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|  | **School addresses:**  Ackworth Mill Dam School  Mill Lane  Ackworth  WF7 7PH  South Kirkby Academy  Stockingate  Pontefract  WF9 3DP |  |
| **Ackworth Mill Dam and South Kirkby Academy Federated Academy Standards Committee** | | |
| **ACADEMY STANDARDS COMMITTEE MEETING MINUTES** | | |
| **DATE:** | **TIME:** | **LOCATION:** |
| 14th March 2019 | 4.00pm | South Kirkby Academy |

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| **PRESENT** | | |
| **Chair:** | *S* Nunns | |
| **Headteacher:** | S Thompson, S Travis | |
| **Attending:** | J Smith *(Associate Governor), R Hunter (Associate Governor), S Gordon (Headteacher at Lee Brigg Infant and Nursery School), C Holloway (Headteacher at Crofton Infants’ School* | |
| **Governors:** | C Stevenson | S Hodgson |
|  | S Robert | S Field *(Arrived 4.15pm)* |
| **Clerk:** | S Thornton | |
| **Apologies:** | M Harper, J Reid, W Burton, H Mangham | |

|  | | **ACTION** |
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| **1.** | **WELCOME** |  |
|  | S Nunns welcomed all to the meeting and introduced S Gordon and C Holloway, the Headteachers, from Lee Brigg Infants and Nursery School and Crofton Infants’ School who were attending to gain an understanding of the format and procedure of a federated ASC. |  |
| **2.** | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies were received and accepted from M Harper, J Reid, W Burton and H Mangham with no concerns. |  |
| **3.** | **DECLARATIONS OF INTEREST** |  |
|  | No new declarations were made. |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING** |  |
|  | Both schools had been approached around potential vacancies on the ASC. The Clerk advised the board that she would liaise with the Trust and see how many vacancies are on the board currently in order for both schools to start the recruitment process.    The minutes of the previous meeting were signed as an accurate record of the previous meeting. There were no further matters arising which would not be covered by the agenda. |  |
| **5.** | **SOUTH KIRKBY: LEADERSHIP REPORT AND QUESTIONS FROM GOVERNORS** |  |
|  | *S Travis provided a leadership report which was available to Governors prior to the meeting. Key points are noted:*  Since the last meeting S Roberts has been on Exclusion Panel Training and she spoke to governors about this training and said she would be willing to sit on an exclusion panel if needed for another school.  In school 2 senior English Leaders have been chosen to be part of the Wakefield Working Party with a view to producing a set of Wakefield Exemplification Materials. They will support schools with consistency and accuracy of writing assessments for Years 3 and 5. Leaders have attended the first training session and feedback is going to be provided via school briefings, school moderations and book looks.  SKA has agreed to work with local schools to become part of the Ogden Trust Science Hub with STEM links.  There has been a visit from Premises and a replacement roof has been prioritised as an action for this academic year linked to the school budget.  R Hunter provided Governors with an update outlining Year 6 performance; for Reading this has increased from 21.31% at the end of the Autumn Term to 61.29% at the end of the Spring Term and Maths has increased from 34.38% at the end of the Autumn Term to 64.52% at the end of Spring Term. RH is pleased with the progress the children are making, and he is confident that with the actions that have been put in place this will allow pupils to achieve the targets that have been set and pass. Some of the actions that have been put in place for Year 6 include interventions which are taking place for identified pupils 3 times per week during assembly times. Testing the technique and completing practice papers is going to continue during lessons and an Easter School is going to be run with a focus on Maths and Reading. After school boosters for Maths are taking place on Wednesday evenings. QLA to be carried out for both Maths and Reading papers to highlight what teachers need to focus on. For 18/19, the CEO (D Dickinson) has requested that targets should be set for PP pupils as they need aspiration.  The pupil premium plan has been updated to show the impact that the pupil premium money is having on the children.  There is a concern around staff absence, 3 dinner ladies have been off this week and this has resulted in getting supply to cover. The Headteacher has some concerns about the budget due to this. Staff are required to communicate on a daily basis when they are off sick. A teacher is back from sick leave next week however is going to be returning on a phased basis for 3 weeks.  The school improvement plan has not had any amendments since the last meeting, this will be completed for the next meeting.  