



Haywood Village Academy Council Meeting Minutes
Wednesday 29th April 2020, 6.00pm
Virtual meeting via TEAMS due to Covid-19 restrictions

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: FF and CM.

The meeting was deemed to be quorate.

DJ joined the meeting at 6.30pm due to technical difficulties.

2, Declaration of Interests

The Councillors advised that they had no pecuniary interests pertinent to the meeting content.

3, Minutes of the last meeting

The minutes of the previous meeting (22nd January 2020) were agreed to be a true and accurate record and were signed by the Chair.

4, Actions

C/F T2, SC to review the EDI (Equality Diversity and Inclusivity) Action Plan – **Carried Forward.**

C/F T2, TB to review the Risk Register and report back to the AC – **Carried forward.**

4, KC to meet with CJ and review the exclusions process and CLF letters – **Carried forward.**

8, All Academy Councillors to advise CJ of which day(s) they will visit the academy for Immersion Day – **Superseded.**

People, Place and Pedagogy

76 children qualified for childcare on site as part of the government's definition of key workers and vulnerable families. In the first two weeks we had 11-20 children on site at HVA. Two of our children are attending another CLF hub in Bristol.

We are keeping in contact with our vulnerable families and have had four new children join the school, three in Y4 and one in Reception.

We are full for Reception 2020-21; some families were disappointed that they did not get a space.

Staff

18 of our 56 staff are self-isolating and therefore are not included on the site rota. We are operating a three-week rolling rota for on-site provision, to avoid cross-contamination.

Mrs Harris resigned with effect from the end of Term 4 and Miss Howe is now the full-time class teacher (rather than as part of a job-share).

Three of our staff are pregnant. We will be starting our recruitment processes shortly (virtually).

Staff meetings continue to take place regularly, via TEAMS.

How does the recruitment process work virtually?

We are being supported by the CLF HR team. We have short-listed for the positions that we have advertised, and HR have arranged hour-long TEAMS meetings. The candidates submit a five-minute video of a task and do a virtual presentation, followed by a thirty-minute interview. We are sharing best practice within the trust which has been very helpful. We have undertaken a lot of recruitment over the last few years and therefore we are experienced in identifying candidates that are suitable for our school.

The Hub

BO, HMA, HPA and Uphill worked together to rationalise the childcare provision onto one site. We are used to working together and determined that HMA had enough children to stay open and make provision for the Baytree children. We had several pre-school children, therefore it made sense to use our location for pupils from the other three schools.

Jo Crickson (CLF Central Team) has supported with the site and Health & Safety requirements. Each school takes a turn providing a hub leader. There are 30-40 children on site each day and on the whole, the children on site are looked after by staff from their home-school.

We removed all the displays to make the site as neutral as possible for our guest children.

Free School Meals

We have 54 FSM children at HVA. The government indicated that FSM children would not be provided for over the Easter Break. Therefore, the CLF made the decision to provide Easter Hampers with food, craft activities and information about welfare agencies, for the FSM and vulnerable families in our area. We distributed over one thousand hampers from the hub that was operating efficiently from HVA.

On the first Sunday of the Easter Break the government announced that they would make provision for FSM families and vouchers were subsequently made available.

Virtual School

We have made distant-learning provision for all our 326 children via the website and have maintained our routines like staff meetings, twitter, school newsletters, etc. We have continued our CPD plans and check-in on all our staff regularly to ensure their wellbeing.

Every class has a Wordpress site where each year group uploads distance learning. We are also using an HVA youtube channel to provide short videos. We agreed some key standards and provide a distance learning plan each week.

Have any families indicated that their children won't complete work in a home environment?

We have had a lot of positive feedback from families who are very engaged and doing well. We are also aware that approximately 5% of each class are finding accessing the work challenging. We surveyed family's needs and distributed resources to them. There are very few families who have no device to access the internet, but some families may be sharing a single device. It is apparent that some children are not being compliant and are not engaging with the work. We have provided a lot of positive praise which has motivated some reluctant children to join-in.

The Parent Academy Councillors advised that the communication from the school has been excellent and the work has been stimulating and engaging. The teachers have been available to speak to and some teachers have been seen outside of the academy which has maintained a sense of community. Parents at other schools have indicated that they are not experiencing the same level of support as that provided by HVA.

Are there any trends for the families that are finding engagement difficult?

