

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held remotely at 5pm on Tuesday 3rd November 2020

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

Apologies (A) - none

Declaration of Interests (B) - none

Minutes of the last meeting (C) - *circulated prior to the meeting*

The clerk reported that the Safeguarding responsibility was being taken on by SB and not EC as stated in the minutes under item G, ACM issues. She will correct the ACM Responsibility table accordingly. EC confirmed that she had completed Safer Recruitment training with her employer. The minutes of the meeting held on 24th September 2020 were **unanimously** approved with this amendment but not signed due to the virtual meeting format. *Action LP*

Matters Arising (D)

Actions -

D. Clerk to circulate Register of Business Interests - **completed**

A new form has been shared and completed by all AC members with the exception of AT and JSi. *Action AT/JSi*

E. JSh to email thank you to TB - **completed**

E. ATo to feedback to JD re training - the time frame for completing the mandatory training modules has been extended to the member's term of office, i.e. four years in almost all cases. The issue of staff members having to complete the training has not been resolved, but with the imminent start of another national lockdown, it is not likely to be addressed by the Trust board in the near future. *Action ongoing (ATo)*

E. ATo to ask LW re mentoring - again this issue has become less important, especially as visits to school are unlikely to be happening for some time. *Action ongoing (ATo)*

G. Clerk to share KCSIE declaration - shared and signed by all. **Action completed**

G. AT to share SAP, visit format to be agreed. The plan is now called the School Improvement Plan, (SIP), and has been shared. Visit format will be discussed under agenda item I. **Action completed.**

I. Parentmail has been sent as requested. **Action completed**

I. Meeting dates added to staff google calendar. **Action completed**

Matters arising - none

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Update from the Chair (E) – ATo reported that the most recent Chairs' briefing had covered this year's Scheme of Delegation and requested that the committee read this if they have not already done so. The clerk confirmed that she had already shared the document along with a summary of the amendments. She also pointed out that the back page of the agenda document contained a summary of the AC's responsibilities, taken from the SOD.

Election of Vice-Chair (F) – the appointment of BJ as vice-chair was **unanimously** approved.

Headteacher's Report (G) – *circulated prior to the meeting*

School Context - AT explained that the format of the report was standard for all Trust schools, with the Data Officer pre-populating the fields, using data supplied by the Head. The Chair **queried** the figure shown for year three pupils in the Autumn term 2018. It should read 31 not 21 as stated and AT agreed that this was a typing error. The current Reception year does have a couple of spaces; it is a low birth rate year and the new Wimborne First School has had a slight impact. It is too soon to say whether the new school will have a lasting effect on admission numbers. An ACM **asked** whether the published admission number, (PAN), had been amended due to the Covid 19 pandemic. The Head said that it was still 30, but the PAN only applies to the Reception year intake. KS1 is limited by the statutory infant class size limit of 30 per class, so only KS2 classes can be increased. The Trust has agreed a maximum of 34 children in these years but accepting extra pupils would depend on both the needs of each individual and the existing cohort. The member **questioned** why the AC had not been consulted about the increase. AT explained that, since becoming a MAT, the Academy Committee was no longer responsible for admissions; this is a Trust level decision.

Staffing - An experienced teacher has been appointed on a fixed contract, subject to satisfactory clearance. Her full time hours will cover the loss of two part-time teachers, one due to resignation and the other for maternity leave. An ACM **queried** whether the resignation meant the loss of the MFL provision. The Head explained that this was provided by class teachers as part of the curriculum and will continue to be.

Attendance data - is very good to date.

Community Matters - AT commented on the strength of the HSA, despite the current global situation and expressed his appreciation for their work.

SEF - the draft document was drawn up in September. A virtual meeting is scheduled in November with the challenge partner, Deborah Zachary, and then the final version will be shared with the AC. *Action AT*

Annual Safeguarding Report - a member **questioned** the rise in the graph in November 2019. AT explained that this represented a number of reported concerns about one particular pupil who had now left the school.

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An ACM **queried** why there was no reference to academic data for 2020. The Head explained that the SATS were cancelled due to the pandemic and there was no national data to benchmark against. Teachers have carried out assessment and gap analyses during September and October and this data will be available for the next meeting. There are various gaps across the school years, not all due to the first lockdown. SF added that the SEND gaps had remained steady, although more children than in normal years were receiving wave 2 school support. One of the teaching assistants, Mrs Kirby, is working across classes to close these learning gaps, but staff have noticed how resilience and stamina have declined. AT stated that this was also true at CFS. At the beginning of the last academic year there was a focus on building resilience and pupils were growing well, but this significantly declined during the lockdown. However, this is gradually building up again. There were no further questions.