An attendance report was provided to governors, which shows the attendance being 94.2% on 01/03/2019 which is lower than the target set at 96%. The school is receiving support from the EWO to support with persistent absences. The Headteacher spoke positively about attendance as for the last 2 weeks the attendance has been 97%+ in school and this is a great achievement for the school.  A questionnaire has been sent out to parents regarding breakfast club, and the feedback from this questionnaire indicates that more parents would like breakfast club to start 15 minutes earlier (7:30am). At the moment the children are provided with cereal, toast or beans on toast however the Headteacher is going to speak to the Trust to see if they can work with the catering provider to support in getting better meals for breakfast clubs. It was also mentioned in the survey that it would be good to if the children could go out in the playground at breakfast club and this is something the Headteacher is going to implement in school. |  |
| **6.** | **MILL DAM: LEADERSHIP REPORT AND QUESTIONS FROM GOVERNORS** |  |
|  | *S Thompson provided a leadership report which was available to Governors prior to the meeting. Key points are noted:*  S Thompson spoke to Governors regarding the proposal for the extension at Ackworth Mill Dam. She provided an update that the proposed site plan has been submitted to D Dickinson and the LA.  The website redevelopment is now complete, and progress is being made to make sure this is kept up to date and follows statutory requirements.  There has been some achievements in school since the last meeting; these include having regular reward assemblies for attendance to reward pupils for attendance over 98% and a new award has recently been added for the most improved attendance. Parent voice sessions have continued to be well attended. The school has been successful for one of the causes for the ‘bags of help’ initiative, this has now been closed, however the results have not yet been finalised there will be an update at the next meeting for this. S Thompson to provide the details to S Travis for her to look into it for South Kirkby Academy.  Parents have recently completed a questionnaire which was a paper version of the Ofsted parent view - 41 out of 140 parents returned this questionnaire. From this questionnaire the results showed some areas for improvement around information which is sent to parents to help them support their child’s learning. This response was 85% positive and the way bullying is dealt with in school was 88% positive. The school has taken the parents feedback on board and is reviewing the information which is sent out to parents and is going to be holding information sessions regarding bullying and how this is dealt with within school.  The school is continuing to take part in the park run each weekend have won the Pontefract competition and the overall Wakefield competition in January and February.  Some of the children who receive instrumental lessons attended a piano recital at Ackworth School. Also, the school has started a new round of tennis sessions delivered by Alice Robson at Ackworth School for Years 1 and Year 5, now meaning 4 year groups in school have been given this opportunity.  Year 2, Year 6 and EYFS staff have attended local authority moderation as well as the Academies sessions.  An attendance report was provided to governors, and comments from S Thompson were positive. The whole school attendance to date is 96.3% which is better than attendance this time last year which was 95.7%. Year 1 – 6 attendance to date is 97.1%.  Year 6 practice SATS results have been analysed and the results analysis has been provided to governors. For Reading, 58% (7/12) passed with 25% achieving GD; the average scale score was 103.3 which was better than last years 100.5.  1 child missed by 1 mark and 2 children missed by 4/5 marks - S Thompson is confident as all 3 have passed the previous 2 tests.  For Maths, 83% (10/12) passed with 42% achieving GD, the average scale score was 106.3 which was better than last year. For SPAG 67% (8/12) passed with 33% achieving GD, the average scale score was 104.1. All scale scores are the highest they have been in 3 years for the school.  Support staff have recently undertaken additional training on effective behaviour management. No further allegations of bullying have been made since the previous meeting.  Regarding the budget the headteacher has had a meeting with D Dickinson (CEO) and P Knox (CFO) regarding a deficit recovery plan. Further potential savings and income streams have been identified and are under investigation and the budget still remains concerning as discussed at the last meeting. No further changes have been made to staffing and no updates on the staffing structure since the last meeting. |  |
