

Minutes – Heron’s Moor Academy

Meeting Date: 13 July 2022
Location: Virtual via Teams
Time: 5.00pm

Chair:	Kathryn Volk (KV)	Sponsor Councillor & Chair
Members:	Vacancy	Sponsor Councillor
	Julie Fox (JF)	Principal
	Susie Weaver (SW)	Executive Principal
	Wendy Stack (WS)	Support Staff Councillor
	Vacancy	Parent Councillor
	Vacancy	LA Representative Councillor

Apologies:	Vicky Green (VG)	Teacher Councillor (<i>Maternity Leave</i>)
	Dave Beesley (DB)	Student Advocate (<i>School Camp</i>)

Absent:	Donna Hill (DH)	Parent Councillor
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In Attendance:	Sue Burns (SB)	Clerk
	Shane Hawkings	Operations Manager

Minutes

Item	Welcome, Introductions and Apologies	Action
1.1	KV welcomed everyone to the meeting.	
2.0	Declarations of Interest	
2.1	None declared.	
3.0	Minutes of Previous Meeting	
3.1	The minutes of the previous meeting (11 th May 2021) were agreed to be a true and accurate record.	
4.0	Matters Arising	
4.1	SW to enquire what cluster events have been arranged for Weston – Completed . ‘Battle of the Bands’ is being held tonight at Hans Price and there are a range of activities arranged as part of the Big Event schedule. SW will continue to champion the Weston Cluster. DH to forward the NASEN article to Susie Weaver – Completed .	
5.0	Health & Safety – Shane Hawkings	
5.1	The Central H&S Team used to visit the academies and complete the audit with the staff, however post Covid we now use a self-audit which is submitted with evidence.	

5.2	I have liaised with the facilities team and submitted the documents, I then met with Jo Crickson via Teams to validate the responses.	
5.3	Historically we have achieved 'good' in Health & Safety with the exception of the building which is managed by the North Somerset Facilities Team. This has improved over time and this year we have an 'outstanding' rating for Health & Safety which is a reflection of the whole staff culture at the academy.	
5.4	We have a few actions that we need to address, but these are relatively minor.	
5.5	<i>The Academy Council congratulated Shane Hawkings on the outcome of the Health and Safety Audit.</i>	
5.6	The Fire Risk Assessment was last reviewed on 23 December 2020? It is a three-year assessment so it is not due again until next year.	
5.7	ACTION: JF to arrange for SH to add the H&S Audit Report to the Teams papers	JF
5.8	What were the items to be worked on? Some gym equipment required repair in the Sports Hall which has been completed. The Medications Policy is going to be amended as requested at the last meeting. We have no H&S Councillor in post currently due to the vacancies on the Academy Council.	
5.9	Can Parents who were not successful at other school Academy Councillor Parent Elections be invited to join HMA? This could be considered. We are also going to re-advertise the Parent Academy Councillor vacancy in September after the new cohort settle in.	
5.10	<i>(SH left the meeting at 5.15pm)</i>	
6.0	Academy Council Report	
6.1	<i>Behaviour and Attitudes</i>	
6.2	We have had three residential trips, sports day, an open evening and the art exhibition.	
6.3	Some of the Y6 are struggling with anxiety about moving on to another school so we have been mindful about ensuring that the leavers event is not emotional.	
6.4	[REDACTED]	
6.5	[REDACTED]	
6.6	[REDACTED]	
6.7	[REDACTED]	
6.8	[REDACTED]	
6.9	Attendance remains variable, we are fining for term-time holidays, but this is not preventing families from going. We have had a vomiting bug in school but have stopped the spread.	
6.10	We have already identified pupils with attendance less than 90% in preparation for next year and have talked to parents about changing the morning routine.	
7.0	Safeguarding	

