

**SUMMARY OF THE MEETING OF THE ACADEMY COMMITTEE OF  
HAYESWOOD FIRST SCHOOL  
(Joint meeting held with Colehill First School)  
On 17<sup>th</sup> September 2019  
6.00pm at Hayeswood First School**



**MATTERS ARISING FROM PREVIOUS MEETING**

MINUTE	ACTION	BY	UPDATE	STATUS
E	Recruitment drive to be instigated LP to arrange for information to be parentmailed	ALL LP	Information parentmailed and to be given out at YrR parents meeting. Staff election process begun	Completed for now
E	SG/ATo to arrange a meeting with the CEO	SG ATo	SG has resigned, ATo now chair, so will meet with CEO as part of the role	Completed
F	LP to start a shared acronym document on the drive	LP	File created for ACM's to populate	Completed
F	AT to share rewritten SEF	AT	Document still being tweaked' will share before the next meeting	Ongoing
G	ATo to review parental comments on surveys	ATo	Will come into school to collate the responses	Ongoing
H	AT to share CP report	AT	Shared, but ATo requested for it to be shared again	Ongoing
I	AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents Members to read the template agenda	AT LP	File created and populated	Completed
		ALL		Completed
I	SF to speak to staff regarding recruitment	SF	Staff Election in progress	Completed
I	LP to amend SEND ACM name in policy	LP	Amended	Completed
I	ATo to produce visit report before the end of term	ATo	Report still outstanding	Ongoing

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
F	AT to share SEF when finalised	AT	Next Meeting
F	ATo to review the parental survey replies and share report with clerk	ATo	ASAP
F	AT to re-share CP report	AT	ASAP
F	Clerk to arrange recruitment information for Year R parents' meeting	LP	For meeting
F	ATo to produce a visit report and share with clerk	ATo	ASAP
G	Clerk to circulate SOD; members to provide feedback	LP ALL	26/09/19
G	Clerk to circulate new Articles; member to sign declaration	LP ALL	25/10/19
G	Aims, Values & Mission statement to be added to next agenda	LP	Next meeting
G	ACM specialisms and link to be added to next agenda	LP	Next meeting
G	Clerk to re-circulate NGA training link' members to complete the core modules	LP ALL	End of the Autumn term
G	Clerk to add Learning Walk to next agenda	LP	Next meeting

## DECISIONS

MINUTE	DECISION
F/G	To try and recruit parent/trust committee members from Reception parents

## REFERRALS

MINUTE	REFERRAL	BY	TO
	NONE		

## RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS
	NONE			

**ACADEMY COMMITTEE MEMBER DETAILS AND ATTENDANCE FOR CURRENT YEAR**



NAME	DOA	TERM		17/09/19	06/11/19		01/04/20		09/06/20
Andrew Todd	18/01/16	4 years		YES					
Andrew Turrall (Executive Head)	N/A	N/A		YES					