

Wallscourt Farm Academy Council Meeting Minutes

Tuesday 3rd May 2022, 5.30pm

Venue – Wallscourt Farm Academy

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

Academy Council:

AC Members		Attended	Apologies
Michael Small	Sponsor 1 (Chair)	√	
Nathan Leigh	Sponsor 2	√	
Linda Tanner	Sponsor 3	√	
Kathryn Raftery	Sponsor 4	√	
Vacancy	Sponsor 5	-	-
Sue Kelham	Principal	√	
Susie Weaver	Executive Principal	√	
Trevor Jones	Local Authority Rep	√	
Dee Mason	Parent Councillor	√	
Jenny Bodnarchuk	Parent Councillor	√	
Helen Rea	Staff Councillor	√	
Lucy Salmon	Student Advocate	√	
Emma Montmasson	Support Staff Councillor	√	
Invited attendees			
Charlotte Seavill	Clerk	√	
Hannah McDonnell	Vice Principal	√	

Item	Description	Action
1.	Introduction, Administration, and Apologies	
1.1	MS welcomed everyone to the meeting. Apologies are recorded above.	
2.	Declarations of Interest	
2.1	There were no new declarations.	
3.	Academy Council Membership	
3.1	<p>There have been 3 resignations: CC resigned with immediate effect and NL & JB will be leaving at the end of Term 6. There will be a Parent Councillor Election in Term 6/1. Councillors are encouraged to recommend friends or colleagues to the role if they are interested in becoming a councillor as there are 2 sponsored councillor vacancies available as well as the parent role.</p> <p>Councillors discussed a coffee morning for prospective councillors, leaflet drops, skills audits and training as well as the importance of increasing diversity in the team and improving community links.</p> <p>ACTION: JB to draft a coffee morning invitation</p>	JB
4.	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 10 th March 2022 were approved.	
5.	Matters Arising	

5.1	SK will provide case studies (anonymized) to demonstrate those students not expecting to reach age related expectations are making progress. Included in agenda Councillors reviewed case studies for 5 children in Year 6 who are not sitting SATS including their background, interventions, progress and provision.	
5.1.1	Are there additional staff available to support these students and will they receive the same level of support at secondary school?	
5.1.2	Yes, they have a Teaching Partner and do lots of smaller group work as well as having 121 Teaching Partner support. Their provision is managed in the classroom team with interventions as necessary such as Speech and Language Therapy. Children have a learner plan, which is reviewed termly with families and children with SEND have transition meetings and support. There is a lot of sharing with new schools to ensure they understand the provision in place and what each child needs. We have had a visit from a member of staff at Snowdon Village to talk to them about what to expect at secondary school. There is a delicate balance in ensuring that their needs are met, while encouraging the independence they will need at secondary school.	
5.2	ACTION: Add risk register to the next agenda – papers shared in Teams – COMPLETE ACTION: Add Equality Policy to the next agenda – Carry forward ACTION: Add lateness to the next agenda – Carry forward ACTION: Add SG Safeguarding Audit to the next agenda – Carry forward ACTION: HR to send the PP challenge slides to Clerk for circulation and item in next agenda – Carry forward	
6.	Academy Council Report	
6.1	The Academy Council Report was shared in Teams prior to the meeting. Councillors discussed the timings and format of the Learning Walk on 6 th May, including discussing EDI with the Agents for Change, Green Ambassadors work towards the Green Flag Award, Future Leaders Reps and observing behaviour for learning and talking to children about their learning journey. Councillors discussed the current difficulty recruiting Lunchtime Leaders and the cover plan in place being fulfilled by SLT. Councilors discussed the rise in behaviour incidents being down to students feeling more confident and understanding how to report incidents to an adult as well as a clear understanding of what is right and what is wrong.	
6.2	ACTION: SK to share the dates for the Agents for Change events with JB	SK
6.3	Do we collect feedback from staff leavers to identify any reasons Lunchtime Leaders might be leaving? How do we usually recruit?	
6.4	Yes, we gather feedback through exit interviews and we often find that Lunchtime Leaders find more hours elsewhere or find work closer to home. The hours are very specific. We recruit through eTeach and the CLF and schools websites as well as newsletters and emails to parents and families. Councillors discussed the possibility of adding a link to eTeach on the Cheswick Village Facebook page and a leaflet drop locally.	
6.5	What is being done to support children who are making poor choices online? Do we need to offer more support to parents to understand online safety?	
6.6	There has been some unkindness online outside of school which staff spend a lot of time dealing with in school. Staff speak to families and students to resolve situations. There is lot of work on online safety in the curriculum and we recently had a PCSO visit to discuss online risks and safety. The main areas for concern are children giving false ages to use apps such as tictok, whatsapp and snapchat. Councillors discussed the possibility of older students from a local CLF secondary school visiting WFA to speak to students about online safety.	

