Minutes – Haywood Village Academy

Meeting Date: 10 October 2023
Location: HVA
Time: 5.30pm

Chair:	Kathryn Volk (KV)	Sponsor Councillor & Interim Chair
	Hannah Cooke (HC)	Parent Councillor
	Ewa Bowman (EB)	Parent Councillor
	Vacancy	Sponsor Councillor
	Craig Jones (CJ)	Senior Principal
	Susie Weaver (SW)	Executive Principal
	Truon Ellis (TE)	Student Advocate
	Della Hall (DH)	Teacher Councillor
	Sarah Saunter (SS)	Support Staff Councillor
	Vacancy	LA Councillor
	Fiona Mayne (FM)	Sponsor Councillor
Apologies	Andrew Peacock (AP)	Sponsor Councillor pending references.
	Naomi Cox (NC)	Sponsor Councillor (attended via Teams)
In attendance	Sue Burns (SB)	Clerk

Item	Description	Action
1.0	**Welcome, Introductions and Apologies**	
1.1	KV welcome everyone to the meeting. Welcome to Sarah Saunter, the new Support Staff Councillor.	
1.2	Absent with apologies: Andrew Peacock & Naomi Cox	
2.0	**Declarations of Interest**	
2.1	None declared.	
3.0	**Minutes of the last meeting**	
3.1	The minutes of the last meeting (12th July 2023) were agreed to be a true and accurate record.	
3.2	13.1 SW to report on EDI developments in the Trust at the next meeting – **Carried forward.**	
4.0	**Academy Council Membership**	
4.1	*Confirm Link Roles* Safeguarding/PP/SEND/CiC/H&S/Curriculum	
4.2	Sarah Saunter is the new Support Staff Councillor who has been appointed without the need for an election.	
4.3	The Academy Councillors agreed the following Link Roles: • Kathryn Volk will be the Safeguarding Link Councillor. • Hannah Cooke will be the Attendance and LAC Link Councillor. • Fiona Mayne will be the SEND Link Councillor. • Ewa Bowman will be the H&S Link Councillor.	

4.4	The Academy Councillors agreed to attend immersion days over the course of the academic year.	
4.5	The recent Scrutiny meeting advised that the Academy Council is full and now needs to be strengthened with additional challenge and link visits.	
4.6	**Immersion Dates** • Monday 20 November 2023 • Tuesday 23 January 2024 • Wednesday 6 March 2024 • Thursday 2 May 2024 • Friday 28 June 2024 The Academy Councillors were reminded that they can attend at any point in the day.	
5.0	**Raising Attainment & Y6 Outcomes – Della Hall**	
5.1	We have put some different things in place to last year, to improve the outcomes this year.	
5.2	We will run the mocks as realistically as possible and will include any access arrangements so that the children can get used to the process.	
5.3	We have to provide evidence for extra time requirements which is now under way.	
5.4	The SLT are supporting the planning, particularly for Reading. TE is running a daily reading group.	
5.5	Last year we held core team meetings to focus on the children who need support, these will now take place weekly with SLT dropping-in to each meeting.	
5.6	**Who attends the core team meetings?** The year group teachers.	
5.7	We are focusing on combined attainment all through the school so that teachers understand where the children are in their education journey.	
5.8	We are providing weekly arithmetic papers and have already seen an increase in the number of correct answers.	
5.9	**Is it a stronger cohort this year?** The Y5 cohort had additional support from T5 onwards which has boosted their progress. 27% of last year's Y6, were not with us from Y2. Therefore, we are anticipating higher outcomes this year because there has been less mobility in the current Y6 cohort.	
5.10	**Do you identify children who need access arrangements during Y5?** Yes. All year groups use PIXL papers which is an indicator.	
5.11	We have a leadership tracker document that is shared with all the teachers and will update during the mocks; this helps to identify gaps.	
5.12	**How much information is fed back to parents about their children's progress?** We will inform parents about their child's reading speed and indicate where additional support from home could help.	
5.13	We are raising attainment across the whole school by introducing marking and feedback books. This was covered with the staff in the inset day at the beginning of term. We have monitored the use, and it appears to be effective and can also be used to inform core team meetings.	
5.14	PIXL papers are used from Y1 to Y6 and now the teachers completed the QLA excel documents so that they are aware of trends.	
5.15	**Are teachers given additional admin time?** No, they use their PPA time because this is part of their assessment responsibilities.	
5.16	QLA: Question Level Analysis indicates where there are gaps in learning compared to other schools in the country. These gaps can then be addressed.	
5.17	**Are the QLA reflected on in the teaching and learning reviews?** They do not fall in the same pattern of weeks, but the data is fed into the core team meetings and is monitored by the SLT.	

