



**Haywood Village Academy Council Meeting Minutes**  
**Wednesday 17<sup>th</sup> October 2018, 6.00pm**  
**Venue – Academy.**

**Academy Council:**

David Jordan (DJ) CHAIR	Sponsor 1	Tony Searle (TS)*	Senior Principal
Fiona Mayne (FM)	Sponsor 2	Craig Jones (CJ)	Principal
Vacancy	Sponsor 3	Vacancy	LA Rep
Dave Robson (DR)	Sponsor 4	Vacancy	Student Advocate
Vacancy	Sponsor 5	In Attendance	
Fred Fraser (FF)	Teacher	Tamara Dexter (TD)	Associate Member
Vacancy	Support Staff	Susie Weaver (SW)	CLF Executive Principal
Tim Branfield (TB)	Parent		
Kelly Chard (KC)	Parent	Sue Burns	Clerk
*	<- Indicates absent.		<- Indicates question asked

**1, Welcome and Apologies:**

The meeting commenced at 6.00pm

Welcome to Kathryn Volk (a potential new Academy Councillor) and Susie Weaver CLF Executive Principal, attending in place of Tony Searle

Apologies were accepted from: TS

The meeting was deemed to be quorate.

CJ and TD left the room whilst the Academy Council discussed the areas of challenge for the SLT.

**2, Declaration of Interests**

The Councillors signed the attendance and pecuniary interest register. An annual pecuniary interest declaration form will be submitted when the new CLF Form is ready.

**3, Sign to Confirm have read KCSIE (September 2018 version)**

The Councillors signed to confirm that they had read, and understood, Part One of the DfE guidance 'Keeping Children Safe in Education' (September 2018 version).

**4, Minutes and Matters Arising**

The minutes of the previous meeting (11<sup>th</sup> July 2018) were agreed to be a true and accurate record and were signed by the Chair.

4, CJ to send the link for Prevent Training to the Clerk, for circulation to the Academy Councillors – **Completed. The link was circulated and is pasted below.**

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen3.html?subsector=Governor>

## **5, Academy Council Report**

### ***Paper circulated in advance.***

There are now 216 pupils in the Academy.

### **Have all the SEND pupils been identified?**

Some of the pre-school children have not yet been screened.

### **Are there any children who do not speak English?**

Yes, one child in Reception speaks no English.

### **What is the definition of 'Vulnerable Children'?**

Pupils who fall into any of the following categories: SEND, Early Help, Significant EAL, PP, JAM, LAC, Young Carers, and parent or pupil illness.

### **What is the National Average for vulnerable children?**

There is no national average as this is a CLF category, but we are in-line with the other CLF academies.

### **What are the national averages for PP, SEND and EAL?**

Approximately 27% PP, 15% SEND, and 15% EAL.

### **The PP figures have dropped?**

Yes, this fluctuates with the development of the village.

## **Pupil Outcomes**

### **What progress are PP Boys making?**

The new teachers know their children well. First quality teaching and interventions are used where required. It is common for PP children to regress slightly over summer. A teaching and learning review has taken place to ensure that teachers are aware of who requires additional support. The CLF is working on Key Essential documents to benchmark where pupils are, these can then be used to close the gaps.

### **Boys Reading is a concern?**

The data in the current Y2 has been skewed by late arrivals who were low prior attaining, and boys. The children in the current Y3 are low attaining compared to the girls. There are also three new joiners to the Y3 cohort with SEND, which significantly impacts on the data.

Each year group has 30 hours of Learning Partners. We will use interventions like 'Boosting Reading Buddies' and 'First-Class Writing', which are part of the Learning Partners CPD.

We ensure that all the teaching is consistently good, to ensure quality first teaching. We bring in outside expertise where possible to support teachers to ensure that all needs are being met.

Y3 children will become reading buddies for younger children, as peer role models. All the reading books have been reviewed and a significant book order has been made. End of day reads are exciting and appealing and we have purchased SEND reading books to support children with dyslexia.

#### **How many dyslexic pupils to you have?**

None that have yet been diagnosed, but there are three children who may be screened.

#### **Pupil outcomes are judged as outstanding?**

We are meeting the Ofsted descriptor for Outstanding outcomes. We are above national for most categories, and work closely with the CLF Senior team. We can evidence the progress that children make, in their books. Provision maps indicate the incremental progress that SEND children make.

#### **You have opened a Y3 group?**

We have a set of KS1 and reportable data to submit. We are anticipating strong data from the current Y2 cohort. The Y3 cohort came in from other schools and made significant progress after joining HVA, therefore we are particularly pleased with those outcomes compared to their starting points.

#### **Attendance**

##### **You have classed attendance as good, what are you doing to reach outstanding?**

Last year CJ and the Family Support Worker worked closely with some families to support attendance. Vicky Franklin is an EWO who supplies services to the CLF. HVA have approached her with respect to some specific families. An approach has been agreed, starting next Monday, involving analysing attendance and challenging families if needed. Door collections and rapid response have been increased.

##### **Do you pay Vicky Franklin?**

Her consultation fee is paid for centrally by the CLF with funds taken from our budget.

##### **Are Reception children included in the attendance statistics?**

No, they are not of statutory school age, but they have made a good start and their attendance is higher than the Reception cohort last year.