School Improvement Plan (H) - *papers circulated prior to the meeting*

This is a joint document for Hayeswood and Colehill First Schools. It correlates closely with the Trust plan but is not identical. The three focus areas are Teaching and Learning, Curricular Development and Inclusion. In line with the new Ofsted framework, the focus is not solely on mathematics and English learning as in past years, but on the broader curriculum. He added that he had discussed with LW, Trust CEO the best way for the AC to monitor school development virtually. There should be a team of ACM's per area, ideally three or four in number, and members can be on more than one team, depending on their availability. The Teaching and Learning priority will focus on the pedagogy of teaching. The Trust's Director of School Improvement, Brian Boyes, has instigated the adoption of seven of the ten Rosenshine Principles. Although most of the teachers are already very competent, this will fine tune their abilities further. Assessment work will carry on from the last academic year and home learning will continue to develop, so that all pupils can carry on learning despite any future partial or full closure of the school.

Work on Curricular Development had already started before the March lockdown and this will continue, leading to a clear and detailed framework for curriculum planning. Three Curriculum Architects have been appointed to work with colleagues Trust-wide to develop a high class curriculum offer across all tiers. Each school will be able to tailor this for their individual needs and the staff training days this term have worked on this. The Chair said that the AC had lead oversight for curriculum according to the SOD and **asked** how they could accomplish this. AT explained that a virtual meeting would be arranged with the sub-committee with curriculum responsibility to share and explain the work in progress. Once members have a clear understanding, they will be able to monitor progress effectively. Although it would be useful for one of the sub-committee members to have prior knowledge of educational matters, questions raised by those with no experience are often more pertinent. JSi added that the plan needed to be easily understood by parents and pupils as they move through the Trust schools.

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AT will allocate members to the sub-committees and arrange a poll to agree the dates for the first virtual meeting and asked for any preferences. EC would like Teaching and Learning, JSh, Curriculum and BJ and EC, Inclusion. *Action AT*

ACM Issues (I) - *papers circulated prior to the meeting*

SIP Links – discussed under agenda item H.

Skills Audit 20/21 – these will be circulated once received from the Trust clerk and should be returned by the end of the Autumn term. *Action LP/ACM*

Training – discussed under agenda item D. JSh stated that she had completed several modules but these were not on the training spreadsheet. The clerk will check. *Action LP*

Single Central Record Check – the new Trust Safeguarding Officer, Katie Overhill, is inspecting this on 19th November, but AT advised that it is good practice for the AC member with responsibility for safeguarding to also make an annual check. He suggested that he share his screen via Google Meet to explain the format and contents of the SCR, with an opportunity to ask questions. He also stressed the confidentiality of the document, which must not be downloaded. He will arrange a date with SB after KO's visit. LP added that the member of office staff who maintains the document would need to be included in the meeting. *Action AT*

Committee Member Questions for AT (J) – an ACM **questioned** the plans in place in the event of a further escalation of the coronavirus. The Trust board has agreed a stepped response, including the redeployment of staff between sites, with the closure of any school the last resort. Any positive case would be risk assessed with the Department of Health and the LA. Another member **asked** whether lessons could be live streamed via a Youtube link but the LA has said this poses a safeguarding risk. Pre-recorded lessons can be streamed but there is a data limit. Some assemblies were recorded in the first lockdown but they were only around six minutes long. JSi added that a lot of background work had been happening with Google Classroom and how to use it to its full capacity, with the Trust implementing better ways to keep in touch with families in full isolation. In order to prompt full engagement from pupils and parents, lesson content is important and teachers need to be fully competent in using the GC platform.

Committee Member Questions for Trustees (K) - none

FAI (L) – SIP sub-committee membership and meeting dates.

Date of next meeting (M) - confirmed as Tuesday, 16th March 2020 at 5pm

Meeting closed at 6:28pm

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ACTIONS:

- C** *Clerk to amend responsibilities table*
- D** *AT/JSi to complete Register of Interests and return to clerk*
ATo to revisit staff training/ACM mentoring with LW when able to
- H** *Head to allocate sub-committee membership and arrange meeting dates*
- I** *Clerk to circulate skills audit/ Members to complete and return by end December*
Clerk to check JSh training certificates and amend if necessary
Head to arrange virtual SCR check with SB