

# Minutes – Haywood Village Academy

**Meeting Date:** 22 September 2025  
**Location:** HVA  
**Time:** 5.30pm

<b>Chair:</b>	Kathryn Volk (KV)	Sponsor Councillor & Interim Chair
	Paul Lovely (PL)	Sponsor Councillor
	Della Hall (DH)	Teacher Councillor
	Vacancy	Sponsor Councillor
	Vacancy	Parent Councillor
	Vacancy	Sponsor Councillor
	Vacancy	Support Staff Councillor
	Hannah Cooke (HC)	Parent Councillor ( <i>left at 7.00pm</i> )
	Russell Mogg (RM)	Sponsor Councillor

<b>In attendance:</b>	Craig Jones (CJ)	Senior Principal
	Kate Richardson (KR)	Education Director
	Truon Ellis (TE)	Vice Principal
	Luke Allen (LA)	Attendance Lead

Item	Description	Action
<b>1.0</b>	<b>Welcome, Introductions and Apologies</b>	
1.1	CJ welcomed everyone to the meeting.	
1.2	No apologies were necessary.	
1.3	The meeting was quorate.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	Paul Lovely declared that he's related to a member of staff at HVA. Hannah Cooke is an AC at HPA.	
<b>3.0</b>	<b>Minutes of the last meeting</b>	
3.1	The minutes of the last meeting (8 <sup>th</sup> July 2025) were agreed to be a true and accurate record.	
<b>4.0</b>	<b>Academy Council Membership</b>	
4.1	A Parent Academy Councillor election will take place later this term.	
4.2	There's a Support Staff vacancy and two Sponsor vacancies.	
<b>5.0</b>	<b>Attendance – Luke Allen</b>	
5.1	There have been some changes to the leadership structure. Luke Allen is Phase Lead and Maths Lead and also covers attendance.	
5.2	Luke Allen: Attendance is very strong currently. Three PP children were absent last week which has impacted the PP attendance statistics. I've made an attendance mission statement for the school. Our attendance implementation strategies haven't changed because they are very robust. We have an attendance action plan which is based on the AIP structure and is split into three parts: Teaching, Community and Curriculum Opportunities.	
5.3	We have an attendance hall of fame which celebrates children who have improved attendance and why they like to come to school. We will send attendance messages at the end of term to encourage the children to maintain their good attendance scores.	

5.4	I will introduce an attendance column bi-weekly in the newsletter with some tips.	
5.5	<b>When do have time to review attendance?</b> I have Monday afternoons set aside, and I review the weekly attendance stats and identify any areas that require addressing.	
5.6	<b>What work have you done to develop relationships with families where attendance may be a concern?</b> We are building strong relationships with the children who have had significant absence and will develop relationships with their families as the academic year progresses.	
5.7	We are inviting specific families to events like coffee mornings to build rapport with them.	
5.8	<b>Is it more impactful to reward the parents for good attendance as they are the ones who bring the children to school?</b> That's an initiative that we could consider in the future. We want to encourage children to want to be present in school to learn. We are also keen to engage under-represented families so that they feel part of our community and valued.	
5.9	Kate Richardson leads on the Southwest Attendance Network which means we can share best practice.	
5.10	<b>Were there any attendance trends last year which you can address this year?</b> We need to focus on how we can maintain our strong attendance because in some terms it dips. Last year we talked to Reception parents about the importance of attendance and this year we've already seen an impact with Reception parents. The return to school survey has been very positive.	
<b>Academy Council Report</b>		
5.11	<b>The number of children with EHCPs is above the national average?</b> EHCPs are very challenged to achieve now, and parents can access them via means other than school. We have a non-class-based school SENCO who can support with the process and can sign-post to agencies. We have robust systems in place to support the collation of evidence.	
5.12	<b>Is there a national ratio for SEND-K?</b> No because that's less easy to determine because it's based on criteria that the schools set. There are fewer SEND-K children on the register which may be because the quality of teaching ensures that the attainment gap is closing.	
5.13	<b>Are there any children have not been diagnosed?</b> Although some children may not have EHCPs or formal diagnosis, we work hard to identify and meet needs.	
5.14	<b>What is the greatest area of need across the school?</b> Communication and language which is why we have such a focus on oracy.	
5.13	<b>Is the Play Therapy pupil referral process in the school new?</b> All staff have clear line-management and teaching and learning reviews so there are lots of opportunities for staff to identify a child who may need additional support. We have an HVA Inclusion Form that teachers can use to capture key information for discussion with the SENDCO. SEND provision is part of the SLT meeting each week and we review any children who may benefit from Play Therapy. We have a budget set aside for the Play Therapy provision which is triaged according to need because it's a finite resource.	
5.14	<b>What is the ROC provision?</b> It's a range of volunteers who are recruited through the Church. The volunteers are then trained, and they provide positive role models for specific children.	
5.15	<b>Have any teaching and learning reviews taken place?</b> We have arranged for Subject Leaders to do drop-ins and ECT mentoring has commenced. Shared practice was launched today where teachers can watch one another, and the session is videoed for sharing.	
5.16	<b>Y1Phonics and Reading are areas of development this year. Have you identified who will lead on these areas?</b>	

	Miss Lovely has been appointed as an Associate Assistant Principal and we are ensuring that there is strong distributed leadership with capacity to drive these areas forward.	
5.17	<b>You are going to offer Parents Evening three times a year, what is the rationale for that?</b> We will use seasonal report cards and seasonal parents' evenings and move away from an end of year report. The new system is more streamlined and allows for focus on teaching and learning with extended face to face opportunities for parents.	
5.18	<b>How will you communicate the change to parents?</b> We have discussed the process with staff and will share the new process with parents next week.	
5.19	<b>Does every parent need to attend every parents' evening? Do some families need more time with teachers? Are we being mindful of teachers' time?</b> The teachers spend a significant amount of time preparing the written reports so not having those will improve their workload. Teachers have directed time and the parents' evenings will fall within that. It's not compulsory for parents to attend all three parents' evenings. We will take feedback at the end of the year.	
5.20	<b>Do you risk assess the changing room facilities at the swimming pool?</b> The boys use the cubicles on one side and the girls use the cubicles on the other and there is no public access to the pool during the school swimming sessions.	
<b>Safeguarding</b>		
5.21	[REDACTED]	
5.22	[REDACTED]	
5.23	HVA achieved the highest Safeguarding score across the CLF which the Academy Councillors noted.	
5.24	KV has undertaken a Safeguarding Link Visit and determined that a focus on behaviour is planned for this year which in turn should reduce the number of child-on-child incidents.	
<b>6.0 Academy Council Training</b>		
6.1	The Academy Councillors completed the CLF Governance Essentials and Safeguarding Training for 2025-26.	
<b>7.0 Policies</b>		
7.1	None.	
<b>8.0 Matters for the Board/COAC</b>		
8.1	None	
<b>9.0 AOB</b>		
9.1	None.	
<b>10.0 Meeting Close</b>		
10.1	The meeting closed at 7.45pm.	