

HAYESWOOD FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of meeting held at Colehill First School at 6.00pm on 6th November 2019
Present: Andrew Turrall (Executive Head teacher), Andrew Todd (Chair), Sarah Fairman (Deputy Head HFS), Lynnette Payne (Clerk), Beulah Johnson, Emma Clipson, Julia Simmonds
AT thanked the academy committee for coming to Colehill First school for the meeting, explaining that the ongoing IT issues at Hayeswood First school made it impossible for members to access the meeting papers electronically. He added that he had spoken to the IT technicians at QE school, who provides the service, and they need to install a guest wi-fi circuit. However, some switches need replacing first and this will be done after the technicians finish their current job at another Trust school.
A. Apologies received: None
B. Declaration of Personal, Business & Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the joint academy committee meeting held 17 th September 2019 were formally approved and signed.
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>F (F). AT to share SEF when finalised – this has been circulated as part of the meeting pack. Action completed</i></p> <p><i>F (G). ATo to review parental survey and send to clerk; clerk to share – ATo completed a visit report for the review and this is in the shared drive. He summarised his findings, noting that parents seemed comfortable with all aspects of the school. He questioned the wording of the survey, but AT stated that the format was based on Ofsted’s requirements. Action completed</i></p> <p><i>F (H). AT to reshare CP report – shared in the Ofsted file. Action completed</i></p> <p><i>F (I). AT to upload training notes to Ofsted file - shared in the Ofsted file. Action completed</i></p> <p><i>F (I). Clerk to arrange recruitment information for Year R parents – the information was circulated at the Year R parents’ meeting, although no-one has indicated an interest. SF questioned whether the four year term of office discouraged people. LP explained that this was set out in the terms of reference for the academy committee, and was also standard in maintained schools. Action completed (See agenda item J)</i></p> <p><i>F (I). ATo to produce visit report and send to clerk – report still outstanding. Action ongoing</i></p> <p><i>G. Clerk to circulate draft SOD; members to provide feedback – the SOD has now been finalised and circulated to members. Action completed</i></p> <p><i>G. Clerk to circulate new Articles; members to sign declaration - Action completed</i></p> <p><i>G. Aims, Values & Mission Statement to be added to next agenda by clerk - Action completed</i></p> <p><i>G. Clerk to add member specialisms/links to next agenda - Action completed</i></p> <p><i>G. Clerk to re- circulate NGA training link; members to complete the core modules during the Autumn term – the clerk advised that all members, with the exception of the Head, had to complete the training modules, but now had the whole academic year to do so. The exception was the safeguarding training, which JS, as deputy DSL, did not have to complete. Action completed (training agenda item J)</i></p> <p><i>G. Clerk to add learning walk to next agenda - Action completed</i></p> <p>Matters arising: None</p>
<p>E. Chair’s Update:</p> <p>ATo reported that the Trust is streamlining processes across schools. AT confirmed that this has already made a difference to his workload, for example producing a lesser number of reports means that he can add more detail to each one. He added that the data manager employed by the Trust had worked hard to implement the changes and to encourage school leaders to work smarter. The new training requirement for all academy committee members was also discussed. Chairs are pushing hard for staff academy committee members to be excluded from this requirement,</p>

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especially the safeguarding module. There were no questions.

F. Headteacher's Report: *(Papers circulated prior to meeting)*

An ACM referred to the census data and **asked** why some classes had over 30 pupils in them, stating that he believed that 30 was the limit. AT explained that for EYFS and KS1, class sizes were capped at 30; however there was a Trust-wide policy to accept up to 34 children into KS2 classes. He added that admissions requests could be refused if the needs of existing children in the class would be negatively impacted by the increase. In most cases, however, an appeal by the parents of catchment pupils for a place would be upheld by the admissions panel at Dorset Council, even if there were already over 30 in the class. The member **questioned** whether staff numbers would be increased to cover the extra pupils. The head said that this would depend on the needs of individual children, but not usually. By increasing the intake numbers for catchment children, it keeps pupils within the Trust network of schools when they move up to the next tier of education. Effective teaching and the needs of the cohort are a more important factor for pupils than how many are in the class. At the present time, there are no pupils in school with an EHCP, so any applications would consider whether the move was in the best interests of the new child. An ACM **asked** which schools would accommodate children from the two new housing developments in Wimborne. AT said that the Local Area Plan showed that the enlarged Wimborne First School would absorb these, although the relocation and expansion of St John's First School was also mentioned.

