

# Minutes – Herons’ Moor Academy

**Meeting Date:** 4 October 2023  
**Location:** Teams  
**Time:** 5.00pm

**Chair:** Kathryn Volk (KV) Sponsor Councillor & Chair  
**Members:** Stuart Harrington (SH) Sponsor Councillor (joined via Teams)  
 Wendy Stack (WS) Support Staff Councillor  
*Vacancy* Sponsor Councillor  
 Julie Fox (JF) Principal  
 Susie Weaver (SW) Director of Education (joined at 5.40pm)  
*Vacancy* Parent Councillor  
*Vacancy* LA Representative Councillor

**Apologies:** Dave Beesley (DB) Student Advocate  
 Vicky Green (VG) Teacher Councillor  
 Jillian Gorra (JG) Sponsor Councillor

**In Attendance:** Sue Burns (SB) Clerk  
 Nick Smart (NS)

**Absent:** Tom Crabtree (TC) Sponsor Councillor

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed everyone to the meeting and introductions were made.	
1.2	Apologies were received and accepted for Dave Beesley, Vicky Green and Jillian Gorra.	
1.3	Absent: Tom Crabtree.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	None declared.	
<b>3.0</b>	<b>Everyday Reading – Nick Smart</b>	
3.1	I lead reading across the school. The last Ofsted report (Mar 2020) was just before lockdown and since then I’ve considered what we need to work on with reading.	
3.2	We work collaboratively across the Trust. Our comprehension is strong, but we need to work on knowing our children as readers and speaking about them as readers.	
3.3	Reading differs from Maths and Writing because we don’t get immediate feedback unless we hear the children read. We already had Everyday Reading in place which is a 20-minute reading lesson every day using the same text for a week which is analysed. Wed-Fri includes comprehension questions.	
3.4	We have extended the Everyday Reading session to 40-minutes to allow an additional 20 minutes of reading focus. This consists of 15 minutes of hearing children read and 5 minutes of the teacher demonstrating that they enjoy reading. We trialled the initiative with Y3-Y4 initially which was very well received.	
3.5	<b>Do the children choose what to read?</b>	

	They are currently all using their reading level book so that we know that they are reading at the appropriate level.	
3.6	<b>How do you measure the impact?</b> By discussing with colleagues which children require what support with reading and that they have a clear understanding of where the children are on their reading journey.	
3.7	Rachael Symons is the CLF Reading Lead and has been very supportive.	
3.8	<b>Can Academy Councillors attend a Reading Walk?</b> Yes, this can be arranged.	
3.9	<b>ACTION: JF to arrange for ACs to attend a Reading Walk.</b>	JF
3.10	<b>In the first 20-minute session, how do you focus on disadvantaged students?</b> It's a classroom activity, therefore the text is heard several times over the week. We use echo reading and choral reading as tools and the repetition supports everyone to access the text.	
3.11	<b>Have you linked with the residential homes to access volunteer readers?</b> We used to do this before the pandemic, but now CLF have a rule that all volunteers required a DBS. We are going to survey the parents to see if they will come into school for 30 minutes and then a member of staff will supervise them so that a DBS is not required.	
3.12	<b>Do some disadvantaged children struggle to access books at home?</b> Yes, so we make the most of the campus library as often as possible, and we have a book loan scheme. We also do the summer reading challenge with the children and the library service come and talk to the children to promote it.	
3.13	Nick Smart left the meeting at 5.25pm	
<b>4.0</b>	<b>Academy Council Membership</b>	
4.1	Dave Beesley's has renewed his term of office as the Student Advocate. Julie and Kathryn have met with a potential new Academy Councillor: Fleur Kent who is going to submit an application form. The Parent vacancy has been advertised and will be marketed at the Reception Parents Evening.	
<b>5.0</b>	<b>Minutes of Previous Meeting</b>	
5.1	The minutes of the previous meeting (5 <sup>th</sup> July 2023) were agreed to be a true and accurate record.	
<b>6.0</b>	<b>Matters Arising</b>	
6.1	Near miss procedures have been improved.	
6.2	[REDACTED]	
6.3	The roof leak work will commence in the half-term holiday.	
6.4	The new cleaning contract is with Weston Support Services; we have seen an improvement in the cleaning as a result.	
6.5	All staff have completed their Nimble safeguarding training.	
6.6	The summer holiday club was very successful and will be replicated next year.	
6.7	A member of staff who has been on long-term sick leave has returned and settled in well.	
6.8	Two members of staff are going on maternity leave so we will need to consider carefully how we replace them.	
<b>7.0</b>	<b>Academy Council Report</b>	
7.1	The children have settled back into school really well which was noted in the ARV. We have updated our values system and the children have adopted it quickly and are using the language already.	

