

## Wallscourt Farm Academy Council Meeting Minutes

### Thursday 3<sup>rd</sup> December 2020, 6.00pm

#### Venue – Virtual online video/audio.

Success & Bright Spots (To grow)	Trails & Underperformance (Areas of focus)
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Children with SEND</li> <li>• New joiners attainment &amp; Progress</li> <li>• Writing in Yrs 4, 5,6</li> <li>• Children at Greater Depth</li> </ul>

### Academy Council:

AC Members		Attended	Apologies
Michael Small	Sponsor 1 (Chair)	√	
Nathan Leigh	Sponsor 2	√	
Linda Tanner	Sponsor 3	√	
Phil Walker	Sponsor 4	√	
Craig Phillips	Sponsor 5		<b>Apologies</b>
Sue Kelham	Principal	√	
Susie Weaver	Executive Principal	√	
Trevor Jones	Local Authority Rep	√	
Dee Mason	Parent Councillor	√	
Jenny Bodnarchuk	Parent Councillor	√	
Helen Rea	Staff Councillor		<b>Apologies</b>
Lucy Salmon	Student Advocate	√	
Emma Montmasson	Support Staff Councillor	√	
<b>Invited attendees</b>			
Hannah McDonnell	Vice Principal	√	

Item	Description	Action
<b>1.</b>	<b>Introduction, Administration, and Apologies</b>	
1.1	The meeting was opened by the Chair, and all were welcomed. The meeting was deemed quorate.	
1.1.2	The meeting took place online video/audio conference on Microsoft Teams during the Covid-19 pandemic. MS explained the meeting protocol.	
1.1.3	Apologies were received and accepted from Craig Phillips.	
1.1.4	Linda Tanner, Susie Weaver and Jenny Bodnarchuk will be late arrivals, and Nathan Leigh will leave early.	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	None	
<b>3.</b>	<b>Academy Council Membership</b>	
3.1		
<b>4.</b>	<b>Minutes of Previous Meeting</b>	
3.1	Minutes were confirmed. Actions are listed at the end of the document.	
<b>5.</b>	<b>Matters Arising</b>	
<b>6.</b>	<b>Quality of Education including curriculum developments</b>	
6.1	(SK) We have 2 new additions to our curriculum – Being a Computer Scientist and Being a Citizen.	
6.2	(SK) Helen Rea is working as the Music Curriculum Lead across the CLF.	
6.3	(SK) Our Subject Leaders are receiving release time from teaching to work on Action Plans – We would welcome Link meetings in T3/4	
6.4	(SK) Subject knowledge workshops have taken place for staff to upskill	
6.5	(SK) To link with eSafety and Computer Science, Y6 having been <b>learning</b> how to keep safe online and have their own online book club.	
6.6	(SK) Several local schools have had interim OFSTED visits, and WFA may be due one shortly. We have prepared for this and have knowledge of the questions that have been asked in the other Academies.	
<b>7.</b>	<b>Achievement and Standards</b>	
<b>7.1</b>	<b>Y2 Student Outcomes</b>	
7.1.1	(SK) We have assessed 44 from 58 students in Phonics, so far all have passed. Interventions are in place for the learners where required.	
<b>7.2</b>	<b>Yr6 Outcomes</b>	
7.2.1	(SK) Yr6 have taken their 2 <sup>nd</sup> Mocks. 52% are at the age related expectations for Reading/Writing/Maths	
7.2.2	(SK) After Mock 1 & 2, 82% are at the age expected for Reading with 30% at Greater Depth, although this is a decrease from last year. This is the best level in the CLF.	
7.2.3	(SK) 56% at age expected for Maths, this is an 11% decrease from last year.	
<b>7.3</b>	<b>What is the expected pass percentage?</b>	
7.3.1	(SK) CLF set 75% as our target for Combined Reading, Writing and Maths.	
<b>7.4</b>	<b>Are Individual Students Marks available?</b>	
7.4.1	(SK) Yes, however we don't release this information to the Academy Council due to student confidentiality.	
7.4.2	(SW) In-depth analysis takes place at the Academy ARM/ARV (Academy Review Meeting/Visit). Pertinent questions are asked.	
7.5	(SK) SPAG 78% are at Age related expected, although this is a decrease from last year.	

