

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

Minutes of meeting held at 6pm on Tuesday 16th November 2021 at the School

Present: Andrew Turrall, (AT, Executive Head teacher), Emma Clipson, (EC, Chair), Lynnette Payne (LP, Clerk), Beulah Johnson, (BJ), Jayne Sharman, (JSh), Sarah Fairman, (SF, Deputy Head HFS)

Apologies (A) - received from Julia Simmonds

Declaration of Interests (B) - none

Minutes of the last meeting (C) - *circulated prior to the meeting*

The minutes of the meetings held on 15th June 2021 and 21st September 2021 were **unanimously** approved and signed.

Matters Arising (D)

Actions from 15/06/21 meeting -

D. LP to instigate recruitment process in September. This will be discussed later under agenda item H

D. LP to arrange Safer Recruitment training in September. This was not necessary as the Trust Safeguarding Officer confirmed that EC's existing training was valid - **action completed**

F. AT to pass the Committee's thanks to Becky Taylor - **action completed**

H. AT to arrange a date for a curriculum meeting. This was not appropriate for the Summer term, as the School Improvement Plan, (SIP), had not been finalised. This has now been done and a meeting date can be arranged. (See agenda item G).

H. AT to ensure that teachers' use of GC follows a common format and to advise parents of this in September. **Action completed**

Matters arising - none

Update from the Chair (E) –

EC attended the virtual Chairs' Forum, which was also attended by Liz West, CEO. EC reported that the Trustwide goal, 'Ambition 24' had been discussed. AT explained that the aim was for the WAT to be in the top ten percent of Trusts in the country by 2024, although not necessarily every school within the Trust will be at that level. In previous years, prior to academisation, the Local Authority would circulate data reports for every maintained school and the then Wimborne Pyramid Schools were always above the Dorset average, which was in turn above the country-wide average. However, other areas of the country have made rapid progress in recent years to overtake Dorset schools, and 'Ambition 24' aims to bring Trust schools back to where they should be, taking into account the area's social and economic levels. No national data has been published since the beginning of the pandemic, so school leaders do not know how pupils' current attainment levels compare to average. AT will share the 'Ambition 24' presentation with the AC. **Action AT**

Chairs were informed that the Trust is looking to expand, and has been in discussion with the Minerva Learning Trust, based in West Dorset. There has already been some collaboration and

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

sharing of best practices between schools. AT added that the Bridport based Trust contained four Primary and Secondary schools and was looking to become part of a larger MAT. The support of new Chairs was also discussed at the Forum along with recruitment of new AC members.

Headteacher's Report (F) – *circulated prior to the meeting*

School Context - SF explained that the number of pupils with an EHCP was expected to increase to six, above average. The children are spread across all year groups making their needs slightly easier to manage. PP and FSM pupil numbers have also risen due to several new pupils joining and this means extra funding for the school. A member **asked** about the four children with EAL. AT stated that this meant an alternate language was spoken at home, rather than in school.

Staffing - staff absence continues to be extremely challenging but there has been a successful recruitment to the Admin Officer post. The 1:1 TA position has been advertised twice with no applicants and AT explained that there are currently over 100 school support staff vacancies on the DorsetforYou jobs website.

Attendance data - there has been a rise in the persistent absence figure, as the DfE now includes Covid related absences in the attendance statistics. This was not the case in the last academic year. However, all schools will show a similar rise.

Community Matters - no questions

SEF - no questions

Annual Safeguarding Report - AT reported that numbers of concerns had dropped back after the rises during the first lockdown.

An ACM noted that the FFT data looked good. AT agreed, but added that the comparison was only to schools that chose to submit their data, which was teacher-assessed and unvalidated. When the national data is published next Summer, any gaps will be evident and can be addressed.

There were no further questions.

School Improvement Plan (G) - *papers circulated prior to the meeting*

This is a joint document for Hayeswood and Colehill First Schools. It correlates closely with the Trust plan but is not identical. The three focus areas are Teaching and Learning, Inclusion and Catch-up and Technology.

Teaching and Learning - the new curriculum was launched in September and the medium term planning is being reviewed half-termly. The first of these reviews has shown that some amendments are needed and teaching staff are refining these for the next academic year. The external Challenge Partner is due to visit the school on 23rd November and will be looking at progression in Science. She will be monitoring a different curriculum subject in each Trust school. The subject lead is Hayley Everett and AT advised that all teachers work collaboratively across the Trust, sharing planning tasks within their curriculum area. An ACM **asked** whether each school receives individual feedback from the CP's visit. AT stated that the school would just receive the subject feedback and the Trust would be provided with the whole picture. He added that the subject leads in each school are responsible for tailoring the new curriculum to

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

make it unique to their school, as it is not designed to be identical across the whole MAT. The whole process, which started during the lockdown, has been challenging for staff, but this term's training days were run face to face, which made a huge positive difference. SF added that JSi had been responsible for much of the work and, although the new curriculum was liked by teachers, it does need further refinement.

There are plans to recommence 'drop-ins' to assess class teaching, but this has proved challenging with current staffing levels. The plans are for teachers to have one action to show progression on at the next review. Hampshire LA has been chosen to moderate the internal assessments due to their reputation for high quality work.

Pupil feedback will begin again so that the children know what the key next steps are for their learning to progress. Reading will be specifically targeted as the national lockdowns impacted this nationally. The focus will be on promoting a love of reading and literature, alongside the teaching of phonics strategies.

