

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held remotely at 6pm on Tuesday 15th June 2021

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

A. Apologies - none

B. Declaration of Interests - none

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

The minutes of the meeting held on 16th March 2021 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 -

D. ATo to email LW to discuss staff training/ACM mentoring - email being sent on 16th June 2021. **Action completed**

D. LP to instigate recruitment process - this has been put on hold until September as ATo is stepping down at the end of this academic year leaving two vacancies on the AC. **Action ongoing**

F. AT to get SH to amend incorrect data - **action completed**

H. LP to check expiry date of safer recruitment training - Kelly Overhill, the Trust Safeguarding Officer states that five years is the advised period. With ATo's departure, a Committee member will have to take this training in September. EC confirmed that she had undertaken the NSPCC course with her job in 2019, but it is unclear which training provider the Trust currently uses. AT suggested that two ACM's should complete this, to ensure that there is always someone available when required to join an interview panel. This will be addressed in September. **Action ongoing**

Matters arising - none

E. Update from the Chair – ATo stated that there had not been a briefing and there was nothing to report.

F. Headteacher's Report – *circulated prior to the meeting*

School Context - AT reminded the AC that the format of the report was standard for all Trust schools, with the Trust Data Officer pre-populating the fields. The Chair said that he was unaware that the current Reception year was not full and **asked** whether this was because of the new school opening in Wimborne. AT stated that it was a low birth rate year and several schools had spaces, but the increased capacity at Wimborne First School could also have impacted on parental choice. He added that, for the coming academic year, HFS was full in Reception class. With the imminent closure of St Catherine's School, there were also pupils joining in other years. Class numbers are restricted by the Infant Class Size limit until the end of Year 2 and across the Trust Key Stage Two classes are limited to 34 pupils.

Staffing - the changes were explained further.

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Attendance data - ATo **questioned** why the national data for comparison was for the 2017/18 school year, making it almost irrelevant. The Head said that this was the most recent data for benchmarking purposes, before the disruption to attendance due to the Covid-19 pandemic. He added that attendance was rarely of concern in the school and post-lockdown figures were very good when compared to other Trust schools.

The AC's attention was drawn to the fixed term exclusion of 1.5 days, a very rare occurrence at First School level. The pupil has now re-engaged and behaviour significantly improved; the family are also receiving help from outside agencies. ATo **asked** whether the staff member involved had received adequate support. JSi said that a risk assessment was now in place, with extra support in place for 'trigger points' and that this had been very effective considering this is the first exclusion she has dealt with. The child is also receiving extra ELSA sessions.

Complaints - a parent made a complaint directly to the Trust, without involving the school first. This was not upheld in any respect. A member **questioned** whether it related to the exclusion; it did not.

Community and Partnership - the new Trust wide curriculum is being implemented from September, although schools can tailor this to maintain individuality. The 2021/22 School Improvement Plan, (SIP), has already been written in draft form, but will be evaluated and adjusted as the year progresses. An ACM **asked** whether the Curriculum Architects would continue in their roles after the end of this financial year. AT said that discussions had taken place regarding Subject Leads taking over this role once the new curriculum is live, but nothing has been decided officially. Whether there is a place going forward for the CA's will be decided by the Trust board. JSi added that she felt there was more work to be done by the CA's. Subject plans are in place for the Autumn and Spring terms and staff are excited to begin teaching the new curriculum. A member stated that it would be a shame to lose the momentum and collaborative working but AT explained that team working between schools would continue, including joint meetings and CPD sessions for next year. Joint SLT meetings with CFS will also carry on as these have proved effective and very efficient. The Trust safeguarding officer has visited and was pleased with how SLT were using the new safeguarding software. Following the recent Government announcement regarding Covid restrictions, an extra Heads' group meeting is scheduled to discuss the implications for schools. ATo has been appointed as the Parish Council school link officer to help improve community links, which have suffered during the pandemic. He advised that the Hayeswood School Association can also contact him directly, due to their charitable status.

The Chief Constable of Dorset Police recently visited Year 1 in response to their letters asking what it is like to be a Police Officer. This was organised by Becky Taylor, who is providing maternity cover in the class, and was widely reported by local and Police media platforms. The Chair requested that the AC's thanks be passed onto BT. **Action AT**

Health and Safety - there were no questions from the Committee

SEF - this document was last reviewed with DZ on 17th May and will be updated with teacher assessed data when available. The final copy will be shared with the AC before the end of this term. SF added that it was invaluable working with DZ, with many surprising successes identified. The focus is on moving forward away from the pandemic and looking at what motivates the team.

