

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of a remote meeting held at 5.30pm on Tuesday 22nd June 2021

Present: Andrew Turrall, (AT, Executive Head teacher), Katie Ramsden, (KR, Chair), Lynnette Payne, (LP, Clerk), Helen Self, (HS), Juliet Gould, (JG), Jack Clark, (JC), Lisa Papworth, (LiP), Daniel Webster, (DW)

A. Apologies – received from Helen Self and Daniel Webster. Both advised that they may be late joining the meeting.

B. Declaration of Interests – none.

C. Minutes of the Last Meeting (23/03/21) – *circulated prior to the meeting*

The minutes of the meeting were verbally approved but not signed due to the virtual format of the meeting. The clerk will sign these on behalf of the chair.

D. Matter Arising – Actions

*D/G – Head to circulate prospective meeting dates via the Clerk. Two virtual Learning Walks took place, but a mutual date could not be found for the Inclusion meeting. AT will circulate a list of potential dates for a virtual meeting before the end of term. **Action ongoing***

*E – Chair to compose email re Staff meet-up, Head to forward to staff. **Action completed***

*H – Clerk to investigate expiry of Safer Recruitment training. Checked with Kelly Overhill, who confirmed that 5 years is the accepted term. As it is best practice for more than one member to complete the training, LiP volunteered. The Clerk will contact the Trust Clerk to arrange. **Action ongoing***

Matters arising – none.

E. Update from the Chair – a virtual Chairs' forum was held on 26th May. Chairs were informed that pupils numbers were very good, with most Trust schools full for the September intake. The attendance of staff and pupils has been above the national average since the return after the last lockdown.

5.37pm HS joined the meeting at this point

Eleven out of the thirteen schools have been awarded the School Safety Award and CFS was one of two schools selected at random for a Health and Safety inspection by the insurance company. AT explained that the audit had not raised any flags and inspectors were happy with the processes and systems in place.

Reading will be the priority focus across the MAT, and the Trust may recruit a Speech and Language specialist centrally, if budgets allow.

The Trust are involved in Ambition 24, with the aim of being in the top 10% of MAT's nationally within the next three years. An AC member **asked** where the Trust was ranked currently; AT said that it was well above average, but not yet in the top tier. A member **queried** whether a primary school had left the Trust, as he had heard this. The Head said no, the Trust was growing rather than shrinking.

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F. Headteacher's Report - *circulated prior to the meeting*

School Context – numbers of roll have increased by six since September 2020 and a further place has been offered since the report was written. Several pupils have been offered places in KS2 due to the imminent closure of St Catherine's school.

Staffing – AT explained the staffing changes and confirmed that Sophie Walker would continue in Year One for the next academic year, adding that she had completed a very successful NQT year. A member **queried** whether staff would remain in their current year groups. The Head said yes, especially after the disruption of the last two academic years and the implementation of the new Trust-wide curriculum.

Attendance – attendance is strong across the school. AT explained that the persistent absence figures look high, but this is due to the small number of pupils in each group. The one pupil with an EHCP was offered a place during the lockdown but parent chose not to take this up. A risk assessment raised no concerns with this, so the child remained learning from home.

Community and Partnership - Andy Todd, former Chair at HFS, has been appointed as the Colehill Parish Council school link officer. There has not been a link with the Parish Council in recent years and, although the Parish Council is not allowed to financially support schools, they are able to assist PTA's due to their charitable status.

SEF – the document has been updated recently following the Challenge Partner's latest visit. The impact of the pandemic on the school was looked at during the meeting. The internal data section will be completed once tests are completed for years one to four. Although there are no official year two SATS this year, pupils have completed the 2018 papers this week. The results are for internal information only, but look to be confirming teacher assessments. SW has worked hard with Year one on their phonics and the learning gaps identified after the first lockdown appear to have narrowed significantly. A member **asked** whether all pupils were back on track. AT explained that gaps are reducing, but not for every child. However, teachers have a clear idea of where intervention is needed and this will continue in the Autumn term. He added that there were always learning gaps after the Summer holidays and it was important for pupils' mental wellbeing not to overload them. HS said that planning for the new curriculum has given a chance to revisit areas next year, whilst still challenging pupils. An ACM **queried** how the Reception year pupils had coped; AT said that they had missed months of pre-school due to the first lockdown, affecting their socialisation and language skills. Significant progress was made during the Autumn term, but after the school re-opened in March there were learning gaps again. However, good gains have been made since then and staff are aware of which pupils to target next year. As pre-schools and nurseries remained open during the 2021 lockdown, the new intake should be less impacted by this.

