

**Culloden Primary A Paradigm Academy: Academy Council Meeting**  
**Wednesday 01/02/2017**

**Chair:** Alesa Rahman – Chair (AR)

**Present:** Jeff Martin – Link Director (JM), Ben Carter – Principal (BC), Husna Begum – Academy Council Member (HB), Amanda Fox - Academy Council Member (AF), Monwara Khatun – Home School Support Manager (MK).

**Council members unable to attend:** Rajshree Laturia, Sakina Syed.

**Parent/carers:** 8 parent/carers present

**Meeting commenced:** 9:10am

**Minutes:** Salima Khan – Administration Officer (SK)

Item		Action
1.	<b>Introduction</b>	
	<ul style="list-style-type: none"> <li>• AR welcomed everyone present.</li> <li>• <b>Apologies;</b> Rajshree.</li> </ul>	
2.	<b>Winter fair &amp; Y6 Secondary transfer (MK)</b>	
	<p>1) Winter fair:</p> <ul style="list-style-type: none"> <li>• Thank you to all parents/carers for their time, effort and donations.</li> <li>• £200 was raised that will be allocated to the extra-curriculum clubs on offer after school and possibly funding an extra club.</li> </ul> <p>2) Secondary transfer:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> March national offer day.</li> <li>• All parents should receive an offer within or shortly after this date.</li> <li>• Please contact pupil services if you do not receive any offer.</li> <li>• Parents/carers can appeal decision awarded. Please get in touch with MK who will be happy to assist and provide support to do so.</li> </ul>	
3.	<b>18<sup>th</sup> &amp; 19<sup>th</sup> January Retired HMI (Her Majesty's Inspectors) review (BC)</b>	
	<ul style="list-style-type: none"> <li>• Thank you to all for everyone's hard work.</li> <li>• HMI review commissioned by Paradigm Board of Directors and occurs once a year in every school across the Trust.</li> <li>• Overall positive feedback was received.</li> <li>• Things to work on included:               <ol style="list-style-type: none"> <li>i. Developing outstanding teaching throughout the school.</li> <li>ii. The level of challenge in Mathematics and the current scheme adopted by the school is right for the school.</li> <li>iii. Boy's engagement in class and especially when working in mixed pairs as it was observed boys were first to go off task and, when working in pairs, female partners tend to do all the work.</li> <li>iv. Develop cursive handwriting.</li> </ol> </li> <li>• JM informed that the HMI are elite Ofsted inspectors who conducted a thorough objective inspection.</li> </ul>	

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4.	<p><b>Dee Street road safety application update (HB/BC)</b></p> <ul style="list-style-type: none"> <li>• Very impressed with the united front shown by parents to tackle the concerns with parking.</li> <li>• HB along with other academy council members started a petition and engaged in discussions with parents during morning and after-school drop offs. Also, a stall was set up during the winter fair to inform parents of petition.</li> <li>• Over a four week period, 544 signatures were obtained from the local community, local businesses, parents, staff and GP.</li> <li>• Two parents who drive their children to school expressed concerns about possible parking tickets and were not aware of petition.</li> <li>• Petition submitted via email to the London Borough of Tower Hamlets (LBTH) lead for parking and highways.</li> <li>• In the short-term, a camera has been installed in Blair Street and a traffic warden has been allocated to patrol and monitor the morning and afternoon drop offs.</li> <li>• HB to follow up with LBTH lead on what arrangements will be made in the long-term for safeguarding.</li> <li>• BC informed that petition was not organised by the school but by parents and academy council members.</li> <li>• In support of parents' concerns of speeding and parking, the school contacted local MP Jim Fitzpatrick to propose speed signs, speed bumps and zig-zag lines to aid in the drop-off of DSB (deaf support base) pupils and other pupils travelling from far.</li> <li>• BC also informed that there is no instant-fix and a long-term solution will take time and require safer and suitable strategy to be enforced by local authority.</li> <li>• A response was received from local MP who has contacted LBTH to look in to this. BC to follow up with local authority about long-term solutions, especially as the school is still growing and the surrounding community to be demolished and redeveloped.</li> <li>• Parents happy with actions proposed.</li> </ul>	<p><b>HB</b> <b>BC</b></p>
5.	<p><b>Parent/carer agenda items (MK)</b></p> <ol style="list-style-type: none"> <li>1. EYFS toilet procedures: <ul style="list-style-type: none"> <li>• EYFS gets cleaned twice a day and is monitored by Principal and Premises Manager.</li> </ul> </li> <li>2. Procedure for pupils who soil their clothes: <ul style="list-style-type: none"> <li>• Pupils who soil themselves are thoroughly cleaned by staff and changed into clothes that all parents are informed to include in child's bag.</li> <li>• There are limited sets of spare clothes at school that can be provided.</li> <li>• If neither are available a phone call is made home to request clothes be brought in.</li> <li>• Any concerns please see Nursery Manager- Kavitha Nicholas-</li> </ul> </li> </ol>	

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	<p>Raymond, Reception Manager- Estee Humphries, or EYFS Manager - Muneera Dolan.</p> <p>3. Charges for books, toys or items that are wilfully damaged:</p> <ul style="list-style-type: none"> <li>• School policy states a minimum of £5.00 is owed.</li> <li>• Books can be replaced with other books.</li> <li>• However, for upper key stage the full price of the book that is damaged is owed as the books tend to be more expensive.</li> </ul> <p>4. Procedures for outside play during cold weather:</p> <ul style="list-style-type: none"> <li>• Staff use their professional judgement.</li> <li>• Nursery pupils have the advantage of being able to go in and out quite easily.</li> </ul>	
<b>6.</b>	<b>Open Forum</b>	
	<p>1) Why are the summer holidays shorter this year?</p> <ul style="list-style-type: none"> <li>• Holiday times are allocated according to LBTH guidelines, so take in to account pupils who may have siblings attending other schools in the borough.</li> </ul> <p>2) Can medication be kept and administered by school?</p> <ul style="list-style-type: none"> <li>• In order to safeguard pupils, parents and staff, it is illegal for staff members to administer medication to pupils. Parents are required to come in to do so.</li> </ul> <p>3) Is a pupil's medical condition and poor health taken into consideration when monitoring attendance?</p> <ul style="list-style-type: none"> <li>• Ofsted inspectors take attendance performance very seriously if below 95%.</li> <li>• Attendance Officer monitors attendance and provides support to those unable to attend due to medical condition and poor health.</li> </ul> <p>4) How are Academy Council details communicated to parents/carers?</p> <ul style="list-style-type: none"> <li>• Minutes are always published and available on school website.</li> <li>• Summary of minutes to be now included in newsletter.</li> </ul>	<b>BC/SK</b>
<b>7.</b>	<b>Celebrations</b>	
	<ul style="list-style-type: none"> <li>• Young Voices Concert at the O2 was a huge success and a great event enjoyed by all.</li> <li>• A fantastic Winter Fair was held.</li> <li>• Retired HMI Ofsted review went very well and positive feedback received.</li> </ul>	
<b>8.</b>	<b>Next meeting</b>	
	<ul style="list-style-type: none"> <li>• 15<sup>th</sup> March 2017 at 9am – SRE will be one of the items on the agenda.</li> </ul> <p><b>Meeting closed at 10am</b></p>	