5.18	We have another inset day at the end of term which will focus on data and knowing where the gaps are. This will include Teaching Partners.	
5.19	Pupil Progress Meetings start in T2 - Our first data drop will take place next term and we will discuss the data	
5.20	**Can anyone add to the feedback books?** Yes, if there is a PPA cover they can use it too.	
6.0	**Attendance – Della Hall**	
6.1	Our target is 96% and we have started with strong attendance. (97% in week 2).	
6.2	PP YTD – 94.3% Non-PP 96.6%. We aspire to close the 2.3% gap.	
6.3	**Has the gap been smaller in the past?** I will check.	
6.4	**ACTION: DH to circulate the attendance PP gap for last year.**	**DH**
6.5	SEND-E 94.8% SEND-K 93.3%	
6.6	Whole school attendance analysis indicates that the Y2 PP attendance is better than the non-PP cohort (-3.4%), but this trend is reversed in Y5 (11.7%). There is one PP child in Y5 who is persistently absent.	
6.7	Persistent absence is 12.1% (58 children) which appears high but children only have to miss two days at this point in the year to hit the threshold for persistent absence.	
6.8	The front of house office team have been having challenging conversations about children only taking half a day off school which is already having an impact.	
6.9	Attendance data will be shared with parents at the Parents Evening.	
7.0	**PP & CiC Focus – Craig Jones**	
7.1	We need to review the PP strategy from last year for publication on the website. The main change will be how to improve the teaching of PP children.	
7.2	We reviewed vulnerable learners at the latest inset day and teachers have discussed those children with their previous teacher. We hold a weekly, vulnerable learners meeting and identify any who may be eligible for PP funding.	
7.3	82 of 424 children are receiving PP funding which is 19% which is lower than the national average. Y4 is 43% PP (double the national average).	
7.4	**Is pre-school included?** No, but there is an EYFS PP fund (£302 per pupil)	
7.5	The broader PP strategies will remain the same as last year. But we will also focus on the teaching and learning for PPP children. We have created a placemat for this strategy and where this is adopted in the classroom it has impact, therefore we are going to focus on this being implemented consistently in all classes.	
7.6	**Can the parents be coached in any of those strategies?** Yes, this could be incorporated into the family link workshops and we could consider using small videos.	
7.7	Some PP children are performing above the national average and 100% of PP children achieved a Phonics pass.	
7.8	The strategy is designed to mee the needs of all individuals and we are careful not to overgeneralise.	
7.9	Laura Lovely is the Designated Teacher for CiC.	
7.10	We have 2 CiC and one previously CiC and one in pre-school.	
7.11	**ACTION: CJ to include updates on the CiC PEP updates at the next meeting.**	**CJ**
	Safeguarding – Kathryn Volk	
7.12	Sarah Saunter and I have met and have discussed the focus for Safeguarding Link Role moving forward.	

7.13	Sarah Saunter will support the staff with identifying Child on Child abuse during unstructured times and will review if there is a greater proportion of boys being reported because girls behaviour may be less apparent which is therefore being under-reported.	
7.14	We discussed the Family Links course which will commence in January to allow for a member of staff who is due to return to work. The uptake has been good and there are enough families for two groups. There is a mix of families who are interested in attending.	
8.0	**Policies**	
8.1	**CLF Safeguarding Policy**	
8.2	**KV has noted that the beginning of the policy does not include criminal exploitation?** This is embedded in the Safeguarding Policy, the list that you are referring to is for discrete policies, and there is not a discrete policy for criminal exploitation.	
8.3	**The school needs to have responsibility for safeguarding links to external operators, how does this work in terms of shared community spaces?** We all have allotted hours for the use of the community spaces. We are responsible for site H&S which is part of safeguarding. The lease is with North Somerset so they may hold some responsibility.	
8.4	**ACTION: SS to liaise with Steve Bane about safeguarding and shared use of community spaces.**	**SS**
8.5	Page 11, every pupil should feel safe and protected from a list of abuse that does not include criminal exploitation. (SW has now added this element).	
8.6	Sarah Saunters has started a safeguarding group with pupils from Y2 upwards.	
8.7	One child from each year group attended the recent H&S walkaround.	
9.0	**Academy Council Report**	
9.1	The Academy Council Report has been circulated.	
9.2	The Councillors agreed to email their questions to CJ who will collate them with the answers for inclusion as an appendix to the minutes.	
9.3	**ACTION: All ACs to email their questions about the Academy Council Report to CJ**	**ALL**
10.0	**Link Reports**	
10.1	SEND – the first SEND parent survey has taken place, and the feedback was good.	
10.2	A lunchtime hub for SEND pupils is being investigated.	
10.3	A SEND drop-in session has been arranged with Laura Lovely. We are considering how to make these more accessible to working parents and will signpost other agencies who can support.	
10.4	Laura Lovely is developing an Inclusion Newsletter.	
10.5	North Somerset SEND Day at Priory School - 18 October 2023.	
11.0	**AOB**	
11.1	None.	
12.0	**Meeting 1 Update**	
12.1	We completed the annual meeting planner for the year which will inform the agendas moving forward, and includes items linked to the AIP.	
13.0	**Matters for the Board/COAC**	
13.1	None	
14.0	**Close of Meeting**	
14.1	The meeting closed at 7.00pm	