



**Wallscourt Farm Academy Council Meeting Minutes**  
**Thursday 2<sup>nd</sup> July 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>• EYFS</li> <li>• Phonics</li> <li>• Writing in R-2 (Now 3)</li> <li>• Year 2 outcomes in Reading, Writing and Maths</li> <li>• Curriculum – Enquiry Approach</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
Nathan Leigh	Sponsor 1 (Chair)	✓	
Michael Small	Sponsor 2	✓	
Linda Tanner	Sponsor 3	✓	
Phil Walker	Sponsor 4	✓	
Craig Phillips	Sponsor 5	✓	
Sue Kelham	Principal	✓	
Susie Weaver	Executive Principal	✓	
Trevor Jones	Local Authority Rep	✓	
VACANCY	Parent Councillor		
Jenny Bodnarchuk	Parent Councillor		<b>Apologies</b>
Helen Rea	Staff Councillor	✓	
Lucy Salmon	Student Advocate	✓	
<b>Invited attendees</b>			
Hannah McDonnell	Vice Principal		<b>Apologies</b>

The Academy Council spent fifteen minutes before the meeting started, reviewing, and discussing the Academy Council report to identify trends and lines of enquiry.

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. NL explained the meeting protocol.	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	None	
<b>3.</b>	<b>Minutes of Previous Meeting</b>	
3.1	Minutes were confirmed. Actions are listed at the end of the document.	
<b>4.</b>	<b>Matters Arising</b>	
4.1	NL explained that he had emailed the Academy Council prior to this meeting to confirm that he would be stepping down as Chair of WFA Academy Council, but would remain as a Sponsor Councillor.	
4.1.1	NL has previously discussed this with SK & SW, and his resignation has been noted by the Central Team. NL will remain as Chair until the replacement is confirmed.	
4.1.2	The Chair position on any CLF Academy Council is an appointment that requires confirmation by the CLF Board, with any candidate having an interview with Steve Taylor (CEO) and also upon recommendation from the Principal and Executive Principal. The next Board Meeting is scheduled for Monday 13 <sup>th</sup> July 2020.	
4.1.3	(SK) Huge thank you to NL for his continued support as Chair.	
4.1.4	(SW) Delighted that NL is remaining as part of the AC.	
	<b>Academy Council Report</b>	
	<i>Please note that full detail of the Academy Council report can be found in the Powerpoint presentation that is located within the Term 6 AC file in Teams. The below is a summary of this presentation.</i>	
4.2	(SK) Our aims during the closure period were to keep people safe, ensure that our students were supported to learn over time and ensuring support for our most vulnerable.	
4.2.1	(SK) There were several phases to our reopening which included only receiving key worker and vulnerable children in the immediate phase of lockdown. For several weeks, WFA children attended Begbrook Primary Academy as part of a hub of CLF academies; these children returned to WFA due to an increased demand for spaces. Following government advice WFA offered further spaces to students in YR, Yr1 and Yr6 after the May half term break. On Monday 6 <sup>th</sup> July we are expecting 163 children to attend WFA.	
4.2.2	We firstly allocated places to students with an EHCP or those involved with Social Care. We then offered spaces to children of critical workers, with the youngest being offered first and then the priority year groups, again offering the youngest children first.	
4.2.3	(NL) I wanted to update the AC that SK received a lot of unnecessary criticism via email from Parents over half term. SK has received EP support	
4.2.4	(SW) All of Academies have received forms of criticism which stems from a reality v expectation view and lots of inaccurate information from parents. WFA is in the middle of a new build village that has many Social Media groups. It is though, a really good indication that parents do want their children at school.	
4.2.5	(SK) Further places are being offered to students as they become available.	
4.3	(SK) Our current attendance is 4.1%	
<b>4.4</b>	<b>Can you explain the deep cleaning that takes place on a Wednesday?</b>	
4.4.1	(SK) We have priority year groups in to the Academy on Mon/Tues & Thurs/Fri. A deep clean of the entire Academy takes place on a Weds; all staff are continually cleaning and wiping furniture etc throughout the day when students and staff are on site.	