7.1	KV has completed a Safeguarding Link Visit this term.	
7.2	We have achieved HAF funding for 40 children to attend the holiday club over the summer.	
7.3	We have compiled an SLT rota for checking in on vulnerable families and can issue food vouchers if required.	
7.4	Is CPOMS embedded with all staff now? Yes.	
7.5	Will you have a designated DSL next year so that you can step back a little as it is such a big role? We work as a team around safeguarding and will ensure that clear roles and responsibilities are assigned across the team next year.	
7.6	ACTION: SW and JF to outline clear DSL roles and responsibilities.	SW/JF
7.7	Do you have any specific items that you will cover next year? The mental wellbeing for some of the children is not good for some pupils and we are planning our values work which will cover several areas including bullying. This will dovetail with the behaviour work and expectations that we are doing. We have more SEMH concerns post pandemic than we have had historically, but this is a trend nationally.	
7.8	[REDACTED]	
7.9	Engaging parents and setting expectations will be a focus next year.	
7.10	KV: I met with Donna who summarised the year. The decision has been made to delay parental access to pupil target plans as they may not be required in September.	
7.11	An increased number of parents are requesting HMA on EHCPs, but the school cannot always meet need.	
7.12	JF: all but one child managed their transition days, and we will check in on them a few weeks into next term to ensure that they have settled in.	
8.0	Curriculum Development	
8.1	We have had a focus on Geography and DT which the teachers have found supportive.	
8.2	We have reviewed the RE work that we have been doing and the use of floor books.	
8.3	The ARM and ARV focused on SEND/PP provision and took place on the same day. Staff have had professional development around this which has made a difference to our provision. We reviewed the offer for PP students and noted the good take-up of sports clubs.	
8.4	Next year there will be a number of job shares, will this mean that you will need to have two curriculum meetings a week? We have discussed when the staff meeting will take place and will rotate on Tuesday and Thursday so that staff attend one. We also provide PPA time so that they can work together to do their planning.	
8.5	What subjects will be a focus next year? We will carry on with geography as we have a new lead, we will review the reading and our values work. The staff are enthusiastic and have taken on the curation of several subjects with the CLF.	
8.6	The budget is on track and the new budget meets business rules. The After School Club is very popular and is appreciated by the children and parents. We are recruiting a new member of staff for the Breakfast Club.	
8.7	A member of staff who has been with us for 18 years is moving to a full-time post in another school.	

	A TA who has worked with us for 12 years is moving out of the area. Several TAs on one-to-one contracts will leave when the children they are supporting leave Y6.	
8.8	[REDACTED]	
8.9	An NQT has been appointed as the Y4 teacher, a CLF SKITT student has been appointed on a year-long contract. We are interviewing next week for the TA post to support a child with medical condition.	
8.10	Do you have a Risk Register that you can record job shares on? We try not to have two job shares in a year group but have not managed that this year. We know some staff work well together so took that into account and we arrange PPA that can be shared. If a job share has two less experienced teachers, then we have an HLTA or experienced TA in the classroom. A lot of preparatory work and handover meetings have taken place and maternity leavers have used their KIT days.	
8.11	The children have met their new teachers and classrooms. Some parents were distressed about the children being mixed up but calmed down once we spoke to them about the rationale.	
8.12	We already have two days full in the Nursery which we are pleased about. Reception is over-subscribed, and we are anticipating most other year groups being full except Y4.	
8.13	Curriculum areas of responsibility and succession planning was a focus of the ARM. The majority for staff are pleased with their roles. The ECT responsibilities have been split for robustness in case of illness.	
9.0	Data	
9.1	The Y1 Phonics outcome was 91% which we were really pleased with.	
9.2	In Y2, 13 children took the Phonics re-test and 89% passed.	
9.3	The KS1 T4 data drop made us concerned about maths so we provided extra support which is reflected in the maths result. A child left before the test took place so the data may be one child out.	
9.4	Times Tables: 42% scored full marks compared to 17% last year. The PP gap has closed.	
9.5	The Y6 reading outcome was good, and we are pleased with the maths, but writing requires a focus which is a national trend. There are six children in the year group working pre-Key Stage and two children who joined in February 2022.	
9.6	The greater depth scorers increased, and the PP gap has reduced which we are pleased about.	
9.7	What percentage of the higher attainers are PP students? We will dive into data at next meeting.	
9.8	Should we be concerned about the PP gap in KS1? That is the year group that has the majority of PP children which is reflected in the data. We have mixed the children carefully in Y3 to distribute PP and SEND and we took into account where SEND children could benefit from being together so that they could receive shared support.	
10	Wellbeing	
10.1	Staff morale has been good and the staff have enjoyed the extra-curricular events and the Summer Fair which was well attended.	
10.2	What happens to the proceeds from the School Fair?	

