

HAYESWOOD FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of meeting held at the school at 5.30pm on 20th November 2018
Present: Simon Goulding (Chair), Pippa Gerrett (Head teacher), Andrew Turrall (AT), (Executive Head wef January 2019), Janet Richardson, Alison Pinto, Stephen Pattle, Sarah Fairman (Deputy Head), John Dickson (Chair of Trustees), Lynnette Payne (Clerk)
A. Apologies received: Roger Martin, Jake Moore. Sue Vairy and Andrew Todd were absent without apologies.
B. Election of Vice-Chair: In the absence of SV, (vice-chair for the last academic year), and Andrew Todd, the election was postponed until the next meeting. The chair and head requested that the clerk contact SV to confirm whether or not she intends to resign from the academy committee. Action - Clerk
C. Declaration of Personal, Business and Pecuniary Interests: SG informed the meeting that his company, 3 Line Electrical, had business dealing with the Academy Trust. He requested that the clerk amend the Register of Business Interests to reflect this. Action - Clerk
D. Minutes of last meeting: The minutes of the academy committee meeting held 2 nd October 2018 were formally approved and signed.
E. Matters Arising: Actions: <i>C. Clerk to add election of vice-chair to next meeting agenda- see agenda item B. Action ongoing</i> <i>F. (1795/2) PG to advise when the Local Offer is updated for AC to read; Clerk to add to next meeting agenda – the document has been circulated to members, but the absent members have not confirmed reading it. Action ongoing</i> <i>F. (1813) & H. AT to ask whether training would be available for the new data in November – AT reported that training would be available for members once the data is published in late November. Either himself or PG would run the session and any questions could be fed back to the challenge partner if necessary. SG requested guidance as to what would be expected of members when Ofsted visit and SP asked who would be required to meet with the inspector. AT advised that it would be whoever was available at the time of the visit. JD added that the chair would also be contacted by Ofsted. The clerk said that she would circulate an article on the subject which had been published in ‘The School Bus’ E-newsletter. Action Clerk</i> <i>F.(1826) ATo advised to produce visit report – in view of the length of time that the report has been outstanding it is unlikely to be submitted, therefore the chair and head requested removal from the agenda.</i> <i>F. (1827/1) Members to read all the policies before the next meeting – carried forward to next meeting due to absent members. Action ongoing</i> <i>F. (1827/2) JM to confirm completion of the NSPCC training– carried forward to next meeting due to JM’s absence. Clerk to chase again and head to try and speak to him in the playground. Action clerk/head</i> <i>G. SLT to look at slimming down the Aims and Values – the head has looked at the values with the children and SF and JR are currently working on ‘growth mindset’ for the pupils. The document will be revisited later in the academic year once this is in place and AT has taken over as executive head. Action completed</i> <i>G. JM to provide full details to the Clerk – action completed</i> <i>G. AT/Clerk to clarify specialisms requirements with the Trust clerk – The trust clerk has confirmed that specialisms are not mandatory and up to individual academy committees. It is important that all members are familiar with all aspects, rather than just one specialist in each area of the curriculum. Action completed</i> <i>G. Clerk to request Safer Recruitment training for ATo; ATo to complete – ATo has been sent the link to access the training, and the chair confirmed that it had been started. Action ongoing</i> <i>G. Clerk to ask Trust clerk regarding staff members – the clerk confirmed that any member of staff</i>

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

was welcome to attend meetings in a non-voting capacity. **Action completed**

G. ACM's to read KCSIE document for next meeting – SP signed to confirm; all others are outstanding. **Action ongoing**

H. AT to liaise with both Academy committees to arrange a joint meeting – AT has been unable to find a mutually convenient date for both committees, but will endeavour to arrange as soon as possible to look at the joint SAP. **Action ongoing**

Matters arising:

None

N. Committee Questions for Trustees: This item was dealt with at this point to enable JD to leave earlier to attend another meeting.