<b>5.</b>	<b>Quality of Education including curriculum developments</b>	
5.1	(SK) Please watch the podcast of the Recovery Curriculum. We continue to provide high quality distance learning, and the WFA staff are contributing to the CLF bank of online lessons.	
<b>5.2</b>	<b>How are we monitoring Distance Learning?</b>	
5.2.1	(SK) Some children are not logging in as much as they should. We are having telephone conversations with families and delivering paper packs of work where necessary. Engagement is quite high, although the children we suspected would not engage are not.	
5.2.2	(SW) There is some distance learning fatigue	
5.2.3	(SK) We have explored interactive lessons and OT skills have improved.	
5.2.4	(HR) We have trialed quizzes using Microsoft forms, and Innes has explored different ways of checking reading comprehension.	
5.3	(SK) There is a trust wide strategy for the Recovery Curriculum (Please see the slide on Teams). We are sending forms to families to ask if we should know anything about the children whilst they have been away from the Academy. We are aware the children will need to learn how to learn again, use their listening skills, they will also have different levels of anxiety.	
5.3.1	Staff are keen to continue with lessons outside of the classroom; this has been working well during lockdown.	
5.4	(SK) I have filmed myself presenting for online gatherings for the children, and we have increased the use of video and narrated powerpoint sessions. Our live sessions have a 20sec lag.	
<b>6.</b>	<b>Achievement and Standards</b>	
6.1	(SK) There is no new data for this term, however we are writing reports for families. Attendance was and remain strong throughout WFA, and our Persistent Absence had declined prior to lockdown.	
6.1.1	(SK) Our end of year report is obviously different to normal as we've had to adapt the report. We will be sharing the report with families via email and post.	
6.2	(SK) The Behavior during lockdown is good. The children have risen to the challenge of maintaining Social Distancing, it will be a bigger challenge in September!	
<b>6.3</b>	<b>How are you planning for transition from Yr6 to Yr7 and for the incumbent Reception children?</b>	
6.3.1	(SW) Our guidance on transition is being shared with South Glos, Bristol, BANES & North Somerset Local Authorities. We are working to give children a smooth transition to Secondary school.	
6.3.2	(HR) We have received forms from Secondary schools, and had meetings remotely where we have been able to give a full overview of each child. There have been lots of positives; we are currently looking at how we can provide 'rites of passage' for our Yr6 children and to enable them have closure on their primary education.	
6.3.3	(SK) We have 20 children who will be attending Bristol MET for the day to ensure they have a tour of the school. On the last of term we will welcome all of our Yr6 children back to WFA for a last goodbye, and yearbook presentation.	
6.3.4	(SK) We have met with all the reception families via teams (we are meeting with the families of all other year groups via teams also). We are hoping to welcome our Reception families to a picnic at the end of this term or early in September. Sarah has linked with all of the nursery schools.	
6.3.5	There was a data breach with email addresses from our Reception families, however we have followed the reporting protocol.	
<b>7.</b>	<b>Safeguarding and Inclusion</b>	
7.1	(SK) MS and I have continued to meet fortnightly. Our Safeguarding team (Celia, SK & HM) we are hoping to appoint a family support worker.	
7.1.1	(SK) In the meetings we have discussed out vulnerable children, and we have confirmation that the Free Schools Meals will be extended throughout the Summer holidays. The end of year Safeguarding report will be issued shortly.	
7.1.2	(MS) The fortnightly meetings are very useful.	

