

Minutes – Herons’ Moor Academy

Meeting Date: 2 October 2024
Location: HMA
Time: 5.00pm

Chair:	Kathryn Volk (KV)	Sponsor Councillor & Chair
	Wendy Stack (WS)	Support Staff Councillor
	<i>Vacancy</i>	Sponsor Councillor
	<i>Vacancy</i>	Parent Councillor
	Stuart Harrington (SH)	Sponsor Councillor
	Vicky Green (VG)	Teacher Councillor (joined via Teams)
	Jillian Gorra (JG)	Sponsor Councillor

Apologies	Fleur Kent (FK)	Sponsor Councillor
Absent	Tom Crabtree (TC)	Sponsor Councillor

In Attendance	Georgie Tinker (GT)	Principal
	Tracy French (TF)	Executive Principal
	Dave Beesley (DB)	Vice Principal
	Sue Burns (SB)	Clerk

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed Tracy French to the meeting and introductions were made.	
1.2	Apologies were received and accepted for Fleur Kent.	
1.3	Absent without apologies: Tom Crabtree.	
2.0	Declarations of Interest	
2.1	None declared.	
3.0	Minutes of Previous Meeting	
3.1	The minutes of the previous meeting (3 rd July 2024) were agreed to be a true and accurate record.	
3.2	JF to circulate the MFL Pupil Voice at the end of term – Completed .	
3.3	JF to circulate the outcomes data summary when it’s available - Completed .	
3.4	JF to add a list of religions that are covered by the RE curriculum - Completed .	
4.0	Academy Council Membership	
4.1	A Parent Academy Councillor election will be arranged for Term 2.	
4.2	The bright spots and trails paperwork from the CLF Strategic meeting on 25 th September have been circulated via Governorhub.	
5.0	Academy Council Report	
5.1	The term has started well with two positive inset days which were team building.	
5.2	Attendance is a priority on the AIP (91% last year) and we’ve had a strong start. We are utilising first day phone calls to encourage two-day absence to reduce to one day absence which has been impactful.	
5.3	Is there any difference between PP and non-PP parents responding to first day phone calls?	

	We would need to check this data. However, there is a significant overlap between our PP and SEND children with medical needs which does impact the data.	
5.4	[REDACTED]	
5.5	Attendance was 96% at the end of last week which we're proud of and have been celebrating.	
5.6	The biggest challenge has been holiday requests due to a significant increase in requests for holiday this term. We've reminded parents in the newsletter about the importance of attendance.	
5.7	Priory and Worle have a two-week break at half-term, is that impacting on the attendance here? Only one parent has indicated that.	
5.8	Are there inset days at the end of this term? Yes, two. However, no parents have requested absence in the lead up to the inset days.	
5.9	Many of our poorer attendees were in Reception and Y6. The Y6 pupils have moved on and Y1 has had strong attendance which should further positively impact on our attendance figures.	
5.10	Dave and Karen are now meeting weekly to discuss attendance which is a new strategy.	
	Behaviour and Attitudes to Learning	
5.11	Our curriculum offer outside of school is provided by the staff for three terms a year. One child has requested a rubix cube club which we are trying to facilitate during a lunchtime.	
5.12	Do the staff choose what extra-curricular subject they offer? Yes. They choose something that they're interested in or are talented in.	
5.13	We've provided a range of activities aimed at person development which has been really well received by children and included a whole school poetry day, orienteering day and wake and shake session.	
5.14	Will you continue Wake and Shake throughout the year? Yes, it will take place once a term.	
5.15	We've held a joint SLT meeting with Baytree to discuss the premises and what joint activities we can use. We're also exploring using the PE grant to provide a forest school provision.	
5.16	The School Council and Eco Council are being set up currently.	
5.17	The numbers on roll has reduced and have approximately 10 spaces in the school. A new sibling is due to start in Y4 for a family that's moved into the area.	
5.18	Is there a trend for the leavers? No, it appears to be due to geographical relocation and a couple of Reception pupils didn't take up their place.	
5.19	Were Reception fully subscribed? Yes.	
5.20	[REDACTED]	
5.21	We have arranged tours for parents who are looking for Reception places for next September and there has been some interest in Nursery places too.	
5.22	I consulted with parents about what social media format they prefer for news about the school, and they voted for Facebook which reaches the majority of our families. The newsletter was monthly and is now fortnightly with a new format for mobile phones.	