	<p>We have previously offered online safety evenings for parents which were well attended, which could be introduced again. Councillors offered to help provide 121 advice sessions with parents at an online safety event if appropriate.</p> <p>Parent councillors reflected that the information coming home with their children via the curriculum is really good and clear on what's right and wrong.</p>	
6.7	<p>There was a presentation on lateness data and the outcomes of the changes to gate times. The analysis included breakdowns by PP & non-PP students, year groups and terms. Councillors discussed the safeguarding procedures in place for late students including students who travel to school without a grown up. Staff have noted the difference in students running down the road to make it in to school on time and the clear expectations around punctuality</p>	
6.7.1	How sustainable is this amount of work and how does it relate to the follow up actions?	
6.7.2	<p>It does take a lot of time, but in order to make impact, staff need to focus a lot of time on this area of attendance.</p>	
6.7.3	What has initial feedback been like?	
6.7.4	<p>Teachers are really pleased with the progress and the way it has stopped lots of interruptions to the start of the school day.</p>	
6.7.5	How has the pandemic related school closures effected children's habits and attitude towards school?	
6.7.6	<p>Some students have really struggled with the return to school and find it very difficult and some children's attitudes towards school have been affected by the closures. Persistent absence is higher than we would like but it is inline with other schools locally.</p>	
6.8	<p>All councillors were invited to the academy production of Peter Pan.</p>	
6.9	<u>ACTION: HM to feedback to councillors in Term 1 22/23 meeting regarding mental health training.</u>	HM
6.10	<u>ACTION: Reassign link roles in September following resignations and recruitment</u>	MS/CS
7.	Safeguarding	
7.1	<p>Councillors reviewed the termly report which didn't highlight any causes for concern. Councillors discussed the 2 audits each year, one internal and one by the LA. The results from the LA audit were shared and again showed no causes for concern.</p>	
8.	Quality of Education	
8.1	<p>Councillors discussed the pause to instructional coaching this term to focus on the Voice 21 project and non-fiction writing. Observations have been paused but drop ins are still happening and SCITT trainees are back for the remainder of the academic year. Teachers have been given a single page summary of the CLF RE curriculum which has been really useful to support planning. Children learned about Ramadan and Eid through Gatherings and all families were invited to the school to celebrate Iftar.</p>	
8.2	<p>Councillors reviewed the most recent mock data and discussed how students not sitting SATs will be included in the final data and the impact on the PP gap. There will be no published league tables this year but data will be used by Ofsted and can be published on the website.</p>	
8.3	How do Year 6 staff feel about the predictions and the impact of the students not sitting SATs?	
8.4	<p>Staff are celebrating the successes of every child, their progress and their attitudes, regardless of their formal results.</p>	
8.5	How many students in Y6 are in receipt of PP?	
8.6	<p>There is a high percentage of students in receipt of PP in Year 16. 17 out of 55 students are in receipt.</p>	
8.7	<p>Councillors discussed the upcoming residential trip for Y5 students and the financial support given available. Not all students are attending so councillors discussed the arrangements will be for those in school and the possibility of moving the timing of camp to a different time of year to increase uptake.</p>	