	<b>Attendance</b>	
7.6	(SK) Yr4 & 6 have had bubble closures recently	
<b>7.7</b>	<b>The attendance data includes the X code</b>	
7.7.1	(HMc) The X code is to show the students absence is Covid related.	
7.7.2	(SW) When students are absent from school due to covid ie, isolating etc the code the absence as X. We have to report this data to the DfE.	
<b>7.8</b>	<b>Do students receive an X code if they don't due the remote learning?</b>	
7.8.1	(SK) Yes, although we do take an online register and are of which students are taking part.	
<b>7.9</b>	<b>There is a query with Yr5</b>	
7.9.1	(HMc) We have 2 learners in Yr5 that have not returned to WFA. We are supporting these families alongside other Agencies. These absences are having a huge impact on the Yr5 attendance.	
	<b>Blended Learning</b>	
7.10	(SK) We have hosted a CPD session for staff to create and host live learning for our students. We have been using Teams to save the learning sessions and have created an online learning charter.	
7.10.1	(SK) Yr4 have had remote learning lessons that have gone really well.	
7.10.2	(NL) The online sessions for the students were excellent	
7.10.3	(PW) The Yr4 sessions were very good and had very positive engagement. The Yr6 sessions did not have the same engagement.	
<b>7.11</b>	<b>Were the lessons/challenges created whilst the students were off or were they prepared in advance?</b>	
7.11.1	(SK) Yes, they were prepared in advance, and we trained Yr5 on how to use Teams.	
7.11.2	(SW) The level of detail in the slides for the students is excellent.	
7.11.3	(SK) We are working on teaching our younger students how to access the online learning.	
<b>7.12.</b>	<b>How do you evaluate the level of learning?</b>	
7.12.1	(SK) We assign work to a student and save to a file	
<b>7.13</b>	<b>Do you give feedback to students, or mark the work?</b>	
7.13.1	We don't give individual feedback online, we work on addressing gaps in learning.	
<b>7.14</b>	<b>Is there an issue with digital deprivation with the WFA students?</b>	
7.14.1	(SK) We were able to provide laptops to those that needed them.	
<b>7.15</b>	<b>Have you encountered any issues for families with access to online learning?</b>	
7.15.1	(SK) We liaised with our families and accessed devices via the Central Team. We had 6 laptops which we were able to distribute to those that required them.	
7.15.2	(SW) The DfE publicised that there would be huge help available however that didn't come to fruition. The CLF purchased laptops to compensate for bubble closures so the laptops move around on a rolling basis for those that require them.	
7.16	At the next meeting we can discuss the AIP/ARV/ARM and the coding implementation to the council. We spoke in the last meeting about Councillor knowledge of the classroom and how we can support. <b>ACTION</b>	<b>ALL</b>
	<b>Behaviour</b>	
7.17	(SK) Behaviour at WFA continues to be positive, any repeated incidents are logged onto CPOMS and additional support is supported where required.	
7.17.1	(SK_ There has been one FTE this term.	
	<b>Pupil Premium &amp; LAC</b>	
7.18	(SK) Our family support worker is working with our vulnerable families and is undertaking weekly doorstep visits.	
7.18.1	(SK) We are providing vouchers for vulnerable families if they are isolating for 2 weeks.	
7.19	(SK) PW & I have met regarding PP.	

7.19.1	(PW) Summary of Improvement and success. It's hard to pinpoint what constitutes success, but please be assured that many interventions are in place. We need to be able to see the success, so a short summary would be beneficial	
7.20	(SK) We are using the catch up funding to employ a FT Yr5 teacher. The teacher will move to Yr4 shortly and we will be advertising for a Learning Support Assistant, and purchasing iPads for SEND Learners and to support learners in Yr6.	
7.20.1	(SK) A Numeracy mentor is due to start in January, the person is also a qualified teacher and will begin working with Yr5 students. The position has flexible hours and provide some 121 support.	
	<b>19:00 - Linda Tanner joined the meeting and Nathan Leigh left the meeting.</b>	
<b>8.</b>	<b>Safeguarding</b>	
8.1	(SK) 2 Core Team meetings have taken place this term; 1 for a Child in Need plan and 1 for a child on a Child Protection plan.	
8.1.1	(SK) One of students who is a Child in Care will be moving schools in January as it is closer to the Foster Carers. We have already held a transition meeting with the new school.	
8.1.2	(SK) We have held 2 PEP meetings for 1 student who is a child in care and held 2 interim reviews.	
8.1.3	(SK) has attended training on Prevent and CPOMS	
8.1.4	(SK) MS and I have met to review the SCR (Single Central Register).	
8.1.5	(SK) Charlotte Black (Vice Principal) will have DSLO training in January to enable her take on this role when Hannah McDonnell goes on Maternity Leave, and Advanced Safeguarding practitioner training is booked for January 2021 for 4 members of the WFA Team.	
<b>8.2</b>	<b>Have you been able to have conversations with the parents of the children who have not yet returned to WFA?</b>	
8.2.1	Yes, we have also performed home visits.	
<b>8.3</b>	<b>Have you hosted any online safety programs for the children and families?</b>	
8.3.1	(SK) Yes, we have previously held workshops but they weren't very well attended. Our main concern is unkindness on Social Media.	
8.3.2	(JB) Could you host these workshops again, perhaps online?	
<b>9.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
9.1	(SK) We remain cautious with our budget, but we continue to remain in financial guidelines. We have lost 60% of our out of hours funding and we have 1 staff member leaving who will not be replaced.	
9.2	(TJ) I have checked through the WFA Risk Assessment. Fi Mallin has the overview of the implementation of the RA and links closely with SK every day to ensure we are Covid secure. .	
9.2.1	(TJ) Additional sockets are being installed shortly and a small issue with the seals on the Fire Doors have been noted.	
9.2.2	The Health & Safety policy was noted during the Health & Safety meeting	
9.2.3	(TJ) There is a concern with students bags being a trip hazard during the most recent fire drill.	
9.2.4	(TJ) A Yr6 student was almost knocked over outside of school; it has been reported to the Council as a safety concern.	
9.3	(SK) ROSPA have checked the play equipment and an action plan is being created to enable repair.	
9.3.1	(SK) The Wildlife area requires bark and the roots require cutting away – we are currently now able to use this area.	
9.3.2	(SK) We are due to have a projector, lights and speakers installed in the super classroom; the room will be out of action during the installation. This is being funded from the original set up funding.	