5.23	<p>Now that there is two-year old funding, can you allow younger children to start in September?</p> <p>We are discussing this currently because it should increase our Reception numbers. It's a complex situation because the square footage is higher per child and the ratio is lower.</p>	
5.24	<p>Do you have sufficient space?</p> <p>Yes, our busiest session is for 24 children, and we can take 32 three-year olds. The funding is also higher which makes it financially viable. We will need to cap the number of two-year olds we take to ensure we can sustain the three-year-old provision.</p>	
	Safeguarding	
5.25	<p>There were two cases of safeguarding during the summer. Steve Banes has been supporting GT in her role as DSL and how to make safeguarding more rigorous in the school. The CLF Deputy Safeguarding Lead will visit fortnightly to maintain the support and Shane Hawkings (Ops Manager) will have safeguarding training to increase the capacity in the Safeguarding Team.</p>	
5.26	<p>We hold weekly Friday meetings and catch-up which will include a safeguarding question to keep the profile high.</p>	
5.27	<p>We meet once a week to discuss safeguarding and to review CPOM entries, etc.</p>	
5.28	<p>In KCSIE 2024 there is more of a requirement to have safeguarding checks from external providers. Do you check that The Campus is checking safeguarding appropriately?</p> <p>I would need to liaise with Shane Hawkings to confirm that.</p>	
5.29	<p>ACTION: Tracy French to check with Steve Bane that The Campus has adequate safeguarding procedures in place and that they are quality assured.</p>	TF
5.30	<p>One child is on CP and one child is CiN.</p>	
	Quality of Education	
5.31	<p>The ARV took place yesterday which was very supportive and concurred with the areas that I had identified.</p>	
5.32	<p>The Voice 21 Strategy has some discrepancy in how the strategies are used across the team, therefore we are going to re-boost it. This was re-introduced at last night's staff meeting and we're going to trial using 'value time' to deliver talk sessions.</p>	
5.33	<p>The Maths Team are working well together and have liaised with the CLF Maths Lead.</p>	
5.34	<p>Effective planning and adaptive teaching are a focus, as is Reading which is not taught consistently across the school.</p>	
5.35	<p>We met with the EYFS team to ensure that the Phonics programme, Unlocking Letters and Sounds is being delivered appropriately.</p>	
5.36	<p>Are there any KS2 children accessing Phonics?</p> <p>One child in Y5, but we will identify other children who could benefit.</p>	
5.37	<p>Do pupils who are not phonetically sound still read at the correct reading age?</p> <p>There are a finite number of words that can be remembered by non-Phonetic readers.</p>	
5.38	<p>How do you transition from the Phonics to benchmarking independent books?</p> <p>After Christmas we commence whole class reading.</p>	
5.39	<p>Subject Leaders need to be able to confidently lead their subjects, therefore we are giving all subject leaders 0.5 days per term of release time.</p>	
5.40	<p>Will Subject Presentations be available to the Academy Council?</p> <p>We are exploring options.</p>	
	Staffing	
5.41	<p>One staff member has returned from maternity leave and two staff have changed their names.</p>	

5.42	A member of staff is going on maternity leave which has been covered internally by a part-time member of staff to take more hours.	
5.43	We have two second year ECTs and two first year ECTs. Appropriate support is in place. All staff have settled in well.	
	Finance, Health & Safety and Estates	
5.44	A fire drill is planned for next week and a lockdown next week.	
5.45	I'm keen for Academy Councillors to visit the academy and would welcome everyone to visit.	
6.0	Academy Council	
6.1	All the Academy Councillors were supported with completing their online declarations and confirming they had read KCSIE 2024 via Governorhub. The Academy Councillors were shown how to navigate to the training they need to complete.	
10.0	Policies	
10.1	<p>Policies to Approve</p> <ul style="list-style-type: none"> • Anti-Bullying ¹ • EYFS ² • Health & Safety Local Arrangements ³ <p>¹ Page 3 - 'Aims' Point 3 - replace word 'of' with 'that'. Statement of intent – change 'should' to 'will'. Page 4 - change 'member of staff' to 'trusted adult'. Point 7 – remove 'reduce' and 'wherever possible'. Serious cases of bullying – remove 'serious'.</p> <p>² How are parents 'partners' in Reception/Nursery and feedback on the end of year goals? In Nursery we have a good relationship with our parents and speak to them daily.</p> <p>Remove 'learning diaries' and reconsider the 'parents as partners' statements</p> <p>³ Add a statement that the building is RAC concrete free.</p> <p><i>The Academy Councillors approved the above policies subject to grammatical changes. The EYFS Policy was approved subject to JG liaising with GT</i></p> <p>Policies to Note:</p> <ul style="list-style-type: none"> • Safeguarding • Positive Handling an PI • Health & Safety 2024-25 <p>How long does Team Teach training last for? Annual refresher training is required.</p> <p><i>The Academy Councillors noted the above policies.</i></p>	
11.0	Matters for the attention of the board	
11.1	None	
12.0	AOB	
12.1	None.	
13.0	Close of Meeting	
13.1	The meeting closed 6.30pm	