A member **asked** if 'Promoting mental Health and Wellbeing' was a new section in the document and whether this included staff. AT confirmed this, adding that it had been a priority on the SIP this year and remains on next year's document. Now the budget has been agreed, targeted support can continue.

An updated document will be shared with the AC before the end of term.

SIP – the document was reviewed and RAG rated at the end of May to show progress made. This will be updated again before the end of term and shared with the AC. A member **asked** whether there were any areas where the SLT expected more progress. AT said that, given the lockdown, he felt that good progress had been made. HS added that some areas had become a larger task than expected, for example the Curriculum. A member **questioned** if all areas would be rated green by the end of term.

6.03pm DW joined the meeting at this point

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Many will, but there will be some carried forward to the draft SIP for the next academic year. Inclusion will remain amber rated as not all attainment gaps will be closed and intervention will continue. Mental Health will also roll forward but there will be new targets and goals in the document.

An ACM **asked** if the school had received any catch-up funding. AT said that this had been paid to the Trust and most had been allocated centrally, for example to fund the Curriculum Architects and the work on the new trust-wide curriculum. This will ensure that every child within the MAT achieves the best outcome. The funding received at school-level has been used for intervention measures.

FFT Data – there has been no national data available for the last two years for benchmarking and the report contains figures from schools that subscribe to the FFT and have chosen to submit them. However, CFS's data is very strong in comparison.

Safeguarding Monitoring – the report was completed by Kelly Overhill following her visit in March. No issues were flagged and she is due to visit again in June.

Health & Safety – there were no questions.

There were no further questions and the Chair thanked AT for his report.

G. School Improvement Plan, (SIP) – this now forms part of the Headteacher's Report, agenda item F.

H. ACM Issues – *papers circulated prior to the meeting*

- SIP Links, Meetings & Future Meeting Dates – the CP, Debbie Zachary, advised that AC members should focus on the SIP priorities rather than subject links. It has been thirteen years since the last OFSTED inspection, which means a visit is overdue. Inspectors will talk to whichever committee member is available, so all need to be well informed on every aspect. It is still good practice to have an ACM responsible for Safeguarding and there could be small groups to focus on particular areas of the SIP. As discussed under agenda item D, the Inclusion Learning Walk did not take place, so AT will share prospective dates to try and arrange a virtual meeting before the end of the term. As Sarah Fairman is joint SENCO for both schools, HFS committee members will also attend.

Action AT

- Training – members to continue to work through the NGA modules during their term of office. There is now a requirement for AC Chairs to complete the 'Managing Allegations' training through Dorset Nexus.
- Succession Planning – KR intends to step down as Chair as it is good practice to rotate the position. However, she is prepared to co-chair for a few months to assist with succession. JC had previously indicated an interest, but has just been promoted at work, so may not now have the time to commit to the role. If JC stands for Chair at the September meeting and is elected, he will work jointly with KR until the Spring term. **Action LP**

I. Committee Member questions for AT – none

J. Committee Member questions for Trustees – none

K. FAI – none

L. Date of Next Meeting – the Clerk advised that this will be the third or fourth week of September and she will circulate this at a later date.

An ACM **questioned** whether there would be a celebration for this year's leavers. AT explained that a Trust-wide decision had been made to be cautious due to the rising number of local infections. Any large gatherings during the final week of term would increase the risk. However, the end of Year 4

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will be marked appropriately and shared with parents. Other pupils will also be able to meet their new teachers. A member **asked** whether regular testing was still taking place across the school. Staff members test twice weekly, but parents and pupils only test if they have symptoms.

The Chair noted that it was JG's final meeting as she was resigning at the end of the academic year, after serving the AC for over ten years. KR thanked JG for her commitment and service. AT also thanked JG, stating that she had been a valued constant and a calm and supportive critical friend.

Meeting closed at 6.33 pm

Actions:

D/H – Head to circulate prospective meeting dates for joint Inclusion meeting

D – Clerk to arrange for Safer Recruitment training for LiP

H – Clerk to advise Trust Clerk of co-chair arrangements