SIP - as advised earlier in the meeting, the draft SIP has been written and will be shared with the AC when more details have been added. The document looks at achievements before COVID and focuses on getting the school back on track. A member **queried** whether a visit from OFSTED was expected; AT said yes, in the near future, due to the number of years since the last inspection. DZ will take teaching

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staff through an OFSTED 'deep dive' early in the Autumn term to prepare and give an idea of likely questions. The Chair **asked** whether the AC could be involved in this to bring members up to speed with expectations. AT said that this should be possible for some of the day; hopefully visits to schools will commence again in the Autumn which will help members to reconnect with the school.

This year's SIP has been RAG rated up to the end of May and will be updated before the end of term. A number of the actions have been carried forward to next year.

Achievement - there is no national data for comparison, only schools that choose to submit their figures are included. This makes the data interesting but not the same as benchmarking against national achievements.

Safeguarding - this document was completed by KO and there were no concerns.

Health and Safety - there were no issues

G. School Improvement Plan - this document was discussed under agenda item F

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

SIP Links – Generally the size of Academy Committees is reducing as more MAT's are formed and there are not as many members to take on individual roles. DZ has advised that the Head should work with the whole AC on the SIP priorities, rather than members be responsible for individual subjects, as OFSTED will speak to whoever is available at the time of their visit. It is therefore vital that all AC's have a good understanding of the school's priorities. In the Autumn term, AT will go through the SIP with members to broaden their understanding and knowledge of the document. He will also arrange a mutually convenient time for a Curriculum meeting with members before the end of term. **Action AT**

Curriculum Update, (AT/JSi) - this was covered earlier in the meeting but JSi advised that ACM's are welcome to email her at any time, adding that she is really pleased with progress. AT added that staff have increased collaborative working since the first lockdown, both as a school and across the Trust. Year Group teams have been formed with subject leads moving to take ownership across all schools, not just their own. Shared year planning has already been taking place.

Blended Learning moving forward, (AT) - numerous positive changes have been implemented since the first lockdown, including the use of learning platforms such as Google Classroom, and apps like Sumdog. Google Classroom has remained live for learning and as a way of communicating with families. Teachers are also continuing to teach blended live and recorded lessons to ensure pupils are fully conversant with everything in case of another lockdown. JSi added that pupils are being encouraged to upload their home learning to keep them up to speed with GC and families are being given technical support when necessary. An ACM **asked** whether the Trust was giving guidance on this. AT explained that subscriptions to Sumdog and Bug Club had been purchased centrally and, following feedback from individual schools, a core package of remote learning is now in place. He added that it was important not to allow this to become stale over time and JSi said that a group of Trust staff had been looking at Virtual Reality headsets as a possibility for learning. Another member stated that there was some confusion amongst parents with Google Classroom, as each teacher uses it slightly differently, and work is posted in various places. She **requested** a communication to parents in September explaining where to access all

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aspects of the learning. JSi stated that staff needed to agree on a common format; this was done at the start of the first lockdown but each teacher has evolved their own system over time. AT agreed that this needed to be standardised and he thanked the ACM for bringing this to his attention. **Action AT**

Training – Members to continue working through the NGA modules throughout their term of office, with the new Chair also completing the ‘Managing Allegations’ training as directed by the Trust.

Recruitment & Succession Planning - ATo has left the ‘Chairs’ Handbook’ in the school office for the new Chair in September.

I. Committee Member Questions for AT – A member **asked** how AT felt the year had gone. The Head said that he was encouraged by how many SIP priorities had been achieved. There has been significant progress in closing the attainment gaps and lots of support and positive feedback from families. However, he is looking forward to resuming face to face meetings, which is hopefully not too far in the future. An ACM said that the online provision had been very successful, but realised that remote teaching was much harder for the staff.

A member **questioned** whether teachers would be moving year groups for September. AT explained that due to the implementation of the new curriculum, most would be remaining and once the final decisions were made, he would write to advise parents. He added that there had been so much disruption for teaching staff over the last year that most wanted to remain in their current role.

J. Committee Member Questions for Trustees - none

K. FAI – Learning Walks

L. Date of next meeting - to be confirmed in early September

The Head thanked ATo for his support and commitment to the AC. ATO said that it had been a pleasure to work with everyone.

Meeting closed at 07:10pm

ACTIONS:

- D** *LP to instigate recruitment process in September*
- D** *LP to arrange for safer recruitment training in September*
- F** *AT to pass the Committee’s thanks to Becky Taylor*
- H** *AT to arrange a date for a Curriculum meeting*
- H** *AT to ensure that teachers’ use of GC follows a common format; AT to advise parents of this in September*