

Minutes – Herons’ Moor Academy

Meeting Date: 22nd November 2023
Location: HMA
Time: 5.00pm

Chair: Kathryn Volk (KV) Sponsor Councillor & Chair
Members: Stuart Harrington (SH) Sponsor Councillor (attended via Teams)
 Wendy Stack (WS) Support Staff Councillor
Vacancy Sponsor Councillor
 Julie Fox (JF) Principal
 Susie Weaver (SW) Director of Education (joined at 5.10pm)
Vacancy Parent Councillor
Vacancy LA Representative Councillor
 Tom Crabtree (TC) Sponsor Councillor (joined at 5.10pm)

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

In Attendance: Sue Burns (SB) Clerk

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed everyone to the meeting and introductions were made.	
1.2	No apologies were required.	
2.0	Declarations of Interest	
2.1	None declared.	
3.0	Values Team - Lucy Britton, Nual Harding, Jemima Ford	
3.1	We had 22 values originally, over a two-year cycle, therefore we wanted to reduce them down. The four in the middle are the rules and the ones surrounding the circle are the ones we want to see modelled around the school.	
3.2	The wheel has been shared with the children and we held an assembly so that they understood the value wheels.	
3.3	All the classes have value of the month posters which are a clear visual reminder.	
3.4	How often the are the posters changed? Each month.	
3.5	We used Pupil Voice from the children, and we set agendas for the Pupil Council Meetings. They provided a lot of positive feedback, including that the values had improved behaviour. We have also met with Baytree Council this year and we are linking with the school for activities across the year. We have also linked classes. The agendas are sent out ahead of time so that the teachers can discuss them with their class.	
3.6	The lunchtime staff have slips that they can give out if they see children using the values.	
3.7	All the staff are following the values consistently and we no longer use ‘golden time’ we use ‘values’ time.	

3.8	How do you support SEND children to understand and embrace the values? All the TAs have had training and one-to-one TAs tailor the language to support their children and any values activities are differentiated so that they can access them.	
3.9	We use visual prompts for the Early Years and Nursery children.	
3.10	Has the Behaviour Policy been updated to reflect the values? Yes, as well as the PSHE and RSE curriculum too.	
3.11	We have evidenced the impact of adopting the values in our three I's document.	
3.12	Have you collated Parent Voice? We send out the values in our newsletter and will get feedback next term. We had ten parents attend our recent parents' group who we can liaise with.	
3.13	We have been encouraging our Eco Council to do litter picking to reflect our values in the community.	
3.14	We are going to get feedback from a broad range of learners through the floor books.	
3.15	Do the staff nominate each other for using values? Yes, there is a recognition box in the staff room.	
3.16	How are agency staff supported with the values? There is a handbook in the classroom which includes the values.	
3.17	We use RE and PSHE floor books which are very impactful and have planned all the units so that the classes know which one they are doing each term. Although there is flexibility where classes need to change a unit to respond to their class needs.	
3.18	SW: ARVs can pick up the pupil voice and monitoring to support the Values Team later in the academic year.	
3.19	Is RE and PSHE taught by the Class teacher? We encourage teachers not to leave RE to PPA time, but sometimes the timetabling falls that way.	
3.20	We have matched the floor books to the curriculum to capture any objectives that have been missed and then we emailed the teachers so that they could close the gap.	
3.21	The Academy Council thanked Lucy Britton, Nuala Harding and Jemima Ford. They left the meeting at 5.20pm.	
4.0	Academy Council Membership	
4.1	A Parent AC has been appointed, pending recruitment checks. The last Sponsor AC position has been filled and the applicant is currently going through the recruitment checks.	
5.0	Minutes of Previous Meeting	
5.1	The minutes of the previous meeting (4 th Oct 2023) were agreed to be a true and accurate record.	
6.0	Matters Arising	
6.1	JF to arrange for ACs to attend a Reading Walk – A Trust Reading Walk took place on 8th November 2023 and the feedback has been captured. Nick Smart will support ACs to visit and see Reading on a Monday, Tuesday, or Wednesday.	
6.2	ACTION: All ACs to email JF (Julie.fox@clf.uk) if they would like to liaise with Nick Smart to see reading in HMA	ALL
6.3	A Reception questionnaire was undertaken at Parents Evening and the feedback indicated that the induction period was the correct length and that the children had settled well. There were some negative comments, but the majority of them were positive. Most parents also advised that their children were talking about their day at home.	
6.4	Was the questionnaire anonymised? The parents could choose if they wanted to remain anonymous, therefore we approached the few who had left negative comments.	

