

**HAYESWOOD FIRST SCHOOL**  
**ACADEMY COMMITTEE MEETING**

<b>Minutes of meeting held at the school at 5.30pm on 2<sup>nd</sup> October 2018</b>
<b>Present:</b> Simon Goulding (Chair), Pippa Gerrett (Head teacher), Andrew Turrall (AT), (Executive Head wef January 2019), Janet Richardson, Alison Pinto, Andrew Todd, (ATo), Roger Martin, Stephen Pattle, Sarah Fairman (Deputy Head), Lynnette Payne (Clerk)
<b>Items A and B taken by the Clerk</b>
<b>A. Apologies received:</b> Sue Vairy, Jake Moore
<b>B. Election of Chair:</b> SG stated that he was willing to stand and the clerk asked whether any other candidate had stepped forward. There were no other candidates and SG was duly unanimously elected as Chair of the Academy Committee for this academic year. (Pro SP; Sec RM)
<b>C. Election of Vice-Chair:</b> In the absence of SV, (vice-chair for the last academic year), and as there were no other candidates, the election was postponed until the next meeting. <b>Action - Clerk</b>
<b>D. Declaration of Personal, Business and Pecuniary Interests:</b> None
<b>E. Minutes of last meeting:</b> The minutes of the academy committee meeting held 7 <sup>th</sup> June 2018 were formally approved and signed. There were no minutes of the 4 <sup>th</sup> September 2018 meeting.
<i>Andrew Todd arrived at this point in the meeting, 5.38pm</i>
<b>F. Matters Arising:</b> <b>Actions:</b> <i>1795/2. The head advised that the Local Offer was currently being updated and this should be carried forward to the next meeting - Action ongoing</i> <i>1813. AT explained that the trust no longer subscribes to the training programme from the LA, so there was no longer the option for members to attend the courses that had been available in previous years. SF said that the Challenge Partner, (CP), had provided some training last year, but SG stated that members would like guidance on what would be expected of them when Ofsted visits. AT said that he was not aware of any scheduled training, but all members had been invited to attend the ISDR training in Autumn 2017. He added that Ofsted would focus on school data and he would ask whether training would be available for the new data in November. Action AT/Clerk</i> <i>1820/1. Action completed</i> <i>1826. ATo advised that his report is not yet completed. Action ongoing</i> <i>1827/1. Not all members had read the policies. Action ongoing</i> <i>1827/2. In JM's absence it was not known whether he had completed the NSPCC training - Action ongoing</i> <b>Matters arising:</b> It was noted that Marcus Singleton had resigned from the academy committee. A member <b>asked</b> what the training requirements for the committee were. AT reiterated that the trustees now have legal responsibility for the running of the Trust, with academy committees being responsible for school data and safeguarding. All members have access to the NGA training resources on their website and also have to complete Prevent training and the NSPCC on-line safeguarding course. However, any specific requests for training could be flagged up to the Trust. A member <b>questioned</b> whether there was GDPR training for members; AT stated that this is not relevant to members as the trustees are the legally responsible body.
<b>G. LGB Issues:</b> ( <i>Papers circulated prior to meeting</i> ) <ul style="list-style-type: none"> <li>• Scheme of Delegation, Terms of Reference and Code of Conduct 2018/19 - these are standard Trust documents that have not changed and the clerk reminded members to familiarise themselves with the contents. There were no questions</li> <li>• Aims, Values and Mission Statement – PG advised that the Aims were probably due for review. They are on the website to help prospective parents to understand the school's ethos and are also displayed in the hall. There are a separate set of values chosen by pupils and a different set of rights, which are very similar to the aims. SF said that it would be a good idea to slim down</li> </ul>

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the documents and a member added that there were too many for children to remember at present. AT stated that, following the CP's visit last year, Colehill First School's aims and values had been slimmed down significantly to make it easier for pupils to identify with them. *Action Head/SLT*

- Register of Business Interests and Member details– the clerk circulated blank business interest forms for members to complete and sign for this year. She advised that the current summary document on the school website was too detailed and this would be amended. The member details were checked and RM corrected his email address. Full details are also needed from JM. *Action Clerk/JM*
- Member Specialisms – the chair said that the SOD states that subject specialisms were no longer required. There followed some discussion regarding this, as the clerk and AT believed that they were still necessary. Advice will be sought from the clerk to the Trust whether there is a requirement for committee members to be specifically responsible for anything other than Safer Recruitment. *Action Clerk/AT*

Several committee members **questioned** how safeguarding and health and safety concerns would be investigated in the absence of ACM responsibility. The head and AT explained that there was a safeguarding trustee, Emma Boger. Also, Judicium carries out safeguarding audits and the challenge partner and CEO visit regularly to check the single central record and safeguarding. Judicium also carries out a Health and Safety audit and there is a Trust Health and Safety committee that meet termly to feed any actions required back to the individual heads for action. Ultimately, the legal requirement for ensuring audits take place now lies with the trustees. However, a visit once a term from a committee member is advisable, to give a fresh perspective on any minor issues. AT said that the member with responsibility for Safer Recruitment needed to be available to attend interviews during the working day; AT said that he would undertake the role. The clerk advised that she would contact Ross Bowell to action the on-line training for him. *Action Clerk*

AT explained that committee members needed to focus on understanding school data to enable them to effectively challenge at meetings and be ready for Ofsted. He suggested a collective approach to specialisms, rather than individuals focusing on a subject each, with collaborative visits and learning walks.

