

Minutes – Evergreen Primary Academy

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

Chair:

Rachael Fleetwood (RF)	Sponsor Councillor & Chair
Tim Morris (TM)	Sponsor Councillor (<i>joined via Teams</i>)
Janet Saunders (JS)	Principal
Kate Richardson (KR)	Executive Principal
Julie Vincent (JV)	Student Advocate
<i>Vacancy</i>	Teacher Councillor
Melissa Nash (MN)	Sponsor Councillor
<i>Vacancy</i>	Sponsor Councillor
Matt Johnson	LA Representative Councillor & VC (<i>joined via Teams</i>)

Apologies: Shirley McCogg (SM) Parent Councillor


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 for: Shirley McCogg.	
2	Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting and Actions	
3.1	The minutes of the meeting of 3 rd May 2023 were approved.	
3.2	KC to provide an oversight of her plans for the next year at the next AC meeting – Carried forward to next meeting. We will include in the AIP a number of key areas that we wish to embed.	KC
3.3	JS and KR to circulate the Principal mentoring plan for next year to the ACs – We have agreed how much involvement JS will have with the school moving forward and this will be formalised into a plan and circulated.	
3.4	JS to draft a positive behaviour charter – Completed. The first draft has been produced and will be finalised at the next SLT meeting ready for next academic year.	
3.5	All ACs are invited to attend the graduation ceremony on 19 th July 2023 at 9.00am – All noted.	
4	Academy Council Membership	
4.1	This is RA's last meeting and then MJ will take over as Chair.	
4.2	This is also MM and JS's last meeting.	
4.3	A new Parent Academy Councillor has been recruited: Laura Batrinu.	

5	Academy Council Report	
5.1	How have the Y6 SATS gone? They were implemented well; the children were calm and coped well and were supported by the practice and routines that had been embedded.	
5.2	Was the reading paper challenging? It was dull and the formatting was not good which did not help our learners, but none of the children were distressed by it. All the children did the best that they could and were keen to demonstrate what they could do.	
5.3	The target was 73%, do you think you've achieved that? It depends on the key marginal children. We have submitted our Writing at 87% which is the highest it has been.	
5.4	When will you get the SATs results? Next Tuesday (11 July 2023)	
5.5	ACTION: JS to circulate that EPA SATs results when available.	JS
5.6	What will the key areas of the AIP be? Building community in the school, encouraging parents to become more involved, further development of the EYFS which we have invested in, and oracy which will be key because that feeds into raising attainment across all subjects. Meta cognition to support children to understand how they can improve as a learning will also be a focus.	
5.7	What was the outcome of the ARV? We had an ARV last term and tested out the meta cognition which indicated that we were accurate. Planning was a strength, but there was confusion between disposition and meta cognition which we were not surprised by. An ARM took place this term where we reflected on where we are at the moment and key themes of the AIP.	
5.8	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
5.11	We received another resignation on Friday from a Y5 teacher who lives in Wales, and we have agreed to let her go because it would be difficult for her to commute from September.	
5.12	How have you addressed this issue? We have advertised the post and will interview before the end of the academic year. We will not inform the children until we know who the new teacher will be.	
5.13	How is LSA recruitment going? We have an apprentice LSA advert out at the moment and have budgeted the remaining two positions under supply cover because the posts are funded by the individual children, and we would lose the funding if they left. Historically we have had good appointment opportunities via supply.	
5.14	Is it sustainable to use LSAs via a supply agency? We have had two posts appointed on a supply contract successfully this year. Our children are very mobile, therefore if we employ a member of staff via a fixed-term contract we would run the risk of being left with a member of staff that we cannot afford.	

5.15	Does it cost more to use a supply agency? Yes.	
5.16	Does the funding cover the additional cost? No.	
5.17	Is a supply agency the best option then? Yes, because we are anticipating the children with the funding moving on.	
5.18	Have you recruited a site manager? Yes. The recruitment checks are going through currently and then they will start during the summer.	
5.19	How is your handover going as the new Principal? I have started attending the leadership forum and JS continues to support me. I have been involved in the budget and reviewing directed time. I feel well prepared for September.	
5.20	Toni is the Reading Lead, in her new role as AP will she have the capacity to continue? She will hand over Art and DT but will retain Reading. The SENCo will take on Writing and I will cover Maths. This is because we have the capacity to do lesson observations and meet staff during PPA time. Next year I will identify who can shadow me to take over Maths the following year.	
5.21	Kate, are there any concerns about a new Principal retaining the leadership of a core subject? KR: We don't have an alternative Maths Lead currently. KC: Maths is in a good place currently, I am an experienced Maths Lead and do not anticipate it requiring much of my time. JS: It is not unusual in a school of this size for a Principal to also have a subject lead responsibility. We work closely with the Trust and can access support networks and planning.	
5.22	Are there any plans to embed the curriculum further? Music will be on the AIP next year and we are looking to upskill everyone so that it is not held by one person. A piece of work will be undertaken to implement termly Music days.	
5.23	Will children have the opportunity to learn an instrument? That already takes place.	
5.24	How is the transition from Y6 to Y7 going, are there any concerns? Transition days are taking place this week. Some children have had additional support arranged for them where required. The SENCOs are arranging a thorough handover.	
5.25	Where are most of the children going? Most are going to CAB, two are going to Fairfield, two to St Mary Redcliffe and two to Cotham.	
5.26	Has the strike disrupted learning this week? On Wednesday we will be partially open and will invite in the vulnerable children. Friday is an inset day.	
5.27	The persistent absence appears to continue to be an issue, what is being done to address this? We monitor it through the CLF attendance tracker and a senior BCC Attendance Officer held 12 meetings for Reception and Y1 children. We have a further 7 hours of support planned next academic year.	
5.28	Are you fining for absence? EPA is the first primary school in Bristol to do a prosecution post-pandemic. A Y6 pupil has had a lot of unauthorised absence, a penalty notice was issued but not paid and additional holidays have taken place, therefore we have moved to a prosecution. The LA has supported the school free of charge to draft the witness statements. This is the second prosecution the family has had.	
5.29	What is the attendance this week? 92.6%	
5.30	Did Eid have an impact on attendance? Yes, it dropped to 48%.	