	The PTA raised £3k which they contribute every year to key items like water bottles, book bags and coach travel.	
10.3	[REDACTED]	
10.4	Two staff have completed First Aid Mental Health training, and another will do the training in October.	
10.5	The open evening on Monday was well attended by parents along with the 3d Art exhibition.	
10.6	What were the CLF staff survey results? Just over 50% of staff completed the survey and the results were positive. We have shared the headlines with the staff as well as the key three things that we will focus on. We are arranging a working party that consists of a mix of teaching and non-teaching staff and not leaders. Training in IT, working with CLF, and consultation around decision making are the three key areas.	
10.7	Did the teachers and support staff give similar responses? Yes, but the non-teaching staff were concerned about professional development which is a trend across the Trust as they do not all understand the definition of PD. Some support staff attended the CLF conference on Friday and really enjoyed it.	
10.8	Do the support staff attend the inset days? Some do, but not all because we can't afford it, this is typical for most schools. We pay for two inset days to ensure that the first one of the year is attended to cover safeguarding training. We offer time in lieu for the remaining ones where possible.	
10.9	<i>WS advised the Academy Council that this arrangement is well-received by support staff.</i>	
11.0	Policies	
11.1	<ul style="list-style-type: none"> • Inclusion (unchanged) ¹ • Accessibility Plan (see tracked changes) ² • Herons' Nest Suite of Policies ³ <p>¹ On page 3 it says the academy will make reasonable adjustments, should this be changed to read 'endeavour to make reasonable adjustments' as sometimes we can't meet need? Yes, agreed.</p> <p>² We have taken on the wrap around care and have adapted the policies to suit the provision.</p> <p>The policy says to record concerns in an incident book, should the staff be using CPOMS? They can't access CPOMS until after the club so it should say record in the incident book and then record on CPOMS.</p> <p>There is a reference to more experienced staff, are these HMA staff? They carry the radios and a member of SLT is on call in case of an incident with tricky children. We have tested the Behaviour Policy over the last few weeks with one child and it has worked well.</p> <p>The missing child procedure: if staff search the school will it reduce the ratio in the after school group? The Baytree staff work alongside because they have their provision running and the HMA staff are still on site in the building.</p>	

	<p>³ Grammatical changes are required: school governors and Governing Body to Academy Councillors and Academy Council.</p> <p>Under the objectives it reads ‘includes all pupils and parents regardless of mental needs’, is ‘mental needs’ an appropriate term? This can be changed to mental health.</p> <p>Proposal to approve the above policies subject to minor grammatical amendments: KV Seconded: WS Show of Hands: Unanimous</p>	
12.0	EDI	
12.1	<p>The Equality objectives will be reviewed at the beginning of next year and will be fed back in meeting two.</p> <p>What percentage of students are EAL? Not many and they are mainly from Poland.</p> <p>Have you checked with your parents that they can access the communication from school? We know some families who are fluent in English and Polish and they provide support. We also work closely with our families to ensure understanding.</p>	
13.0	Governance	
13.1	<p>Kathryn Volk was appointed as the Chair of HMA Academy Council at the last COAC meeting. Vicky Green’s term of office expires on 1st June 2022, she has been re-appointed as the Teacher Councillor.</p> <p>KV and SW are liaising with the Trust to arrange parent specific Academy Council training.</p> <p>Could we approach the parents and staff of Baytree to be a Sponsor Councillor? Yes, this can be explored and would be welcomed.</p> <p>CLF Annual Board and AC Review Meeting – save the date! Wednesday 21st September 2022, 5pm-8pm via TEAMS</p>	
14.0	Matters for the attention of the Board /COAC	
14.1	None	
15.0	AOB	
15.1	The Academy Council thanked all the staff and noted that HMA joined the Trust during the pandemic and acknowledged the staffs’ resilience. The Academy Council wished all the staff a well earned restful summer break.	
16.0	Close of Meeting	
16.1	The meeting closed at 6.25pm	