

Minutes – Herons’ Moor Academy

Meeting Date: 5 July 2023
Location: Teams
Time: 5.30pm

Chair: Kathryn Volk (KV) Sponsor Councillor & Chair
Members: Stuart Harrington (SH) Sponsor Councillor
 Jillian Gorra (JG) Sponsor Councillor
Vacancy Sponsor Councillor
 Julie Fox (JF) Principal
 Susie Weaver (SW) Director of Education
 Tom Crabtree (TC) Sponsor Councillor
Vacancy Parent Councillor
Vacancy LA Representative Councillor

Apologies: Dave Beesley (DB) Student Advocate
 Vicky Green (VG) Teacher Councillor
 Wendy Stack (WS) Support Staff Councillor

In Attendance: Sue Burns (SB) Clerk
 Shane Hawkings (SH) Operations Manager

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed everyone to the meeting and introductions were made.	
2.0	Declarations of Interest	
2.1	None declared.	
3.0	Health & Safety Audit – Shane Hawkings	
3.1	We have completed the Health & Safety Audit and achieved outstanding which we are very proud of.	
3.2	We record a really high number of accidents here, and that was queried by CLF Health and Safety Team. The staff are very conscientious and record even very minor accidents which the Health and Safety Team noted. We have an excellent culture of safeguarding and health and safety in the school and adequate mitigations are in place.	
3.3	Most accidents and incidents take place with the younger children during unstructured time. We have staggered the lunch time to reduce the number of pupils that are outside at one time. The number of incidents decreases in the summer months when the children have access to the playing fields.	
3.4	I monitor the statistics regularly, but there are no apparent trends currently.	
3.5	Do you have the correct ratio of staff supervising break and lunchtimes? There is no defined ratio for break and lunchtime supervision, but we risk assess how many children are outside and determine where to station staff. We have 13 SMSAs which is a really good-sized team.	

3.6	We need to improve our process for recording near misses, therefore we will do a piece of work around educating the staff on what constitutes a near miss.	
3.7	We employ the North Somerset Facilities Team along with the other building partners for our site maintenance. They are very good at sorting things out when we bring it to their attention, but they are not proactive. We are working with the Facilities Manager to try and improve the situation, but any improvement is not consistent; this is very much a work in progress, which has been exacerbated by them having a member of staff on long-term sick leave.	
3.8	The Trust are continuing to negotiate on our behalf with the North Somerset Facilities Team about our contribution because we are not getting value for money.	
3.9	The building has been experiencing ongoing leaks. We now have some funding to address this so the facilities team repaired one of the skylights to see if it improved the situation. The first two repairs failed but the third one worked, so now that they have identified the problem, they will repair the rest of the skylights over the summer holiday. They are also going to investigate the guttering which has been causing ongoing issues.	
3.10	The cleaning contract is being awarded to a new company from September and most of the staff will be TUPE'd over. They are a local company, and the contract will be more robust so we will be better able to hold them to account.	
3.11	How do we ensure a smooth transition between the incumbents removing any equipment and materials and ensuring whoever the new successful company are delivering theirs in time for the new academic year? That is overseen by the facilities team; however, the current company do not have much equipment on site. The new company will visit the site and assess it, and then talk to the cleaning staff about what needs to be moved out. As part of the tender process, the applicants were scored on how environmentally friendly they were and the type of products they use.	
3.12	Do the cleaning staff have to undertake safeguarding training? Yes, the company provides training certificates to assure us that they have all received training and the CLF provide a training PowerPoint for them to watch.	
3.13	All our staff training is up to date and the new Nimble modules will be released in September.	
3.14	We now have 11 staff who are Team Teach trained, which has been essential because we have a small number of children with persistent behaviour concerns who sometime require physical intervention.	
3.15	I completed a First Aid risk assessment to determine how many first aiders are required for the number of children that we have. We have significantly more than we need which is very pleasing because some schools struggle to get volunteers for the training.	
3.16	Our school is situated on a shared site, and we have experienced some anti-social behaviour from teenagers in the evenings which has impacted the staff when leaving the site. As The campus staff have been scared to come to and from work North Somerset are currently paying for a security guard.	
3.17	<i>The Academy Councillors congratulated Shane on the outstanding Health & Safety Audit result.</i>	
3.18	Shane Hawkings left the meeting at 5.45pm	
4.0	Academy Council Membership	
4.1	Dave Beesley's term of office as the Student Advocate is due to come to an end in August. It is anticipated that Dave will stand again.	
5.0	Minutes of Previous Meeting	
5.1	The minutes of the previous meeting (10 th May 2023) were agreed to be a true and accurate record.	

