

**SUMMARY OF THE VIRTUAL MEETING OF THE ACADEMY COMMITTEE OF  
HAYESWOOD FIRST SCHOOL on 3rd November 2020**



**MATTERS ARISING FROM PREVIOUS MEETINGS**

MINUTE	ACTION	BY	UPDATE	STATUS
D	Clerk to circulate Register of Interests	LP	Circulated and returned by all except JSi/AT	Ongoing
E	JSh to email TB to thank her for the composite Year 4 leavers photo	JSh	Completed	Completed
E	ATo to feedback to John Dickson re training	ATo	4 year time frame better, but staff members complaints unresolved. On hold until later	Ongoing
E	Ato to ask Liz West re mentoring	ATo	On hold until later	Ongoing
G	Clerk to share KCSIE declaration	LP	Circulated and returned by all	Completed
G	AT to share SAP when finalised; visit format to be agreed	AT	Shared, visit format agreed, sub-committees and visit dates being decided	Ongoing
I	AT/JSi to request school office to send parentmail regarding wet drop off/collection	AT/JSi	Parentmail sent	Completed
I	Clerk to add meeting dates to staff google calendar	LP	Done	Completed

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
C	Clerk to amend responsibilities table	LP	ASAP
D	AT/JSi to complete Register of Interests and return to clerk	AT/JSi	ASAP
D	ATo to revisit staff training/ACM mentoring with LW when able to	ATo	ASAP
H	Head to allocate sub-committee membership and arrange meeting dates	AT/AC	ASAP
I	Clerk to circulate skills audit/ Members to complete and return by end December	LP/AC	End of December
I	Clerk to check JSh training certificates and amend if necessary	LP	ASAP
I	Head to arrange virtual SCR check with SB	LP	After 19/11/20

## DECISIONS

MINUTE	DECISION
	NONE

## 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		24/09/20	03/11/20	16/03/21	TBC	DOR
Andrew Todd (Chair)	20/01/20	4 years		YES	YES			
Andrew Turrall (Executive Head)	N/A	N/A		YES	YES			
Beulah Johnson (Vice Chair)	23/10/19	4 years		YES	YES			
Emma Clipson	23/10/19	4 years		YES	YES			
Julia Simmonds	17/10/19	4 years		YES	YES			
Sue Boston nee Buckley	07/01/20	4 years		YES	YES			
Jayne Sharman	07/01/20	4 years		YES	YES			