This academic year is the first official one for the new Early Years Framework, although the Trust was an early adopter of this and it influenced the planning for the new curriculum. The framework looks at the needs of pupils when they enter Early Years and enables staff to use their professional judgment rather than having to gather evidence throughout the year.

The School Council has restarted and is focusing on school and wider British values.

Inclusion and Catch-up - inclusion paperwork was reviewed following a visit from the CP.

Individual pupil plans now feed into the whole class plans and all adults who work with a child have access to the paperwork. Staff have the same access to the Pupil Premium plan, which enables the documents to be edited immediately as required, meaning the details are always current.

The system for LAC in Dorset has been simplified, but there are not currently any pupils in this group in the school.

After one half-term, the benefits of 'ways in' for SEND pupils are already being seen. SF explained that there are a high number of KS2 children who have been on the SEND register for a long time. If an Ofsted inspector visited, they would ask why interventions have not worked. Unfortunately, many specific needs are only identified at this stage in a child's school life, due to earlier problems being dismissed as 'delayed development' by medical professionals. Early Years' teachers can usually identify these pupils after a couple of terms in school, but it takes a long time to gather enough evidence to prove otherwise. An ACM **questioned** whether many referrals were made to CAMHS; SF explained that a practitioner visits from Dorset MIND to assist with pupil mental wellbeing, as well as offering ELSA support, but it was extremely difficult to get a referral from a First School.

AT works very closely with Kelly Overhill, Trust Safeguarding Officer, and has recently attended DSL training. KO makes termly visits and came last Friday, speaking to pupils and staff and inspecting the Single Central Record, MyConcern and looking at policies and procedures around Safeguarding. Her report has not yet been received, but positive verbal feedback was given. The Trust is planning to move to an on-line SCR, so all schools use exactly the same format.

Technology - Tash Bartlett has trust-wide responsibility for leading the improvement and AT reported that she is doing an excellent job and enjoying the challenge. One of the Verwood schools has moved entirely from pc's to Google devices using cloud-based storage and the MAT aims to move forward in the same direction. An ACM **questioned** whether the school's

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

internet speed was adequate to cope with this. AT stated that the connection seemed more reliable than it used to be and the speed was good.

AT suggested that members take one area of the SIP each and make a visit to school in January to look at this. A follow up visit would then take place in the summer term to look at progress: JSh will take Teaching and Learning, meeting with AT and JSi; BJ, Inclusion, meeting with SF and EC, Technology, meeting with TB. AT asked members to advise him of their availability and he will arrange meeting dates. **Action Members/AT**

The clerk asked whether members would be writing old-style visit reports. AT suggested a google document consisting of a visit note, which could then be updated after the follow-up visit. The clerk said that she would check the 'Visits to School Policy' for clarity. **Action Clerk**

There were no further questions.

ACM Issues (H) - papers circulated prior to the meeting

Annual Trust Documents and Written Declaration - read and signed, apart from JSi

Register of Interests 21/22 - updated in the meeting, apart from JSi. The clerk will ask JSi to complete these electronically. **Action LP/JSi**

Skills Audit 21/22 – a new version has been shared which is very similar to the old document. The clerk requested these be returned by the end of the Autumn term. **Action ACM's**

Training – the new NGA Safeguarding module is to be completed as soon as possible. **Action ACM's**

Recruitment - the clerk advised that she had attended a briefing on recruitment with presentations by Inspiring Governance and the NGA. These platforms have lists of people who are looking to join an Academy Committee or Governing Body and you are also able to register any vacancies there. It was **unanimously** agreed to explore these avenues to try and increase diversity within the Academy Committee. **Action Clerk**

New Policies - Members were advised of the new school SEND policy which is available to view on the school website. The clerk reminded the committee that the Trust weekly briefing has details of any updated Trust-wide policies, together with a link to the Trust policy folder on the drive.

Committee Member Questions for AT (I) – there were none and AT reminded AC Members that they could also table questions in advance of the meeting.

Committee Member Questions for Trustees (J) - none

SF **questioned** whether there was a list on the NGA website of 'challenging questions' that AC members could ask during meetings, adding that this would prove useful in the event of an inspection. AT said that these kinds of questions were usually asked during the visits to schools, but these have not been allowed for the last 18 months. Pupils and staff have really missed

HAYESWOOD FIRST SCHOOL

ACADEMY COMMITTEE MEETING

visitors in school. There are currently many pupils with social, emotional or mental health issues and the school has been working closely with family workers to get referrals to the relevant help. 'Team around the Family' meetings have been taking place and ELSA provision is helping. The implementation of 'Operation Encompass' has meant that the Police are now allowed to share information with schools if they are involved in any family matters. This has been helpful in explaining changes in pupil behaviour in several cases already.

FAI (K) – Visits; Progress; Curriculum

Date of next meeting (M) - confirmed as Wednesday, 23rd March 2022 at 6pm. The final meeting of the academic year was also confirmed as Wednesday, 22nd June 2022 at 6pm.

Meeting closed at 7.22pm

ACTIONS:

- E** *AT to share 'Ambition 24' presentation*
- G** *ACM's to advise availability for January visits; AT to confirm dates*
- G** *Clerk to check 'Visits to School' policy and advise re: visit reports*
- H** *Clerk to request JSi to complete Register of Interests and Written Declaration electronically and return*
- H** *ACM's to complete Skills Audit and return by the end of Autumn term*
- H** *ACM's to complete NGA Safeguarding module asap*
- H** *Clerk to register on recruitment platforms and try to fill vacancies*