



Haywood Village Academy Council Meeting Minutes
Tuesday 3rd December 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
Vacancy	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 6.15pm
 Apologies were received and accepted for: SC
 The meeting was deemed to be quorate.

2, Declaration of Interests

The Councillors signed and submitted an annual pecuniary interest form.

3, Minutes of the last meeting

The minutes of the previous meeting (1st October 2019) were agreed to be a true and accurate record and were signed by the Chair.

4, Actions

6, CJ to circulate the Teaching & Learning Review timetable – **Superseded. The Teaching & Learning Review has been arranged on an adhoc basis according to availability and the needs of the academy.**

9, CJ to ensure that the Policy Matrix has been updated – **Completed.**

5, Academy Council Report

Papers circulated in advance

Colleagues from other Academies within the CLF have visited the Early Years provision at HVA. Key priorities were reviewed, best practice was shared, and some

informal pupil conferencing took place. Areas for improvement were identified which aligned to qualitative self-evaluation and collaborative problem solving took place.

Have you developed language for learning?

SW encouraged us to establish language for learning in conjunction with Ready to Learn; it is developing well within the academy and starting to embed. We aspire for the oldest children in the school to articulate the language of learning consistently.

Attendance

Attendance is good (96.3%), despite a norovirus outbreak in Weston. Key groups have had positive attendance (EAL), but we are mindful that some families may take an extended holiday over Christmas.

Is there a link between attendance and challenging behaviour?

There are some children that fall into this bracket, but it is not a trend overall.

Personal Development

Team Talk appears to have embedded?

Yes, it encompasses the "I do, you do, we do" pedagogy. CJ has presented at a South Gloucestershire conference where Team Talk was well received.

What is the Nurture Group?

Historically our Thrive practitioner has run nurture groups over the lunch hour to improve co-operation and social skills. As a trial this term we have rolled-out the provision to more children with an underlying Thrive theme. It is not mandatory, but the children are encouraged to engage, and they enjoy playing games and learning turn taking, etc. This has been very successful and is well attended.

CJ was part of the EPA AR visit which inspired finding a scalable solution for lunchtime provision. The PTA has pledged some funds for playground equipment.

How much money has the PTA raised?

Over £3k was raised from the firework display (including a donation from Persimmons).

Was the fireworks event oversubscribed?

Yes, we reached the capacity of 1200 people and therefore had to prevent further admissions.

The Academy Council thanked the PTA for their support and contribution to the school.

How does the school support diversity?

We hold regular assemblies celebrating age and diversity. PSHE is delivered via Jigsaw and we ensure that our visuals are inclusive. We provide social story to challenge inappropriate language and have arranged school trips to visit three

different places of religion. There is a piece of work taking place across the Trust which includes action planning and Equality and Diversity through the curriculum.

You have recently reviewed the Prevent approach?

Yes, KV is the Safeguarding & Prevent Academy Councillor and has reviewed the risk assessment to ensure there is a clear process to report any concerns. This is underpinned with the PSHE curriculum. There is one family that we have a concern around who may have a right-wing approach, but we are monitoring any impact on the child.

KV has undertaken a Safeguarding Link Visit and noted that the school was not aware that there was a plan in place for a child if a parent could not be contacted. More robust communication processes are being developed between the Nursery and the Academy, and a vulnerable families list has been created.

Do you have any children on the child protection register?

Yes, there are three children on the Child Protection Register, 2 children are classed a Child in Need and 9 children are accessing Early Help. There have been no Social Care referrals by the academy this term.

What are runners?

Children who run-away when dysregulated. We are working closely with vulnerable children and their families.

Is it more difficult to manage challenging behaviour now that the school is larger?

We aim to meet the needs of the children in order to mitigate against the behaviour. We are proactive in applying for top-up funding so that we can support them in provision. We have also increased the hours for key pastoral staff to increase capacity.

ACTION: SC to review the EDI (Equality Diversity and Inclusivity) Action Plan.

You are concerned about Maths provision?

We have strong Maths provision but need to consider which resources we are providing and how the lesson is pitched. Procedural variation modelling by the teacher is not always reflected in the textbooks, therefore we are brainstorming as an SLT how to address this.

