



Heron's Moor Primary Academy Council Meeting Minutes
Monday 12th October 2020, 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	Shane Hawkings (SH)	Ops Manager
Wendy Stack (WS)	Support Staff		
Vacancy	Parent		
Victor Bica (VB) *	Parent	Sue Burns	Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome and Apologies:

The meeting commenced at 5.00pm

Absent with apologies: DB

Absent without apologies: VB

The meeting was deemed to be quorate.

SW advised in advance that she would need to leave the meeting early due to a scheduling clash.

2, Declaration of Interests

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

2a, Academy Council Membership

VB has not attended an Academy Council meeting since January 2020 and has not responded to any emails from the Chair or Clerk. PW will try to reach him by phone.

Shaun Rowland's term of office has expired.

The Academy Council thanked Shaun both for his contribution to the Academy Council and to the governing board before conversion.

3, Minutes of the last meeting

The minutes of the previous meeting (9th July 2020) were agreed to be a true and accurate record and were signed electronically by the Chair.

4, Actions and Matters Arising

None.

5, Academy Council Report

Paper circulated in advance

Staff Wellbeing

All members of staff have returned to work and sickness has been very low. There have been no instances of Covid-19 in staff or children.

This term has had a wellbeing focus and every morning a member of the leadership team checks on all staff. Signposting to support agencies and the mental health leads, took place at the inset days.

Staff morale is good, and the new systems are embedding and working well. The staff and children are tired because it is a long term and there are added Covid anxieties.

Parents' evening has been replaced by short written reports and phone calls which has increased the teachers' workload.

Tracey Lugton (A Health Care Assistant and TA in the Nursery) and Jenny Litten (a Y6 TA) are both moving to new jobs.

Three lunchtime supervisors, an admin role, a Nursery Lead, the Deputy and Nursery TAs are being recruited for. A Health Care Assistant role is being recruited for to provide additional support for a terminally ill child who has additional funding.

One to one meetings for professional development are underway and have been well received as they feel meaningful. There are a range of targets for individuals, as well as for the team. All the pupil progress meetings have now completed which include a previous data review and identifying priorities.

Is there cover for the Y6 TA?

No because of the bubbles, therefore capacity is impacted, but booster work will commence in T2.

Lots of additional support is going to be needed for reading and writing in each year group, how will this be managed with staffing?

We are drafting the plan now as we have had £40k of additional funding from the government. The part-time staff provide the capacity for the plan which means there will be continuity and familiarity and fewer new people in bubbles.

Attendance

Historically our attendance is very good, but the children have had a lot of coughs and colds. Our attendance is 92.5%, which is below the CLF average of 95.4%. The inclusion team and attendance officer are proactive, and we are in regular contact with the children who have not returned to school.

[REDACTED]

We keep a detailed spreadsheet of who is absent and why and we track them closely. [REDACTED]

[REDACTED]

Attendance was raised at the ARV as most of the CLF academies have picked up, but not at Herons Moor, therefore attendance will be a focus.

We are working across the trust to ensure that attendance coding is right. We are supporting parents to make an informed decision about home education. North Somerset have more families opting for home education than South Glos and Bristol.

Are any families accessing work remotely?

Yes, this has been well received and they are accessing the blog with the work provided and then sending in pictures of their completed work for comment. All the teachers provide work for all the year groups each week, in case anyone is absent. Families are engaging with virtual provision

We had fourteen spaces across the school at the beginning of term, but most of these have now been filled; we now have six spaces Reception and one in Y1. The spaces in Reception have arisen because some Polish families have not returned. Nursery is fuller than anticipated with a number of children due to start in January, most sessions are already full. This is very pleasing as we were concerned last year that nursery numbers might drop and some afternoon sessions only had 12 children, but there are now 22-24 children in each session. The enquiries are higher this year which may be a result of the leaflet drop.

ACTION: WS to try to identify which marketing was most successful for obtaining new Nursery places.

We have started small school tours after school that are Covid secure and comply with the risk assessment; eight have been booked to date. This week we are making two films of virtual tours of the school, and life in the Early Years, to use as promotional material.

How can we increase the Reception pupil numbers?

This is dependent on families moving house. We are anticipating that Reception pupil numbers will increase with siblings in future years.

AIP Focus Areas

- Recovery Curriculum.
- Disadvantaged Pupils.
- Nursery Restructure.
- Curriculum Development.

The first two weeks of term had a focus on the recovery curriculum including values work, mark making, and new routines. The children have settled very quickly and are very happy. A Y1 teacher is leading on the recovery curriculum, provided staff training on the inset day, and will review T1 ready for preparations for T2.

Emotional literacy work and mood meters were introduced to children which have been received well and are still being used in the classroom.

Mindfulness has been a focus with recorded readings and an introduction to yoga and belly breathing.

The Nursery restructure has commenced following one teacher leaving and another moving to a new role in the school. The interviewing for the new structure has taken place with the Nursery Lead and Deputy appointed as well as one practitioner to date. An additional practitioner is required as well as some additional hours.

