Minutes – Priorswood Primary School Academy Council Meeting

Version:	Approved (Public Version)
Meeting Date:	16.09.2025
Location:	Priorswood Primary School
Time:	14:00 – 16:15

Chair:	Sapphire Lynch	Sponsor Councillor
Attendees:	Cherry Hingston	Parent Councillor
	Robin Clempson	Sponsor Councillor
	Lucy Davis	Staff Councillor
In attendance:	Tracy French	Executive Principal
	Carly Ellis	Principal
	Tessa Clark	Clerk
Apologies:	Daniel Sumner	Support Staff Councillor

Minutes

		Action
1	**Introduction, Administration and Apologies**	
1.1	The Chair opened the meeting and welcomed everyone.	
1.2	Apologies as above.	
2	**Declarations of Interest**	
2.1	No declarations of interest were made.	
3	**Minutes of Previous Meeting and Matters Arising**	
3.1	The minutes of the previous meeting were approved as an accurate record.	
3.2	Updates on actions included: • Ongoing work to recruit additional academy councillors. • Continued development of councillor profiles for the school website. • Reinforcement of school expectations around packed lunches through assemblies and communications with families. **ACTION:** Ensure Health & Safety information s included in future reports.	
4	**Chairs update**	
4.1	**AC Membership**	

4.1.1	The council noted current vacancies, including parent and sponsor councillor roles, and ongoing efforts to recruit. **ACTION:** Initiate parent councillor election process.	
4.1.2	Councillors were reminded to review and confirm the updated Code of Conduct.	
4.1.3	The Chair highlighted the upcoming annual strategic meeting focusing on Inclusive Excellence: High Expectations.	
5	Election for Vice Chair	
5.1	RC was confirmed as Vice Chair.	
6	Appoint/ confirm link roles	
6.1	The following link roles were confirmed: • Safeguarding • Disadvantaged • SEND	
6.2	**ACTION:** Councillors to continue developing their effectiveness in link roles.	
7	Training	
7.1	All academy councillors who attended the meeting have successfully completed their mandatory AC training.	
8	Academy Council report	
8.1	**Attendance**	
8.1.1	The end-of-year attendance rate was 94.8, slightly above the national average.	
8.1.2	The council discussed attendance trends, including improvements among disadvantaged pupils, and recognised the importance of continued monitoring and targeted support.	
8.1.3	It was noted that attendance is closely tracked, with a strong focus on engagement with families and early intervention where concerns arise. The role of the Safeguarding Lead in strengthening attendance monitoring and follow-up was highlighted.	
8.1.4	The council recognised that further detailed analysis is needed to better understand patterns of absence and to support progress towards the school's attendance target.	
8.1.5	Current strategies to promote good attendance include: • Incentives for pupils • Access to Breakfast Club for targeted pupils • Ongoing work with external agencies, including the Local Authority, to support pupil attendance where needed The council agreed to receive a more detailed attendance report, including analysis of trends, at a future meeting. **ACTION:** Provide further attendance analysis, including factors contributing to recent improvements.	
8.2	**Academy Improvement Plan**	
8.2.1	The council reviewed the school's key priorities within the Academy Improvement Plan:	

	• Raising attainment • Developing middle leadership • Enhancing personal development, including equality, diversity and inclusion (EDI) It was noted that these priorities are informed by pupil outcomes and ongoing evaluation of teaching and learning.	
8.2.2	The council discussed how middle leaders are increasingly involved in curriculum monitoring through a more structured approach, enabling them to identify strengths and areas for development and contribute to improving outcomes for pupils.	
8.2.3	The curriculum is organised to ensure coverage across foundation subjects, alongside a continued focus on core subjects including English, mathematics and science.	
8.2.4	The council considered how pupils develop subject knowledge and skills, noting a growing focus on strengthening pupils' ability to apply skills across the curriculum.	
8.2.5	The use of pupil voice was highlighted as an important tool in understanding pupils' experiences of the curriculum.	
8.2.6	The council agreed that ongoing monitoring will include: • Engagement with pupil voice • Opportunities to receive updates from subject leaders	
8.2.7	The council also discussed levels of pupil premium eligibility and noted work undertaken by the school to support families in accessing available funding and support.	
9	Agenda Planning for year	
9.1	The Academy Council discussed and agreed the focus areas for upcoming meetings to ensure effective oversight of school priorities. Planned areas of focus include: • Special Educational Needs and Disabilities (SEND) • Attendance These themes will align with wider school improvement priorities and external review processes to maximise impact. The council agreed to keep the programme of work under review to ensure it remains responsive to the needs of the school. **ACTION:** Review Academy Council focus areas at the next meeting.	
10	Policies that require review	
10.1	No Policies were presented for review at this meeting.	
11	Matters for the attention of the Board/COAC	
11.1	There were no matters of attention for the Board.	
12	Any Other Business	
12.1	Councillors were signposted to available resources to support them in their role.	

12.2	Information was shared about the Admissions Committee, including the opportunity for councillors to be involved in future panels.	
13	Date of Next Meeting	
13.1	Tuesday, 18th November 2025	

ACTIONS

3.2	Ensure Health & Safety information is included in future reports.	**CE**
4.1.1	Initiate parent councillor election process.	**TC**
6.2	Councillors to continue developing their effectiveness in link roles.	**ALL**
8.1.5	Provide further attendance analysis, including factors contributing to recent improvements.	**CE**
9.1	Review Academy Council focus areas at the next meeting.	ALL