



**Haywood Village Academy Council Meeting Minutes**  
**Wednesday 22<sup>nd</sup> January 2020, 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 6.00pm

Apologies were received and accepted for: FM and KC

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 (3<sup>rd</sup> December 2019) were agreed to be a true and accurate record and were signed by the Chair.

**4, Actions**

5, SC to review the EDI (Equality Diversity and Inclusivity) Action Plan – **Carried forward.**

6, TB to review the Risk Register and report back to the AC – **Carried forward.**

14, CJ to review operational processes for exclusions, to ensure robust administration systems are in place – **Completed. The CLF have provided a suite of template letters and the process that the Academy needs to follow in the event of an exclusion.**

**DJ advised the Academy Council that attendance and exclusions are a key focus for the CLF.**

**ACTION: KC to meet with CJ and review the exclusions process and CLF letters.**

## **5, Academy Council Report**

### ***Papers circulated in advance***

A new CLF-format has been released for the SEF which is based on the new Ofsted Inspection Framework. CJ has created a first draft to reflect on how the school is operating in relation to the new framework. At CJ's next one-to-one meeting with SW they will review one section of the SEF.

### **Attendance**

#### **Do you pre-empt anticipated absence?**

We identify patterns in absence and challenge parents when necessary, and we liaise with other local schools if there is an outbreak of illness e.g. scarlet fever or Noro virus. We hold weekly attendance meetings where we focus on specific year groups and then email the information to the SLT and teachers, which has been impactful.

#### **Have you compared the attendance to this time last year?**

Yes, we have slightly lower attendance this year by comparison, this is mainly due to absence through illness. We are trying to build a culture of positive attendance in the school.

#### **Have you introduced any new strategies to boost attendance?**

We continue to challenge parents about term-time holidays, and we hold assemblies where we reiterate the importance of attendance.

#### **What is the current persistent absence?**

10.7% compared to 8.7% nationally.

#### **Do you use flexible timetables for children with health issues?**

The Trust do not use flexible timetables, but we work collaboratively with Hospital Education where needed.

#### **Do you remind parents not to book holidays during term-time?**

Yes, all the school newsletters have some form of attendance commentary.

#### **Do you collect children from home?**

Yes, in specific circumstances as we now have increased capacity. We also encourage families to bring their children into school for the afternoon session if they have missed the morning session.

#### **How do you safeguard Mims if she visits a family?**

We know our families well and if there is any perceived risk then Mims is accompanied.

### **Personal Development**

Celebrating success across the community remains a focus.

The academy offers a range of activities beyond the class curriculum; HVA Y3 children came fourth in a recent regional gymnastic competition.

## **Behaviour and Attitudes**

The Academy Review Meeting took place today and the Principal at Uphill observed. We discussed school improvement and the work that has taken place since the last meeting. We explored how to develop the ability of all children to talk about their learning and key concepts. The profile of developing how to talk about learning will be raised at the next staff meeting, and the need to ensure that lower attaining children have the ability to articulate their learning independently. Good work is taking place around 'active classrooms' and exploring concepts which we are now developing further.

## **Quality of Education**

We completed a teaching and learning review in December. Mental Maths fluency remains a focus.

## **What are 'bright spots'?**

We have identified practice which is particularly strong in certain areas and we share best practice across the teaching staff.

## **Student Outcomes**

The Trust has issued challenging targets to all academies (with the exception of Phonics and GLD).

## **Are PP pupils making the same progress as non-PP pupils?**

Yes, our PP pupils are anticipated to make the same or better progress than our non-PP pupils.

## **What is the Phonics target?**

Ofsted have indicated an aspirational target of 95%. The national Phonics outcome last year was 84%.

Y2 have undertaken some PIXL assessments which indicate that our cohort outperformed the PIXL comparable cohort (although we need to be mindful that the PIXL cohort is not indicative of the national picture).

## **Have Y2 taken their SATs mocks?**

Yes, these were completed recently.

## **Are you teaching Times Tables in Y4?**

Yes, we have prepared the Y4 pupils for the Times Tables test, however we are mindful that we have had twelve pupils join Y4 which may impact on the overall outcome.

## **Are you anticipating Y3 having better outcomes when they reach Y4?**

Yes. Y2 is the strongest cohort as we the majority of them are 'homegrown'.

Joint writing moderation has taken place with Uphill and Heron's Moor.

### **Do you offer teachers CPD?**

Following the teaching and learning review we feedback to the teachers and discuss what CPD they require. We identify opportunities for in-house training as well as training within the County and Trust. TD has been asked by the Boolean Maths Hub (situated at the CLF Institute) to deliver a workshop for North Somerset and Bristol to support twenty-eight schools with Mastery of Maths in Early Years. Fred has provided a training session during the Inset day on 'Being a Geographer'. We are developing the TPs within their areas of specialism and NQTs are given the opportunity to attend the NQT conference.

*The Academy Council noted the academy's commitment to investing in their staff.*

### **Does the 'caring personally' ethos within the SDP take a toll on teachers?**

This is held within a pedagogical approach to ensure that staff know their pupils well. We are always mindful of teacher's workload.

### **There is a Facebook page that can appear aggressive?**

We closely monitor how some parents are communicating with staff and have issued social networking guidance. Staff who are exposed to significant safeguarding issues are offered supervision and the SLT operate an 'open door' policy. The staff are very proactive about supporting one another.

### **Have the staff survey results been received?**

Yes, twenty-six staff completed the survey. The results have been very positive with an average score of 4.5 out of 5 for all categories.

## **6, Equality & Diversity**

Carried forward.

## **7, Matters for the attention of the Board**

None.

## **8, AOB**

### **TEAMS**

CJ gave another demonstration of TEAMS and how to navigate it.

### **Immersion Day**

Tuesday 28<sup>th</sup> April 2020 and Thursday 30<sup>th</sup> April 2020.

**ACTION: All Academy Councillors to advise CJ of which day(s) they will visit the academy for Immersion Day.**

*The Academy Council congratulated the academy on being the most oversubscribed school in North Somerset.*

**15, Date of Next Meeting:** Tuesday 24<sup>th</sup> March 2020, 6.00pm  
**Meeting ended at: 7.50pm**

## ACTIONS

Item	Action	Initials
C/F T2	SC to review the EDI (Equality Diversity and Inclusivity) Action Plan	SC
C/F T2	TB to review the Risk Register and report back to the AC	TB
4	KC to meet with CJ and review the exclusions process and CLF letters.	KC
8	All Academy Councillors to advise CJ of which day(s) they will visit the academy for Immersion Day.	ALL

Approved: \_\_\_\_\_ Date \_\_\_\_\_