



**Heron's Moor Primary Academy Council Meeting Minutes**  
**Wednesday 3<sup>rd</sup> March 2021, 5.00pm**  
*Virtual meeting via TEAMS due to Covid-19 restrictions*

**Academy Council:**

Paul Westwood (PW) Chair	Sponsor 1	Susie Weaver (SW)	Executive Principal
Louise Statter (LS)	Interim Sponsor 2	Julie Fox (JF)	Principal
Kathryn Volk (KV)	Interim Sponsor 3	Vacancy	LA Rep
Vacancy	Interim Sponsor 4	Dave Beesley (DB)	Student Advocate
Vacancy	Sponsor 5	In Attendance	
Vicky Green (VG)	Teacher	Wendy Stack (WS)	
Vacancy	Support Staff		
Vacancy	Parent		
Vacancy	Parent	Sue Burns	Clerk
*	<- Indicates absent.		<- Indicates question asked

**1, Welcome and Apologies:**

The meeting commenced at 5.00pm  
 No apologies were required.  
 The meeting was deemed to be quorate.

**2, Declaration of Interests**

The Councillors advised that they had no pecuniary interest pertinent to the meeting content.

**3, Minutes of the last meeting**

The minutes of the previous meeting (7<sup>th</sup> December 2020) were agreed to be a true and accurate record and were signed electronically by the Chair.

**4, Actions and Matters Arising**

**Actions**

- 5, DB to make data available to the Academy Council ahead of the next meeting – **Not applicable due to the pandemic. A full school data drop is scheduled for 26th March 2021. Pupil progress meetings will take place by the end of Term 4 or beginning of Term 5, depending when data is available.**
- 6, PW to review the Risk Register before the next Academy Council meeting - **We are working on the Risk Register with the trust and Bryony Green.**

**Matters Arising**

The Nursery is almost at capacity for every session which is very positive. Parental feedback is that recommendations have been received via word of mouth. We were due eight new starters, five have started, and one has confirmed they will be back from Monday.

If siblings are not in school then the parents don't always bring the Nursery children in.

**Are there a lot of families from different nationalities at the Nursery?**

Yes, we have Polish and Lithuanian families, Greek and Turkish children, and several siblings.

[REDACTED]

[REDACTED]

**5, Academy Council Report**

**Attendance**

There are approximately 27% of pupils attending on site, the majority are for key workers and the remainder are for vulnerable children. No bubble has exceeded fifteen. The children are settled and happy but have missed their friends.

**What is the attendance for remote learning?**

Attendance has been good for remote learners. The older children have engaged more than the younger year groups and three live lessons are offered every day (apart from Fridays when there is two).

**Are children returning work?**

Yes, the rate of return is good, with approximately two thirds regularly submitting work for review. In Y4 36-40 children are attending live lessons. Engagement is very good and parental feedback is that the children have really benefitted from having their teacher present.

**What actions are you taking for the remaining third of children who are not submitting work?**

Some parents have been accessing the hub and some families have chosen to use paper packs (particularly for SEND children who need their own work packs). The work has been returned regularly.

The team follow up absent pupils with a phone call and then a house call if required. We have been in contact with every child in the last two weeks and therefore have not had to undertake any house calls.

**Are you anticipating that all the families will return to school on 8<sup>th</sup> March?**

Yes. We are speaking to families who have anxiety or who have been shielding, on a one-to-one basis, to reassure them. [REDACTED]

**If children don't return to school, will you still provide home learning?**

Yes.

***The Academy Council congratulated the school on remaining in contact with all the families during lockdown.***

One of the three areas that Ofsted asked us to improve on was; "While leaders understand the importance of cultivating positive relationships with parents, there are some parents who express dissatisfaction with aspects of the school's work. Leaders should explore how they can extend opportunities to engage with parents in a positive and constructive way"

The pandemic has meant that the parents have been really involved with the teaching and learning and we have a better understanding of our families. We are continuing to feed approximately eighty

children a week and it has been a surprise how hungry they have been. The kitchen team has been able to provide hot meals at lunch and we have ensured that breakfast is available to support children's wellbeing and learning.

We have been very clear with parents about our expectations and have kept communications positive and regular. The children are using three gates to access the site and there is a member of SLT on each gate at the beginning and end of the day which the parents have appreciated and has helped to build relationships with vulnerable families.

The teachers have been communicating twice a week via parent mail and all our parents' evenings have been via TEAMS which was well received with 85% of families attending.

We have delivered food, books, work packs, lap tops and dongles to families and have been using Facebook to post good news updates.

### **Quality of Education**

Usually SLT are in the learning, but this has not been possible to the same extent with bubbles. We have reviewed planning and SLT have been invited into all the live learning which has been very advantageous as we have been able to pop in and out of every year group. We have also been the second adult, particularly in Y1, Y4 and Y6 which means we have a days overview of the live learning. The teachers and TAs have adapted well to remote learning and have been very flexible and open-minded and have shared best practice.

