



Haywood Village Academy Council Meeting Minutes Tuesday 1st October 2019, 6.00pm Venue – Academy.

Academy Council:

David Jordan (DJ) (Chair)	Sponsor 1	Susie Weaver (SW)	CLF Executive Principal
Fiona Mayne (FM)	Sponsor 2	Craig Jones (CJ)	Principal
Kathryn Volk (KV) (Vice Chair)	Sponsor 3	Sarah Codling (SC)	LA Rep
Dave Robson (DR) *	Sponsor 4	Vacancy	Student Advocate
Cara MacMahon (CM) *	Sponsor 5	In Attendance	
Fred Fraser (FF)	Teacher	Tamara Dexter (TD)	Associate Member
Vacancy	Support Staff		
Tim Branfield (TB)	Parent		
Kelly Chard (KC)	Parent	Sue Burns*	Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome and Apologies:

The meeting commenced at 6.00pm

Apologies were received and accepted for: CM

Absent without apologies: DR

The meeting was deemed to be quorate.

SW advised in advance she would be late to the meeting due to commuting and arrived at 6.55pm.

2, Declaration of Interests

The Councillors signed and submitted an annual pecuniary interest form.

3, Confirm have read KCSIE Part One (Sept 2019 version)

The Academy Councillors signed to confirm they had read and understood the DfE guidance 'Keeping Children Safe in Education' (September 2019 version).

4, Minutes of the last meeting

The minutes of the previous meeting (10th July 2019) were agreed to be a true and accurate record and were signed by the Chair.

5, Actions and Matters Arising

9, CJ to liaise with Heidi Clements and Hale to determine which grounds maintenance contract to select – **Completed. The CLF Central Team are dealing with this issue in the short term, a Federation-wide grounds maintenance contract is out for tender.**

12, SW to determine if the CLF will have a Trust Critical Incident Plan – **Completed. A critical incident plan will be developed for the Weston Hub now that additional schools are joining.**

Matters Arising

There are three spaces in Reception.

CLF Outcomes and Strategy Review (21st Sept 2019)

DJ, TB and KV attended the CLF Outcomes and Strategy Review. Steve Taylor (CLF CEO) gave a presentation on the Trust vision and growth. Dan Nichols (Education Director) gave an overview of the review visits and cycle of school improvement. The Councillors had an opportunity to review the strategic priorities for their Academy Council for the year ahead.

6, Elect Vice Chair and Appoint Link Councillors

Proposal for KV to be the Vice Chair of the Academy Council: DJ

Seconded: SC

Show of Hands: Unanimous

PP – Dave Robson

LAC – Cara MacMahon

Family Support & Attendance – Cara MacMahon

H&S – Tim Branfield

SEND – Fiona Mayne

Safeguarding & CP – Kathryn Volk

Learning Voice, Wellbeing & Equalities – Sarah Coding

Behaviour & Exclusions – Kelly Chard

Staff Wellbeing – Fred Fraser

Academy Effectiveness and Quality of Teaching – David Jordan

ACTION: CJ to circulate the Teaching & Learning Review timetable.

7, Academy Council Report

Paper circulated in advance.

The Academy Council Report has been updated to reflect the new Ofsted Inspection Framework.

Pre-school children are prepared for school-life.

The emphasis on learning language is moving from “I am doing” to “I am learning”.

Pupil conferencing has been undertaken this term with a focus on care, control, clarification, and learning.

Were the pupils selected at random for pupil conferencing?

Yes, but as it is the first time we have done this we selected from a range of pupils who are particularly articulate. A selection of questions were supplied by the CLF.

Did you preface any of the discussion and reassure children that they could speak honestly?

Yes. We found that the children were very frank; we have a culture of honesty in the school.

Attendance is good (96%).

Do you collect children and bring them to school?

Yes, when necessary.

Do you have the appropriate car seats?

Yes, when necessary.

Do you collect children for attendance purposes or for safeguarding concerns?

For both reasons, depending on context.

Have you had any negative comments from parents about this process?

Yes, we had one parent last year who challenged the process, but we have worked with them to ensure that their child attends.

The Parents of one child in Y3 have requested they educate their child at home. The LA are supporting the school with additional mediation.

