

# Minutes – Herons’ Moor Academy

**Meeting Date:** 23 November 2022  
**Location:** Heron’s Moor Academy  
**Time:** 5.00pm

<b>Chair:</b>	Kathryn Volk (KV)	Sponsor Councillor & Chair
<b>Members:</b>	Stuart Harrington (SH)	Sponsor Councillor ( <i>joined at 6.15pm</i> )
	Jillian Gorra (JG)	Sponsor Councillor
	<i>Vacancy</i>	Sponsor Councillor
	<i>Vacancy</i>	Sponsor Councillor
	Julie Fox (JF)	Principal
	Susie Weaver (SW)	Executive Principal ( <i>joined at 5.25pm</i> )
	<i>Vacancy</i>	Parent Councillor
	<i>Vacancy</i>	LA Representative Councillor
	Dave Beesley (DB)	Student Advocate
	Vicky Green (VG)	Teacher Councillor <i>via TEAMS, joined at 5.15pm</i>

**Apologies:** Donna Hill (DH) Parent Councillor  
 Wendy Stack (WS) Support Staff 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. Apologies were received and accepted for: DH and WS.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	None declared.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	The minutes of the previous meeting (28 <sup>th</sup> September 2022) were agreed to be a true and accurate record.	
<b>4.0</b>	<b>Matters Arising</b>	
4.1	JF to speak to the Community Service staff to see if it is possible to identify any individuals from the surrounding community who may join the AC – <b>Completed. JF has also raised the vacancie at the Campus Management Committee.</b> JF to update at the next meeting on the children who have struggled to return to school – <b>Completed. See AC Report.</b>	
<b>5.0</b>	<b>Health &amp; Safety – Shane Hawkings</b>	
5.1	All Academy Councillors have completed their training via Nimble.	
5.2	Annual Prevent Training: 18/70 staff still need to complete this training but the deadline is January 2023.	

5.3	First Aid refresher training took place at the September Inset day: there are 38 members of staff First Aid trained which means we can achieve the required ratios.	
5.4	The Campus have staff who are trained in emergency first-aid so we are compliant.	
5.5	Fire Awareness training has been completed by all staff.	
5.6	The Risk Register has been circulated: two actions have been closed and one addition has been made [REDACTED]	
5.7	[REDACTED]	
5.8	<b>Is the Nursery still a risk?</b> No, we are full and have a waiting list.	
5.9	The H&S Audit was completed last summer, and we achieved outstanding. We have been working on the recommendations: <ul style="list-style-type: none"> <li>• First Aid Needs Assessment (now complete)</li> <li>• Training of teaching staff in Evolve for school trips (now complete)</li> <li>• Training needs matrix and gap analysis (complete).</li> </ul> There is a gap in manual handling training but this is not a statutory requirement. Contractors working on site are managed by North Somerset, but we now issue a coloured tabard so that we can challenge them if they are working unsupervised.	
5.10	Jo Crickson is now part of the Campus Health & Safety Committee.	
5.11	Facility compliance checks are undertaken by Mears and are up to date, but we have noted that there is no individual in North Somerset with the expertise to sign-off the work. We have raised this issue and have been advised that they are addressing the issue with the appointment of a new person in post.	
5.12	There remains some issues around proactive work and daily checklists which we challenge when required. They do react quickly when there is a risk, but routine maintenance is not managed well.	
5.13	Heidi Clements is liaising with North Somerset and feeds information into these meetings from the Academy which is helpful. Development opportunities are also being identified.	
5.14	The building continues to leak; North Somerset have advised that they have hired a consultant and will draft a plan to address the issue, but no timescale has been given.	
5.15	'Adapt' is the cleaning company and their contract was extended by North Somerset for another year last year without consultation with us. [REDACTED]	
5.16	We have moved to Chartwells for our catering supplier which has been a very positive move, and the site catering staff were tuped over to the new organisation.	
5.17	Volunteers are required to undergo the same process as Academy Councillors and the process is too onerous a process so I have made representations to HR who have advised that they are going to review the process. We could also consider changing the wording in the initial email that accompanies the pack.	
5.18	<b>Could the CLF have a session where all new volunteers are supported to complete the required paperwork?</b> I have offered to support applicants, but the process is intimidating and some of them cannot provide the required ID.	
5.19	<b>Do we request two references from volunteers?</b> Yes, as well as self-declarations and a medical form.	
5.20	The Academy Council congratulated Shane Hawkings on the outstanding H&S Audit outcome. <i>Shane Hawkings left the meeting at 5.30pm</i>	
6.0	<b>Academy Council Report – Julie Fox</b>	

