

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held remotely at 5pm on Tuesday 16th March 2021

Present: Andrew Turrall, (AT), (Executive Head Teacher), Andrew Todd, (ATo), Sarah Fairman (Deputy Head HFS), Lynnette Payne (Clerk), Beulah Johnson, (BJ) (arrived at 5.15pm), Emma Clipson, (EC), Julia Simmonds, (JSi), Jayne Sharman, (JSh)

A. Apologies - BJ advised that she would be late joining the meeting

B. Declaration of Interests - none

C. Minutes of the last meeting - *circulated prior to the meeting*

The minutes of the meeting held on 3rd November 2020 were **unanimously** approved but not signed due to the virtual meeting format. LP will sign the document on behalf of the chair.

D. Matters Arising

Actions -

C. Clerk to amend the responsibilities table - **completed**

D. AT/JSi to complete Register of Interests and return to clerk - **completed**

D. ATo to revisit staff training/ACM mentoring with LW. ATo reported that LW has been on sick leave for several weeks and, rather than wait for a meeting, he will email her. **Action ongoing (ATo)**

H. Head to allocate sub-committee membership and arrange meeting dates - **completed**, but only one meeting has taken place due to the lockdown in January and February. Meetings will resume in the summer term.

I. Clerk to share skills audit - shared and completed by all, skills audit summary on agenda to discuss.

Action completed

I. Clerk to check JSh training - **completed**.

I. Head to arrange a virtual SCR check with SB. AT explained that the SCR check is now the responsibility of Kelly Overhill, the Trust Safeguarding Officer. She carries out termly monitoring visits, the next of which is due on Friday. The Trust is working towards a common format for the SCR across all schools to make it easier to benchmark. ATo informed the committee that SB had resigned for personal reasons and asked that the recruitment process to fill the position be started. The clerk stated that the committee remained quorate but having a full complement of members is preferred. **Action LP**

Matters arising - none

E. Update from the Chair – ATo reported that the most recent Chairs' forum had provided a brief summary from the recent lockdown. Attendance across the Trust for the four weeks to 5th February was above the national average, with 60% of staff on site also above the national average. Staff Covid related absence was higher than national average, but was still only 1-2%, and the small size of most Trust schools adversely affects the statistics. Engagement with remote learning had been excellent, at around 90%. Pupils found it much easier to engage this lockdown due to the hard work of the Head and teaching staff, despite the short notice of the move to on-line learning. ATo added that, as a parent, he had observed Miss Barlett delivering high quality remote lessons. Other AC members agreed that all teaching staff had performed excellently in front of the camera and parents were extremely grateful that their children had a familiar face to engage with each day. AT said that this showed how adaptable staff were and thanked members for their positive feedback. He also explained that he had made a short movie for

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the website filmed by the Trust's media representatives, which he had found quite daunting. This was instead of the visits to school that prospective parents are normally able to make.

5.15pm BJ joined the meeting

F. Headteacher's Report – *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. The Chair pointed out that the figure shown for year three pupils in the Autumn term 2018 was still incorrectly shown as 21 instead of 31. AT will ensure that the data officer corrects this. **Action AT**

The Head explained the codes for the key groups and an ACM **asked** for examples of the support given to SEN pupils without an EHCP. AT said that once a barrier to learning had been identified, a support plan for the pupil was put in place involving an outside agency. This may be speech and language or paediatric services, or even CAMHS. SF added that the number in the SEN support group would rise once new assessments have been carried out now that pupils are back in school.

Staffing - an ACM **questioned** whether medical leave had an impact on the school budget. AT said yes, as a replacement had to be paid to cover the absent staff member, who was also being paid. Maternity leave also had to be paid according to the appropriate Trust policy.

Attendance data - AT explained that the figures only cover the Autumn term, as there was no requirement to report attendance data whilst schools are closed during lockdown periods. Normal data reporting resumed on the 8th March and attendance had been very good so far.

Community and Partnership - the leaders of the Trust First Schools have been working closely together to achieve a joined up approach, with a common curriculum. An ACM observed that many teachers had stepped up to become Trust curriculum architects and subject leads and **questioned** whether any extra staff had been needed to cover their school roles. AT explained that this had not been necessary, with deadlines being extended so that work could continue without significant impact on teaching. JSi added that the first week of lockdown was tough, as teachers had to adapt quickly to remote learning and she was proud of the way that staff had coped.

SF explained that the Challenge Partner, Debbie Zachary, had advised that Ofsted would be looking for unique forms of community engagement to warrant awarding the top inspection grade. . AT added that the school was looking to strengthen its community links further and any ideas were welcomed from the AC.

Pupil and staff wellbeing surveys were discussed; the feedback from these were positive. 'Wellbeing Wednesdays' were introduced to give children and staff a midweek screen break and encourage more active pursuits.

