

Minutes – Haywood Village Academy

Meeting Date: 30 September 2024
Location: HVA
Time: 5.30pm

Chair:

Kathryn Volk (KV)	Sponsor Councillor & Interim Chair
Paul Lovely (PL)	Sponsor Councillor
Della Hall (DH)	Teacher Councillor (joined the meeting at 5.50pm)
<i>Vacancy</i>	Sponsor Councillor
Sarah Saunter (SS)	Support Staff Councillor
Russell Mogg (RM)	Sponsor Councillor
Hannah Cooke (HC)	Parent Councillor
Ewa Bowman (EB)	Parent Councillor

Apologies: Fiona Mayne (FM) Sponsor Councillor

In attendance:

Craig Jones (CJ)	Senior Principal
Susie Weaver (SW)	Executive Principal (joined the meeting at 5.50pm)
Truon Ellis (TE)	Vice Principal

Item	Description	Action
1.0	Welcome, Introductions and Apologies	
1.1	KV welcomed everyone to the meeting.	
1.2	Absent with apologies: Fiona Mayne.	
2.0	Declarations of Interest	
2.1	Paul Lovely declared that he's related to a member of staff at HVA.	
3.0	Minutes of the last meeting	
3.1	The minutes of the last meeting (16 th July 2024) were agreed to be a true and accurate record.	
3.2	CJ to determine how many PP vs non-PP students have achieved the citizen badge – Carried forward.	
3.3	CJ to ensure that the Attendance Policy represents the HVA Attendance Team arrangements. – Completed.	
3.4	CJ to check whether infectious diseases (e.g. chicken pox) will result in a nil attendance code under the new attendance legislation – Completed.	
4.0	Academy Council Membership	
4.1	Fiona Mayne's Term of Office ends on 17 January 2025.	
4.2	The Academy Council confirmed that the following Link Roles will be held: <ul style="list-style-type: none"> • Safeguarding – Kathryn Volk • SEND – Fiona Mayne • Pupil Premium - TBC • Health & Safety – Russell Mogg • Attendance – Hannah Cooke • Staff Wellbeing – Della Hall 	

4.3	The Academy Councillors were reminded to declare their pecuniary interests via Governorhub, as well as their KCSIE 2024 declaration and CLF training.	
5.0	Review SEF	
	Quality of Education	
5.1	The school has evaluated where they are given the summer outcomes and the new staff in post. The Pupil Premium combined data for Y6 was disappointing compared to other years which is a focus for the new Y6 cohort.	
5.2	How do you define the lowest 20%? It's based on the attainment band for each class, some of whom will be PP children and some who will not.	
5.3	Did you compare the Reception baseline assessments with previous cohorts? It was only completed on Friday (although it's not due until November) so we've not yet made the comparison, but we anticipate it being similar to last year who were impacted by Covid and not having access to pre-school. Speech and language is the weakest area, along with self-care. However, we have a Speech and Language therapist working in the school and offer stay and play sessions for children who didn't attend our Nursery. We have been sharing best practice with other schools about what transition support we can put in place for children due to join Reception.	
5.4	In the teaching and learning review do you review behaviour management within the classroom and provide support and feedback? Each teacher is offered a one-to-one with a member of the SLT. Overall, we are pleased with the behaviours for learning at this point in the term. Behaviour management is a key component to being ready to learn and we share good strategies and techniques.	
	Behaviour and Attitudes	
5.5	We recognise that there are some challenges in Y1 and some disruptive behaviour in Y4.	
5.6	Is there any impact for the Y1 children seeing the Reception classroom opposite? There aren't many children tall enough to see the Reception classroom. We have considered whether the Y1 classroom would be better placed elsewhere to allow for additional continuous provision in a Y1 transition place.	
5.7	The report objectives are to achieve above national average. Is that sustainable? We know the children very well and are ambitious for their attainment. The attainment of some students may be smaller but carries a higher weighting than their more privileged peers when compared to their baseline. Narrow measures are easier to achieve 100% in, but GLD has a significant number of broad objectives.	
5.8	Is attendance in Y1 in line with the other cohorts? There is one severely persistently absent pupil in the cohort which skews the data, but it's early in the academic year.	
5.9	We hosted an internal suspension for a UVA pupil recently.	
5.10	What is an internal suspension? The child will remain in school but not in class. This protects their safeguarding. If a child is suspended and attends another school in the Trust this is also known as an internal suspension because it's within our organisation.	
5.11	What is the difference between a managed move and an off-site direction? A managed move is a voluntary agreement between a child, their parents, and two schools that allows a child to transfer to a new school for a trial period. An off-site direction is a strategy used by a school to temporarily move a child to another school to improve their behaviour.	
5.12	The EYFS corridor is contained which amplifies disruption? This is possibly the case.	
5.13	The attainment of children with previously lower attendance requires focus in the core subjects. When will that be measured again?	

