

Minutes – Hayward Village Academy

Meeting Date: 12 October 2021
Location: Virtual via Teams
Time: 5.30pm

Chair:	Kathryn Volk (KV)	Sponsor Councillor & Interim Chair
Members:	Fiona Mayne (FM)	Sponsor Councillor
	Karen Thompson (KT)	Sponsor Councillor
	<i>Vacancy</i>	Sponsor Councillor
	<i>Vacancy</i>	Sponsor Councillor
	Craig Jones (CJ)	Senior Principal
	Susie Weaver (SW)	Executive Principal
	<i>Vacancy</i>	Student Advocate
	Fred Fraser (FF)	Teacher Councillor
	<i>Vacancy</i>	Support Staff Councillor
	Tim Branfield (TB)	Parent Councillor
	Hannah Cooke (HC)	Parent Councillor
	Sarah Codling (SC)	LA Representative Councillor
In Attendance:	Sue Burns (SB)	Clerk
	Truon Ellis (TE)	
Absent without apologies:	Hannah Cooke.	

Minutes

Item	Description	Action
1	Welcome, Introductions and Apologies	
1.1	KV welcomed everyone to the meeting and introductions were made.	
1.2	Absent without apologies: Hannah Cooke	
2	Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 8th July 2021 were approved.	
4	Matters Arising	
4.1	CJ to arrange for LB to circulate the assembly planner for this academic year – Carried forward.	
	CJ to feedback the outcome and actions from the Pupil Survey – Completed.	
5	Academy Council Report	
5.1	Safeguarding	

5.2	KV has undertaken a Safeguarding Link Visit. Online safety is a focus this year, and CLF classify vulnerable children more narrowly than HVA. The staff know the children well and are aware of those who are not eligible for PP funding because they narrowly miss the threshold.	
5.3	Mims Yacomeni is having weekly meetings with the Learning Partners to discuss any concerns they have about key children.	
5.4	The staffroom requires modifications to support staff wellbeing, and there is no dedicated space in the school that can be purposed for meeting with families or PPA.	
5.5	What is the school doing to support online safety? Online safety is part of programming, the use of digital curriculum, and E-Safety which is now part of the CLF PSHE curriculum. E-Safety has a focus in T1 and again during E-Safety day in February. We are also planning to invite the PCSO to speak to the children about online safety.	
5.6	SW led a CLF E-Safety meeting this week and we are discussing across the trust how this is delivered proactively and how this can involve parents.	
6.1	Attendance – Mims Yacomeni	
6.2	Our current attendance is 96.1%.	
6.3	The attendance in week 1 was 98.1% and since then has declined each week. Some of the SEND and BAME pupils attendance is lower than their peers.	
6.4	The CLF has an attendance tracker so that our attendance can be compared to other CLF schools.	
6.5	There are no LAC pupils in the school.	
	What is the school doing to address the declining attendance? Illness has affected attendance, despite increased hygiene within the academy. There has also been some unauthorised absence for holidays. We are using penalty notices where appropriate and have arranged meetings with families of concern.	
6.6	The PP attendance is higher than non-PP attendance and is one of the highest in the trust.	
6.7	Contextual safeguarding is a focus this year and we are considering inviting the PCSOs to school to speak with some parents and community reps to raise awareness about keeping children safe when they are playing in Haywood Village.	
6.8	ACTION: SC to liaise with Mims Yacomeni about communicating safeguarding messages into the Hayward community.	SC
7.0	Quality of Education	
7.1	AIP	
7.2	The AIP has four main sections that mirror the trust's strategic plan.	
7.3	ACTION: CJ to share the AIP with the Academy Council	CJ
7.4	We have had some staff turnover and some teachers are new to the trust. Therefore, we need to establish strong routines with their classes and encourage some of our more experienced teachers to take more risks.	
7.5	Some of our outcomes were lower than anticipated last year and the number of higher attainers was disappointing, therefore this will be a focus this year.	
7.6	Mathematical reasoning needs to embed to ensure that it is secure, therefore more opportunities will be provided throughout the timetable.	
7.7	We are supporting children to integrate better with each other and the PSHE curriculum is now being delivered by the teachers.	
7.8	All the Subject Leads need to understand the 3I's and be able to articulate them confidently.	
7.9	Provision for disadvantaged pupils will be a key focus to narrow the attainment gap.	
7.10	We continue to develop our Pupil Voice groups following the pandemic.	