Nursery Update – Wendy Stack

We have introduced key workers and changed the planning and some of the routines. We are now working as a team which has been impactful and are tracking children's next steps. The children have settled very well, and the new structure is already having an impact. We have been using teddies for

mindful breathing which has worked really well. The children have bonded well as a group and are good listeners.

What model was in place previous to key workers?

The teachers had overall responsibility and all the staff observed all the children. Now the key workers have five specified key children that they concentrate on, and update the diaries for.

ACTION: WS to connect with the CLF EYFS working group.

(Shane Hawkings joined the meeting at 5.30pm)

Health & Safety

We remained partially open last term, therefore a number of measures were in place. We produced a local risk assessment to work in tandem with the CLF version. We have followed government guidance and split all the classes into bubbles, except for Reception who have a shared area. There is a safe zone for the teachers indicated by tape on the floor.

We have ensured that communal areas are separate for Bay Tree and we do not mix.

An additional staff room has been created by utilising the art room, and we have removed the soft furnishings.

Each class has a hygiene station with hand sanitiser, lidded bin, tissues, etc.

[REDACTED]

Start and finish times are staggered by fifteen minutes with three separate entry and exit points. The KS1 and KS2 staggered start is working well and parents have been respectful. A member of the SLT is on each gate.

Reception parents are no longer entering the playground as the children have settled in, but Nursery parent are still permitted.

We are trying to resolve some parking issues and are reminding parents about the parking restrictions. Lunchtime and playtime is staggered and we have adopted four lunchtime sittings covering two hours. All packed lunches remain in the classrooms, lunch is labour intensive for staffing resources, but overall is successful.

PPA cover is timetabled so that where possible TAs are in only one bubble per day.

Behaviour has been very good overall. The inclusion team are available to support children who are struggling.

A procedure has been introduced for visiting professionals based on a Covid risk assessment.

Thirty children have displayed symptoms and returned negative test results. Three staff have been tested and are negative. Some children are self-isolating on return from countries where quarantine is required.

[REDACTED]

[REDACTED]

The Academy Council congratulated the Operations Manager on his proactive work and thanked the team for their constant review and diligence.

(Shane Hawkings left the meeting at 5.50pm)

6, Quality of Education – Remote Education

The hubs are up and running and we are now providing five English and five Maths lessons a week, plus times-tables rock stars, spelling shed, and foundation subjects. We are communicating with parents via parent mail and they are engaging. The blog has been used for homework and Y3/Y4 are adding additional work.

Inset day included training about online learning and preparation for live learning to take place in the event of a local lockdown.

Are all the teachers comfortable with using virtual provision?

Additional support has been offered but not taken up. Staff are nervous about recording their teaching, but this is the case nationally. Over the summer we reviewed our virtual provision during lockdown with the parents; the results were overwhelmingly positive with only 7 negative comments and 170 positive comments.

[REDACTED]

[REDACTED]

7, Achievement and Standards

The data indicates that we are mid-range compared to the other CLF primaries for Reading; 18 children were near with only 5 marks off, and 27 children passed. If the 18 children pass as well, we would achieve 76%.

We were third highest in the CLF primaries for SPAG (highest for PP). 28 children passed and 14 were close, if they all pass we would achieve 71%. Spelling Shed the online spelling programme has been really impactful.

Maths data also indicates we are mid-range for the CLF primaries, but these were our lowest results. 12 children passed and 18 were close which would result in 51%. 47 children had negative progress for Maths; there are clear gaps in learning around problem solving and applying the maths rules, although they appear confident with arithmetic. The children need to build their stamina to be able to complete all the questions in the Writing and Maths papers.

Y1 Phonics was a concern as children had forgotten sounds, but they are picking up again now.

The number of disadvantaged children had increased last year, has this trend continued?

Yes, it has increased again and is a key area on the AIP.

8, Safeguarding

The Prevent training was out of date, has this been addressed?

We will cascade to all staff once a training opportunity has been identified. Safeguarding Link Roles training is being provided by Steve Bane.

When will CPOMS be rolled out to staff?

It is being rolled out on an as needed basis as it is not possible to train everyone together.

9, Policies that require review

- **Safeguarding** – Updated in-line with KCSIE 2020 with Covid-19 addendum.
- **Behaviour** – inc. Covid-19 addendum.

The Academy Council noted the Safeguarding Policy.

Proposal to approve the Behaviour Policy: KV

Seconded: VG

Show of Hands: Unanimous

10, Governance

The Academy Councillors were reminded to complete their Nimble training.

11, Matters for the attention of the Board/COAC

None.

12, AOB

None.

13, Date of next meeting: Monday 7th December 2020, 5.00pm

Meeting ended at 6.15pm

Item	Action	Initials
5	WS to try to identify which marketing was most successful for obtaining new Nursery places.	WS
5	WS to connect with the CLF EYFS working group.	WS

Approved:



Date: 7.12.21