

# Minutes – Minerva Primary School Academy Council Meeting

**Version:** Final  
**Meeting Date:** 17<sup>th</sup> September 2025  
**Location:** Minerva Primary School  
**Time:** 5.00pm

**Chair:**

**Attendees:** Ben England Parent Councillor  
 Phil Mansell Sponsor Academy Councillor  
 Sister Elizabeth Shearcroft Sponsor Academy Councillor  
 Kate Caldecott Staff Councillor  
 Debra Glenn Staff Councillor

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

**Apologies:** Kathryn Volk Chair

**Minutes**

		<b>Action</b>
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	Apologies received from Kathryn Volk.	
<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>Academy council report</b>	
4.1	GN explained that the headings in the report reflect the new Ofsted Framework.	
	<b>Inclusion</b>	
4.2	<ul style="list-style-type: none"> <li>DG has updated the ACE's data</li> <li>GN explained the Inclusion profile across the school.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 3 Pathway Provision has been implemented in Tone Bridge</li> <li>• Return to school survey was sent out prior to the start of term.</li> <li>• 28 responses provided a helpful process for staff to follow up with children on their return to school.</li> </ul>	
<b>Curriculum and Teaching</b>		
4.3	<ul style="list-style-type: none"> <li>• INSET focused on MPS Pedagogy and this is an area of the Academy Improvement Plan (AIP).</li> <li>• Wave 7 Partner school with English Hub.</li> <li>• Sarah Elsley, English Lead, has met to discuss phonics and put together an action plan.</li> <li>• Core Team Meetings have started already.</li> <li>• ECT support plan is in place.</li> <li>• Weekly check ins / observations 15 minutes to then talk about developing lessons.</li> </ul>	
<b>Achievement</b>		
4.4	<ul style="list-style-type: none"> <li>• Autumn Achievement Report discussed.</li> <li>• Children's reading – checks in place and tracker implemented.</li> <li>• Support with planning for Year 2 – Experienced support staff teaching phonics and providing daily interventions.</li> </ul>	
<b>Attendance and Behaviour</b>		
4.5	<ul style="list-style-type: none"> <li>• Attendance is 94.1% year to date.</li> <li>• Focus on lost learning.</li> <li>• DG/GN and Ops Manager working on systems to follow up on absence.</li> <li>• Phone calls regarding lateness and lost hours resulting in some children coming into school that would not otherwise have come in.</li> <li>• Cultural nut to crack in our community.</li> <li>• Dojo used to send positive messages to parents.</li> <li>• Facebook page is also up and running to show children enjoying their learning and encourage attendance.</li> </ul>	
<b>Personal Development and Wellbeing</b>		
4.6	<ul style="list-style-type: none"> <li>• Values assembly – children have excellent knowledge of British Values and Protected Characteristics.</li> <li>• Team Talk – based on school values and world news.</li> <li>• Enrichment – Forest school starting in October, afterschool clubs and pupil parliament.</li> </ul>	
<b>Leadership and Governance</b>		
4.7	<ul style="list-style-type: none"> <li>• Extended SLT sessions planned for each half term.</li> <li>• SLT agendas prioritising Ofsted Framework.</li> <li>• CLF volunteered to take part in pilot inspection to test the new framework.</li> </ul>	

	<ul style="list-style-type: none"> <li>This gives valuable insight into the new inspection process and support to prepare.</li> <li>MPS Ofsted window from 1<sup>st</sup> December 2025.</li> </ul>	
	<b>Safeguarding</b>	
4.8	<ul style="list-style-type: none"> <li>Annual report has been completed.</li> <li>Case studies have been updated from last year and are ongoing.</li> <li>CPOMs updated with social worker information etc.</li> </ul>	
<b>7</b>	<b>Any Other Business</b>	
7.1	Reminder for councillors to sign off policies on Governor Hub.	
<b>8</b>	<b>Close of Meeting</b>	
8.1	The first part of the meeting closed at 17.45	

The second half of the meeting provided online training for Sponsored/Parent Councillors in:  
**Governance Essential 2025-26** and **Safeguarding 2025-26**.

### ACTIONS

Date and Number	Action	Owner