

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held remotely on at 5pm Thursday 24th September 2020

Present: Andrew Turrall, (AT), (Executive Head teacher), Andrew Todd, (ATo), Sarah Fairman (Deputy Head HFS), Lynnette Payne (Clerk), Emma Clipson, (EC), Julia Simmonds, (JSi), Sue Buckley, (SB), Jayne Sharman, (JSh)

Items A and B were taken by the clerk.

Apologies (A) were received from Beulah Johnson

Election of Chair (B) - Andrew Todd was **unanimously** elected as chair of the academy committee for the coming academic year. The clerk handed the meeting over to ATo at this point.

Election of Vice-Chair (C) - BJ will be asked if she would like to take on this role.

Declaration of Interests (D) - none. The clerk explained that members did not need to complete a new register of interests form if there were no changes from the previous year. There was a space to sign for each year which could be done electronically. She will share the existing forms with members. **Action clerk**

Minutes of the last meeting (E) - circulated prior to the meeting. The minutes of both meetings were **unanimously** approved but not signed due to the virtual meeting format.

Matters Arising (F)

Actions -

06/11/19 - the actions from this meeting are now either completed or out of date due to the global pandemic.

24/06/20 -

- I. Edurio summary document shared - **completed**
- II. Composite Year 4 photograph - JSh reported that this had been received by year 4 parents and expressed her thanks to Miss Barlett. She will email Miss Bartlett to thank her on behalf of the academy committee. *Action JSh*
- III. Members to complete NGA training modules - although several of the committee have completed some or all of the modules, the clerk reported that feedback from experienced members was that the content was quite difficult to understand and it was an onerous task to complete all of it. She said that she had passed this onto the Trust clerk, together with the feedback from staff members. Members agreed that the number of modules was overwhelming and that it was difficult for the newer members of the committee to put the training into context, as they had not been able to carry out their role effectively due to the pandemic. ATo will email the chair of the trustee board to pass on this feedback. *Action ATo*

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Mentoring of new members was discussed, specifically from the established committee members at CFS. ATo stated that the Trust CEO had not been keen on mentoring during the transitional stages of moving from full governing bodies to academy committees. He will approach her again with the idea. *Action ATo*

ATo said that the newer members had a year to complete the statutory training modules, which he considered would commence once members were allowed to visit the school again. There is an exam at the end of each module with only two attempts allowed. He suggested that members work their way through the modules but not take the exam until they have had more 'hands on' experience.

Matters arising - none

A member **questioned** whether staff were anticipating any changes to the way the school has been operating since the return of all pupils in September. AT explained that each class was a 'bubble' and there had been no confirmed cases of Covid 19, with a small number of self-isolating families due to suspected contacts with the virus. Attendance was good but there has been absence due to cold viruses. This was expected as the children began to mix again after being isolated from each other. JSi added that the children were coping extremely well with the new school routines.

ACM Issues (G) - papers circulated prior to the meeting

Aims, Values and Mission Statement - AT said that this is adequate for the time being. The document needs developing in conjunction with the school community to produce a document that all pupils can relate to. A member **asked** if the school council would be sitting again. As this would involve mixing pupils from different bubbles, a large space would be needed to ensure social distancing. Currently, all of the school is in use to cope with lunchtime and lessons but it is hoped that this will be looked at later in the year.

Register of Business Interests - as discussed under agenda item D, if academy committee members have no change to their interests, they can re-sign the existing documents.

KCSIE September 2020 - the clerk will circulate a declaration to sign to confirm that members have read part one of this document. *Action Clerk*

ACM Specialisms - although members cannot carry out school visits, it is important to have specialisms. SB agreed to become KS link for Early Years, alongside BJ. SF explained that this would be an interesting role, as a new foundation stage curriculum is being implemented. AT stated that several Trust schools, including HFS, were adopting this one year before the rest of the country.

EC requested the Safeguarding responsibility and agreed to also take on E-Safety, which is particularly relevant with the increased amount of on-line learning. A new safeguarding lead has been appointed within the Trust but AT does not know who yet. ATo will remain responsible for KS2 and Maths, with BJ responsible for Curriculum and Inclusion.

Future Visits & Training - members **asked** whether virtual visits or virtual meetings with subject leaders could take place? AT explained that currently there are not cameras in all classrooms and there could be safeguarding issues during the school day. There may be a

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possibility for a recorded tour, rather than a live one, but the child protection policy would need to be consulted first. Regarding virtual meetings, AT reported that it would be easy to share screens between staff and members, to show children's work and other information. However, the school was currently focused on moving forward rapidly with home learning to be prepared for any required bubble or whole school isolation. Subject leaders' time is therefore limited this term, but senior leaders are available. JSi added that she was involved in virtual cross-school meetings to share experiences of the different learning platforms. HFS is very experienced in using Google classroom compared to some others who are only just starting to use it. This platform is being used for all home learning but there is a lot of information for teachers to learn in a short period of time. There are also short-term staffing issues so their allotted time is limited and subject leaders are waiting for more information on the direction of curriculum review. This term so far has been focused on settling the children back into school and the new routines. AT suggested scheduling a virtual Learning Walk in January or February. ATo expressed the view that this seemed too late in the academic year. He added that this was an opportunity to change the format and that maybe shorter, less involved visits could be introduced. This would allow newer members to learn about their role and feel part of the school. SF suggested that an overview could be presented as part of future agendas, but members were not keen to extend the meeting duration and, as there are only three a year, there would be a large gap between the information updates. Several members expressed feelings of detachment from the school due to the current situation, especially those without a background in education. The SAP is currently being finalised ready for approval by the Trust. Once this is done, AT will share this with the Academy Committee and the virtual visit format can be decided at the November meeting. *Action AT*

Policies for Information (H) - papers circulated prior to the meeting

The Head explained that the AC was no longer required to 'sign off' school level policies; this responsibility now lies with the headteacher. The Trust has produced a Policies policy that details this. The school policy review schedule and the Trust policy list will still be shared with the committee at each meeting, along with a summary of any changes to individual documents.

FAI (I) - none were suggested. A member **asked** whether bubble separation could be maintained during wet play and lunchtimes. AT said that there was sufficient indoor space to accommodate all bubbles. JSi added that pick up and drop off were also working well, with parents generally maintaining social distancing. A member **queried** what would happen if the weather was wet, as parents historically drop off and pick up from the classroom doors then AT stressed that this could not happen during the current pandemic and a message from the school office will be sent to parents to communicate this, along with a reminder for children to bring a coat every day. *Action AT/JSi*

JSi requested that the clerk add future meeting dates to the staff google calendar for a reminder. *Action clerk*

Date of next meeting (J) - confirmed as Tuesday, 3rd November 2020 at 5pm

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Meeting closed at 6:05pm

ACTIONS:

- D** *Clerk to circulate Register of Business Interests*
- E** *JSh to email thank you to TB*
 ATo to feedback to JD re training
 ATo to ask LW re mentoring
- G** *Clerk to share KCSIE declaration*
 AT to share SAP plan when finalised; visit format to be agreed
- I** *AT/JSi to ask school office to send parentmail*
 Clerk to add meeting dates to staff google calendar