The Head once again thanked the HSA for their support and resourcefulness in raising funds during the pandemic which meant each class received a donation to spend as they wished.

Health and Safety - the exception report was shared separately from the Head's report in the drive and a member **asked** whether issues raised had to be funded from the school budget. AT explained that it depended on the work required. For larger issues, a request for funds from the Trust would be made. The majority of issues on the report have now been actioned or addressed, but first aid training has been postponed due to the pandemic. This will take place in the near future. A member **queried** whether there were many accidents on the school site. The Head reported that there were very few and were even less over the last year due to the lack of children in school and the social distancing measures in place.

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Fire Risk Assessment - this report was also shared separately in the drive and AT explained that there were no findings that caused concern. The school needed a budget from the Trust to complete the emergency lighting requirements and the Fire Compartmentation Survey is being arranged. Staff do not want to lose the combustible net in the library as it adds to the character of the reading space, so the light that is too close is being removed.

SEF - this document was last reviewed with DZ in November and will be updated again in the Summer, although no date has been agreed yet. A member **queried** whether there had been any progress on the early adoption of the new Early Years' curriculum. AT said that it had already been implemented and EY's teachers across the Trust were working with the EY's lead, Karen Stephens, to ensure that the new curriculum was being followed. He explained that the assessment criteria had changed, not the teaching. There is much research based evidence to support the changes, with the focus on narrowing the attainment gaps for children that join the school. Both HFS and CFS have also introduced Nuffield Early Language Intervention, (NELI), which is a nationwide programme with twenty week's intensive training for staff. SF explained that the EY's T.A. had completed this and, although there were less than twenty weeks of the school year remaining, the work can continue into Year One. The results from the NELI programme help back up pupil referrals to the external Speech and Language team.

G. School Improvement Plan - AT shared his screen to allow the AC to view this document. He reminded members of the three areas: teaching and learning, curricular development and inclusion. He then noted the priorities in each of these areas, explaining that the plan was written in October 2020 and reviewed by the SLT on 2nd February 2021. The next review is due in April. Several of the teaching priorities are rated amber, due to the move to remote learning during the recent lockdown. These will be revisited during the summer term. JSi said that staff had to give feedback on work in different ways while the school was closed to most pupils, which has helped to develop more effective strategies than just physical marking the work. Rapid progress had been made during the Autumn term with narrowing the learning gaps but this will need to be restarted. Remote learning practice was now embedded should it be needed again, using Google Classroom for years one to four and Tapestry for reception year.

Curricular Development - the common planning framework was agreed and shared in November and this has been rated 'green'.

Subject Progression plans are now being led by the Trust Curriculum Architects, one for each year group throughout the MAT, ready for the Summer term. There will be a common Trust wide core curriculum but each establishment will be able to personalise their teaching to avoid 'identi-kit' schools.

Inclusion - attendance since the 8th March has been very good and now staff have to address the attainment gaps without overloading the children. Effective interventions were implemented in the Autumn, using one T.A. to move around classes, working with individual pupils during the lesson. At the moment staff must remain in one bubble so this cannot recommence, but it is hoped to reinstate this method later in the summer. A member **asked** if problems were anticipated in September, especially with the new intake of reception pupils. AT said that this had definitely been an issue this September, but in the latest lockdown, pre-schools and nurseries had remained open, so it will hopefully be less of one. Any EY gaps can be assessed using NELI and early referrals made to the Speech and Language service. The new EY curriculum addresses socialisation but nationally it will take time to get children back on track. SF added that there had been staff training in ELSA and wellbeing and a mindfulness consultant had been working with specific children, which has given amazing results.

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H. ACM Issues - *papers circulated prior to the meeting*

SIP Links – EC will take on the vacant safeguarding responsibility, as this compliments her e-safety link and she has completed safer recruitment training with her employer. The clerk will check whether there is an expiry date for this training. **Action LP**

Skills Audit Summary 20/21 – there are no skills gaps in the important areas and once members can make physical visits to school, expertise will grow.

Training – all members have completed the updated safeguarding module and the Trust clerk has advised that AC training is being reviewed by KO. Any update to the requirements will be communicated to LP.

Single Central Record Check – this was discussed under agenda item D

Recruitment - this was discussed under agenda item D

I. Committee Member Questions for AT – none

J. Committee Member Questions for Trustees - none

K. FAI – Feedback on the curriculum update, blended learning in the future.

L. Date of next meeting - confirmed as Tuesday, 15th June 2021 at 6pm

Meeting closed at 6:17pm

ACTIONS:

D **AT to email LW to discuss staff training/ACM mentoring**

D **LP to instigate recruitment process**

F **AT to get SH to amend incorrect data**

H **LP to check expiry date of safer recruitment training**