	We use data drops every term with teacher-assessment at the end of this term. We use case studies for specific children and track their attendance and progress.	
5.14	If a child is absent from school for a long time, how do you close the gaps on return? Formative assessment determines what they need and then we offer tailored and bespoke support from an additional adult working in the class. We also consider their emotional wellbeing because when pupil's feel secure, they make more progress.	
	Personal Development	
5.13	This is a strong feature in our school and includes the wider curriculum, strong thematic assemblies and robust PSHE. We also offer a range of clubs.	
5.14	Pupil voice indicates that pupils feel they get a strong personal development offer.	
5.15	How many PP pupils are included in the sports events? 60%	
5.16	Is there any financial support for PP children for after school clubs? Possibly. We use the PP funding for other provisions but sometimes we can identify alternative funding.	
5.17	We also work closely with Bristol Old Vic and will offer three workshops next year.	
5.18	What is the UNICEF Rights Respecting Award? Schools in North Somerset were approached to be adopt the framework. There are three levels, Bronze, Silver and Gold which helps children to recognize their rights. We have some layers of it that could be formally recognized and have explored whether it would capture the PD work that we already do, but it's expensive and has to be renewed every year. We are considering if there are other ways to raise the profile of global rights.	
	Leadership and Management	
5.19	Safeguarding is effective.	
5.20	We have some new leaders in post. CJ oversees the curriculum leads.	
5.21	Do the Subject Leads observe the teaching and learning? Yes, they have a leadership slot each week which they use in a variety of ways. The culture in the school is that this is a positive experience. We also use ARVs regularly. There's an additional Trust Day in February where subject leaders will be able to work together.	
5.22	KV met with the SS last week to review safeguarding processes. We have been monitoring the trend of child on child to determine if there is any unconscious gender bias in noticing and recording those incidents but there was not.	
5.23	We discussed CPOMS recording and the need to assign them to a member of staff. Low level concerns will be monitored by the member of staff who logged them and will be followed up by the DSL. High level concerns will be linked to the DSL.	
5.24	CP and CiN numbers have increased which increases the workload in the school.	
5.25	Online safety and filtering and monitoring processes were discussed.	
5.26	Are the open CPOMS cases moved to the original teacher or the new ones? To the current class teacher, but all the records are kept historically for each child.	
5.27	SS will introduce the new reporting system to staff in T1 and then it will become live in T2.	
5.28	A new form has been launched on CPOMS to capture all the information required to make an informed decision about whether to close the incident.	
5.29	Only the Safeguarding Team can close a CPOMS log.	
5.30	Are the number of CPOMS records the same as earlier cohorts? Yes. We receive at least 20 notifications per day.	
5.31	How are teacher conversations with parents going in terms of attendance? We offered challenging CPD conversations at the recent inset day which has been impactful.	
5.32	A H&S Link walk will take place next week.	
	Staffing Update	
5.33	Some of our summer recruitment was not successful which was disappointing. We have therefore moved towards using some supply agencies for our TPs. This has been successful	

	because there is more security for staff with an agency contract and therefore, we are attracting some experienced staff.	
5.34	Are agency staff more expensive? They are paid a higher daily rate but not holiday pay. We have approached a new agency and have attracted candidates with a degree.	
5.35	Can you offer them a permanent position? Yes, but there is a penalty cost associated with that e.g. 20% of the annual salary.	
5.36	A member of staff in the Nursery is going on maternity leave, but we have budgeted to cover them with a Level 6 practitioner or qualified teacher.	
5.37	Is the new school a risk to the leadership in this school if some of the staff wish to join it? We are anticipating a 2026 opening, and welcome opportunities for staff in this building and other schools to develop their careers further.	
6.0	Link Visits	
6.1	SEND – FM Safeguarding - KV	
7.0	Policies	
7.1	Policies to Note: <ul style="list-style-type: none"> • Health & Safety¹ • Safeguarding * • Positive Handling and PI * <p>*The Equality Impact Assessment Statement still needs to be undertaken for these policies.</p> <p>¹ Unwell children are encouraged not to attend school. The definition of unwell needs to be outlined.</p> <p>The Academy Council noted the above policies.</p>	
7.2	ACTION: SW to raise the H&S Policy issues with the CLF Central Team	SW
7.3	Has Team Teach refresher training been booked? Yes.	
7.4	<i>SW left the meeting at 6.50pm</i>	
8.0	Bright Spots and Trails	
8.1	Can you name three bright spots and trails? The trails are clear: <ul style="list-style-type: none"> • KS2 attainment combined PP outcomes. • Supporting leadership and the curriculum in a growing school. • Elevating oracy and improving the attainment of the lowest 20% Safeguarding, attendance, leadership, and personal development are all bright spots.	
8.2	We develop our staff well and have high expectations of all our teachers.	
9.0	Matters for the Board/COAC	
9.1	None	
10.0	AOB	
10.1	Immersion Day: Thursday 3 rd October 2024. All Academy Councillors are welcome to attend for part or all of it.	
10.2	Y Code Attendance: The DfE attendance team have agreed that chicken pox is not clear but have not indicated when clearer guidance will be issued. If we had a case, we would reach out to the Attendance Lead before making a decision on which code to use.	
11.0	Meeting Close	
13.1	The meeting closed at 7.10pm.	