| **7.** | **SOUTH KIRKBY: PUPIL PREMIUM AND SPORTS PREMIUM UPDATES** |  |
|  | A report for Pupil Premium and Sport Premium has been provided to governors. The total number of pupils eligible for PP is 112 out of 240 pupils (47%), the total PP budget for 18/19 is £149,580. A breakdown of costs were provided within the reports and the PP premium money is being spent on such things like afterschool clubs (these are fully funded by SKA), 50% contributions for PP children for residential trips, online subscriptions, CPD training for staff, purchase of IT equipment and more.  Pupil Premium more able musicians from SKA were invited to Ackworth Independent School to a Steinway Piano Presentation in February.  The school is working with Elite Coaching in relation to Sports Premium and these are providing afterschool clubs. |  |
| **8.** | **MILL DAM: PUPIL PREMIUM AND SPORTS PREMIUM UPDATES** |  |
|  | A report for Pupil Premium and Sport Premium has been provided to governors. The pupil premium report key points are for 17-18 the number and percentage of pupils that were eligible for Pupil Premium are 18 which is 13% of the total pupils, the budget allocation is £19,800, in 18-19 17 pupils are eligible for PP. Data was analysed and suggestions were made which reading has the largest gap and that funding is going to be targeted towards reading and lower KS2 for the next academic year. The planned use for the funding in 18-19 is for reading and maths skills improvement. Communication, speech and language support and intervention are also planned uses of the PP money.  With regards to the Sport Premium report the key points were that £17,000 is the total funded allocation for 18-19. This money is being put towards employment of staff to provide children with a range of physical activity during lunchtimes, at breakfast club provision and during afterschool provision. The attendance at football and gymnastics clubs is improving, which is positive. Lunchtimes are being used for sports practice and is having an impact in competitions as the school is getting better results.  The percentage of Year 6 cohort who can swim competently, confidently and proficiently is 94%, use a range of strokes is 41% and perform safe self-rescue in different water based situations is 41%. |  |
| **9.** | **PRIMARY FUTURES EVENT – JOINT VENTURE** |  |
|  | The event was confirmed to take place on Monday 14th October 2019, the focus was suggested to be on science. Rob from Mill Dam and Rob from South Kirkby to lead this event. It was suggested for them to meet to meet to arrange this. | RH + RW |
| **10.** | **HEALTH, SAFETY AND SAFEGUARDING** |  |
|  | S Hodgson mentioned that when arriving at South Kirkby she was concerned that she didn’t have to show reception her DBS check - she suggested that when ASC meetings are on the reception should be given a list of governors with photos of them as even though she did show ID she could have been anyone. S Thompson said it would be easier if the school has an electronic signing in system and then it would be able to remember Governors from the last meeting.  Governor badges were also mentioned - the clerk to speak to the Trust to see who’s responsibility it is to have badges printed for all Governors who don’t have one and to make sure all DBS checks are up to date. | ST |
| **11.** | **GDPR** |  |
|  | Nothing to report |  |
| **12.** | **CORRESPONDENCE AND CHAIRS ACTIONS** |  |
|  | S Nunns said she has nothing to report since the last meeting. |  |
| **13.** | **ASC PLANNER** |  |
|  | *Governor Training:*  Exclusion training has been undertaken. |  |
| **14.** | **ANY OTHER BUSINESS** |  |
|  | C Holloway and S Gordon thanked Governors for letting them attend the meeting.  Monday was mentioned as a new revised date for the ASC meetings which was agreed with Governors and both schools however the next meeting will remain on Thursday 23rd May due to moderation w/c 20th May. |  |
| **15.** | **CONFIRMATION OF DATE AND TIME OF NEXT MEETING** |  |
|  | The next meeting is Thursday 23rd May 2019 at 4pm at Mill Dam. |  |
| **16.** | **IDENTIFICATION OF CONFIDENTIAL ITEMS** |  |
|  | No confidential items wre identified. |  |
| **17:20pm MEETING CLOSED** | | |

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| **No** | **Item** | **Summary of Action** | **Who** | **When** |
| **23** | **4** | The Clerk to see how many vacancies are on the panel as a parent is interested in becoming a governor at South Kirkby. | ST | Before next meeting |
| **24** | **9** | Rob from South Kirkby and Rob from Mill Dam to meet regarding Primary Futures Event. | RH & RW | Before end of year |
| **25** | **10** | The Clerk to speak to the Trust to see who needs to print badges for the Governors and to make sure DBS checks are up to date. | ST | ASAP |

**SIGNATURE**

**DATE**