(FM and SC left the meeting at 6.55pm)

The PPA cover teacher is teaching RE in the school which ensures consistent RE provision.

Are you using Floor Books?

Yes, to record class discussions.

How many new teachers have you recruited?

Seven, which includes job-shares and maternity cover.

Have the new teachers settled in well?

Yes, as expected they are learning our systems and processes compared to the existing teachers in post who have come through the Teaching & Learning Review very strongly.

Is there an induction period for new staff?

Yes, we dropped a staff meeting to allow more planning time and TD has been supporting teachers with their planning. Over the summer we had a 'boot camp' which teachers can later take as time off in lieu.

Are the children coping well with the job-share?

Yes, this has been very successful as the teachers have different personalities and subject knowledge.

Pupil Premium

The current Reception cohort is 25% PP which is just above the national average. There are 53 PP pupils in total across the school. We have a very robust strategy for sensitively approaching families who may be eligible for additional funding. PP for pre-school children is also being followed up.

There has been a change in the reporting of PP and a three-year plan is now required. Therefore, we are supporting the staff with adapting their annual plans into longer-term plans. Good guidance has been provided by the EEF.

Risk Register

This has been reviewed and updated.

8, Achievement & Standards

Carried forward.

9, Safeguarding Update

KV has completed a Safeguarding visit and reviewed the Safeguarding Action Plan. CPOMS processes have been streamlined across the Federation.

Mims is undertaking the DSL training and will then become a Deputy Safeguarding Lead.

There were five reports of bullying last year by one perpetrator. The school are working strategically with the family and a personalised plan and Risk Assessment has been produced.

All staff have completed the Nimble Safeguarding training.

A CLF Safeguarding audit is planned for next term.

ACTION: CJ to ensure that the Policy Matrix has been updated.

10, Finance, H&S and Estates

Finance

We successfully managed our finance budget last year, but as predicted it will be more challenging this year.

Why is finance becoming more challenging?

We are growth funded therefore by the fourth year the classes have filled and at the same time staff have moved up the pay increments.

Have you strengthened the SLT?

Yes, CJ is a Senior Principal in the Trust, therefore the SLT has been strengthened to add capacity when he is supporting other schools in the Trust. HVA has a Principal, Vice Principal, Assistant Principal and an extended leadership team across the Key Stages.

Health & Safety

TB attended the recent H&S meeting and was due to meet with Jo Crickson (CLF) but this meeting was cancelled due to pressures elsewhere in the Trust.

The Academy Council thanked the Site Manager for his ongoing support with the changes to the carparking arrangements.

11, Staffing Update

The new staff have settled in well.

How do you support new staff to integrate into an established team?

The existing staff have been very supportive of the new staff and speak highly of their co-teacher (where one is in post). We have arranged a social evening at a local venue.

TD is finishing her NPQH this year.

CJ has started an NPQEL which is the National Executive Leadership course.

Are any staff Team Teach trained?

Yes, we have had a whole school Thrive overview training and twelve staff have been trained in positive handling and Team Teach.

12, Student Voice

See Academy Council Report

13, Policies that require review

- Behaviour

Proposal to approve the Behaviour Policy: TB

Seconded: DJ

Show of Hands: Unanimous

14, Papers for Information

KCSIE Part One (Sept 2019)

15, AOB

Newsletters

Newsletters are now issued once a fortnight and are more informative than celebratory in content.

Why have you changed the content of the newsletters?

Due to parent feedback for them to be more informative.

Are there other avenues to celebrate learning?

Yes, there is a class page on the website and a twitter feed.

CLF Updates

Broad Oak joined the Trust in July 2019.

Winterstoke 100 will re-open as an all-through provision in September 2020.

A new CLF Board Chair will be appointed shortly as Jane Harrington is moving to another role.

16, Date of Next Meeting: Tuesday 3rd December 2019, 6.00pm

Meeting ended at: 7.45pm

ACTIONS

Item	Action	Initials
6	CJ to circulate the Teaching & Learning Review timetable.	CJ
9	CJ to ensure that the Policy Matrix has been updated.	CJ

Approved: _____ Date _____