When will you roll out the Maths provision solution?

We anticipate launching it at next term's inset day, following a trial with the resources we have and being mindful of teachers' workload.

What is the ISDR?

The Inspection Summary Data Report which was released in November.

How are you supporting Pupil Premium children?

Ofsted noted that children who join the provision make rapid progress. We are focusing on quality first teaching and are monitoring for consistency as we have several new teachers and learning partners. We have been using interventions to target knowledge gaps but are now trialling a new initiative with Y3 which was recommended by PIXL. This means that we can better meet the needs of a larger cohort of children. Data analysis will determine the impact of this trial.

Are you ready for the new times-table test?

We are aspiring to a positive outcome, but 40% of the cohort are SEND and there is a lot of pupil mobility.

Are you receiving in-year admissions and are they assessed on arrival?

We do not always know the attainment and SEND needs of children who join the provision. We have an inclusion referral process where teachers can share what they think the children's needs are for additional support. We have internal assessments for children who come with no external data, this identifies gaps and where possible they then join an appropriate intervention. If there is any indication of SEND we meet with the parents and instigate an open and honest conversation to identify need.

Finance

Are there any financial risks?

We have an unexpected maternity leave cover which is a variance on predicted expenditure.

TD has been very successful in writing applications for top-up funding. However, SEND funding allowances have reduced which will impact on the ability to provide one to one provision.

Is the SEND funding a local or national issue?

It is a local issue in the way in which North Somerset are paying back the SEND deficit. There is a North Somerset Schools Forum meeting taking place tomorrow which will discuss SEND criteria proposals.

6, Risk Register

The Risk Register requires review to ensure that appropriate items are included.

ACTION: TB to review the Risk Register and report back to the AC.

9, Student Voice Activities

Carried forward.

10, Staff Matters

We are recruiting for a Finance Officer and have had a strong field of candidates. Recruitment is in progress for an Assistant Principal; there were sixteen applications.

If a strong applicant is unsuccessful in being appointed to the AP role, can you offer them another role?

Technically yes, but it would likely be at a grade above that which is budgeted for which may be prohibitive. It may be possible to split the AP role from the teaching role as the provision is growing.

FF has created a staff questionnaire to capture staff morale and the results included Learning Partners. The feedback was positive on the whole and indicated that staff feel supported within the academy and valued as a member of staff. Some comments will be fed back to the SLT for review and consideration.

What percentage of staff responded?

15 out of 55 staff.

How often will you gather staff views?

Termly.

Was the questionnaire anonymous?

No, but only FF has access to this information.

Following Ofsted, you acknowledged that some teachers became aware of disparity in practice, has this impacted on morale?

The role of leadership is to serve. Teachers who are less familiar with the academy are more anxious until they build a relationship with SLT and begin to trust them and the support they offer. We are using our staff meetings flexibly to meet needs that arise (e.g. from the teaching and learning review) and so that teachers can plan together.

11, Health & Safety

The H&S Audit is due to take place this term.

12, Policies that require review

- **Safeguarding**
- **Complaints**
- **Attendance – subject to minor grammatical amendments**

The AC discussed and approved the Attendance Policy, subject to some minor grammatical amendments, and the addition that Y4-Y6 children are not permitted to walk younger siblings to school.

13, Events and CLF Developments

The North Somerset CLF cluster has undertaken due diligence with Uphill but cannot move forward until after the general election due to purdah.

In the meantime, Uphill will work collaboratively with HVA and Herons Moor.

14, AOB
Exclusions

ACTION: CJ to review operational processes for exclusions, to ensure robust administration systems are in place.

15, Date of Next Meeting: *Wednesday 22nd January 2020, 6.00pm*

Meeting ended at: 8.00pm

ACTIONS

Item	Action	Initials
5	SC to review the EDI (Equality Diversity and Inclusivity) Action Plan.	SC
6	TB to review the Risk Register and report back to the AC.	TB
14	CJ to review operational processes for exclusions, to ensure robust administration systems are in place.	CJ

Approved: _____ **Date** _____