

Minutes – Minerva Primary School Academy Council Meeting

Version: Final
Meeting Date: 1st April 2026
Location: Minerva Primary School
Time: 5.00pm

Chair:	Kathryn Volk	Chair
Attendees:	Phil Mansell	Sponsor Academy Councillor
	Steve Druce	Sponsor Academy Councillor
	Kate Caldecott	Staff Councillor

In attendance:	Gareth Nation	Principal
	Craig Jones	Executive Principal
	Emma Williams	Clerk

Apologies:	Elizabeth Shearcroft	Sponsor Academy Councillor
	Debbie Glenn	Staff Councillor

Minutes

		Action
1	Introduction, Administration and Apologies	
1.1	Resignation received from Elizabeth Shearcroft.	
2	Declarations of Interest	
2.1	There were no declarations of interest.	
3	Minutes of Previous Meeting	
3.1	Minutes agreed as a true and accurate record of the meeting. ACTION – EW to ensure approved minutes are given to Operations Manager to upload onto the MPS website.	EW
4	Policies	
4.1	CLF Complaints Policy – Noted.	
4.2	Uniform Policy was discussed and approved with amendments to be sent to MPS Operations Manager.	EW
5	Academy council report	
5.1	Principal discussed the Academy Council Report and asked for any questions...	
	Safeguarding	

5.2	- Following the MPS safeguarding review we are more mindful of how we log incidents. - DG to meet with Adele Rice [Deputy Head of Safeguarding] to set up categories.	
5.3	Was the Brook Traffic Light System triggered for the child on child incident recorded?	
5.3.1	- Not relevant for this particular incident. - Brook Traffic Light system used for some incidents this year. - Most green, one amber so confirmed the system is used when required.	
5.4	Did the Amber event lead to any PSHE?	
5.4.1	- Usually with the individual child or small group. - Amber incident involved a child open to other services.	
5.5	One referral to LADO – investigated and now towards the end of the process. Need confirmation that it can be closed with (any suggested) further actions to be implemented.	
5.6	KV explained the safeguarding visits from Adele Rice. - Action Plan has been updated following the visit. - It would be really useful for SD to come in to go over the report and actions. ACTION – GN/DG to arrange meeting with SD to go through the Safeguarding Visit report and Action Plan.	GN/DG
5.7	How often are transitional timetables reviewed?	
	- Fortnightly (minimum) for the one child on a transitional timetable. - 2 suspensions recently for half a day each time. - Dysregulation causes significant disruption to the learning of other pupils, physical disruption to the environment and physical harm to staff. - GN has met with parent and suggested Early Help Assessment [EHA] this was met with hostility and parents not willing to engage with this at present.	
5.8	Have all staff and volunteers completed the relevant safeguarding training?	
	• Yes, confirmed all completed. • Volunteers come in on the Inset day at the start of the year. • DG will provide extra sessions for anyone that is unable to make it. • Academy Councillors completed training at the strategic briefing meeting. • Catch up sessions are provided for people joining throughout the year. • New staff receive training as part of their induction.	
	Inclusion	
	- Pathway provision is at the forefront of providing provision for our high tariff learners. - Planning is done by the class teacher.	

	Does Pupil Premium funding come into that?	
	- Yes, children receiving pupil premium grant are accessing the pathway currently but all children would be able to use the provision if required. - Building case studies to illustrate progress and success.	
	Beside attainment, what other measures are in place?	
	- Wellcom Assessments - EHCP Targets - Ready to progress - Pastoral – interaction with peers.	
	How often do we get parent voice?	
	Informally we get lots, but this is seldom recorded formally. ACTION – GN to discuss with Rachelle Billington [RB] SENCo how we can capture parent voice.	GN
	KV meeting with RB on 21 st April 2026 to discuss SEND with Link Councillor perspective and will be able to report back to the next meeting.	
	Curriculum and Teaching	
	GN talked through updates:	
	Nursery - Vacancy for a member of nursery staff. - Consistent supply in place for the interim. - Potentially interested in applying for the vacancy and working closely with nursery manager.	
	Reception - New permanent teacher has started. - Working four days per week with a very good and consistent supply teacher for the other one day. - Focus on Teaching and Learning for Reception first and then build to work closely with Beccy Turner the Nursery Manager.	
	Phonics for Year 1 - 10 out of 14 children expected to pass the Phonics Screening Check. - 4 children who are not on track to pass, 1 is accessing Pathway 3, 1 is EAL and 2 are receiving daily speech and language interventions.	
	Looking ahead to Year 2?	
	- We hope that 2/3 children would then be able to pass in Year 2	
	Year 2 Progress in Phonics?	
	- Of those who did not pass the PSC in Year 1, none of these children passed at the last mock. - However, they are making considerable progress and are now retaining some of their sounds with an increasing ability to blend. - It is good but may not be enough to pass the Phonics Screening Check.	
	How many children?	
	6 children did not pass in Year 1	

	Achievement	
	SATs Mock Data Target – 71% combined Reading – 64% Maths – 64% Spag – 2 at Greater Depth Writing – 57%	
	Progress again for actual SATs?	
	- Yes, we have seen progression mock on mock. - All Year 6 children invited in for a booster day in the Easter Holidays.	
	Attendance and Behaviour	
	Behaviour - 2 suspensions so far this year. - Numbers very low last year. - Behaviour for learning is consistently good in most classes. - Where required the Assistant Principal and Principal work closely with the relevant staff to support accordingly.	
	Attendance - A recent DfE 'Similar Schools Comparison Report' released for Spring Term (see Official_Sensitive doc) indicates that when compared to similar schools, MPS ranks as 3rd of 21 schools for attendance. - The school's overall attendance is 1.3% higher than the median attendance of similar schools. - Targeting 90-96% attendance for improvement.	
	What is the school doing for children persistently/significantly absent?	
	- Working with parents. - Pupil counsellor - Pathway provision	
	What are the reasons for Authorised Absences?	
	ACTION - GN to check the data and report back at the next meeting.	GN
	Personal Development and Wellbeing	
	ACTION – Add Phil's gardening to the map of Personal Development and Wellbeing.	
	Leadership and Governance	
	Which priorities in the School Improvement Plan (SIP) are having the greatest impact right now?	
	- Relational policy and practice and the impact on attendance. - Pedagogy – Outcomes from data, more consistent in classes, pre and post assessments. - Scaffolding, explicit instruction and flexible grouping.	
5	Any Other Business	
5.1	None.	
8	Close of Meeting	
8.1	The meeting closed at 18.55	

ACTIONS

Date and Number	Action	Owner
01.04.26 1	EW to ensure approved minutes are given to Operations Manager to upload onto the MPS website.	EW
01.04.26 2	Arrange a meeting with SD to go through report and Action Plan from Safeguarding Visit.	GN/DG
01.04.26 3	Arrange a meeting with Rachelle Billington [SENCo] to discuss how to capture Parent's Voice in relation to pathway provision.	GN
01.04.26 4	Check in with Year 2 teacher to discuss phonics with parents. [Possibility of parents coming in to watch a Phonics Lesson?]	GN
01.04.26 5	Volunteer Readers – training/advice regarding phonics.	GN
01.04.26 6	Authorised Absences – what are the reasons?	GN
01.04.26 7	Add Phil's gardening to the map in Personal Development Overview.	GN