



Haywood Village Academy Council Meeting Minutes
Wednesday 6th March 2019, 6.00pm
Venue – Academy.

Academy Council:

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

1, Welcome and Apologies:

The meeting commenced at 6.10pm

Welcome to Cara MacMahon, a new Sponsor Councillor.

Apologies were accepted from: KC (Maternity Leave) and FM.

The meeting was deemed to be quorate.

No member of staff has been appointed as a Student Advocate yet, therefore this role will rotate between key members of staff for the near future.

2, Declaration of Interests

The Councillors signed the attendance and pecuniary interest register.

3, Minutes of the last meeting

The minutes of the previous meeting (15th January 2019) were agreed to be a true and accurate record and were signed by the Chair.

4, Actions and Matters Arising

6, CJ to provide an anonymised case study for persistent absence – **Carried forward.**
Persistent absence has decreased significantly since last term which indicates that the strategies are effective.

5, Review AIP

Carried forward.

6, Academy Council Report

Paper circulated in advance.

Numbers on roll have reduced but PP pupils have increased?

Some family's circumstances have changed, which has been captured, and one new PP child has joined Y3. SEND pupil numbers have reduced as some children were recorded as SEND on entry but have not been assessed by the school as a SEND pupil. This number may increase once external agencies have completed their assessments.

The Nursery pupils have decreased by three?

One moved from the area, one had a change in Nursery hours entitlement, and one was a split placement, so they returned to their original provider.

Pupil Outcomes

Last year's pupil outcomes were good?

Yes, we had strong KS1 data with 78% achieving Reading, Writing and Maths combined. GLD was 85% and Phonics was 87%.

What does 'floor' and 'coasting' mean?

These are KS2 measures: KS2 combined results need to be above the floor level of 65%.

There are some significant challenges for some pupils in some areas of the GLD framework. Year 1 is a static year group because it is full, therefore these are home-grown pupils so we anticipate strong outcomes.

How are Y2 performing?

Some children need support with their Phonics re-takes, but their overall predictions are strong. However, we are constantly receiving new children into Y2 which are often PP/EAL pupils who are below the expected standard, which may influence the statistics. Greater depth predictions are very strong as a third of the cohort are working at greater depth.

Are you looking for additional children to join the school?

All discussions around whether it is right for a child to join the school, are child-centred.

How much is PP funding?

£1320 per pupils per year. PP data is weak across the provision (with the exception of Y1). There is progress, but it is not accelerated progress.

How do you evidence the impact of PP interventions?

This is recorded in our PP Report which we publish on the website. We also have case studies that indicate impact. We track gaps in learning and therefore can plan for this with PIXL interventions. We monitor the PP data termly.

Are there any interventions that you have discontinued?

We have superseded some interventions e.g. Time for Talk is run within the Early Years and Talk Boost has been introduced further up the school. Some additional interventions have been introduced as we have more capacity to work with pupils.

What are the restrictions on the PP funding?

Schools can choose what to spend the money on. We look at schools who have won PP awards to see what strategies they are using. We assess our PP pupils to determine what the main barriers to learning are. We allocate £40 per family for uniform, to support families who have financial difficulties.

Does the PP funding fluctuate?

We start the year with a budget prediction, but this often changes on the census day. 20% of our cohort is PP, which is below national. The DfE has categorised the school as being in the top 20% of deprivation nationally.

What is in place to ensure the judgements are accurate?

The teachers have received moderation training and there is a framework in place to indicate the KPIs for core subjects. EYFS has had one internal moderation and three CLF moderations. KS1 English and Maths has been moderated with the CLF Subject Leader meetings. Standard assessment tests have also taken place. Last year we attended the ELAN network.

Susie, are the CLF confident in the academy's performance?

Yes, the Academy is performing well, and we have confidence in the Leadership and SLT. Development around planning for specific subject areas and curriculum development is a focus. We need to ensure that the model is sustainable as the academy grows. There is good evidence that greater depth outcomes should be strong, despite, lower prior attainment and pupil mobility.

Attendance

Attendance has been an area of focus and we have issued some penalty notices, based on guidance from North Somerset LA. CJ discusses attendance thresholds with the other CLF Principals to determine when to fine. The Admin team make notes about why a pupil is recorded as being late or absent. This is the result of Vicky Franklin who has helped to change the culture.

Last term was the best attended term last year; therefore we are anticipating a good overall attendance figure.

Do other CLF schools fine for unauthorised absence?

Yes, when it is appropriate.

Has persistent absence decreased?

Yes, there has been a significant reduction in persistent absence due to our focus on this issue. We work closely with our families to improve attendance.

Are the PA pupils mainly PP pupils?

No, there is a mix, but Y1 has the highest persistent absence because parents believe that their children are performing well and that a few days absence won't be detrimental.

Safeguarding

Has the child missing in education been removed from roll now?

Yes. They have moved to another provision and the records have been transferred, along with the CPOMS history.