We have started small group intervention work for our children with SEND via TEAMS, this has been really impactful. One to one reading has also taken place and we have made book deliveries to families who require them.

Curriculum leadership remains a focus. Each curriculum area has a detailed plan for the year which is linked to professional development. One of the PE curriculum leads has completed Real PE training which will be disseminated to the other staff at the next Inset day. Science long-term and medium-term planning has been reviewed against the CLF curriculum and they have continued to teach Science via the blog.

Staff have received training on the CLF Art and DT curriculum as part of working towards our Arts Mark. A questionnaire has been sent to staff and students about learning in Art, DT and Music to inform future planning. HMA have contributed the CLF Arts and Maths curriculums and one of our teachers wrote the textile section with another CLF teacher.

### **6, Safeguarding**

Safeguarding has been paramount during the lockdown. The CLF Safeguarding Audit has been completed and an action plan has been generated; there were no reds and only a few amber items that are not essential but will be addressed.

The Safeguarding Team has worked well together and communicate regularly and review all our children who are a concern. I attend all the cluster safeguarding meetings in the trust and the LA and then disseminate any important information.

All the staff completed refresher Safeguarding training in January. Three members of staff have completed the advanced PREVENT training and everyone has completed the Home Office PREVENT training.

### **There are no safeguarding incidents recorded in the termly report, is that accurate?**

Initially issues are recorded as a 'cause for concern', and then are escalated to a safeguarding incident if required. There is not an area on the report to record causes for concern.

**ACTION: SW to liaise with Steve Bane to determine if causes for concern can be included in the termly safeguarding report.**

**ACTION: JF to liaise with Sandra Bray (Safeguarding Lead at HPA) re how they use CPOMS.**

### **How have you prepared for anxiety in children returning to school?**

The SLT met this week to discuss preparing for the children's return. A member of the teaching team will be on duty to support with behaviour and we will return to our recovery curriculum to incorporate discussing feelings. We have a similar arrangement for staff to check-in on their wellbeing and to remind them of the health and safety requirements.

## **7, Policies that require review**

A number of policies have become due for review which will bring them up to date.

### **CLF Policies to Note:**

- Charging and Remissions
- First Aid
- Supporting Pupils with Medical Conditions
- Online Safety
- Toileting and Intimate Care

**The Academy Councillors noted the CLF policies.**

### **HMA Policies to Approve:**

- Anti-Bullying (*see notes below*)
- EYFS
- Feedback
- Presentation
- RE
- Assessment

**Proposal to approve the above policies, subject to the amendment to the Anti-Bullying Policy: JF**

**Seconded: LS**

**Show of Hands: Unanimous**

### **Anti-Bullying**

#### **Does bullying have to be repetitive, could it be a single incident?**

The definition of bullying is repetitive instances, but a one-off incident that is serious could also be deemed to be dealt with through this policy.

## 8, Student Voice

We issued a survey to children who are working at home to determine their lockdown experience. Overall, there was a positive response with 72% saying their experience was OK, Good or Very Good. We asked what the toughest part of being at home was; the most common answers were not seeing their friends and teachers, and unreliable IT which was a frustration. Some lessons were too pacy and some children said they couldn't keep up, or that there was a lot of work to complete. We have noted these comments and reflected on them.

Most children indicated that they are looking forward to returning to school 71% said they couldn't wait but 7% (30 children) said they would rather stay at home and not return to school. This is a concern, so we will ensure that we support these children to return to school and access their education.

### Was the survey anonymous?

No, so we can identify those children who are not keen to return to school.

### Was there any difference in responses between boys and girls?

In Y6 there were more girls not engaging than boys, but that is not the trend across the school.

## 9, Governance

[REDACTED]. Therefore, a new Parent Academy Councillor election will be arranged before the end of term, after everyone has settled back into school.

Wendy Stack's term of office has come to an end. Therefore, a Support Staff Academy Councillor election will take place this term.

### *The Academy Council thanked Wendy Stack for her support and commitment to the Academy Council.*

Some Academy Councillors from the North Somerset cluster have attended Bristol governor training and as a result recommend North Somerset training because it is more relevant.

The Academy Councillors were reminded to save the date of Friday 2<sup>nd</sup> July 2021 for the CLF Summer Conference. There are two CLF conferences each year which encompasses the whole trust and provides a range of professional development opportunities. Potentially this year it will be a virtual event and all Academy Councillors are encouraged to attend.

## 10, Matters for the attention of the Board/COAC

None.

## 11, AOB

Reception is full from September; all three Weston CLF primary schools are oversubscribed this year.

[REDACTED]

### How many NQTs are at HMA?

Only one. 16 of the current teachers were NQTs but have remained with the school.

12, Date of next meeting: Tuesday 4<sup>th</sup> May 2021, 5.00pm

Meeting ended at: 6.35pm

Item	Action	Initials
6	SW to liaise with Steve Bane to determine if causes for concern can be included in the termly safeguarding report.	SW
6	JF to liaise with Sandra Bray (Safeguarding Lead at HPA) re how they use CPOMS.	JF

Approved:



Date: 04.05.21