

**Academy Council Meeting
Culloden Primary Academy
Thursday 8 October 2015**

Present:)

Council members: Amanda Fox (AF), Alesa Rahman(AR), Rajshree Laturia(RL)
Ben Carter - Principal (BC)
Jeff Martin – Paradigm Trust Link Director for Culloden Primary Academy
[CPA](JM)
Monwara Khatun (MK) – School-Home Support Worker

Parents / Carers – x16

Apologies: Sakina Syed (Council member)

Meeting commenced: 9:15am

Item		Action
1.	Introduction	
1.1	<p>BC and JM began by introducing themselves and the newly appointed Academy Council members. BC explained what this meeting was held for: This meeting was to clarify the new structure for the committee. The Academy Council will replace the former Governing Body. BC explained the new Paradigm Trust governance structure:</p> <div style="text-align: center;"> <pre> graph TD Board[Board of directors] --- EP[Executive principal] Board --- EC[Education committee] EP --- ARC[Audit and risk committee] EP --- EC EC --- OFC[Operations and finance committee] Culloden[Culloden Primary] --- AC1[Academy council] OldFord[Old Ford Primary] --- AC2[Academy council] Ipswich[Ipswich Academy] --- AC3[Academy council] Solebay[Solebay Primary] --- AC4[Academy council] </pre> </div> <p>BC explained the reasons behind the new Academy Council as it was felt more interaction was needed with parents/carers than was happening with the governing body. ALL parent/carers will be invited to ALL Academy</p>	

	<p>Council meeting. They felt the language used in the governing body was not parent-friendly as they used a lot of technical terms and the timings of the meeting meant that most of the time parents were not able to attend. The academy council will be a more parent/carer friendly environment, where the voices of parents/carers will be heard and addressed. This will also be an opportunity for parents/carers to have their input on the school improvements and be part of the celebrations.</p> <p>AR reassured parent/carers these meetings will be less formal with better timings to suit them. This was also up for discussion, if they felt there was a better timing for all then to make suggestions.</p> <p>BC will represent CPA at Trust committee meetings and will report back to parent/carers on issues that affect the running of the school. He will also take issues that parent/carers have to the relevant committee, so we are all working as a team, all part of Paradigm Trust.</p>	
2.	What is the Academy Council?	
2.1	<p>BC- The current structure allows for up to five Academy council members.</p> <p>The four current members are:- Alesa Rahman, Amanda Fox, and Sakina Syed (who are all parents who were formerly governors) and Rajshree Laturia (who is a parent who had applied to become a governor and is currently Chair of Governors at another outstanding primary school in Tower Hamlets).</p> <p>Council members had met earlier and voted Alesa Rahman as their Chair and Amanda Fox as Vice Chair.</p> <p>Therefore, we have a vacancy for one other member. Parent/carers can nominate themselves and if we get more than one person interested, council members will decide upon the selection process.</p> <p>AR – there will be support for the new member, and anyone</p>	

	<p>who is interested can speak to any of the current members. AR asked if anyone was interested, parents/carers were then asked to write their names on a paper if they were.</p> <p>BC – It is suggested that meetings will be held every half term and would be about an hour long. All Academy Council members will try and attend all meetings and BC will always attend.</p> <p>It was suggested that this could form the framework for future meeting agendas:</p> <ul style="list-style-type: none"> • Academy Council feedback • Principal feedback • Open forum • School improvement • Celebrations <p>A parent/carers asked how does the committee work and how many committees are there?</p> <p>JM- There are three committees – audit and risk committee, educational committee and operational and finance committee, who oversee all academies across the Trust.</p> <p>JM He explained the benefits of holding these meeting at the Trust level – saving time and sharing best practice across the trust. As the Trust expands, more issues have to be considered globally with key decisions having to be made at Trust level.</p> <p>JM provided an example of how CPA borrowed money from another trust school to replace its outdated computer system, which would have not been possible if CPA wasn't part of the Trust.</p> <p>Another parent/carers asked if the current members could provide a detail of what the expectations and the responsibilities of the role could be explained in detail.</p> <p>AR said she was happy to discuss this further with parents/carers who were interested after the session.</p>	
3.	Open forum	
3.1	<p>AR now took over the Chair</p> <p>A discussion took place on how parents/carers would like to be communicated with.</p>	

AR asked if parents/carers would like to meet and discuss their issues/ write it down and send it to school.

A parent/carer responded by saying she would prefer to write her concerns on paper, she suggested for a suggestion box for parents/carers to drop it off at. She was concerned that some parents/cares don't feel comfortable expressing their issues so they would prefer to remain anonymous.

AR raised the question of "how do we make this work?" she voiced her concerns about parent/carers questionnaires that used to go out termly which wasn't very successful as parents often forgot about it.

There was a discussion among parents/carers and the council members regarding how best this would work and what methods can be used, what form of communication was best, how often to hold the meetings, when to hold the meetings.

AF suggested a letter goes out a week before each meeting so parents/carers can write down items they would like added to the Agenda for discussion at the next meeting.

Another suggestion from a parent/carer was to discuss it in the coffee mornings. A parent/carer raised concerns that she may lose the "full picture" she used to get from the governing body meeting, such as national levels and CPA levels, programmes that are in place for subjects, or progress of the school on each subjects. AR agreed with this and suggested that they have sub-items to make sure this is not lost.

It was suggested by RL the first session agenda should be set by the Academy Council Members (ACM) to get the "ball rolling".

A parent/carer asked how will parents get feedback, MK also asked how do parents who cannot come to the meeting communicate?

AF answered by suggesting the feedback is given to parents via a newsletter (much the same as used to be done with the

	<p>termly Governors' Newsletter) and the website. BC also suggested we could look into parents sending in the agenda items via the website as well.</p> <p>AR summarised the meeting by saying:</p> <ul style="list-style-type: none"> • BC will be held accountable and will be responsible for communicating between parents/carers and the board of Directors • BC will, via his Principal's report, inform parents/carers of the overview/progress/projects of the school. • There will be a suggestion box for parents/carers • Feedback will be given via governor's newsletters and website. • AR reminded parents about the vacancy and to write down any items or start thinking about items for the next meeting. • In future meeting, chairs to be set out in a circle so as it feels less formal and encourages open discussion • Parents/carers present to speak to other parents/carers and to spread the word 	
4.	Celebrations	
	<p>JM wanted to celebrate CPA being graded as "outstanding in all areas" in the recent Ofsted report.</p> <p>He also mentioned our selection to become a member of the prestigious London Mayor's Gold Club. He stressed that only a few schools get this award.</p> <p>JM also explained that while there are many benefits in having an expanding multi- academy trust, we must not lose focus at CPA because we are taking on other schools, we must remain an outstanding school and continually seek ways by which we can improve.</p> <p>AR spoke about the new playground structure. BC explained that the structure could not have been completed without funding from an organisation called The Mercers' Company. The playground structure is a very useful tool to have as it provides pupils with an outlet and</p>	

	<p>stimulation, improves pupils behaviour and ensure they are refreshed and ready to learn. The climbing frame also helps improve their fine motor skills, such as contributing towards improving their handwriting. The structure is also used for PE.</p> <p>A new parent/carer whose daughter has just started in tye Nursery also praised how the teachers meet and greet parents and children in the morning, his said "I like the way the teachers greet parents....my child really enjoys it here, it's like a second home for her."</p> <p>The meeting concluded at 9:50am but with informal discussions between council members and parent/carers then continuing.</p>	