

Minutes – Haywood Village Academy

Meeting Date: 20 February 2024
Location: HVA
Time: 5.30pm

Chair:	Kathryn Volk (KV) Ewa Bowman (EB) Paul Lovely (PL) Craig Jones (CJ) Susie Weaver (SW) Truon Ellis (TE) Della Hall (DH) Naomi Cox (NC) Hannah Cooke (HC) <i>Vacancy</i> <i>Vacancy</i>	Sponsor Councillor & Interim Chair Parent Councillor Sponsor Councillor Senior Principal Executive Principal Student Advocate Teacher Councillor Sponsor Councillor Sponsor Councillor LA Councillor Sponsor Councillor
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Apologies	Fiona Mayne (FM) Sarah Saunter (SS)	Parent Councillor Support Staff Councillor
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In attendance	Russell Mogg (RM)	Observing
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Item	Description	Action
1.0	Welcome, Introductions and Apologies	
1.1	KV welcomed everyone to the meeting and introduced Russell Mogg (a potential new Sponsor Councillor who is observing).	
1.2	Absent with apologies: Sarah Saunter and Fiona Mayne.	
2.0	Declarations of Interest	
2.1	None declared.	
3.0	Minutes of the last meeting	
3.1	The minutes of the last meeting (12 th December 2023) were agreed to be a true and accurate record.	
3.2	CJ to circulate the Y5 & Y6 Belonging Survey Outcomes for the next AC Meeting – Carried forward.	
4.0	Academy Council Membership	
4.1	Russell Mogg has applied to be a Sponsor Councillor	
4.2	Immersion Dates <ul style="list-style-type: none"> • Wednesday 6 March 2024 • Thursday 2 May 2024 • Friday 28 June 2024 <p>The Academy Councillors were reminded that they can attend an Immersion Day at any point during the day.</p>	

5.0	Health & Safety	
5.1	First Aid Training has been undertaken by several staff. Mental Health Training will be arranged for key staff.	
5.2	'Evolve' is being used to plan school trips and risk assess them.	
5.3	The school is considering training more staff in Team Teach.	
5.4	The last lock down was cancelled and has since been re-arranged.	
5.5	A Pupil H&S Group is going to be organised and they will accompany H&S walkarounds.	
5.6	[REDACTED]	
	[REDACTED]	
5.8	We are investigating installing an additional door into Sarah Saunter's office and are awaiting quotes.	
5.9	Out first Menopause Steering Group meeting has taken place which was very well received. They have identified some quick and easy changes we can make to support our staff which will be impactful. We will share best practice back through the Trust networks.	
5.10	We had a recent visit from Jo Rodman and the CLF Health & Safety Team, and we flagged concerns about having sufficient capacity to monitor all the areas of the outdoor play space.	
6.0	Immersion Day	
6.1	The Immersion Day was well received by the Academy Councillors who appreciated the range of activities available to observe.	
6.2	The office staff were also invited to visit classes within the school which helped them to feel part of the larger team.	
6.3	In terms of behaviour, we witnessed a dysregulated child in one of the classrooms? Yes, however, the recent pupil survey indicates that children feel safe in school. All the children have identified at least one adult that they are comfortable to speak to if they don't feel safe.	
6.4	Is other children's learning disrupted by the behaviour of some children who dysregulate? No. We are trialling a yellow triangle and red circle system where the class teacher can ask a child to deliver the symbol to Mr Ellis who will then immediately provide support in the classroom. We have a plan in place to support one teacher in a KS2 class with behaviour management.	
6.5	Are there fewer Teaching Partners in the school? Yes, due to budget constraints.	
6.6	We have undertaken some pupil conferencing work around bullying because it isn't covered explicitly in the survey.	
6.7	Training has been provided for the 'Unlocking Letters and Sounds' Phonics scheme.	
6.8	The Councillors noted that there were several Maths intervention groups taking place during their visit.	
6.9	The Academy Councillors agreed that the Immersion Day was very impactful. One will be arranged each term on different days of the week where possible. Councillors will attend for part of the day if they can't attend for all of it.	
7.0	Safeguarding	
7.1	The thresholds for many external agencies are very high and there has been a trend recently of support services closing down.	
7.2	Sarah has been developing her network and has been linking up with other schools, particularly if there are siblings of one of our children in that school because then they can work together to build a stronger case. Confidentiality means that the schools can't share the outcome though.	

