

HAYESWOOD FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of meeting held at the school at 5.30pm on 5th March 2019
Present: Simon Goulding (Chair), Andrew Turrall (AT), (Executive Head), Janet Richardson, Alison Pinto, Stephen Pattle, Sarah Fairman (Deputy Head), Roger Martin, Andrew Todd (ATo), Lynnette Payne (Clerk)
A. Apologies received: Jake Moore. Sue Vairy was absent without apologies, but has already indicated her intention to step down at the end of her term, 17 th March 2019).
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the academy committee meeting held 20 th November 2018 were formally approved and signed.
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>B. (C) Clerk to add election of vice-chair to next meeting agenda and contact SV re term of office – SV has resigned with effect from 17-03-19. JM spoke to the clerk prior to the meeting to tender his resignation and SP’s term of office ends on 17-03-19. The clerk explained that she had not put the vice-chair election on the agenda as there is no requirement to have a vice-chair and, with the reduced numbers on the academy committee, it could be revisited at the end of the academic year. Action completed.</i></p> <p><i>C. Clerk to amend Register of Business Interests - Action completed</i></p> <p><i>E. (F,1795/2) Members to read SEND information and policy on website – Action completed</i></p> <p><i>E. Clerk to circulate Ofsted information – SG said that he had not received this, but would check again as all other members confirmed that it had been circulated. Action completed.</i></p> <p><i>E. (F,1827/1) Members to read all the policies before the next meeting- Action completed</i></p> <p><i>E. (F, 1827/2) JM to confirm completion of the NSPCC training- Action completed</i></p> <p><i>E. (G) ATo to complete Safer Recruitment training - Action completed</i></p> <p><i>E. (G) ACM’s to read KCSIE document for next meeting- Action completed</i></p> <p><i>E. (H) AT to liaise with both Academy committees to arrange a joint meeting- a mutually agreeable date has not been agreed yet, so AT suggested that the meeting take place in lieu of the summer ACM meetings for both schools. He will contact both academy committees to decide whether June 11th or 18th is preferable. Action ongoing.</i></p> <p><i>H. Clerk to add CP visit to next agenda- on the agenda, but the CP report has not yet been received as DZ is busy carrying out mock Ofsted inspections. AT reported that he had received positive feedback on the day and he would share the report with members as soon as possible. Action completed/Action AT</i></p> <p><i>J. AT to arrange doodle poll for ISDR meeting- the meeting did not happen, but AT will circulate the ISDR document and members can prepare any questions for the joint meeting in the summer term. Action AT</i></p> <p><i>K. Clerk to add code of conduct and member specialisms to next agenda- the chair said that he was still keen to mirror the CFS model of class members that follow the class up through the school, although AT noted that this would be more difficult with the reduced number of ACM’s. A member asked why the required number of committee members had been reduced. AT said that it was difficult to fill vacancies and this means that the committee should always be at the required number. He added that there was no maximum number of ‘Trust’ category members that could sit on the committee. Action completed</i></p> <p><i>K. Clerk to circulate last year’s skills audit; members to complete and return this year’s before the end of term – skills audits were still outstanding from SG/RM and SV. RM enquired about completing the training section. The clerk advised him to list the NSPCC and Prevent training. Action ongoing</i></p> <p><i>L. Members to read Trust policies and provide feedback if desired - Action completed</i></p> <p><i>P. Clerk to look at changing the meeting date and advising members of the outcome. - Action completed</i></p>

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Matters arising:

A member stated that the 'governor zone' on the school website was out of date. The clerk said that this area was no longer maintained and all the relevant information was now contained under the 'academy committee member' section. She will remove the 'governor zone' from the website.

Action Clerk

E. Chair's Report on Chairs Meeting: SG reported that the chairs' meeting will take place in June, but he is due to meet with JD and LW in a couple of weeks. He requested members to let him know if there is anything that they would like raised in this meeting. **Action ACM'S**

F. Headteacher's Report: (*Papers circulated prior to meeting*)

A member noted that the Year 4 numbers were forecast to reduce from 33 to 30 in the next academic year and **asked** whether numbers would be capped at this level. The head stated that the school's PAN was 30 per class, although there was an agreement across the trust to accept 10% over this in KS2. If families move into the area, then class number may rise again. A member **questioned** the reception year figure of 0% for PP and SEND pupils. SF explained that it was unusual for children to join the year with SEND; it was good practice to make that decision in the summer term in case there were any developmental delays. Three pupils in other years have been added to the register recently and two of these have EHCP'S, but overall the number was less as last year. The previous Year 4 had a high number of SEND children. AT added that each child represented approximately 3.5%. A member **asked** how the school's PP numbers compared to CFS, as the catchment areas were very similar. AT stated that CFS had higher numbers of both PP and SEND, but was still less than the national average. He added that CFS's catchment included several areas of social housing, unlike HFS's.

