



Heron's Moor Primary Academy Council Meeting Minutes
Monday 7th December 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		
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 5.05pm
 Absent with apologies: LS and VB
 The meeting was deemed to be quorate.

2, Declaration of Interests

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

2a, Academy Council Membership.

PW spoke to VB today who advised that he did not realise that the Academy Council was holding meetings and then emailed to advise that he would not be attending this evening's meeting.

3, Minutes of the last meeting

The minutes of the previous meeting (12th October 2020) were agreed to be a true and accurate record and were signed electronically by the Chair.

4, Actions and Matters Arising

Actions

5, WS to try to identify which marketing was most successful for obtaining new Nursery places – **Completed. Most parents advised that they found out about the nursery by word of mouth, one person saw the banner and two people live close to the school. Virtual tours have been made available on the school website.**

5, WS to connect with the CLF EYFS working group – **Completed. The MPA group has been selected as the most appropriate as it is a TA run Nursery. HVA have a teacher-run Nursery but may also be useful to network with. Nine new starters are anticipated in January 2021.**

Matters Arising

- The Y6 TA cover has been arranged.
- A support plan for reading and writing has been arranged via the additional funding, utilising the current staff. From T3 we will also utilise a supply teacher.
- Reception numbers have increased by one pupil.
- A new Cleaning Supervisor is on site all day everyday which has significantly improved the quality of the cleaning and whose presence is very reassuring to the staff.
- Three members of the safeguarding team have completed advance PREVENT training and all other members of staff have been booked in to complete the Home Office training.

5, SEND and SEND Report - Donna Harris

We bought into 'Provision Map' last year which is an online tool to create and review IEP's. All the teachers are now using the software for children on the SEN register from Reception to Y6. This software will help us to track provision as children move through the school.

We have introduced an SEN monitor register for children who do not meet the threshold for being on the SEN register. We can then provide a 'Pupil Target Plan and monitor them for two terms before making a decision.

Inclusion referrals are now taking place digitally, resulting in an increase in referrals since September, some of which may have pastoral needs. We have found that a lot of our SEN children have complex medical needs, some of whom are seeking a special school place from September. Sometimes we have children join us if Baytree do not have spaces, so we have to manage parental expectations.

Some children have required a phased return and we have been supporting parents with their own anxiety. Complex risk assessments are required for some children to ensure we can meet their needs safely. We have had an increased in Looked After Children attend in the last few years, many who have additional and therefore require liaison with external agencies.

Some children who attended during lockdown because they met the criteria for on site provision have since struggled with returning to school because the bubbles are much larger.

Do you have sufficient capacity for additional pastoral support?

We are discussing which staff can take on some additional pastoral responsibilities and a small amount of the support funding can be used for this.

Inclusion Policy – This makes reference to other policies that are in place.

SEN Policy – No major changes, just personnel updates.

(Donna Harris left the meeting at 5.30pm)

5, Academy Council Report

Paper circulated in advance

Attendance

Attendance dropped at the beginning of the term but has started to improve and is now 94.1%. We are continuing to be proactive in challenging absence and supporting attendance.

Seven children have not returned to school due to Covid-anxiety, but we are anticipating four pupils from two families to return next term because case numbers have reduced in the area. All these children are continuing to engage with online provision which we track carefully.

Quality of Education

Curriculum leaders have been working in their teams to write their action plans.

We have been working with HPA who are teaching our Y6 children French.

Drumming, keyboard, and guitar lessons have resumed.

Keep-fit classes before school are very well attended.

History chronology CPD has taken place.

'Every term basics' have been introduced which are taught during the morning sessions.

Achievement and Standards

90% of Y2 children passed the Phonics test.

The Academy Council congratulated the school on their Phonics score.

The ARM took place last week and reviewed the latest DOYA data which indicates that the Reception cohort were low on entry due to lockdown but are now making the anticipated progress.

Y1 PP children are having additional support to make the same progress as their peers.

Y2 are a very capable year group, although there is a big difference between boys and girls writing which is being addressed.

Y3 contains a lot of SEN pupils and there is a significant gap between boys and girls.

Y4 are very strong in Maths but require additional support in Writing. They are an interesting cohort with several pupils waiting for referrals and there are some mental health concerns. There is a disparity between the two classes.

Y5 boys Reading is lower than girls and Writing basics need to be embedded.

Y6 have just completed their second mock. We are meeting next week to review each child individually.

The boys are underperforming compared to the girls in many year groups, how does that compare across the CLF and nationally?

At HMA there are variances between the cohorts which we are aware of and are addressing. There is a gap nationally, but not as large as the one at HMA. The HMA gender gap is a focus, but we also need to be mindful about where the gender gap crosses with SEN pupils.

The Academy Council noted that the combined outcomes are an area of focus and that the Y6 teachers have been working collaboratively across the Federation.

ACTION: DB to make data available to the Academy Council ahead of the next meeting.