5.2	Matters Arising	
5.3	JF to circulate the Head Injury and Concussion guidance to the ACs – In progress. I have asked Jo Crickson for the guidance and will circulate it when it arrives.	
5.4	JF to check with Jo Crickson whether Covid 19 should be referred to as ‘infection control’ in the Intimate Care Policy. – Action completed. Policy updated.	
5.5	Clerk to contact CLF Central Team to arrange an in-person induction session for North Somerset Councillors. – Action completed. An induction session was arranged for 26th June 2023 at HPA.	
6.0	Academy Council Report - JF	
6.1	[REDACTED]	
6.2	[REDACTED]	
6.3	[REDACTED]	
6.4	Y6 have had a very busy time recently and did two performances of the Greatest Show for their parents and staff and they have their residential trip coming up.	
6.5	We are reviewing our values at the moment and will use one of our inset days to discuss this with the staff as we are going to make some quite big changes by reducing our values down to the core ones.	
7.0	Attendance	
7.1	Attendance has been fluctuating and has not been helped by the industrial action.	
7.2	The change to the start of the school day has been communicated to the parents and for the first two weeks in September we will have two members of SLT out in the playground to greet families.	
7.3	What is the change to the morning routine? We will be closing the doors to the building earlier so that they are officially late. At the moment the doors remain open, and some children are drifting in up to 10 or 15 minutes later and they are missing the beginning of learning.	
7.4	Will there be a member of the SLT with the office reception team in the mornings? It is always busy in the reception area because both schools are coming in, so there will be additional staff there and if it’s not a member of SLT it will be a member of HST.	
8.0	Safeguarding	
8.1	[REDACTED]	
8.2	[REDACTED]	
8.3	We have done a lot of work with transition, especially for our most vulnerable pupils.	
8.4	[REDACTED]	

8.5	We have been one member of staff short on the safeguarding team, but we have managed well and have still been able to do all our meetings and meet with the social workers.	
8.6	[REDACTED]	
8.7	We've had our CLF Safeguarding audit and there were lots of positives from it. We also had some negatives, but these were easy fixes, e.g. a policy was marked as not being on the website, but it was on there, and some Academy Councillors were marked as not having done the safeguarding training, but they were either new in post, or if they are an Academy Councillor at another school, then their training was recorded there and not at HMA.	
9.0	Outcome Data	
9.1	We've done some additional training with staff and created a flow-chart for recording incidents on CPOMS.	
9.2	The Science, Geography and Maths Leads have been working with the Federation network groups and have really enjoyed that and have been making a contribution.	
9.3	We were moderated for KS1 and I am delighted to say that all our judgements were validated and we received very positive comments about the breadth of the evidence that was gathered and how organised the team was.	
9.4	We do whole school moderation in writing twice a year as well as the CLF moderation. This year we also did Maths and Reading in Y5.	
9.5	The KS2 results are not due out until next week, but do you know the Phonics, KS1 and GLD results? Yes, KS1 Maths: 77%, Writing: 60% and Reading: 64%. KS1 combined was 55% compared to 33% last year which we are really pleased about and is in line with the Trust combined average. Phonics was 85% compared to 90% last year, so a little bit lower.	
9.6	Do you have the multiplication check outcomes? Yes, 22.3 vs the Trust average of 20.3 and the PP cohort was 21.7 which we are really pleased about.	
9.7	I am reviewing the curriculum leads with Susie, and we have advertised the Maths Lead as a TLR, but no-one has applied for the role so the SLT have met and discussed how we will address that.	
9.8	What is a TLR? It is an additional payment of £2k to take on responsibility for a core subject. We have a full-time Maths Lead and a part-time Maths Lead position, but the full-time position is vacant at the moment. It's possible that the part-time member of staff will take the full-time position because they are moving to full-time hours.	
9.9	Our EYFS Lead is retiring; she has been here since 2005 and has made a huge contribution, so we will arrange a big send-off.	
9.10	We have a policy of mixing classes if we need to. This year the only year group we have mixed is Y5 because eight children have joined over the year which has really changed the dynamics.	
9.11	[REDACTED]	
9.12	GLD has been strong over the last few years and has been above national but is down for 2023. The Trust average is 71% this year so HMA is a bit below. Provision is better, but the need is higher with lots of pupils with speech and language needs and no English, therefore we have taken this into consideration when determining their Y1 teacher.	