A member referred to the safeguarding report that is signed off by LW, CEO, and **asked** who audited her? AT explained that the challenge partner, Debbie Zachary, and the safeguarding trustee, Emma Boger, would both perform this task.

The chair **asked** the head how he was finding the role of Executive head. AT said that he was very busy, but felt that he was giving time to both schools, including weekly leadership meetings. SF added that teaching staff were involved in lots of shared activity, but thought that T.A.'s were taking longer to adjust to the new lines of communication. A member **queried** whether there had been any feedback from parents; AT stated that parents had all been very friendly and he welcomed any feedback, positive or negative. SF added that several parents had made appointments to speak to AT at parents' evening. AT further explained that he would be attending Executive Head training at the beginning of March with Ron Jenkinson from SMMS. The training consists of a couple of days in Loughborough followed by further training in September and will lead to a National Professional Qualification in Executive Leadership. Several members **questioned** whether AT was spending any time teaching, as the old head used to provide cover teaching when required. The head said that he was using HLTA's for cover and added that it was better to pay for their extra hours rather than using his time, which worked out considerably more expensive.

There were no further questions.

G. External Challenge Partner Visit:

The visit report has not yet been received, but DZ looked at pupil progress from the autumn to spring terms and at the greater depth Maths group. JR said that the evidence showed good progress in both. DZ also looked at SEND pupils' writing, who are again making good gains. There will be points to action and AT will share the report when received. **Action AT**

SG **asked** if there was any news regarding an Ofsted visit. AT explained that Wimborne First school had been inspected recently, but he hadn't heard how this went. He added that DZ keeps him updated with any alterations to Ofsted requirements, so that any changes can be actioned.

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

The chair **asked** what the ideal number of committee members were going forward. The head said that a small, tight group was needed to focus on school improvement issues. However, the only issue with smaller numbers is when members do not attend the majority of meetings, as consistency is lost and there is a risk of being non-quorate.

AT referred to the SAP, which will be RAG rated again at the end of the spring term. An updated copy will be circulated when updated and members should come into school for a learning walk in the summer term. He further explained that this will focus on English and maths and will involve a tour of the classes, a chat with SLT and any questions answered. A member **asked** whether members would tour the school as a group. AT said that at CFS, members arrive together but then split up to go into different classes to observe. He will circulate a doodle poll to agree a date in early June.

Action AT

The clerk confirmed that SV will step down on 17th March and SP said that he would also, as his term of office also ends on that date. SG stated that he would be resigning at the end of the academic year and the clerk said that due to the lack of a succession plan, she could circulate information to parents to gauge whether there is any interest in joining the committee. **Action LP**

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

The clerk explained that she was having difficulty finding editable copies of many policies, so some were in 'PDF' format. As it was important for members to read the latest versions of school policies, these versions had been circulated for approval. She added that she was working through the policy list to obtain copies of all documents as soon as possible.

All policies were unanimously approved by members.

J: Committee Question for AT: None

K: None

L. F.A.I:

- Visit reports – AT asked members to let him know if they would like to come into school
- The PP strategy – ideally following a member visit
- Curriculum development in partnership with CFS
- Succession planning – AT will speak to the trust and SG will raise the issue in his 1:1 meeting

The chair asked that if there were other items to be added to let him know. **Action AT/SG**

M. Date of next meeting: Scheduled for Tuesday 18th June at 5.30pm, but this may be a joint meeting with CFS, so may change.

Meeting closed 6.34pm

Actions:

- D (E,H) – AT to liaise with both committees to arrange a joint meeting*
- D (H) & G – AT to circulate CP report when received*
- D (K) – RM/SG to complete their skills audit and return to clerk*
- D – Clerk to remove 'governor zone' from the school website*
- E – ACM's to let SG know if there are any issues to raise at his 1:1 meeting*
- H – AT to produce doodle poll to agree a LW date*
- H – LP to inform parents of the upcoming vacancies on the committee*
- L – AT/SG succession planning*