PG introduced JD and welcomed him to the meeting. JD explained that, prior to the decision regarding the executive headship, he had met with the chair, head and AT to put forward the proposal. He stated that he believed that the executive headship was a good model for the school for two reasons: firstly, it enabled the school to go forward without a loss of teaching staff and secondly, AT has been an excellent head at CFS and will be able to execute the role of executive head well. JD believes that both Hayeswood and Colehill First schools will benefit from the arrangement and, with strong support from the deputy heads, the transition should be a smooth one. He added that PG would be sorely missed, but this will ensure continuity, whereas appointing a new head from outside the trust would have been more disruptive. JD stated that the executive head model was working well at St Michael's and Emmanuel Middle schools, where Ron Jenkinson has been able to invest time in the encouragement and development of his staff. There would have been financial implications with employing a new head, leading to difficult budgetary decisions in subsequent years. Also, because the two sites are so close, AT will not be losing time travelling between the two.

AP arrived at this point in the meeting, 5.57pm. She apologised for being delayed at parents evening.

JD asked for questions from the academy committee. A member **asked** whether funding had been the main reason for the decision. JD said that the decision had been made as the best solution for teaching staff at both schools, adding that the risk factor was low due to AT's familiarity with Trust schools and the similarity between both schools. He also believes that the new role will develop AT's leadership skills further. PG added that due to the size of HFS, a new head would have been unlikely to have experience in the role and would have had to learn the workings of the Trust at the same time. A member **asked** whether parents were generally happy with the idea now after some earlier rumours in the playground. PG said that she had not heard anything recently. SG noted that some members felt that the CEO had not consulted sufficiently with the committee before the final decision was made, but added that he believed it was the best way forward; SP agreed. JD said that he had met with the chairs of both schools prior to the decision to explore the concept and he offered his apologies if members felt that the consultation process had not been well handled. He added that the Trust could not function without the time invested by academy committee members within the schools; as the Trust grows, this support becomes more vital for the board of trustees. There were no further questions and JD thanked PG for all of her hard work at HFS.

John Dickson left the meeting at this point, 6.07pm

F. Chair's Report on Chairs Meeting: SG reported that the meeting had been cancelled, but he is due to meet with JD and LW on 27th November. He thinks that one to one meetings may replace the chairs meetings due to the number of schools now within the academy trust.

G. Headteacher's Report: (*Papers circulated prior to meeting*) PG briefly summarised her report as some information had been circulated just before the meeting. She explained that the decision had been made last year to increase KS2 numbers to 32 per class to bring extra funding into school. However, due to the loss of two support staff at the end of the year and the additional needs of several of the new pupils, numbers have now been capped at their current levels. A member

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

questioned whether there was additional funding from the EHC plans for the new pupils. PG explained that not all pupils with SEN had EHC plans and the new method of funding the plans meant less money for schools, although the school has now received some High Needs funding. Whole school attendance is 98% which is excellent, and there have been no exclusions this academic year. AT referred to the site security amber rating on the annual safeguarding report and **asked** whether there were plans to improve this. PG explained that this was due to low fences bordering gardens in an area of the field that pupils were not allowed to access unsupervised. Due to the level of supervision of pupils, the risk was considered manageable. She added that there was no money available to replace the fencing. The achievement data is for the last academic year and the head clarified that the data for FSM and service children looked low due to the small cohort in each category.

PG circulated copy of the SEF and explained that this lists what has been achieved, the strengths and the next steps for moving forward. There have been a several trust-wide maths sessions and 'maths no problem' is now filtering down into early years. However, across the school, the more able pupils have been performing at a lower level in tests than in the classroom, so there has been further training from Louise Friers, Trust maths lead. Another task is to develop growth mindset and resilience throughout the school so that children can carry this attitude forward as they move up the school system. There were no further questions.

H. External Challenge Partner Visit: This will take place on Friday 23rd November and will specifically look at the single central record and progress on the points raised previously. PG explained that last time, DZ had picked pupils at random from different levels of progress and looked at their achievement and whether they maintained their flight path, especially when moving from Reception to Year 1. *Action Clerk*

I. School Action Plan: (*Papers circulated prior to meeting*)

PG, AT and Helen Self, deputy head at CFS, worked on the plan together, in conjunction with the Trust's action plan. Approximately 80% of the plan is common to both CFS and HFS; the remainder is specific to HFS. The document is 'RAG' rated and the amber gradings throughout show a good start to the year. It is intended that all points are green rated by next July. There were no questions.