7.3	There has been a spike in online safety reporting, but Online Safety week has just taken place	
7.4	New online safety software has been adopted which monitors the use of IT devices in the school. We are working with the IT Team re whether to introduce individual log-ins for the children. They are exploring whether a fingerprint reader would be a viable option.	
7.5	When a call is made to parents about a child's behaviour, is it communicated to them that if the behaviour continues, it could result in a suspension? Yes, we are very clear with parents about what behaviour consequences may be, but we treat them on a case-by-case basis, so a category five incident may not always result in a suspension.	
7.6	Where necessary we will document conversations that we have with parents.	
7.7	There is a child attending ALP, have you quality assured the provision? Yes. We have also reviewed the EHCP and determined whether it is the right provision.	
7.8	Is there a plan to reintegrate the child back into HVA? The Inclusion Team and the SENCO will work together to assess the impact of the provision and how long the child should attend for.	
7.9	Are all instances of restraint recorded in the bound and numbered book? Yes, but we need to ensure that it is also signed-off straight away.	
8.0	Academy Council Report	
8.1	Are we due an Ofsted Inspection? Yes, and we are working hard to ensure that we are prepared. We are updating the SEF regularly and identifying what evidence we have to support our judgement.	
8.2	We are supporting leaders with consistency in planning so that our teachers all follow our signature pedagogy.	
8.3	Our website displays our vision statement and the documents that link to it.	
8.4	Truon has created a document that explores self-agency.	
8.5	Mock 3 reading increased by 5% since mock 2? Yes, and Maths increased by 8.4% since mock 2 which is also really positive. Reading is 77% at this stage so we are above where we want to be at this point in time.	
8.6	Writing is 73%? Yes, which means combined is 55% which is something we want to work on.	
8.7	Greater depth has moved to 30%? Yes, which is very positive at this point in the year. Our PP is 9% of combined which we want to improve on. We've had a very productive meeting and now have an in-depth understanding of where we are. There are 11 PP children in Y6, so it won't take much to shift that outcome.	
8.8	The Y6 teachers will focus on key PP children and those who are near a 100 score. The SLT will then review the actions that are planned, why they are planned and then follow-up progress meetings.	
9.0	Attendance	
9.1	Our attendance target is 96%.	
9.2	Out T3 data indicates that attendance is 95.5%. Our PP attendance is 93.2%. Both of these outcomes are above national. However, an aspiration is to close the gap between PP children and all children and bring it to between 0% and 1%.	
9.3	Persistent absence has reduced since T2? Yes, it has reduced by 7 pupils since T2 which is very positive. We are now at 14% across the school compared to 17.3% last year nationally.	
9.4	Sarah and I meet weekly and reflect on what we are doing and how we can improve attendance. We have therefore made changes to our stages of attendance and now the phone call is made by someone who has a relationship with the family. We provided a guide	

	script for the class teachers to make the call. This has had a really positive impact on attendance during T3.	
10.0	Policies	
10.1	<p>Policies to Note:</p> <ul style="list-style-type: none"> • CLF Complaints • SEND Policy and Information Report <p>The Academy Councillors noted the above policies.</p>	
10.2	<p>Policies to approve:</p> <ul style="list-style-type: none"> • Admissions 2025-26 <p>The Academy Councillors approved the Admissions Policy.</p>	
11.0	Matters for the Board/COAC	
11.1	None	
12.0	Close of Meeting	
12.1	The meeting closed at 7.20pm	