7.2	[REDACTED]	
7.3	<b>Is sufficient funding now in place?</b> Yes, the majority of costs are now covered.	
7.4	<b>Are all Alternative Learning Provisions regulated?</b> No, so we do a risk assessment when required, because the provision is right for the children.	
7.5	There are several children in the Reception cohort who have additional needs or are immature. We have six children in nappies and two drinking out of baby bottles and only eating soft food. However, the induction process has worked well, and they are settled.	
7.6	We signpost parents to the NHS website for additional parenting support and the Inclusion Team are setting up information sessions for parents.	
7.7	Two children in Nursery have additional needs and have attracted funding. One child has moved to a specialist provision, but we have kept his place in case they return.	
7.8	We have asked CLF to consider paying for Hepatitis B vaccines for the staff at risk.	
7.9	The Nursery is oversubscribed, and we are operating a waiting list and exploring working with the Childrens Centre.	
7.10	<b>Does the Nursery have admissions criteria in the same way that schools do?</b> Yes, but some siblings don't want to start until January.	
7.11	We are continuing to challenge attendance and some days the PP attendance is higher than the non-PP attendance.	
7.12	We have looked at Culture in Reception, KS1 and KS2 which worked well, despite several staff being off ill.	
7.13	[REDACTED]	
7.14	[REDACTED]	
7.15	Oracy will be a focus this year because our younger children are struggling with speech with has been identified by the ARV.	
7.16	<b>What is Voice 21?</b> It comes from Academy 21 and is a package around developing strong mechanisms for oracy. The Trust has trialled it in a few schools and is now rolling it out across all the schools. Training took place on the first inset day.	
7.17	<b>Are all year groups going to access Voice 21 and how does it fit with the current curriculum?</b> We have just introduced it but it will be across all year groups and it aligns to the current curriculum and our everyday reading.	
7.18	We have a new ECT in post who is very strong.	
7.19	<b>How is the budget?</b> We will save a day of teaching costs in Y6 as part of the maternity cover.	
7.20	We are celebrating our 20-year anniversary which was very well attended and have had an ice-cream van on site for the children which they were very excited about. A whole school photograph will be arranged in June.	
7.21	The Nest is very popular and has been at capacity twice this week.	
7.22	<b>How many children are in the after-school club?</b> Up to 30. We are paying staff overtime to cover an absent colleague.	

7.23	<p><b>Following the end of year EYFS data, what steps is being taken to raise attainment and to ensure that the Phonics remains above national?</b></p> <p>The most experienced KS1 teachers are in Y1 with a experienced TA's. We have focused on oracy work and structure sessions and observations have taken place on one class. Phonics started immediately and the new programme was covered at the inset day to ensure it is being delivered consistently. We are not benchmarking reading in Y1 now, as recommended by the new Phonics scheme, which has freed up TA time. This cohort is significantly lower than previous cohorts and therefore this may impact the Phonics outcome and there is a high level of special needs in Y1.</p>	
7.24	<p><b>Is the Y1 cohort the highest risk cohort?</b></p> <p>Yes, because they are very immature and many also have complex needs.</p>	
7.25	<p><b>Have you asked across the Trust?</b></p> <p>We would welcome an application from a colleague in the Trust who wanted to further develop their practice, but we don't move staff in general.</p>	
7.26	<p><b>What is EYFS GLD Percentage?</b></p> <p>It is the Early Years Foundation Stage Good Level of Development and represents a combination of the prime areas and those identified as supporting children to be successful.</p>	
<b>8.0</b>	<b>Safeguarding</b>	
8.1	Kathryn and Julie will meet this term. Fleur will take the Safe Link.	
8.2	<p><b>Will the filtering and monitoring report be added to the Academy Council report?</b></p> <p>It will be included in the Safeguarding Report as outlined by Steve Bane.</p>	
<b>9.0</b>	<b>Governance</b>	
9.1	All Academy Councillors were required to complete their training by Friday 6th October 2023.	
<b>10.0</b>	<b>Policies</b>	
10.1	<p><b>Policies to Approve</b></p> <ul style="list-style-type: none"> <li>• <b>Accessibility - Approved</b></li> <li>• <b>HMA Health &amp; Safety – Approved subject to grammatical amendments (see below)</b></li> <li>• <b>Drugs - Approved</b></li> <li>• <b>Positive Handling – Approved subject to grammatical amendments (see below)</b></li> </ul> <p><b>Policies to Note</b></p> <ul style="list-style-type: none"> <li>• <b>CLF H&amp;S</b></li> <li>• <b>CLF Charging &amp; Remissions</b></li> <li>• <b>CLF Data Protection</b></li> <li>• <b>CLF Modern Slavery &amp; Human Trafficking</b></li> <li>• <b>CLF Safeguarding</b></li> <li>• <b>CLF Trustee &amp; Councillor Expenses</b></li> </ul> <p>All noted.</p>	
10.2	<b>H&amp;S Policy</b> – Staff consultation; the AC is not involved in the consultation. The Principal <i>on behalf</i> of the AC is better wording.	
10.3	<b>Positive Handling</b> – Page 9, 7.2 there is a reference to the pupil's personal history, is this biased? It refers to potential triggers and therefore we may change out the trained adult for a hold. All the staff have de-escalation training at the inset day.	
10.4	<p><b>Does CLF Central track the number of holds in the bound and numbered book?</b></p> <p>It is tracked via CPOMS. All bound book incidents are reviewed by JF.</p>	
10.5	11.5 'other considerations'; remove any audience suggests that witnesses are being removed? It is designed to remove additional stimuli, but can be re-worded e.g. remove other peoples to a safer place.	

11.0	<b>Matters for the attention of the Board /COAC</b>	
11.1	None	
12.0	<b>AOB</b>	
12.1	<b>Reception Induction.</b> A parent has complained that the induction process is confusing, therefore we will review it this year and we have a new EYFS Lead in post. The parent in question queried why there is not a CLF wide policy that applies to all CLF schools.	
12.2	We visit the children at their settings to get to know them. This year 10% have not attended pre-school, 25% have attended pre-school for less than 10 hours, and three pupils have additional needs. Some parents felt that the induction was too thorough. All pupils are successfully accessing Reception full-time.	
12.3	Parents are provided with a timetable in June so that they can prepare any childcare arrangements and people who are being shown around are made aware of our induction process.	
12.4	<b>How many children moved from Nursery to Reception?</b> 37.	
12.5	<b>How long before they are all attending full-time?</b> They all attend full-time by 19 <sup>th</sup> September 2023.	
12.6	<b>Could you collect parent voice about the induction process?</b> Yes, we have arranged for this to take place.	
13.0	<b>Close of Meeting</b>	
13.1	The meeting closed at 6.25pm	