No, it tends to be dependent on family circumstances. Feedback from the Learning Partners is that two parents working with two young children is particularly challenging. We have therefore been reinforcing that many of the mini challenges are optional and just to do whatever they can do.

Are the children at the hub doing the same work as those at home?

We are trying to mirror the experience at home but are also offering some extended play sessions alongside the distance learning timetable.

How will you determine what the children have learned during lockdown?

We will use formative assessment processes to identify gaps in learning and teach to these gaps alongside the standard curriculum.

The Academy Council congratulated the staff for their commitment and support of the HVA pupils and families.

Safeguarding

We undertake a safeguarding meeting each Monday and review any matters arising and any new concerns. Staff continue to log any issues via CPOMS and these are followed-up by Mims. There is a rising concern around whether certain families have enough food and increased notifications of domestic violence and neglect from external agencies. One sibling of one of our pupils is on the child protection register.

The Inclusion Team meet once a week and review the provision map meeting logs and any documented phone calls. We determine next actions which may include additional telephone calls and/or a home visit. We are liaising with external agencies and ensure regular contact with all our SEND and vulnerable pupils. We are considering how we can enhance the distance learning provision for SEND pupils using their top-up funding.

Are the teacher's finding it challenging to determine from their telephone calls whether the children have any concerns?

Audio calls are more challenging in regard to determining safeguarding than speaking in person. Our teachers are used to talking with children and make summary notes and raise any concerns they have. We have a script to support staff when making calls and have offered additional supervision for those who need it. Nationally, safeguarding referrals have halved because many incidents are going unrecorded due to the lockdown issue.

Are teachers still contacting the two children who are currently at the Bristol hub?

We have visited the school that they are at and have supported their transition to the Bristol hub with some additional visits by HVA staff. We are liaising regularly with the external agencies who are involved and receive regular updates from the hub leader. The children remain on roll at HVA but register at the hub; we will continue to remain in close contact with them.

Do you use video calls?

Not currently, but we are discussing changing this policy as a trust where safeguarding concerns warrant it.

Will there be two teachers on a safeguarding call?

No, on the whole it is likely that there would be one teacher and the call would be recorded with consent then retained for no longer than 12 months. We are getting guidance from external safeguarding teams and working as a trust to determine a robust process moving forward.

How are risk assessments undertaken at the hub?

Jo Crickson (CLD Central Team) has provided guidance around infection control and contextual risk assessments. It has been extremely beneficial being part of a trust.

Staff Wellbeing

How is the staff morale?

We make regular contact with the staff to check-on on their wellbeing. We have several staff who are self-isolating due to underlying health issues. We have ensured that all the staff have access to wellbeing signposts. In addition, we have informal groups of staff who speak to each other regularly.

Have any staff resigned?

A member of staff on a fixed-term contract is geographically re-locating. Three members of staff are going on maternity-leave. One member of staff is moving to a role in another organisation.

A fixed-term contract is due to end for one teaching position, this role will be replaced by a permanent role and the current teacher in post is likely to apply. The school is expanding, therefore additional recruitment has also been required for the new posts.

Finance – Budget Planning

I have met with the Finance Manager and reviewed the staffing needs for next year. Our budget for next year is strong due to the increased pupil numbers. There have been some variances to the current budget due to increased maintenance and cleaning requirements, alongside savings in resources and overtime.

Trust Matters

The trust has been liaising with national agencies to discuss the educational perspective around transition, disadvantaged pupils, and phased opening. It is anticipated that when the government announces that schools are to re-open, it will be phased with some discretion allowed by schools.

The Interim Chair of the CLF Trust Board was Airlie Fyffe. Paul Olomolaiye (UWE) has now been appointed as the Chair and Airlie has returned to her Vice Chair position.

Equality, Diversity and Inclusion

Academies are starting to increase the detail in their EDI policies and processes are being updated. This work has been stalled by the pandemic but will resume as soon as possible.

Policies

The Academy Councillors noted the Safeguarding Covid-19 Safeguarding Addendum.

The Academy Councillors thanked all the HVA staff for their continued support of the HVA pupils and families, and expressed their confidence that the academy was in safe hands.

15, Date of Next Meeting: *Wednesday 8th July 2020, 6.00pm*

Meeting ended at: 7.55pm

ACTIONS

Item	Action	Initials
C/F T2	SC to review the EDI (Equality Diversity and Inclusivity) Action Plan	SC
C/F T4	KC to meet with CJ and review the exclusions process and CLF letters	KC

Approved: _____ Date _____