J. School Data (ISDR): This is due to be published before the end of November and AT will arrange a meeting via doodle poll to go through the data with AC members. *Action AT*

K. LGB Issues: (*Papers circulated prior to meeting*)

- Code of Conduct 2018/19 – PG reminded members of the confidentiality of their role, but requested that this be covered again at the next meeting due to the absence of several members. *Action Clerk*
- Committee Member Specialisms – the chair **asked** AT whether he would prefer members to have specific responsibilities or adopt a collective approach. AT explained that the members at CFS have class links which are followed up through the school, but still have some specialisms, for example Maths and English. There are also twice yearly learning walks to track progress against the SAP as it is important for AC members to have evidence of this. He added that members at HFS do not have to follow the same model. PG said that members lack the time to come into school especially during the school day. A member said that he felt that the information could be obtained from the meetings rather than visiting and that, if he visited, he did not like to interrupt the teaching staff during a lesson. AT said that, as long as an appointment had been made with the teacher, there would not be an issue with speaking to them in class. SF added that one focused visit a year producing a report with good, relevant feedback was all that was needed. The chair stated that he liked the idea of class links and would like to re-visit the subject at the next meeting. *Action Clerk*
- Committee Member Skills Audit – the clerk asked that these be completed and returned electronically before the end of term. The chair requested that last year's forms be re-circulated to make the task easier. *Action Clerk/Members*

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

- Visit Updates - there were no visit reports
- Future Visits & Training – AT to produce a doodle poll with suggested dates for the ISDR training. (See agenda item J).

L. Policies for Review/Ratifications: (*Papers circulated prior to meeting*)

PG explained that she is replacing the old HFS policy schedule with one based on the CFS model as it was easier to work with. She will circulate this when she has finished updating it. AT added that the number of policies that members had to review had reduced considerably due to the Trust-wide policies now in place. The clerk advised that it was important for members to familiarise themselves with any new Trust policies.

SEND Policy – this is on the school website. A member **queried** whether a child needed to have a formal diagnosis before being placed on the SEND register. AT said no; if a barrier to learning is identified by staff, strategies will be implemented to support the pupil, whether there has been a formal diagnosis or not. PG added that some parents believed this is required before support can be given, but staff will explain that this is not the case. Another member **asked** about parental reaction to the news that their child is on the register. Any issues are usually flagged up at parents evening and then a graduated approach helps.

Business Continuity Plan – updated for this academic year.

Both policies were unanimously approved by members.

Members were reminded that they could access the Trust policies folder on the google drive to view the new Trust policies. The clerk reminded them to provide feedback on the draft ACM visits policy for her to pass on to the CEO. *Action members*

M: Committee Question for PG/AT: A member **asked** what the difference between the two schools action plans were. PG explained that the final section, 'Health and Wellbeing' was personalised to each school.

N: Covered earlier in the meeting

O. F.A.I: ISDR

I. Date of next meeting: Scheduled for Tuesday 26th February at 5.30pm. SP asked for the date to be changed as he is away. The clerk explained that the meetings had to be held in certain weeks to tie in with the Trustee meetings, so she would have to check the schedule. It was suggested that the meeting date could be swapped with that of CFS. *Action Clerk*

Meeting closed 7.08pm

Actions:

B. (C) Clerk to add election of vice-chair to next meeting agenda and contact SV re term of office

C. Clerk to amend Register of Business Interests

E. (F,1795/2) Members to read SEND information and policy on website

E. Clerk to circulate Ofsted information

E. (F,1827/1) Members to read all the policies before the next meeting

E. (F, 1827/2) JM to confirm completion of the NSPCC training

E. (G) ATo to complete Safer Recruitment training

E. (G) ACM's to read KCSIE document for next meeting

E. (H) AT to liaise with both Academy committees to arrange a joint meeting

H. Clerk to add CP visit to next agenda

J. AT to arrange doodle poll for ISDR meeting

K. Clerk to add code of conduct and member specialisms to next agenda

K. Clerk to circulate last year's skills audit; members to complete and return this year's before the end of term.

L. Members to read Trust policies and provide feedback if desired.

P. Clerk to look at changing the meeting date and advising members of the outcome.