7.2	(SK) We are still supporting vulnerable families. At the beginning of lockdown we provided 13 families with food boxes; we are currently supporting 48 families. We have received some very generous donations including £200 ASDA vouchers and a large donation of brand new books	
<b>8.</b>	<b>Finance, Health &amp; Safety and Estates</b>	
8.1	(SK) Budgets are being managed Centrally, and spending has been kept to essential items only. Our budget has been approved for next year.	
8.2	(SK) Our Out of Hours staff (Breakfast and Afterschool Club) have been furloughed as these clubs are not open. The CLF are topping up the remaining 20% of the salaries.	
8.3	(SK) We have visits from Owen Dukes from the Central Health & Safety Team once per week.	
<b>9.</b>	<b>Staffing &amp; Wellbeing</b>	
9.1	(SK) Staff morale is high, the team have been incredible and they are encouraged to leave the Academy when the children leave and not to come in to school early.	
9.2	(SK) We had to closed 2 bubbles last week due a staff member having a high temperature.	
9.3	(SK) We have increased staff PPA time, and some staff remain working from home. We have additional funding for a new learning assistant.	
9.4	(SK) We have 2 NQTs and have managed to rework our timetable for next year to ensure they receive the remainder of their training (that was missed due to Covid) until Christmas 2020.	
<b>10.</b>	<b>Policies</b>	
10.1	The Academy Exclusions policy v3.3 was noted by the Council.	
<b>11.</b>	<b>Student Voice/Student Advocate</b>	
11.1	(LS) Our families have enjoyed learning together during lockdown, however some have mixed feelings about returning to school and what bubble they will be in.	
11.2	(LS) Reflecting on lockdown, the general gist from the children attending school during lockdown, is that the children are happy and like routines, but are aware of the differences at school. They are enjoying being able to do sports and outdoor learning, but are aware that it is tricky being back at school and they miss their friends.	
11.3	(LS) I have received some positive emails from families of our students.	
<b>11.4</b>	<b>Have we built any feedback into how to open in September?</b>	
11.4.1	(LS) We have received feedback regarding the narrated Powerpoint sessions. We will make more use of our outdoor space with the children when they return.	
11.4.2	(NL) Thank you Lucy, that is really insightful from the children.	
11.4.3	(SK) We will also continue with the Wordpress Class pages – there has been a lot of enthusiasm for these.	
<b>12.</b>	<b>Governance</b>	
12.1	The Health & Safety and Safeguarding training is available Nimble – Please ensure you complete these by September 7 <sup>th</sup> 2020.	
12.2	There is a vacancy for a Parent Councillor that we will advertise for in September.	LP
<b>13.</b>	<b>Equality &amp; Diversity</b>	
13.1	(SK) There has been lots of conversation regarding BLM. SW & SK are both members of the newly formed Race & Equality Steering group (SW is vice chair).	
13.2	We are currently finalizing the policy for Relationship and Sex Education. 2 teachers are leading the training for the R & SE. There will be consultation group created for this in September.	
<b>14.</b>	<b>Matters for the attention of the Board/COAC</b>	
	N/A	
<b>15.</b>	<b>AOB</b>	
15.1	(SK) I will send the Children in Care report to LT ASAP	
	<b>Meeting Closed at 19:23</b>	

## ACTIONS

MEETING DATE	ITEM	ACTION	OWNER	STATUS
10.10.19	4.1.1	SW to speak with Jason to ask if data can be added to front of the Academy Council report.	SW	Open
10.10.19	5.6.2	SK to set a date for the meeting regarding the Relationships, health and Sex Education policy and confirm to the AC. As many Councillors as possible should attend <b>UPDATE; 12.02.20 – Focus groups for the PHSE policy is almost ready for consultation</b>	SK	Open
10.10.19	12.3	Michael Small to present an overview and understanding of the Blackbox data – Date TBC	MS	Open
19.12.19	5.4.2	Please ensure that Steve Taylor is aware when the meeting with Dave Baker and the head teacher of Patchway community college is taking place. <b>UPDATE: 13.02.20 – This will take place after Secondary places are allocated in early March</b> <b>UPDATE: 30.04.2020 – Postponed due to the COVID 19 pandemic</b>	SK/SW	Open
19.12.19	5.13.2	PW and SK to meet re: PP	SK/PW	Open
30.04.20	6.2.4	SW to liaise with HR regarding a detailed reference request due to video interviews	SW	Open

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