We have been regularly reviewing planning and have been extending the length of progress review meetings so that we can discuss individual children. This means we have been able to identify children who are close to the next threshold. Classroom visits are taking place but have to be shorter due to the Covid risk assessment.

Christmas preparations include making videos, arrangements for socially distanced parties, Christmas dinner and an online pantomime.

The hubs are going well and we check-in with the children weekly to ensure they are accessing the work. A Y6 bubble was closed two weeks ago and the teacher was supported with the provision by having another member of staff on the call. All the children engaged in virtual learning whilst self-isolating and the parental feedback was very positive. We now have six laptops on site to support

children who need them. Y6 have been working with groups across the trust to share best practice and pool ideas.

Why did five children require paper packs?

Some parents did not want them to use the technology and some children did not have access to the technology or suitable bandwidth, one child requires their own work as they are working below the cohort.

Did you follow up on children who were using paper packs?

Yes, we checked in with them a couple of times a week.

Pupil Premium and LAC

Class teachers are all aware of who their PP children are, and the lists are updated termly. Support timetables are created to meet individual need which includes access to music lessons and uniform or PE kit if required. We keep a supply of breakfast items for children who may be hungry.

Has there been an increase in children requiring breakfast since lockdown?

Yes.

[REDACTED]

[REDACTED]

HAS CPOMS been rolled out to more staff now?

Yes, we have more staff using it and Steve Banes has provided additional training with some staff so that we can produce statistical reports.

Would more staff log incidents if they knew how to use CPOMS?

No because they are familiar with the paper-based reporting. We have found the instant notifications very impactful. All incidents are initially logged as 'cause for concern' and then a member of SLT reviews it and categorises it.

(Shane Hawkings joined the meeting at 6.00pm)

6, Health & Safety – Shane Hawkings

Following the last meeting we went back into a national lockdown and additional guidance from the government. For the first time we asked parents to wear masks at drop-off and pick-up and an extremely vulnerable individual could not attend on site until we moved into Tier 3.

We came to an agreement with the cleaning contractor for additional service for more money, which is offset by what we have reclaimed to date.

The Covid measures have worked well and the isolation of a bubble following two children and a member of staff went well and there was no onward transmission.

A full review of the risk assessments has been completed and updated and we are now using CLF templates.

The CLF H&S Audit has been postponed due to no onsite visits, but the 2019 action plan has been reviewed; some compliance checks remain outstanding because these are undertaken by an outside

contractor and we have no control over this e.g. PAT testing. I am chasing the Facilities Manager for further information.

A fire evacuation took place in October and we re-designed the assembly points to maintain distinct bubbles.

The lockdown procedure requires a different alarm system to the fire alarm. We had reached an agreement with North Somerset to install an alternative alarm, but this has been hampered by the North Somerset Health & Safety Team because there are campus concerns, therefore no lockdown test is possible currently.

There has been only one serious injury (an arm fracture) which was not a RIDDOR issue.

Training and CPD; all staff have completed their annual Health & Safety training and I have completed an online Level 3 award which has been impactful. Eight staff have completed adult and children First Aid training which means we have thirty trained staff in total. Two staff have had Team Teach training which makes a total of eight with refresher training booked in April 2021.

When was the risk register last assessed by the Academy Council?

This is not known.

ACTION: PW to review the Risk Register before the next Academy Council meeting.

Do you need any support from the CLF Central team with the lockdown alarm?

The CLF Health & Safety Team are aware and will support if further action is required.

(Shane Hawkings left the meeting at 6.15pm)

7, Policies that require review

- **Admissions**
- **Nursery Admissions** – no change other than hourly fee rate.
- **RHSE** (CLF template)
- **SEN**
- **Health & Safety** (CLF template)

The Admissions Policy has a staff clause, is this specific just to HMA?

Yes, because we have some staff who live locally but whose children were not getting into the school.

Has the Admissions Policy been checked by Wendy Hellin and Bryony Greene?

Yes.

Should we specify what 'majority of the time' is?

There is no requirement to specify this.

Proposal to approve the Admissions Policy and Nursery Admissions Policy: WS

Seconded: JF

Show of Hands: Unanimous

Proposal to approve the SEN Policy: JF

Seconded: WS

Show of Hands: Unanimous

Do the posts in the Health & Safety Policy need to be named?

We only refer to roles to future-proof the policy.

'CLEAPSS' on page 3 refers to secondary academies, does it need to be in this policy?

It is a CLF template therefore it can remain.

8, Governance

A Parent Councillor election will take place in T3.

9, Matters for the attention of the Board/COAC

None.

10, AOB

The Academy Council thanked all the HMA staff and wished them a restful Christmas break.

11, Date of next meeting: Wednesday 3rd March 2021, 5.00pm

Meeting ended at 6.30pm

Item	Action	Initials
5	DB to make data available to the Academy Council ahead of the next meeting.	DB
6	PW to review the Risk Register before the next Academy Council meeting.	PW

Approved:



Date: 03.03.21