Are you allowed to give the new school the Safeguarding information?

Yes, all pupils have a unique reference number (UPN). Provided the school has a URN we can transfer the information. Integra and North Somerset assist with the transfer.

Is an inter-county transfer more complex?

No, the process is robust, we use a Common Transfer Form.

You have judged Safeguarding as outstanding in the school?

The CLF Safeguarding Audit was positive, and we have compared ourselves to the Ofsted descriptors. Our H&S Audit was also positive, and the culture and practices in the school are robust. A Safeguarding meeting takes place every Monday and we document evidence on a planner and can demonstrate swift action from leadership.

Have you identified areas of improvement in Safeguarding?

We need to embed some of our systems to ensure they are scalable as the academy grows. The children feel broadly safe within the community which needs to be addressed carefully.

Are you speaking to parents on a one-to-one basis if they drop off their children?

Yes, we work closely with our families. Our CPOMS records create a bigger picture.

What is 'Nimble'?

It is an online training platform that contains online statutory training courses that are bespoke to CLF. There are currently four core training materials that staff need to complete. This system complements the other training opportunities available to the staff.

Quality of Teaching

The quality of teaching and learning has reduced from Outstanding to Good?

A two-week long teaching and learning review has taken place. We have reflected on the findings and identified some weaknesses. The provision and teaching strategies are very good, but not always consistent, so we have updated our SEF accordingly. We are looking at the wider curriculum now and are sharing best practice. The leadership team is very proactive in supporting colleagues and the provision has already improved. The staff work very hard and take pride in improving their practice. This term we are focusing on improved planning and modelling, and that children understand the marking codes and feedback.

The Academy Council were reassured that the teaching judgement has been altered as this demonstrates rigour and a reflective culture within the academy. The Academy Council thanked the staff for their ongoing support and hard work.

Behaviour

What are 'great learners'?

Behaviours defined by characteristics that describe effective learners – e.g. resilience, perseverance, reflection, determination, oracy and motivation. We use values language e.g. kindness, generosity, honesty, etc, which reinforces values, and we model appropriate behaviour.

7, Achievement & Standards

See Above.

8, Safeguarding Update

See Above.

9, Finance, H&S and Estates

What is the new Operations Manager Role?

Nicky Shapiro is now the Operations Manager which is an SLT role that oversees site compliance and the office administration processes. Regular networking meetings take place across the Trust.

Health & Safety

TB has completed a H&S walkaround and identified some minor house-keeping issues, e.g. items stored at height, the need for a hob-cover, etc.

Risk Register.

The risk register is based on a CLF template and records perceived risks and mitigations against them.

Proposal for TB to be the Risk Register Councillor: DJ

Seconded: CJ

Show of Hands: Unanimous

ACTION: TB to review the Risk Register on Friday 8th March 2019

CJ thanked TB for his support with the recent H&S walkaround.

10, Staffing

Once we have confirmed pre-school numbers we will offer a permanent contract. An SMSA has been recruited.

We are recruiting for a maternity-leave cover which has been challenging to fill, therefore we may utilise an agency to source a candidate.

Did you extend the recruitment window for teachers?

Yes, there was some competition within the area, so we responded to market conditions.

Will you have any students?

This year there will be four SCITT candidates. The CLF commit to recruit strong trainees early to a pool for placement within the Trust, to ensure we retain talent.

Staff Wellbeing

The morale in the school is very high and the staff have good comradery. Staff workload is regularly reviewed.

11, Student Voice

Carried forward.

12, Policies that require review

- **Administration of Medicines** - subject to review of the Asthma Policy
- **Behaviour** – No change
- **Health & Safety** – CLF Policy
- **Safeguarding**
- **Exclusions**

13, Papers for Information

- **Admissions Policy – CLF HVA Version.**

The Academy Council noted the CLF HVA Admissions Policy.

14, AOB

CONFIDENTIAL MINUTE

CLF Expansion.

The CLF have a careful growth strategy and have focused on the North Somerset Cluster to ensure that there are local networks available for cross-partnership work. Herons Moor joined the CLF with effect from 1st January 2019.

How many schools are in the CLF?

There are twenty-one entities altogether including the institutes and alternative provision. BFA joined the CLF from 1st March 2019.

Events beyond the Academy.

- Visit from NHS & DHL Transport to lead road safety with Y2 & 3 children.
- Holiday Club fundraiser for Make a Wish to support Emmee Standeven London marathon fundraising.
- Parents Evenings (3rd & 4th March)
- Training: Twilight INSET Historians
- Take Five is thriving.
- The Bishop of Bath & Wells is visiting on 24th March 2019.

15, Date of Next Meeting

Monday 29th April 2019, 6.00pm

Meeting ended at: 8.15pm

ACTIONS

Item	Action	Initials
C/F T3	CJ to provide an anonymised case study for persistent absence	CJ
9	TB to review the Risk Register on Friday 8 th March 2019	TB

Approved: _____ Date _____