Minutes – Herons' Moor Academy

Meeting Date: 22 February 2023
Location: Heron's Moor Academy
Time: 5.00pm

Chair:	Kathryn Volk (KV)	Sponsor Councillor & Chair
Members:	Stuart Harrington (SH)	Sponsor Councillor
	Jillian Gorra (JG)	Sponsor Councillor
	Vacancy	Sponsor Councillor
	Vacancy	Sponsor Councillor
	Julie Fox (JF)	Principal
	Susie Weaver (SW)	Executive Principal - via Teams
	Vacancy	Parent Councillor
	Vacancy	LA Representative Councillor
	Dave Beesley (DB)	Student Advocate
	Vicky Green (VG)	Teacher Councillor - via Teams
	Wendy Stack (WS)	Support Staff Councillor

Apologies: None.

In Attendance:	Sue Burns (SB)	Clerk
	Tom Crabtree (TC)	New AC – Observing pending appointment.
	Posy Smetham (PS)	Geography Lead- Via Teams

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed Tom Crabtree to the meeting and introductions were made. No apologies were necessary.	
2.0	**Declarations of Interest**	
2.1	None declared.	
3.0	**Minutes of Previous Meeting**	
3.1	The minutes of the previous meeting (23rd November 2022) were agreed to be a true and accurate record.	
4.0	**Matters Arising**	
4.1	KV to research whether there is a staff qualification that permits referral to CAMHS without the need to go via a GP - **JF has investigated this, and it may be introduced at HMA in the future.** JF to provided anonymised vulnerable children's index - **Completed.**	
5.0	**Geography – Posy Smetham**	
5.1	Sam Hodder (UVA) is leading Geography for the North Somerset Cluster.	
5.2	We are aligning the curriculum documentation and filling any gaps; we will share our accumulated resources.	

