

Minutes – Evergreen Primary Academy

Meeting Date: 3 May 2023
Location: EPA
Time: 5.00pm

Chair:

Rachael Fleetwood (RF)	Sponsor Councillor & Chair
Tim Morris (TM)	Sponsor Councillor
Janet Saunders (JS)	Principal
Kate Richardson (KR)	Executive Principal (joined the meeting at 5.30pm)
Julie Vincent (JV)	Student Advocate
<i>Vacancy</i>	Teacher Councillor
Melissa Nash (MN)	Sponsor Councillor
<i>Vacancy</i>	Sponsor Councillor
Shirley McCogg (SM)	Parent Councillor

Apologies: Matt Johnson LA Representative Councillor & VC

In Attendance:

Sue Burns (SB)	Clerk
Kerry Coote (KC)	Senior Vice Principal
Toni Dorse (TD)	Associate Assistant Principal

Item	Description	Action
1	Welcome, Introductions and Apologies	
1.1	The Academy Councillors met for 15 minutes without JS, KR and KC to review the papers and determine questions.	
1.2	RF welcomed everyone to the meeting and introductions were made.	
1.3	Apologies were received and accepted for Matt Johnson.	
1.4	Kate Richardson advised in advance that she would be late to the meeting due to a scheduling clash.	
2	Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 8 th February 2023 were approved.	
3.1	JS to provide accident data – Completed. There have been no near misses, no RIDDOR reports and no health & safety trends.	
4	Academy Council	
4.1	Rachael Fleetwood is leaving at the end of July; Matt Johnson will be the new Chair from September	
4.2	There have been two strong expressions of interest in the Parent Academy Council vacancy, one is going to proceed with an application form.	
5	Academy Council Report - JS	
5.1	Following the positive Ofsted report, is there a plan of improvement in place?	

	We have a clear vision of what we need to do next as a school and what needs to be embedded. It would be helpful if the Academy Councillors visited the school more regularly and were present for the Academy Review visits.	
5.2	ACTION: KC to provide an oversight of her plans for the next year at the next AC meeting.	VC
	Quality of Education	
5.3	[REDACTED]	
5.4	There is a consistent supply teacher in place currently, what will happen at the end of term? They will leave as their supply contract comes to an end.	
5.5	What plans are in place to fill the vacancy created by Toni being promoted? A central recruitment process took place as part of the CLF Teaching School and one of those candidates has been offered a Y3 teaching role. They have already completed two placements in the school and know our processes.	
5.6	Are there any concerns with the ECTs, are they all on track? Yes, they are all on track to complete their placements and one has started taking on some subject leadership responsibilities.	
5.7	Is there capacity to increase the frequency of reading for every child? Every child is heard once a week and the lowest 20% are heard by their class teacher once a week and a member of SLT.	
5.8	Do any CLF schools use Y6 children to sit with lower ability children to hear them read? We have used this process with Y5 children before and students from Engage visit and support reading with the Y2 children. We plan to re-introduce buddies across the school next year which will incorporate some reading activity. Ideally, we aspire to more parental engagement in reading.	
5.9	Community work and parental engagement are included in the SEF, will these be prioritised next year? Yes, it will be a key strand in our AIP next year and we will better articulate what our aims are and how we will engage the community and network with organisations. We also want to increase parental self-agency and encourage them to approach external organisations themselves.	
5.10	We have made a pledge to School Sanctuary which has been published on the website and we have purchased a unicorn as part of the Bristol Unicorn Fest.	
5.11	Will your school sustainability strategy include the community? Yes, we are exploring all the different ways that we can engage with parents so that they can contribute.	
5.12	What is UL&S in the English Hub Partnership report? The Phonics programme 'Unlocking Letters and Sounds' which has been adapted to meet our children's needs and embedded.	
5.13	How confident are you in the data forecast? We are confident with the Y6 predictions (73%) which is 11 out of 15 children. Three children have not been in the country long enough to be included in the SATs. The Reading data is very positive, and the Writing data has been moderated.	
5.14	Have you any concerns about the Y6 SATs? There are two children who do not perform consistently in Maths which may impact on the combined results. We have some flexibility around when the test is administered so we can prepare the children first.	
5.15	Are you confident in the Y2 predictions? We have had two new children join Y2 who may help to improve the data.	