8.8	Councillors discussed the recent use of Sports Premium funding to pay for visits from the Bristol Flyers where children are learning about basketball and healthy lifestyles.	
9.	Finance, Health & Safety and Estates	
9.1	The academy has submitted their self evaluation today and will receive a visit from the H&S advisor next week. ACTION: TJ to provide H&S update at the next meeting.	TJ
9.2	Councillors discussed the recent change in policy for bump notes and parental feedback including the need to clarify why the change has happened and what is meant by “serious injury”. ACTION: SK	SK
9.3	Councillors discussed the budget for next year which, although tighter than ever before, still balances including meeting business rules, and remains focused on spending current budget on current students.	
10.	Policies	
10.1	The new Equalities policy, written in conjunction with Equaliteach, was included in the papers to note.	
10.2	ACTION: SK & DM to discuss ideas when the policy is next reviewed.	SK/DM
11.	Admissions	
11.1	Councillors reviewed the current number of roll, admissions numbers for September and the agreed to discuss more fully at the next meeting when more definitive numbers are available. ACTION: Clerk to add admissions to the next agenda	CS
12.	Matters for the attention of COAC/Trust Board	
12.1	None	
12.	AOB	
13.1	Dates for the CLF Governance conference and CLF Summer conference were shared, as well as training from Bristol City Council.	
13.2	Link roles: MS – Safeguarding CP – Maths and STEM NL – CIC and LAC KR – PP LT – Literacy and History TJ – H&S JB – SEND and Wellbeing DM – Arts and Music EM – RSHE	

ACTIONS

MEETING DATE	ITEM	ACTION	OWNER	STATUS
25.11.21	6.7	SK will provide case studies (anonymized) to demonstrate those students not expecting to reach age related expectations are making progress.	SK	COMPLETE
25.11.21	9.4	TJ will provide a H&S update after the H&S committee meeting.	TJ	COMPLETE
25.11.21	9.5	SK will provide KR with further detail about the Facilities committee. <i>10/03/22 Councillors discussed the ongoing difficulty to offer lettings due to the cleaning contract in place.</i>	SK	COMPLETE
25.11.21	11.1	MS will provide minor amendments to the Admissions Policy to SK.	MS	COMPLETE
25.11.21	12.1	SW will link with BG to confirm the AC’s remit for the risk register. ACTION: SW	SW	COMPLETE

		<p>10/03/22 BG is creating a trust wide dashboard with all potential risks for schools which can be used in conjunction with information from schools to drive the risk register. It is being piloted across the CLF and will be shared with all AC when ready.</p> <p><u>ACTION: Add risk register to the next agenda</u></p>	CS	C/F
25.11.21	12.2	Link Councillor roles will be confirmed at the next meeting.	MS	COMPLETE
25.11.21	12.3	WH will email details regarding the New Councillor Induction session to the AC.	WH	COMPLETE
10.03.22	2.1	ACTION: All councillors to complete the mid-year declaration form available on email to ensure interests are recorded accurately.	ALL	COMPLETE
10.03.22	7.1	<u>ACTION: Add Equality Policy to the next agenda.</u>	CS	COMPLETE
10.03.22	8.2	<u>ACTION: Add lateness to the next agenda.</u>	CS	COMPLETE
10.03.22	9.1	<u>ACTION: Add SG Safeguarding Audit to the next agenda</u>	CS	COMPLETE
10.03.22	11.1	<u>ACTION: HR to send the PP challenge slides to Clerk for circulation and item in next agenda</u>	HR/CS	
03.05.22	3.1	<u>ACTION: JB to draft a coffee morning invitation</u>	JB	
03.05.22	6.2	<u>ACTION: SK to share the dates for the Agents for Change events with JB</u>	SK	
03.05.22	6.9	<u>ACTION: MH to feedback to councillors in Term 1 22/23 meeting regarding mental health training.</u>	MH	
03.05.22	6.10	<u>ACTION: Reassign link roles in September following resignations and recruitment</u>	MS/CS	
03.05.22	9.1	<u>ACTION: TJ to provide H&S update at the next meeting.</u>	TJ	
03.05.22	9.2	Councillors discussed the recent change in policy for bump notes and parental feedback including the need to clarify why the change has happened and what is meant by "serious injury". <u>ACTION: SK</u>	SK	
03.05.22	10.2	<u>ACTION: SK & DM to discuss ideas when the policy is next reviewed.</u>	SK/DM	
03.05.22	11.1	<u>ACTION: Clerk to add admissions to the next agenda</u>	CS	

Approved: _____ Date _____