5.3	All the Geography Leads met at UVA and discussed cost-effective trips and that the PE Service can provide a free orienteering experience, and the release of baby eels into Chew Valley Lake.	
5.4	We are investigating our local resources and how we are going to use Summerhill's Passport to Geography as a template.	
5.5	We will align the CLF vocabulary so that we are all using the same vocabulary consistently.	
5.6	Another half-day is planned in the summer for the Geography Leads to meet again and share best practice.	
5.7	By September I aspire to have all the classrooms equipped with Maps and Globes and the required Geography resources.	
5.8	JG: There are a few apps that are good for demonstrating biomes and key characteristics. I found that linking the four aspects of Geography into lesson plans is helpful for teachers. Exploration foundations should be simplified where possible, particularly in the EYFS.	
5.9	We are exploring ways in which we can link Geography into other areas of the curriculum and will invite parents to come into school to talk about where they are from.	
5.10	**Is this Y3 of planning to implement the CLF curriculum?** We extended the timeline due to Covid, and Geography is now the next subject we have adopted.	
5.11	**How will you determine the impact of the Geography curriculum?** We will use Pupil Voice to determine that they understand the key concepts and Teachers' feedback about how confident they are about teaching Geography.	
5.12	**How are you supporting PP pupils to access trips and visits?** All year groups have three trips a year. Many pupils have not been to Bristol before, so we are investigating how we can use trips creatively to encompass several curriculum areas. Our residential trips encompass Geography, and we subsidise 50% of the cost for PP students.	
5.13	*Posy Smetham left the meeting at 5.30pm*	
6.0	**Academy Council Report – Julie Fox**	
6.1	**Behaviour and Attitudes**	
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6.8	**Are staff offered supervision?**	
	Yes, we pay for supervision for the Safeguarding Team and the Inclusion Team.	
6.9	**Do the EYFS team have access to supervision?**	
	Yes, if they require it and we are discussing offering this support internally with other local CLF schools.	
6.10	**What is the definition of supervision?**	
	It is a supportive, mentoring process to support staff who have experienced stressful events. The Safeguarding Team and Inclusion Team meet for an afternoon every fortnight and can discuss any concerns then as well.	
	Attendance – Dave Beesley	
6.11	I attended an Attendance network last week and have picked up some good practice that we can try.	
6.12	The attendance target is 95% which we are averaging on many days.	
6.13	We are also targeting lateness which has been very successful for very late children. We are now going to focus on families who are persistently slightly late.	
6.14	We use an Attendance Tracker to identify which families we need to speak to and who will make the phone call, and we discuss attendance trends and who may need additional support.	
6.15	**What is the current level of persistent absence?**	
	I would need to refer to my records.	
	ACTION: DB to include the level of persistent absenteeism in his attendance updates	**DB**
6.16	Nursery and Reception are oversubscribed for next year which is very positive.	
	ARV	
6.17	The ARV took place on 31st January and was very positive. We have actioned some of the next steps already.	
6.18	SW: The ARV focused on Reading, and this followed on into the inset day. We took the opportunity to meet with the Pastoral Team at the broader safeguarding approach and thank them for their work. We followed up on the writing data from T1 and used one of the moderators to support with writing.	
6.19	The Y6 T3 mock data indicates that the PP children have accelerated progress in Reading and Maths.	
6.20	**Is the data for their mock outcomes or for their predicted SATs outcomes?**	
	It is their actual mock outcomes, but we use DOYA to determine their expected outcomes.	
6.21	**Do you use Phonics mocks?**	
	Yes, we have done the first screening to identify any gaps.	
6.22	We are making the additional access arrangements applications in preparation for the SATs. We will then apply the access arrangements to the mocks so that the children are familiar with them.	
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6.25	██ ████████████████████	
6.26	We now have a full time teacher in Y5 and have appointed one of our learning Mentors (also a qualified teacher) to the 2 day post.	
6.27	**Do you foresee costs reducing when Baytree move to a new site?** No, there is a risk that it might increase because Baytree may not need as much space, and we are charged based on floor space. We also don't know what the Children's Centre's plans are.	
6.28	**Are there any pupils working on decodable books currently?** Four very low attainers.	
7.0	**Safeguarding**	
7.1	**How often is the vulnerability dashboard updated?** We update it regularly and the black box data is updated three times a year.	
7.2	**Has there been an increase in families eligible for PP funding following the cost-of-living crisis?** Yes, but we may not necessarily know about it. Three children in Nursery are now eligible for EYPP (Early Years PP).	
7.3	██ ██ ████████████████████████████████████	
8.0	**Safeguarding**	
8.1	**Safeguarding Link Visit – KV** Parent behaviour has been a concern and where required a notice will be issued on behalf of the whole campus. There has been a decrease in safeguarding incidents and mental health and wellbeing incidents. CPOMS categories are being reviewed by the Trust to ensure consistency.	
8.2	██	
8.3	**There were 4 cases of bullying in T3, is this accurate?** Yes, and the incidents were recorded on CPOMS.	
8.4	**One of the bullying incidents was a cyber incident, has E-Safety taken place?** Yes, it takes place throughout the year and we include parents. If there has been a specific incident, then we provide additional E-Safety modules and we contact all parents who are part of the children involved in the group.	
8.5	**SEND Link Visit – KV** We reviewed Pupil Target Plans related to below ARE because they are not correlating with each other. This has since been addressed.	
9.0	**Governance**	
9.1	**2022-23 Training Programme** Governance Conference - 8th March all day – Location – via Teams. Understanding Disadvantage - 24th April 4-5.30pm on Teams What do I need to know about SEND? 10th May 4-5.30pm on Teams Attendance and Exclusions – 7th June 4-6pm on Teams Recently appointed councillor induction - 15th June 4-5.30pm - Location TBC **Link Role Networks** Safeguarding: 13 March, 22 May & 21 June - all 4-5.30pm - on Teams SEND: 7 March (TBC) & 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 17 April both 4-5.30pm and 19 June at 4.30-6pm - on Teams	

9.2	**Link Roles - SW** The Trust has grown to 21 settings and the direction of the government means that additional growth is likely. We have reviewed the responsibilities of the Board and will retain a local governance model because ACs know the schools and context well and are invested in their success. The Link Role model has been strengthened over the last few years. There is a statutory responsibility for key areas within governance e.g Safeguarding, SEND, Careers, etc. The expertise sits in the school and the Link Academy Councillor supports and challenges the leadership team around this area of responsibility. Professional Development sessions are provided for Link Councillors, and they are invited to key meetings relevent to their link responsibility.	
9.3	**When do the link visits take place?** At the convenience of the Link Academy Councillor and the member of staff they are meeting with. Safeguarding and SEND Links may attend the annual reviews.	
9.4	Careers has PALs which is being encouraged to be adopted in primary schools and eventually there may be Gatsby Benchmarks for Primary Schools.	
10	**Policies**	
10.1	**Policies to Approve:** • Behaviour • Anti-Bullying – perpetrator and victim: one reference to working immediately with the victim, should there be a time frame for the perpetrator? Yes, this can be included. **Proposal to approve the above policies subject to minor grammatical amendments: KV** **Seconded: DB** **Show of Hands: Unanimous** **CLF Policies to Note:** • Complaints • Exclusions • RHSE • Information Security for Systems Administrators The Academy Councillors noted the above policies.	
11.0	**Matters for the attention of the Board /COAC**	
11.1	None	
12.0	**AOB**	
12.1	The next meeting will be on 10th May 2023 at 5.30pm via Teams	
13.0	**Close of Meeting**	
13.1	The meeting closed at 6.30pm	