9.13	SW: This is a post pandemic impact and Y1 provision is being adjusted across the Trust to meet the increased need.	
9.14	[REDACTED]	
9.15	KV - I met with Donna Harris SENCO and she advised this is the first time that the Reception cohort needs have been so high, therefore they are preparing now for the new academic year.	
9.16	We carefully transition each year group with the previous team supporting SEND children and the parents to review what provision they need in place to help them.	
9.17	Are you seeing more need from the Nursery going into Reception? Yes, there are some very immature children, two children drink from a bottle and don't eat solid food and are in nappies.	
9.18	We have a full-time Lead in Reception, and we are considering how to support the new cohort and to encourage the parents to engage with the school to understanding the learning and our expectations around Phonics.	
9.19	GG: SeeSaw and Dojo has been well received by parents as a convenient way to stay in touch with schools.	
10.0	Pupil Premium – Tom Crabtree	
10.1	I met with Dave a few weeks ago and with Julie last week.	
10.2	I reviewed the data and compared it to the PP case studies and I am beginning to grasp how I can support and challenge in my Link Role.	
11.0	Finance	
11.1	We have a deficit budget because of the cost of the campus facilities. We had undertaken a benchmarking exercise which has indicated that we are paying approximately £90k more than other schools for similar facilities. Therefore, a piece of work is underway to try to resolve this.	
11.2	Is there a potential resolution? North Somerset agreed the gas prices for all their buildings with no consultation and it was much higher than anyone anticipated. The cleaning contract should be cheaper moving forward which will help a bit. [REDACTED]	
11.3	Do you foresee a change in the facilities costs when Baytree move to their new site? They've appointed a really good site manager for their new building, and they are going to have a caretaker, but I don't know whether that could be a team across two buildings.	
12.0	Governance	
12.1	CLF CONFERENCE - Friday 7 th July 2023 at CAB.	
12.2	Board Strategic and Results Review meeting: Wednesday 27 th September 5-8pm via Teams	
12.3	It is the same day as the opening night for the HMA 20 Years Celebration, therefore JF will be late and will join at 6.30pm.	
13.0	Policies	
13.1	CLF Policies to Approve <ul style="list-style-type: none"> ● Critical Incident ● Early Years ● Inclusion ● Wrap-Around Care <p>JF advised that there were no changes to the first three policies in the list.</p>	

13.2	Regarding the Critical Incident Policy, it refers to an action plan for unplanned loss of facilities and emergency safeguarding, and there is a long list of contacts. Should dialling 999 be moved to the top of the list? Yes, I can make that change.	
13.3	SW: There will be a CLF SEND central policy from October, following the impact assessment review.	
13.4	Wrap-around Care: How are safeguarding issues reported? They have instant access to CPOMS via their own laptop in the Club and can select SLT alert which will come through immediately. They also have contact details for Shane and I so they can get hold of us.	
13.5	How are incidents in the day communicated to the After school club? This would be done by the DSL and three of the staff work for us in other roles.	
13.6	Is a member of SLT on site until the end of After School Club? Not always, but there is if we have a child with challenging behaviour booked in. The last member of SLT to leave ensures that they have our numbers and their lead ss Level 3 safeguarding trained.	
13.7	Have you had any suspensions from the Nest? One child needed to move to a part-time time table.	
13.8	If the play leader feels that the child has done something that requires a suspension, would they need to call you to suspend the child? A member of the SLT would be on site.	
13.9	Does the missing child procedure include a conversation with the class teacher? Yes, because it is often the case that the child has gone to a club.	
13.10	The Academy Councillors approved all the policies.	
14.0	Matters for the attention of the Board /COAC	
14.1	None	
15.0	AOB	
15.1	SW: It is lovely to have new Academy Councillors who are getting into the detail and are providing additional support and challenge, thank you.	
15.2	KV: Thank you to all the Councillors and the staff team for their contribution throughout the year. We wish you all a restful summer break.	
16.0	Close of Meeting	
16.1	The meeting closed at 6.15pm	