An ACM **asked** which member of staff had been seconded to another school. The head confirmed that this was Alison Pinto. He added that Lorraine MacGregor was leaving the school after 27 years of service. ATo will arrange for a card to be signed by the Academy Committee. **Action ATo**
There were no further questions.

G. External Challenge Partner Visit: This is scheduled for 19th November 2019 and will be a 'reading deep dive'. AT said that he is hoping for affirmation of the good practice in place but also expecting some learning points. DZ will be looking at the least able readers in each year group, the school's approach to reading and the resources in place. An ACM **asked** whether this tied into the PP strategy. AT explained that some of this funding was being used to aid intervention for PP pupils. SF added that the visit will involve all staff rather than just the senior leaders. After the phonics work on the joint training day in November, staff are already sharing ideas and good practice. AT reported that the teaching assistants are now contracted to work the training days in line with other Trust schools.

H. School Action Plan (SAP): *(Papers circulated prior to meeting)*

The joint SAP has now been completed after the Trust action plan was finalised. The focus is on Teaching and Learning and the majority of the work has been on curriculum review as a result of the new Ofsted framework. This focuses on the breadth of the curriculum rather than just Maths and English. SF added that staff started working towards the new plan from the Summer term. The four plan areas are T & L and the curriculum, English, Maths and 'maximising wellbeing': building resilience and character for learning for life.

An ACM **questioned** why the Maths data showed a sharp drop three years ago. AT said that this was when the new curriculum of Singapore maths was introduced. New levels were introduced and sustained proof was needed that pupils were working to age related expectations and greater depth. Extensive work took place across the Trust to ensure that staff were teaching to the correct levels and this was validated through moderation.

AT explained that ACM's should be responsible for one of the first three objectives each from the SAP and then learning walks can focus on one or two of these at a time. SF added that objective four will always link into the other three. It was **unanimously** agreed that EC would be responsible for English; ATo for Maths and BJ for the curriculum. BJ will also take responsibility for PP, with ATo being responsible for safeguarding. AT will produce a doodle poll to agree dates for two learning walks; one in the early spring and one in the summer term. **Action AT**

ATo suggested that members complete the NGA module on visits before they come in to school as

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well as reading the Trust visits to schools policy. AT said that members will be accompanied by the subject lead during the visit and should expect to look at books and talk to pupils to evidence what staff are telling them. JS added that the challenge partner had specifically mentioned asking pupils questions at the recent training. AT said that he will share his notes from the meeting. **Action AT**
There were no further questions.

I. School Data: (*Papers circulated prior to meeting*)

Two different sets of data have been shared. The IDSR data has changed its format and is less user friendly than in previous years. The second set of data is from the Fischer Family Trust, (FFT), and this is easier to interpret. An ACM **queried** the drop in progress and attainment. SF explained that two PP children had joined the cohort and their previous school's assessments were incorrect. The pupils were shown as working to ARE, but were not. Staff at HFS have worked hard to fill the gaps in their learning. AT added that due to the small size of the school, individual pupils make a large difference to the percentages. The member **asked** whether there were repercussions for the incorrect reporting of data. AT said that Ofsted can put the offending school into special measures, which happened in this case. SF stated that several pupils had joined both HFS and CFS from this school and they were generally making significant progress in the short time that they have been on roll. A member **questioned** whether the inaccuracies and subsequent interventions had been communicated to the parents involved. ST reported that it would be obvious in the changes to the pupils and their positive attitude to learning, although sometimes it has been difficult for them to reach ARE as their learning gaps are quite large.

AT explained that the IDSR report showed relevant or significant information in black and insignificant or not relevant information in grey and the report was designed for school governors specifically. It was also available to Ofsted inspectors, whereas the FFT data is not. A member **asked** whether any of the findings were a surprise to SLT. AT stated that school data was always reviewed in the summer term with the challenge partner, so not really. Again, the small cohort makes it easier to identify individual pupils who are affecting the data either way.