5.16	We have had a really clear vision for our EYFS provision so that the children are well-prepared for Y1 which should then follow on as the children go up the school.	
5.17	The community is likely to retain its transient nature which means we will always have high pupil mobility. SEND need remains a concern.	
5.18	Has there been an increase in Reception applications following the Good Ofsted Report? Not for the Reception applications, but we may get further applications from parents who do not get their first choice.	
5.19	LSA recruitment remains challenging? Yes, and we need to be cautious with our budget next year because we have some children with one-to-one funding who may move to specialist provision.	
5.20	How will you mentor the new Principal next year? We will have a formal and informal process. We have a good working relationship, and I will be available to support whenever necessary.	
5.21		
5.22	ACTION: JS and KR to circulate the Principal mentoring plan for next year to the ACs.	JS/KR
	Behaviour and Attitudes and Attendance	
5.23	The Behaviour Charter refers to negative behaviour, do you have a reward system for positive behaviour? We have a rewards chart that the children are familiar with, but this has not been formalised into a Behaviour Charter.	
5.24	ACTION: JS to draft a positive behaviour charter.	JS
5.25	Reception and Y1 attendance is a concern? There are cultural challenges with some families leaving and going to another country for long periods of time. Parents are being encouraged to bring their children to school even if they have a cold or a cough. We have increased the EWO time and they will meet with families that we are	
5.26	Do you speak to parents about attendance at the start of each year? We include it in the induction process but will introduce a refresher for all children.	
5.27	Do you reward good attendance? Yes, the attendance mascot is awarded to the class with the best attendance every week. We have also introduced 100% attendance awards for the term.	
5.28	How is the new spelling package working? There has been positive feedback from the teachers as it was brought in following the staff wellbeing survey, and it is sequenced and aligned to year group expectations and comes with planning. We will formally review it next term.	
5.29	Is Class Dojo still being used? Yes, it is very popular, and most parents are on it. It is effective as a communication tool for sharing work, events, and lost property. We support parents to download the app and use it as part of their induction.	
5.30	How are you supporting children with transition? We have made transition arrangements so that they can meet their new teacher and see their new class. Some of the challenging classes will be supported with a familiar teacher and additional transition support. Handover time is built in so that the teachers can discuss the children and SENDCo support will be provided where necessary.	

5.31	<p>Y6 are having a graduation, is this new? Yes, we are liaising with Frome Vale and will borrow their caps and gowns. We have some funding to provide an activity week with the Y6 children which will include the graduation.</p>	
5.32	<p>ACTION: All ACs are invited to attend the graduation ceremony on 19th July at 9.00am.</p>	ALL
5.33	<p>How is staff wellbeing? We invited the Wellbeing Lead to the SLT meeting and morale is high. We have some actions from the Wellbeing Survey that we have introduced, and tea and coffee is now provided by the school which has been well received.</p>	
Safeguarding and H&S		
5.34	<p>The number of safeguarding incidents has increased? We have embedded our reporting processes and are working closely with the families. Some families are unable to access external support because they don't meet the threshold. Housing needs are also a concern in the community and this impacts on the welfare of our children.</p>	
5.35	<p>Can the Trust support with referrals to external agencies? We have a strategic commitment to privileging the disadvantaged and regularly discuss how we can support our children. If a referral was dismissed, then we would support the school with escalation processes. Housing is not our area of expertise.</p>	
5.36	<p>Has the cost-of-living crisis impacted the families in your community? Our families experience ongoing challenges which we support them with, and the demand has always been quite high.</p>	
5.37	<p>The gap between PP and non-PP is relatively small? We look at all our children through the lens of the child.</p>	
5.38	<p>Are the safeguarding incidents for the same families? There are some repeat occurrences that are then signposted to external agencies, but we also get some isolated incidents following pupil disclosure. We have a safeguarding strategy meeting each week and RAG-rate our children to ensure that we are referring promptly.</p>	
5.39	<p>Has the EPA Citizens scheme been reviewed? We have job monitors in place now and therefore a review is due next term. The star pin system has been introduced. We will continue to initiative as it has been very popular, and the children are engaged in it. Our last democracy vote was for the school dog to visit more often.</p>	
5.40	<p>Has the Prevent training been well received? Andrew Jones is the new BCC Prevent Education Welfare Officer and provided some staff training on his role and concerns within Bristol and how to use the self-assessment tool. He is very proactive and will support with some assemblies.</p>	
5.41	<p>There is rising damp in the KS2 toilets? We are waiting for the work to be done and have chased it.</p>	
5.42	<p>What work is planned for the gate entrance? The gate near Reception can be forced open and there are some mag-lock concerns, so we are investigating options. There is also a side gate which is wooden which we would like replaced with a metal gate, pending cost.</p>	
5.43	<p>Has an application been made to Central funds? We are still waiting for some of the quotes to come in.</p>	
5.44	<p>Has a site manager been recruited? No, the appointee withdrew before starting. CLF are supporting us with compliance checks pending a successful appointment.</p>	
6	Policies	
6.1	<p>CLF Policies to note;</p> <ul style="list-style-type: none"> • First Aid • Online Safety 	

	<ul style="list-style-type: none"> • Treasury Management • Toileting & Intimate Care • Remote Learning 	
7	Governance	
7.1	<p>2022-23 Training Programme</p> <p>What do I need to know about SEND? 10th May 4-5.30pm on Teams Attendance and Exclusions – 7th June 4-6pm on Teams Recently appointed councillor induction - 15th June 4-5.30pm - Location TBC</p> <p>Link role networks</p> <p>Safeguarding: 22 May & 21 June - all 4-5.30pm - on Teams SEND: 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 19 June at 4.30-6pm - on Teams</p>	
8	Matters for the Board/COAC	
8.1	None	
9	AOB	
9.1	The next meeting has moved to Monday 3rd July 2023, 5.00pm.	