<b>10.</b>	<b>Staffing &amp; Wellbeing</b>	
10.1	(SK) Morale is high although there is anxiety among staff regarding Covid. Several teachers are receiving supervision which was needed and well received.	
10.1.1	(SK) Staff are able to complete their PPA at home, and all meetings except from the 'All Staff' briefing take place on Teams.	
10.1.2	(SK) Staff are currently practicing a Christmas Song for the Children.	
10.1.3	(SK) Staff are catching up with one another, but maintaining Social Distancing	
10.2	(SK) The Staff Survey has just ended – approx. 1200 staff (1800) have replied. The CLF required at least a 60% response from each Academy.	
10.2.1	(SW) The results are showing lots of positivity across the trust.	
10.2.2	(MS) Are we able to break the results down by Teaching and Support staff?	
10.2.3	(SW) Yes.	
10.3	The additional teacher (from Catch up funding) has completed all of her face to face and Nimble training	
10.3.1	A replacement Teaching Partner has also completed all of her required training	
10.3.2	3 of our out of hours staff have been recruited as lunchtime leaders.	
10.3.3	Amber Driver has begun MAT Leave. Hannah McDonnell will work from home w/c 7 <sup>th</sup> December.	
10.3.4	We have an advert out for a Vice Principal MAT Cover and are also advertising for a Teaching Partner following the resignation of K Evans.	
10.3.5	(SW) We recently received guidance from the Government regarding possible risks to pregnant staff and the requirement for them to work from home from 28 weeks pregnant. Whilst CLF followed the guidance, a further update means those staff are now able to return to the workplace with additional measures in place and an individual risk assessment. Our Primary staff who choose to return to work are not working directly with the children.	
<b>11.</b>	<b>Policies</b>	
11.1	Is the RSHE Policy live?	
11.1.1	Yes, it has completed consultation and is a confirmed policy on the school website.	
11.2	The following Policies were noted/approved by the Academy Council <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Admissions</li> <li>• Accessibility</li> </ul>	
11.3	The Admissions policy has been updated to note that WFA has implemented the out of area sibling rule. Siblings who live out of the catchment area of WFA will no longer receive admission preference over those children that are in the school catchment.	
<b>12.</b>	<b>Student Voice/Student Advocate</b>	
	N/A	
<b>12.</b>	<b>Governance</b>	
12.1	Link Councillors should liaise with SK for virtual ink meetings – MS will confirm the links ASAP	
<b>13.</b>	<b>Equality &amp; Diversity</b>	
	N/A	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
	N/A	
<b>15.</b>	<b>AOB</b>	
	<b>Meeting Closed at 19:40</b>	

**ACTIONS**

MEETING DATE	ITEM	ACTION	OWNER	STATUS
19.12.19	5.13.2	PW and SK to meet re: PP	SK/PW	Closed
08.10.20	9.2	Trevor Jones to meet with Fi Mallin and Owen Dukes RE: Health & Safety in T2	TJ	Closed
08.10.20	12.4.1	LS to add the Student Advocate presentation to Teams	LS	Closed
03.12.20	6.3	Councillors to schedule Link meeting in T3/4	ALL	Open
03.12.20		discuss the AIP/ARV/ARM and the coding implementation to the council.	ALL	Open

Approved: \_\_\_\_\_ Date \_\_\_\_\_