

Minutes – Minerva Primary School Academy Council Meeting

Version: Final
Meeting Date: 17th July 2026
Location: Minerva Primary School
Time: 5.00pm

Chair:	Kathryn Volk	Chair
Attendees:	Phil Mansell	Sponsor Academy Councillor [via TEAMS]
	Steve Druce	Sponsor Academy Councillor
	Debbie Glenn	Staff Councillor

In attendance:	Rachelle Billington	SENDco
	Gareth Nation	Principal
	Craig Jones	Executive Principal
	Colin Mister	Chair of Kingsmead Academy Council
	Sally Bryant	Deputy Head of Governance
	Emma Williams	Clerk

Apologies:	Kate Caldecott	Staff Councillor
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Minutes

		Action
1	Introduction, Administration and Apologies	
1.1	- Welcome to Colin Mister who is currently the Chair of Kingsmead Academy Council. - Colin will be taking over in the role of Chair for MPS in the new academic year. - Welcome to Sally Bryant, Deputy Head of Governance who is attending the meeting as an observer. - Apologies received from Kate Caldecott	
1.2	Welcome to Rachelle Billington SENDCo who gave a brief explanation of the MPS Pathway Provision. 59 Children receiving provision above and beyond universal provision. 23 Children receive the specialist provision within the pathways. - The pathway provision meets need at stage not age and is clearly defined into three pathways. Pathway 1 – Stage not age in the morning and nurture in the afternoon.	

	• Pathway 2 – Learning to learn predominantly SEMH provision • Pathway 3 - Autism only • Numbers of SEND in mainstream is going up. • No child is in the pathway provision full time. • Children are citizens of Minerva Primary School and have an identity in their class alongside their peers. • The CLF trust support for SEND is good. • RB has a good working relationship with Louise Coles and there is a strong network of SENDCos within the CLF.	
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.	
5	Academy council report	
5.1	The Principal discussed the Academy Council Report and explained the new format of the report. CJ will pass any comments or suggestions back via Kate Richardson.	
	Safeguarding	
5.2	• No significant incidents to note. • High level of vulnerability in the community. • SCR checked termly. • Oversight of alternative provisions – A local Forest School has been checked to ensure it meets quality assurance requirements. They have offered sessions throughout the holidays.	
5.3	Do you have any children using Alternative Provisions?	
5.4	Yes, a small number of children access alternative provision and all checks and audits have been completed.	
5.5	How do children get to Alternative Provisions?	
5.6	Either by parent/carer dropping off or transport provided.	
	Inclusion	
5.7	Achievement report discussed. Phonics context: • Wave 7 English Hub and English specialist from CLF providing support. • Weekly phonics meeting to ensure fidelity to the scheme, resources and high quality teaching. • In Year 2, 6 children didn't pass last year and still did not pass this year. • 5 have EHCP/SEN • All have made progress. • 3 children cannot access the test.	
	Curriculum and Teaching	
5.8	When will SLT know that pedagogy is embedded?	

5.9	Through quality assurance and ARV - Scaffolding has been thoroughly incorporated. - MPS vision is firmly embedded across the school.	
	Attendance and Behaviour	
5.10	- Attendance is improving and compared to other similar schools is a strength. - MPS ranked 3rd out of 21 in DfE Attendance Comparisons Report Nov 2025. - Staff attendance is very good. - Staff survey shows that staff enjoy working at MPS. - Discretionary effort shown by staff is incredible.	
5.11	Can more be done about authorised absences?	
5.12	- Transitional timetables account for some authorised absence. - Another challenge is persistent sickness.	
5.13	Can teachers be empowered to do more?	
5.14	- Created attendance mentors - Upskilling staff to engage with parents/children - Picked up through CTMs	
5.15	Authorised vs Unauthorised?	
5.18	We do issue penalty notices by following the policy. We have found this does not improve attendance.	
5.19	Do parents have access to authorised vs unauthorised absences?	
5.20	Yes, through MCAS parents are now able to see the attendance date and are looking at the app this has helped to encourage attendance.	
	EYFS	
5.21	- Nursery consistently comes out very well through internal and external quality assurance. - Reception class has had a challenging 3-year period with a high turnover of staff. - Current reception teacher still within 6-month probationary period.	
6	Any Other Business	
6.1	None.	
7	Close of Meeting	
7.1	The meeting closed at 19.00	

ACTIONS

Date and Number	Action	Owner