6.5	Have parents seen the new Phonics Scheme? Yes, they have been invited into school on two occasions.	
7.0	Academy Council Report	
7.1	Behaviour and attitudes are strong, and the children are settled and happy. We have put a specific piece of work in for Y3 children and rough play.	
7.2	We have had 0.5 days of suspension this term.	
7.3	[REDACTED]	
7.4	How often do you quality assure the ALPs? We quality assure them before the children attend. We contact them every day and we undertake regular monitoring visits.	
7.5	How often do you review the part-time timetable? We review it regularly.	
7.6	[REDACTED]	
7.7	[REDACTED]	
7.8	[REDACTED]	
7.9	Will you extend the Nursery provision? We don't have sufficient space, but we will review it when Baytree move. Some children and staff to their new site.	
7.10	[REDACTED]	
7.11	Attendance has improved, following our robust attendance procedures and we work closely with the CLF Attendance Lead. We had 98.6% PP attendance last week, which was the best in the Trust.	
7.12	How is lateness progressing? There are still some pockets of lateness, but we are addressing them with the families.	
7.13	Has HMA ever had a prosecution for non-attendance? No, but we do issue fines.	
7.14	We close the gates at 8.50am, which some families have found challenging, but we are assertive, and the families are learning to respect this.	
7.15	KV has met with JF to review Safeguarding. The October inset day focused on curriculum leadership.	
7.16	Maths is a focus this term. Phonics is going very well, and the staff have embraced the new French scheme.	
7.17	KV will attend the Unlocking Letters and Sounds at The Institute on January 2024.	
7.18	Are you part of a Literacy Hub? Yes, the Portishead one.	
7.19	Have all the subjects in the curriculum embedded? Yes.	
7.20	The Oracy Team has introduced listening ladders and staff training is taking place. Voice 21 is a CLF Lead project. The funding stops in December, but the CLF are exploring how to retain it.	
7.21	A Speech and Language therapist has been working with the Reception and Y1 teachers so that they can cascade the training.	

7.22	[REDACTED]	
7.23	The campus issues remain ongoing. Martin Thomas, Director of Estates is working with the NSC Legal Team. The roof continues to leak and one of the boilers has broken down.	
7.24	[REDACTED]	
7.25	Do any other CLF schools have a campus arrangement? No, but there is a school with a theatre on site which adds complexity to the school site.	
7.26	The HMA Nest is doing very well and is full, most evenings	
8.0	T1 Mock Data - DB	
8.1	We are mid-range compared to the other CLF primaries. I work closely with the CLF team, and we are doing well with this year's Year Group. We are confident with Reading.	
8.2	The processes we have in place for SATs is well established and we are confident in the predicted outcomes.	
8.3	We are in the lowest third of CLF for Maths, but the children have made some acceleration progress.	
8.4	How does greater depth link to DOYA deepening? The greater depth language is a mock paper.	
8.5	We are preparing the children to be able to provide a strong performance in Paper 1 of the Maths SATs which will remove the pressure for papers 2 and 3.	
8.6	What does the Reading paper stamina indicate? The reading leads will review the data and determine how we need to change the provision to develop reading stamina.	
8.7	We review the data for each child and determine what support they need on an individual basis. We have buddied up the children who require extra time with the reader who will support them with the SATs paper.	
8.8	We started the writing booster earlier this year and we provide additional support for writing and for reading, if required for individual children. We also offer greater depths math boosters at the beginning of the day.	
8.9	Dave Beasley takes the opportunity to do post-teaching for children who are struggling with specific concepts.	
8.10	What support is in place for the Y1 pupils who don't pass the Phonics scheme? We know where they are in the Phonics scheme, and we tailor the work to that. We don't need another Phonics mock because the scheme gives good feedback.	
8.11	The overall picture for DOYA is strong at expected and also for PP students. We are anticipating slightly better outcomes than last year.	
8.12	Y1 has the most experienced KS1 teachers, and the intervention have been carefully planned. We also have some student teachers and TA's in that year group for additional capacity.	
9.0	H&S Report	
9.1	<i>The AC thanked Shane Hawkings for the comprehensive report.</i>	
9.2	There were a higher number of incidents in T1? We were on the field for more time during T1.	
10.0	EDI Inclusion Statement	
10.1	All schools have reviewed their EDI statement, and the feedback is that the primary ones are strong, and our values work supports this.	

10.2	The CLF website team is repairing an error on the website. The Trust EDI Lead is meeting termly, and HR colleagues are working hard on recruitment. We have a focus on women and disability as part of a three-year strategy.	
11.0	Governance	
11.1	A new Parent Academy Councillor (Simon Keeling) has been appointed without the need for an election and is current going through the HR checks process.	
12.0	Policies	
12.1	Bereavement and Loss 'Seasons for Growth' support is offered every year for children who have suffered a significant loss. We have drafted a policy to formalise the work that we do.	
12.2	Is the 'Seasons for Growth' support, reactive? No, it is a set 12-week programme. But we offer reactive support when it is required, and we offer a trusted adult to support individual children when they need it.	
12.3	Do you offer support for the staff? Yes, we have Baytree, the CLF and a Headteacher mentor. The hospice also offer support for staff and work with a lot of our families.	
12.4	ACTION: DB to arrange for the hospice to deliver an assembly in the school about the work they do.	DB
12.5	Do staff members do home visits together? Usually they go as a pair, but we always do a risk assessment.	
12.6	Policies to Note: <ul style="list-style-type: none"> • Exclusions & Suspensions • RHSE <p>The Academy Councillors noted the above policies.</p>	
13.0	Matters for the attention of the Board /COAC	
13.1	None	
14.0	AOB	
14.1	None.	
15.0	Close of Meeting	
15.1	The meeting closed at 6.35pm	