##### **Is the importance of attendance explained to the children?**

Yes, children who enjoy school want to be there.

**ACTION: CJ to add an article about attendance to the school newsletter.**

**ACTION: CJ to ensure that Mims is made aware of the positive impact she is having on attendance.**

#### **Safeguarding**

An audit is due at the beginning of next term, we are anticipating that this will be Outstanding as the culture of safeguarding is strong. We report regularly to the central CLF team.

## **Quality of Teaching**

### **Quality of teaching is rated as outstanding, how do you know this?**

The quality of teaching is outstanding over time. The SLT has undertaken classroom observations, as well as members of the CLF central team. We share best practice and encourage teachers to view other outstanding teachers during their PPA time. The outcomes over time indicate that teaching is outstanding. Blink observations have identified outstanding teaching three times this week.

### **Are there any quality of teaching concerns?**

We summarise the quality of teaching for the whole school, and the areas where more consistency is required. We had an internal CLF review last week, and then we met with the teachers to share the analysis of teaching and learning. We are specific about where the gaps are for individuals to work on, and will carefully partner teachers so that they can learn from each other. TD has trialled co-teaching which has been very successful.

### **Are there any curriculum concerns?**

There are some subject knowledge and provision issues requiring further development within some subjects as we develop our curriculum. This matter has been highlighted in our AIP. The HPA Music Teacher has been supporting us with Music provision. Sharing curriculum expertise across all the CLF schools is a focus for the CLF.

### **When is the next round of recruitment?**

This will start on Friday, and we will be mindful of the curriculum gaps that we have.

### **How many teachers are currently on probation?**

All teachers and support staff have the first six-months on probation. This has increased with the recent recruitment.

*(SW left the meeting at 7.25pm)*

## **Behaviour**

### **Behaviour has improved from Good to Outstanding?**

The Ready to Learn Policy has had an impact. The intrinsic motivation is key, children are wanting to complete the tasks and are undertaking homework. Y3 are exemplifying intrinsic motivation and ask interesting questions about materials. Team Talk takes place on Fridays where children are grouped into house teams. A discussion is led by the adult, and pupils can share their thoughts and feelings. This builds oracy, community, and solutions. We are championing caring for one another.

### **Will you be able to continue this initiative when the school grows?**

Yes, we have the space and we would have more staff.

### **Do you have a School Council?**

We have Pupil Voice Ambassadors which are six Y3 elected children.

### **Do you have any concerns about behaviour?**

E-Safety will be a focus next week.

**ACTION: All Academy Councillors are invited to Team Talks on Fridays at 10.20am.**

## **AIP**

The AC reviewed the AIP and discussed the key trails.

1. All pupils with **low prior attainment**, including mobile pupils and specifically boys, achieve at least expected standards in English and Mathematics.
2. The proportion of **pupils exceeding** the expected standards exceeds the national comparison in English & Mathematics.
3. Leaders at every level, specifically **middle leadership** and governance, are highly effective.
4. The teaching team value CPD resulting in consistently **excellent teaching**.
5. **All pupils are highly motivated** and excel as a result of effective strategies and partnerships.
6. All staff **enact the HVA Vision** and upheld within growth of the school in 18/19.

### **5.3 Health & Safety**

Lock-down took place last week, which highlighted issues about procedures for children attending Forest School, and visitors.

#### **How often do fire drills take place?**

Fire Drills take place every term. Lockdowns are less frequent.

**ACTION: CJ to ensure that visitors know the procedure for Lock Down and Fire Drills.**

### **5.4 Staffing**

Vice Principal interviews will take place on 18<sup>th</sup> October 2018.

Learning partners and pre-school expansion recruitment takes place on Friday.

### **5.6, Policies that require review**

- **Safeguarding** (Updated in-line with KCSIE (September 2018 version) – **CLF Policy**)
- **Health & Safety – CLF Policy**
- **SEND – No changes.**

### **5.7, Actions for Academy Council Members**

There is no Academy Council meeting in T2. CJ will meet with the Academy Council and present his philosophy of the school on **Wednesday 14<sup>th</sup> November 2018, at 6pm.**

### **Safeguarding Link Role**

**Proposal for DJ to be the Safeguarding Link Councillor: CJ**

**Seconded: TB**

**Show of Hands: Unanimous**

Kathryn Volk will shadow DJ, and then take over the Safeguarding Link role when her application has been approved by COAC.

### **Papers for Information**

- Academy Council Tor
- BBA Policy Working Group Tor
- GDS Annual Training Booklet
- KCSIE (Sept 2018)
- CLF Board & Council Strategic Headlines

## 8, Equality & Diversity

Carried forward.

## 9, Matters for the Attention of the Board

None.

## 10, AOB

None

## 11, Date of Next Meetings

- Wednesday 14<sup>th</sup> November 2018, 6.00pm
- Tuesday 15<sup>th</sup> January 2019, 6.00m

**Meeting ended at: 7.55pm**

### ACTIONS

Item	Action	Initials
5	CJ to add an article about attendance to the school newsletter	
5	CJ to ensure that Mims is made aware of the positive impact she is having on attendance.	
5	All Academy Councillors are invited to Team Talks on Fridays at 10.20am.	
5	CJ to ensure that visitors know the procedure for Lock Down and Fire Drills.	

Approved: \_\_\_\_\_ Date \_\_\_\_\_