There were no further questions.

J. AC Issues: (*Papers circulated prior to meeting*)

- Visit Updates -the learning walks were discussed under agenda item H and there have not been any class visits so far this term. The importance of these was reiterated to ACM's and AT confirmed that they could email him at any time to arrange an informal class visit, especially for assemblies, special events or class trips. The clerk reminded ATo to submit his outstanding visit report before the end of term.
- Future Visits and training - discussed earlier in the meeting. **Action ACM's**
- Specialisms - confirmed as BJ - EYFS; EC KS1 and ATo KS2
- Revised SOD and Code of Conduct – the clerk reported that the SOD had been finalised and was available to view on the drive. ACM's responsibilities have been amended to include operational Health & Safety. AT stressed that this did not mean carrying out an audit as this is done Trust wide by Judicium. HFS has just been awarded the School Safety Award as a result of this. He further explained that members are a 'fresh pair of eyes' when they visit school and may spot issues that staff do not notice. The clerk informed the committee that the Code of Conduct has not yet been updated for this academic year.
- Skills Audit 19/20 - this has not been updated by the Trust clerk for this academic year but the clerk reminded members that it would need completing soon. She also requested that the audits were uploaded to the drive as editable documents rather than in PDF format.
- Recruitment - the Clerk said that she would be running a parent committee member election before the end of term. ATo's term of office finishes in January, but he indicated his desire to

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remain on the committee as he is the most experienced member. **Action Clerk**

- Training NGA - covered earlier in the meeting
- Aims, Value and Mission Statement – AT reported that the values have been reduced from ten to five and a new system of ‘value’ tokens has been introduced to pupils this week. If children demonstrate one of the values, they receive a token to put in the relevant token tube and there is now a values board in the school hall explaining the tokens, along with pictures of people in public life who demonstrate these. There are plans for the school councils from HFS and CFS to work together on the final version of the document. **Action AT/Clerk**

There were no questions.

K. Policies for Review/Ratification: (*Papers circulated prior to meeting*)

- SEND - this was updated by SF at the end of the Summer term and ATo had been added as safeguarding committee member
- English - updated by the English lead
- PSHE & Citizen - unchanged, but the policy will be rewritten when the changes to SRE come into effect next year.
- Child Protection - although the wording has been provided by the Trust it is now an Ofsted requirement for individual schools within a MAT to have their own personalised policy.

The above policies were **unanimously** approved by the academy committee. ATo requested that a front sheet was added to school policies with similar information to those on the Trust policies. AT said that, as policies were renewed, this would be done. **Action clerk**

- Social Networking - the clerk explained that the ICT lead was working on an updated policy provided by SWGFL that is more relevant to current issues. This will be carried forward to the next meeting. **Action clerk**

L. Committee Members Questions for AT: An ACM asked whether the executive headship was working well. AT said that he was really enjoying the role and pupils are benefitting from the cross-school working, including a joint golden time and sports leaders sessions. JS added that having worked in a much larger school, it was good to be able to work with both sets of staff.

M: Committee Members Questions for Trustees: The clerk explained this item to BJ and EC and ATo said that issues could also be raised at the Chairs’ meetings. There were no questions.

N. F.A.I: Covered above

O. Date of next meeting: Wednesday 1st April at 6pm. The clerk apologised for this being shown as ‘Tuesday’ on the agenda.

Meeting closed: 19.42pm

Actions:

D (F (I)). ATo to produce visit report and send to clerk before the end of term

F. ATo to organise a card for members to sign

H. AT to start a doodle poll with prospective dates for the two learning walks

H. AT to share the CP notes

J. Clerk to arrange parent committee member election before the end of term.

J. ACM’s to complete the core training modules before the end of the Summer term

J. AT to work with school council to update the Aims, Values & Missions statement; Clerk to add to next agenda

K. Clerk to add front sheet to school policies in future

K. Clerk to add Social Networking policy to the next agenda