7.11	How will you determine if Maths and PSHE has improved and when do you expect to be at that point? We aspire to it being as soon as possible, but the improvement needs to be sustained.	
7.12	The Middle Leaders are beginning to develop their action plans, therefore it would be really impactful for the Link Academy Councillors to visit and question them about the progress they are making with their plans.	
7.13	ACTION: All ACs to meet with their counterparts and then feedback to the Academy Council	ALL
7.14	ACTION: CJ to share the signature pedagogy with the Academy Council	CJ
7.15	The ARV tested the consistency of routines and we received good feedback about strong practice.	
7.16	Feedback from the new staff following induction has been positive.	
7.17	Is the review process consistent with the teachers? The process is consistent and the process forms part of the triangulation, but the leaders who are involved may change.	
7.18	How often are the ARVs? They are part of a cycle and take place 4-6 times throughout the year with complimentary ARMs.	
7.19	Are the visits good preparation for an Ofsted visit? Ofsted would want to know that the leadership team know the school well and we have documentation to support that. We now need to develop our Middle Leaders which has some challenges around securing release time due to absenteeism.	
7.20	We have had support from the Institute who have offered professional development for our Maths Lead. We are developing the Maths provision in Reception and Y1 to ensure fluency.	
7.21	Talk to Learn has been key in developing oracy and literature and we want to expand this to include Maths reasoning.	
7.22	The Curriculum Leads have been supported with one-to-ones and the CLF Primary Academy Collaboration has provided an opportunity to share best practice. This was a very positive meeting that enthused the staff.	
7.23	At least one member of staff will undertake an NPQ in teaching and leadership.	
7.24	We are now confident that all the staff have a good understanding of how to use Insight for formative assessment and we have ensured that there are moderation opportunities. All the staff have been given the DOYA points throughout the year.	
7.25	How are the staff feeling? The teaching and learning review was well received because it was more focused and gave the staff time to focus on one or two areas. The new staff report that they feel supported with their induction and understanding the HVA way. The Key Stage Leads have been supporting the Learning Partners with weekly meetings to address any misconceptions. The staff are enjoying being able to mix with their colleagues now that Covid restrictions have relaxed.	
7.26	Outstanding provision for the disadvantaged: the inclusion team colleagues form a strong team who work cohesively to support vulnerable children. This is becoming a strong theme in our school because we have a strong team who are dedicated to developing the culture of inclusion in the academy.	
7.27	<i>The Academy Council congratulated the academy on their cohesive approach to inclusion.</i>	
7.28	TE has been working with the SMSAs to ensure that the lunchtime provision is consistent as the academy grows. Y5 and Y6 pupils have been identified as Play Buddies for younger children which has been really impactful.	
7.29	Do you have any SMSA vacancies? Yes, we have one vacancy. Recruitment of SMSAs has been challenging, but this is the case nationally.	

7.30	Are Forest School staff aware of which children are PP? This was also raised by the ARV visit. 10% of the PP funding is spent on PP children. We have arranged for the Forest School Leaders to visit and tour the school and to make them aware of who our PP children are and what challenges they may face.	
8.0	Pupil Voice	
8.1	We have issued pupil surveys to illicit feedback and to give children a voice.	
8.2	We have created a range of Pupil Groups including Eco Warriors, Play Buddies, and a Library Group.	
8.3	Termly assemblies are used to share the work of the groups which raises self-esteem.	
9	Academy Council Updates	
9.1	Link Roles	
9.2	The following Link Roles were confirmed: Safeguarding – KV, Pupil Premium – KT Attendance - KT SEND - FM LAC/PLAC – HC H&S – TB Equalities - SC Pupil Voice - SC Reading – TBD Maths – TBD EDI - TBD	
9.3	ACTION: FM to attend the SEND Review	FM
10	Monitoring Schedule	
10.1	The Academy Council meeting planner was populated in the first meeting of the year and the local HVA policies will be included.	
10.2	Monitoring visits will be scheduled in advance so that Academy Councillors can report back at the following Academy Council meeting.	
10.3	ACTION: CJ to circulate the AC planner and monitoring schedule.	CJ
9	Matters for the Board	
9.1	The North Somerset Chairs have raised the profile of the North Somerset Cluster, and the County contextual risks and need for EDI focus.	
10	Governance	
10.1	T2 meetings will be dependent on the Covid data before it is determined whether the meeting will be in person or on TEAMS.	
10.2	Recruitment of a Chair is ongoing.	
10.3	EDI priorities across the trust were shared at COAC and it was agreed that a dedicated EDI Link Role would be created on every Academy Council.	
11	Policies	
11.1	None.	
12	AOB	
12.1	None.	
13	Close of Meeting	
13.1	The meeting closed at 7.30pm	

Approved: *Kathryn Volk*

Date: 16th November 2021