5.31	KR: The school has built a very strong attendance culture and the attendance has improved over time which is to be commended.	
5.32		
Safeguarding		
5.33	Safeguarding is effective in the school.	
5.34	Are there still issues with children reaching the threshold for external support? Yes. We have a good relationship with our families, and they often inform us of events before external agencies contact us, and they often seek the support of the school.	
5.35	Has there been an increase in CPOM entries? No.	
5.36	There have been three RIDDOR reports? There have been some accidents on the climbing frame in the KS1 playground, so we have reviewed the risk assessment and adult supervision.	
5.37	What was the topic for the whole school debate? The last debate was whether the school dog (Dexter) should come to school more and he now attends for two days a week. This has been very positive for the children. This term's question was whether to have music on the playground at lunchtime which they are debating.	
5.38	Did you get any furniture on Friday? We managed to get some pieces and have requested some EYFS furniture if it becomes available.	
5.39	How did the fire drill go? It took 2mins 30 seconds to evacuate the building and account for everyone.	
5.40	The PE and Sports Premium Plan has been circulated. Is there a typo in 6% being able to swim competently? No, there is only one Y6 child who can swim competently for 25 metres. That cohort only began to learn to swim last year due to the pandemic.	
5.41	The behaviour in Y5 was challenging at the beginning of the year, has this improved? It is managed well, and we have done some work around the children's needs which has led to an increase in EHCP applications and additional funding. We have re-introduced the zones of regulation to support the children to identify a range of emotions and provide them with strategies to calm themselves down. Most of the children can now articulate what they need to do to re-regulate themselves and are able to reflect on how they feel.	
5.42	Is the same principle used across the school? Yes, we use the language around the zones of regulation consistently, but some of the strategies will change lower down the school.	
5.43	How have you prepared the Reception children for Y1? We have reflected on what we could have done sooner to support prime areas of SEMH; there are still some children who need to run which we are addressing with the zones of regulation.	
5.44	The cost of living has increased and the funding has not kept pace with that, how is that affecting your budget? The working budget is similar to the last five-years and the school does well managing tight finances. We will continue to look for grants and will be strategic about identifying and applying for	

	them. We have introduced lettings which have been well received and will provide an additional income stream.	
5.45	<p>The Teachers Pension Scheme increases have been in the news, will these be funded by the Trust?</p> <p>The Trust fund the salaries of the Central Team and holds reserves. This is the first time that the Trust has submitted a deficit budget to the EFSA to make them aware that the schools are not adequately funded. If funding does not increase, we will need to make difficult decisions about merging classes.</p>	
5.46	<p>Are you anticipating an increase in pupil numbers from September?</p> <p>We aspire to this, but Bristol has a declining birth rate.</p>	
6	Policies	
6.1	<p>CLF Policies to note;</p> <ul style="list-style-type: none"> • Data Protection • Charging and Remissions • Health & Safety • Trustee and Councillor Expenses <p>The Academy Councillors noted the above policies.</p>	
7	Governance	
7.1	<p>CLF CONFERENCE</p> <ul style="list-style-type: none"> • Friday 7th July 2023 <p>SAVE THE DATE: Board Strategic and Results Review meeting: Wed 27th September 5-8pm via Teams</p>	
8	EDI	
8.1	<p>Place of Sanctuary; we met with Ruth Pickersgill and discussed the statement of intent that we submitted in January 2023. It is a recognition that we welcome refugees and asylum seekers. We will submit evidence in April 2024 and shared what we have in place currently.</p> <p>We have also reviewed what reading books we use in the school.</p> <p>Ruth has given us some information about attending community networks which will be helpful.</p> <p>Saima Akter (Trust EDI Lead) was very complimentary about our EDI work.</p>	
9	Matters for the Board/COAC	
9.1	None	
10	AOB	
10.1	The SLT thanked RF for her support and commitment to the school and the impact that the Academy Council has had on the school during its journey of improvement, and MM for her support and challenge. Leaving gifts were presented.	
10.2	The Academy Council thanked JS for her guidance and for supporting the staff teach through the Ofsted inspection.	
10.3	The Academy Council wished all the staff a restful summer break ready for the next academic year.	