- Visit Updates - there were no visit reports
- Future Visits & Training – the head advised that the SAP was almost completed, with the SLT from both HFS and CFS working together, following the trust action plan. About 80% of the SAP is common to both schools. Once this is completed, learning walks can be arranged for ACM'S. The head said that SF would like to attend ACM meetings and the clerk stated that she could attend as an observer without voting rights, as the constitution allows for only two staff members. AT questioned whether this ratio would be changed in view of the executive headship of both schools. The clerk said that she would contact the Trust clerk for guidance. *Action Clerk* SF asked whether the Trust board contained representatives from each school. AT advised that the board was not structured in that way due to the mix of school types. It would also mean that the numbers would become unworkable if the Trust continues to expand. Trustees and members can attend any academy committee meeting or visit any school.
- KCSIE has been updated and the new guidance in place from September 2018. A copy of the changes was circulated prior to the meeting, along with the part one of the new document. The chair requested that all members read the documents before the next meeting and then sign to confirm their understanding. *Action ACM's*

There were no further questions.

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**H. F.A.I.:**

- School data - an member asked whether the trust would be providing data training for KS1 data, as the session he had attended at St John' First School mainly focused on KS2. AT said that he would pass on the request for this when the ISDR is available. *Action AT*
- SEF – the head advised that this will have been rewritten by the next meeting.

The chair **asked** AT how the staff of both schools felt about his executive headship. AT said that teaching staff were beginning to work together; the first joint staff meeting was taking place on 3<sup>rd</sup> October to look at the joint areas of the SAP. SF added that all staff were really keen and had worked together previously through Trust sessions. Although staff at HFS were sad to lose PG, they were happy that a familiar person will take her place, rather than a stranger to the school and Trust. Another member **questioned** the response of parents to the news. The head said that there had been only a small amount of feedback that was mostly regarding who to speak to if the head was not always in school. However, even a full time head is not always on site and the school office should be the first point of contact for parents. Several members reported that there were rumours that because it was failing, the school would be shut down or being merged with CFS, especially with the new two schools being built in Wimborne. AT explained that all schools were facing unprecedented budget cuts but both HFS and CFS will retain their own identity, with each school fully staffed. PG added that she was disappointed that there were negative rumours as she had endeavoured to emphasise that it was a positive change. AT added that he would be undertaking CPD for the role of Executive Head in the new year with Ron Jenkinson, executive head of St Michael's and Emmanuel Middle Schools. The chair advised ignoring the rumours, as it was a very small number of parents who were negative about the arrangement. Some members expressed dissatisfaction over their lack of involvement in decision to appoint an executive headship, with one stating that it would have been good to know the alternatives on offer. AT stated that the alternative would have been a loss of staff at both schools. PG added that JR and SF will be more visual to parents in the playground to emphasise that there is a leadership team, not just a head teacher.

A member **asked** whether the academy committees of HFS and CFS could meet. AT said that the CFS committee members had asked the same and it would be good to look at shared issues together. He will arrange a suitable date when the SAP is finished. A joint data meeting was suggested, but AT said that he would not want comparisons between the two schools. *Action AT*  
There were no further questions.

**I. Date of next meeting:** Confirmed as Tuesday 20<sup>th</sup> November at 6pm.

**Meeting closed 7.27pm**

**Actions:**

- C. Clerk to add election of vice-chair to next meeting agenda*
- F. (1795/2) PG to advise when the Local Offer is updated for AC to read; Clerk to add to next meeting agenda*
- F. (1813) & H. AT to ask whether training would be available for the new data in November*
- F.(1826) ATo advised to produce visit report*
- F. (1827/1) Members to read all the policies before the next meeting*
- F. (1827/2) JM to confirm completion of the NSPCC training*
- G. SLT to look at slimming down the Aims and Values*
  - JM to provide full details to the Clerk*
  - AT/Clerk to clarify specialisms requirements with the Trust clerk*
  - Clerk to request Safer Recruitment training for ATo; ATo to complete*
  - Clerk to ask Trust clerk regarding staff members*
  - ACM's to read KCSIE document for next meeting*
- H. AT to liaise with both Academy committees to arrange a joint meeting*