

# Minutes – Minerva Primary School Academy Council Meeting

**Version:** Final  
**Meeting Date:** 10<sup>th</sup> December 2025  
**Location:** Minerva Primary School  
**Time:** 5.00pm

**Chair:** Kathryn Volk Chair  
**Attendees:** Phil Mansell Sponsor Academy Councillor  
 Debra Glenn Staff Councillor

**In attendance:** Gareth Nation Principal  
 Craig Jones Executive Principal  
 Steve Druce Observer  
 Emma Williams Clerk

**Apologies:** Elizabeth Shearcroft Sponsor Academy Councillor

## Minutes

		Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	Apologies received from Elizabeth Shearcroft and Kate Cadecott.	
1.2	<ul style="list-style-type: none"> <li>Welcome to Steve Druce.</li> <li>Application for Sponsor Academy Councillor is in process.</li> <li>Thanks for coming along to observe this meeting.</li> </ul>	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no declarations of interest	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	Minutes agreed as a true and accurate record of the meeting.	
<b>4</b>	<b>Policies</b>	
4.1	Behaviour Policy – Notes for changes Section 1 Point 6 Bullying – add in relationship of all parents. ACE's – clarification that this means 'Adverse Childhood Experiences' Bullying and harassment and any form of violence. Reference to other policies should include Data Protection Policy CARE is this an acronym? Page 15 Section 6.2 Anti-Bullying – the imbalance of power. Is there a child friendly version of the policy?	
<b>4</b>	<b>Academy council report</b>	

4.1	GN explained that the headings in the report reflect the new Ofsted Framework.	
<b>Inclusion</b>		
4.2	GN explained the 3 pathway provision. <ul style="list-style-type: none"> <li>All children start and end their day in their Year Group classroom.</li> <li>IEP targets are clear and monitored regularly.</li> <li>Case studies are showing children's progress.</li> <li>Attendance up by 1.8% for children with PPG [Pupil Premium Grant]</li> <li>Behaviour reviews show no concerns at present.</li> <li>Pupil voice is captured regularly.</li> <li>Pathfinder School – visitors will be coming into school to get advice / strategies to try in their own school.</li> </ul>	
<b>Curriculum and Teaching</b>		
4.3	<ul style="list-style-type: none"> <li>We know our strengths and areas for development</li> <li>We are now in the Ofsted 'Window'</li> <li>Academy Review Visit [ARV] scheduled where colleagues beyond the school come to support.</li> <li>ARV is led by the Principal, this time with a focus on writing.</li> <li>Additional strengths are our relational policy and practice, consistencies in KS2 Reading, Nursery, playtimes and lunchtimes are settled, start of the day is good.</li> </ul>	
4.4	EYFS <ul style="list-style-type: none"> <li>Poses a risk for the school.</li> <li>Two teachers in a job share have both decided to leave due to different circumstances.</li> <li>GN working closely with CJ to discuss plan to put in place while recruiting a new EYFS teacher.</li> <li>Hoping to arrange a strong agency supply teacher to provide continuity until and new teacher is appointed.</li> </ul>	
<b>Achievement</b>		
4.5	<ul style="list-style-type: none"> <li>Year 1 Phonics is on track and is in a really good place.</li> <li>Year 2 being monitored regularly and 3 weekly screenings.</li> <li>KS2 Mocks – GN explained figures in the Autumn Achievement Report.</li> <li>Core Team Meetings scheduled fortnightly. Meeting with GN, teacher and SENDCo to discuss key marginal children.</li> <li>Reception Baseline Completed.</li> <li>All teaching staff have an achievement target as part of their performance management objectives.</li> </ul>	
<b>Attendance and Behaviour</b>		
4.6	<ul style="list-style-type: none"> <li>GN tracks behaviour half termly.</li> <li>GN/DG/JG monitor attendance and have regular meetings.</li> <li>Attendance is improved from this time last year but more to do.</li> <li>Staff attendance is good.</li> </ul>	
<b>Personal Development and Wellbeing</b>		
4.7	<ul style="list-style-type: none"> <li>Nativity in the church today.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Very successful performance and well attended by the community.</li> <li>• Christmas Fayre was well attended.</li> <li>• Magic dentist initiative in its infancy. Link at WPA has signposted Magic dentist whereby the school gets sponsored by a dentist and all children will get a dental appointment. This is a very exciting opportunity.</li> </ul>	
<b>Leadership and Governance</b>		
4.8	<ul style="list-style-type: none"> <li>• SG and PPG Councillor have visited the school.</li> </ul>	
<b>Safeguarding</b>		
4.9	<ul style="list-style-type: none"> <li>• Early help has significantly increased.</li> <li>• 45 Christmas presents requested through the Sparkle charity.</li> <li>• 33 tickets to the Brewhouse.</li> <li>• 5 Families in tremendous need of food parcels.</li> <li>• Foodbank vouchers issued.</li> <li>• Children's Social Care thresholds are so high that we need to push and push for the help and support that is needed.</li> </ul>	
4.10	<b>Are other schools struggling with the same issues?</b>	
4.11	Yes, feedback from DSL Local Authority Briefings confirm all having the same experience.	
4.12	Mixed co-hort class had some incidents in September. Interventions and support have been put in by the team and no further incidents have been reported.	
4.13	<b>Could more be done in transition to prevent issues in the future?</b>	
4.14	Year 3 moved from a large classroom with a small class to a small classroom with a large class [34 children]. We can look at transition for next year to try to counter these issues.	
<b>5 Any Other Business</b>		
5.1	Discussed next meeting on 17 <sup>th</sup> January would be too soon. CJ Suggested next meeting should be scheduled before the end of February 2026.	
<b>8 Close of Meeting</b>		
8.1	The meeting closed at 18.45	

### ACTIONS

Date and Number	Action	Owner
10.12.25 1	Debbie to share the child friendly safeguarding policy.	DG