parents on their return in March.</p> <p>(iii) The academy's Learning and Behaviour Policy has been reviewed and published. Whole staff training was provided in-house following a serious incident; focusing on the consistency of approaches to dealing with challenging behaviour and trauma.</p> <p>(iv) A greater percentage of SEND pupils identified within the academy – EHCPs have been submitted and pupil progress meetings held with the Inclusion lead. There is a concerning significant level of need coming into Reception in September. The academy is conscious that particular care and planning will be key here.</p> <p>(v) Key headlines for discussion were identified;</p> <ul style="list-style-type: none"> <li>- Further opportunities for engagement – parent language groups to engage new families/ promote inclusion.</li> <li>- Website developments – including a catering page, curriculum overview, reading key texts and Our day.</li> <li>- Academy Facebook page.</li> <li>- Library/ playground developments.</li> <li>- Staffing restructure proposed for 2021 – the academy must account for its current operational staff. Where possible, voluntary redundancy will be offered. Support staff to move to new streamlined contracts of a 30 hour working week, with a half an hour lunch break. This will ensure cover over the lunch period and that TAs will cover</li> </ul>	

<p>where MMS may have been recruited previously. Ensuring that the children have continuity and established relationships with the staff on cover. This will also allow TAs to attend academy INSET days. Staff have accepted these changes amicably and are aware of the reasoning behind this.</p> <ul style="list-style-type: none"> <li>- Update on the rapid phonics development across the academy. Aspiration at this area is 100%, meaning that the academy must ensure that a sufficient consistent approach is adopted with further training in this area.</li> </ul> <p>(vi) Ofsted inspection framework – TJ shared the developments within the new Ofsted framework and agreed to send out a copy of the PowerPoint to Local Board members that will be presented to all staff. This tool will enable staff and LB members to demonstrate their understanding of the academy at different levels, and in turn, assist in raising the profile within all stakeholders.</p>	<b>TJ</b>
<p><b>Item 6: SEN &amp; LAC</b></p> <p>(i) LD reported on concerns surrounding transition into Reception for September. The academy will adopt a new group approach given the high proportion (39%) of children expected with English as an additional language (EAL). Discussions on how best to staff this are currently being held.</p>	
<p><b>Item 7: Safeguarding</b></p> <p>(i) The academy safeguarding audit was conducted by TJ and AG in terms 3 and 4, and circulated to the Local Board. There was nothing of concern to report here.</p>	
<p><b>Item 8: Update from Wellbeing Link</b></p> <p>(i) The Trust has recently conducted a Staff Wellbeing survey which received a good response and looks positive.</p> <p>(ii) AG highlighted the Link Role for Pupil Wellbeing and how this role would develop the Local Board’s relationship with pupils and inevitably parents and family wellbeing. AG asked members to make either himself or LD aware of any expressions of interest here.</p>	<b>All</b>
<p><b>Item 9: Community engagement</b></p> <p>(i) The approved Relationship and Health Education Policy was circulated to the Local Board following parental consultation. This policy has now been published on the academy website.</p> <p>(ii) The Parent and Community Engagement Strategy was circulated as an initial draft for consultation. AG invited comments from Local Board members and reiterated that by September the academy would hope to have the general approach agreed and starting to embed the strategy. TJ raised the profile of the academy’s Long Term Improvement Plan and how this sits alongside this. TJ and AG agreed to discuss separate to the meeting how best to introduce this to the academy community.</p>	<b>All</b> <b>TJ/AG</b>
<p><b>Item 10: Policy review</b></p> <p>(i) Collective Worship Policy – the Local Board noted the changes made to the policy and <b>approved</b> this.</p>	
<p><b>Item 11: Local Board Training</b></p>	

(i) The Chair reminded members of the mandatory training requirements for Local Board members. Details of how to access these and the exact requirements can be found on GovernorHub or through the Clerk.	<b>All</b>
<p><b>Item 12: Any Other Business</b></p> <p>(i) The Chair consulted members on how they wish to hold these meetings moving forwards. A suggestion was made to conduct the monitoring visits in person at the academy and then meet as a Board virtually. LD and AG agreed to give the arrangements some consideration and report back at the next meeting.</p> <p>(ii) The Chair asked for the Local Board's thanks to be noted to all staff within the academy.</p>	<b>LD/AG</b>
<p><b>Dates and times of future meetings</b></p> <p>(i) TBC</p>	

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>
5 (vi)	Ofsted inspection framework PowerPoint to be circulated to Local Board.	TJ	Term 6
8 (ii)	Link role for Pupil Wellbeing to be considered. Expressions of interest to be made to the Chairs.	All	Term 6
9 (ii)	Comments invited on The Parent and Community Engagement Strategy.	All	Term 6
9 (ii)	TJ and AG to meet to discuss how best to introduce and embed The Parent and Community Engagement Strategy within the academy community.	TJ/AG	Term 6
11 (i)	Mandatory training to be completed.	All	Term 6