

Wallscourt Farm Academy Council Meeting Minutes

Thursday 7th July 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 Black	Incoming Principal	√	
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		
4.	Minutes of Previous Meeting	
3.1	The minutes of the meeting of 5 th May 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.	Complete
5.2	ACTION: JB to draft a coffee morning invitation	Complete
5.3	ACTION: SK to share the dates for the Agents for Change events with JB	Complete
5.4	ACTION: MH to feedback to councillors in Term 1 22/23 meeting regarding mental health training,	Carry forward

5.5	<u>ACTION: Reassign link roles in September following resignations and recruitment</u>	Carry forward
5.6	<u>ACTION: TJ to provide H&S update at the next meeting.</u>	In agenda – Complete
5.7	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	Carry forward
5.8	<u>ACTION: SK & DM to discuss ideas when the policy is next reviewed.</u>	Carry forward
5.9	<u>ACTION: Clerk to add admissions to the next agenda</u>	Complete
6.	Academy Council Report	
6.1	The Academy Council Report was shared beforehand in Teams for councillors to review for questioning. SK gave an overview of the report, allowing time for questions and further comments. The report covers suspensions, attendance, punctuality, personal development, school trips, RSHE, extracurricular activities and clubs, safeguarding, the wellness box, online safety, mental health first aiders, Primary Mental Health Lead update, Family Thrive, EDI, friendship benches, teaching and learning, the new phonics scheme, outcomes and student numbers for next year.	
6.2	Can you explain the rise in unauthorized absence in Term 5?	
6.3	There have been a lot of holiday requests for both new holidays and postponed holidays from the pandemic period. There have been fixed penalty notices issued where appropriate. Councillors discussed the opportunity to reset attendance and punctuality expectations in September and reiterate that term time holiday is not allowed. Staff and students have noted the incredible difference good punctuality has made at the start of each day and lateness continues to decrease.	
6.4	Are new families receiving information about attendance and punctuality in their induction?	
6.5	Yes, they have received information in their starter packs.	
6.6	What do we need to do to address absence issues and increase attendance?	
6.7	PA is currently 12.5% which is far too high, but for comparison, is the second lowest in the Trust so it is a problem across all schools at the moment. Illness has been very high this year but there are trends around INSET days and having an extra day over the weekend so we need to address this. We need to work with other Trusts to ensure we are all supporting each other to improve attendance. A bright spot is that children in care have improving attendance data.	
6.8	What happens when a family opts their child out of sex education?	
6.9	We as sensitively as possible, organize for the student to work with another year group, although we rarely get families asking to opt out.	
6.10	Are ECTs supported well by the LA and the Institute?	
6.11	Yes, they have a very structured programme with specific units to try, directed units of research and safeguarded PD time which is a huge improvement.	
6.12	Will training in the new phonics scheme be for Teaching Partners too?	
6.13	Yes. The new scheme has lots of positives, including more reading time in reception and having planning and resources provided to all staff.	
6.14	How are spaces reserved/attendance encouraged at enrichment activities for PP students?	
6.15	We offer spaces for PP students to clubs first, and pay for a certain proportion of spaces. Unfortunately, buy in isn't always high.	
6.16	Have we sought students/family voice about the types of clubs they would like to see offered?	
6.17	We have, but find the difficulty being that we may raise expectation and be unable to fulfil those requests. Staff tend to offer clubs to ensure we have lots of free options available so we need to consider the skill sets available to us and/or the costs to the school and families.	

7.	Finance, Health & Safety and Estates	
7.1	<p>Councillors discussed what they should be reviewing in terms of finance, following the recent training session, including headline income and expenditure and whether the school is projected to be on budget.</p> <p>There was a H&S update from the H&S link councillor. Councillors discussed the concerns raised over staff coverage at lunchtime in all areas of the playground and the academies approach to explorative play and encouraging children to understand and manage risks. Councillors spoke about the difficulties locally to recruit SMSAs.</p>	
8.	Staffing update	
8.1	Councillors discussed changes in staffing next year, including the changes at SLT and offered their congratulations to all staff in new roles.	
9.	Policies	
9.1	There were no policies for review.	
10.	Matters for the attention of COAC/Board	
10.1	None	
11	AOB	
11.1	Councillors thanked JB for her continued support, time and commitment and wished her all the very best for the future.	
11.2	<p>Link roles:</p> <p>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</p>	

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 <i>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.</i>	SW CS	COMPLETE COMPLETE
		ACTION: Add risk register to the next agenda		

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	C/F
03.05.22	3.1	<u>ACTION: JB to draft a coffee morning invitation</u>	JB	COMPLETE
03.05.22	6.2	<u>ACTION: SK to share the dates for the Agents for Change events with JB</u>	SK	COMPLETE
03.05.22	6.9	<u>ACTION: HM to feedback to councillors in Term 1 22/23 meeting regarding mental health training,</u>	MH	C/F
03.05.22	6.10	<u>ACTION: Reassign link roles in September following resignations and recruitment</u>	MS/CS	C/F
03.05.22	9.1	<u>ACTION: TJ to provide H&S update at the next meeting.</u>	TJ	COMPLETE
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	C/F
03.05.22	10.2	<u>ACTION: SK & DM to discuss ideas when the policy is next reviewed.</u>	SK/DM	C/F
03.05.22	11.1	<u>ACTION: Clerk to add admissions to the next agenda</u>	CS	COMPLETE

Approved: _____ Date _____