6.1	[REDACTED]	
6.2	[REDACTED]	
6.3	[REDACTED]	
6.4	[REDACTED]	
6.5	[REDACTED]	
6.6	<p><b>Is there a qualification that staff can undertake that is affiliated with CAMHS?</b> There is a North Somerset practitioner in post.</p>	
6.7	<p><b>ACTION: KV to research whether there is a staff qualification that permits referral to CAMHS without the need to go via a GP.</b></p>	
6.8	<p><b>Do the Nest have a similar curriculum to HMA?</b> Yes, it is a Cabot curriculum and a member of HMA staff will visit The Nest every week for continuity.</p>	
6.9	<p><b>What sort of provision will The Nest provide?</b> One-to-one support, small classrooms, and support with strategies to support behaviour via the Thrive provision.</p>	
6.10	[REDACTED]	
6.11	[REDACTED]	
6.12	[REDACTED]	
6.13	<p>Attendance remains a priority and a CLF Deep Dive took place this week which was led by Fiona Lightwood. The feedback was positive, and our new systems are having a positive impact on attendance. We hold fortnightly meetings, and all staff have a role in attendance. We are considering using letter pro-formas and changing our home-visit process to include families who call-in sick.</p>	
6.14	<p>DB reviews the attendance registers and calls families who have had two days of absence. We also congratulate families who have improved their attendance.</p>	
6.15	<p>Our attendance is inconsistent across the week: today our PP attendance was 96.2% and non-PP was 93.9%, overall attendance is 94.4%.</p>	
6.16	<p><b>Do you have any persistently absent children?</b> Yes, we have two or three families with persistent absence, but they are prioritised for contact and if we cannot contact them by phone then we undertake a home visit.</p>	
6.17	<p><b>What is attendance like in the Nursery?</b> It is very high on the whole, although when our Polish families go home it can drop.</p>	
6.18	<p><b>Do families of children who are not yet five have good attendance?</b> On the whole, yes, but they do take advantage of term time holidays which we cannot challenge.</p>	
6.19	<p><b>Do you record attendance for vulnerable children?</b> We can cross check the statistics manually and the attendance of vulnerable families are recorded as part of their ACEs.</p>	

6.20	<b>ACTION: JF to provided anonymised vulnerable childrens index.</b>	JF
6.21	We do not have many persistently late children. [REDACTED]	
6.22	<b>Are children allowed to walk to school on their own?</b> Yes, in Y5 and Y6 if parents provide permission.	
6.23	The Deep Dive Team spoke to some of the children who have had an attendance intervention.	
6.24	<b>How does the attendance compare to pre-Covid years?</b> Historically we had excellent attendance, and it is improving post-Covid but we have had some sickness bugs in school which cannot be avoided.	
6.25	There are five spaces across the academy, and one additional child in Y2.	
6.26	PSHE remains a strength and we are reviewing our values work. The CLF 'I'm a citizen' curriculum has been very well received by the staff.	
6.27	Safeguarding is effective, CPOMS is embedded. We have more families with allocated Social Workers than we have ever had.	
6.28	[REDACTED]	
6.29	The curriculum development is going well. We are focusing on writing and on the way in which we teach guided reading. 'Unlocking Letters and Sounds' training has been undertaken by all staff and we have ordered all the resources.	
6.30	<b>What is the daily reading lesson?</b> We use guided reading, but we are trialling a new process in Y3 and Y4 with fiction and non-fiction texts, with the CLF English Lead.	
6.31	<b>How long is the trial for?</b> One term and it will include pupil voice before the trial and after. The trial is also being undertaken in other CLF schools.	
6.32	An ARV took place in November which focused on disadvantaged children and reading and resulted in positive feedback.	
6.33	<b>When will the mock data be available?</b> At the end of term, the papers will be analysed for gaps in learning.	
6.34	The writing assessment uses the Y5 data for lower on track children - we will run the intervention twice a week until Christmas and then review the exit data. Writing moderation takes place in January.	
6.35	Geography CPD is scheduled before Christmas.	
6.36	Scrutiny took place recently and the Board provided feedback about the development of the Academy Council and Link roles. We also discussed writing in Y6 and in Y2 which will be tracked throughout the year.	
6.37	<b>Why was writing selected?</b> Writing has dropped nationally and at HMA and that impacted on our Y6 outcomes. Writing was lower in Y2 because we needed to focus on Maths post-pandemic which was very impactful. We are now supporting the Writing in Y3.	
6.38	We are trying to save 1% on the budget this year, but this may be impacted by the building maintenance requirement, rising energy costs, and the staff pay rises.	
6.39	Herons' Moor Nest continues to be popular and is very well attended.	
6.40	<b>How are SEND children supported during lockdown drills?</b> We can consider preparation strategies which we already do for the fire drill.	
7.0	<b>Student Voice – Dave Beesley</b>	

7.1	A Citizenship Children's Voice Survey has been issued – the children advised that they enjoyed working in small groups and having discussion opportunities. The children confirmed that they felt they were citizens of Herons' Moor.	
7.2	Staff feedback included being more specific about the definition of a citizen and what citizenship is.	
7.3	A Student Council meeting has taken place and they have chosen the charity Little Hearts Matter to fund raise for.	
7.4	School Council members will have a badge to wear which they may make themselves. Each Council Member will be an advocate for one of the school values and promote it within school.	
<b>8.0</b>	<b>Governance</b>	
8.1	We need to develop the Academy Council. We have two new AC Members who are encouraged to review the Link Roles folder on Teams and choose a role or two roles that they would like to adopt.	
8.2	The Parent Academy Council vacancy will be advertised again and JF has been speaking to prospective parents.	
8.3	SH is considering joining the Campus Committee as a HMA Representative.	
<b>9</b>	<b>Policies</b>	
9.1	<p><b>Policies to note:</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> </ul> <p><b>Policies to approve:</b></p> <ul style="list-style-type: none"> <li>• Homework</li> </ul> <p>The Academy Council confirmed that they approved the Homework policy.</p>	
<b>10.0</b>	<b>Matters for the attention of the Board /COAC</b>	
10.1	None	
<b>11.0</b>	<b>AOB</b>	
11.1	None.	
<b>12.0</b>	<b>Close of Meeting</b>	
12.1	The meeting closed at 6.40pm	