

## COLEHILL AND HAYESWOOD FIRST SCHOOLS

### JOINT ACADEMY COMMITTEE MEETING

<b>Minutes of joint meeting held at Colehill First School at 6.00pm on 18<sup>th</sup> June 2019</b>
<b>Present:</b> Katie Ramsden (CFS Chair), Simon Goulding, (HFS Chair), Andrew Turrall (Executive Head teacher), Chris Minns, Juliet Gould, Leela Senior, Debbie Bowring, Helen Self, Andrew Todd, Alison Pinto, Janet Richardson, Sarah Fairman (Deputy Head HFS), Lynnette Payne (Clerk)
<b>A. Apologies received:</b> None. Roger Martin was absent without apologies.
KR welcomed everyone and explained that she would be co-chairing the meeting with SG. AT reminded committee members that all information discussed in the meeting was confidential.
<b>C. Minutes of last meeting:</b> The minutes of the academy committee meetings held 28 <sup>th</sup> February 2019, (CFS), and 5 <sup>th</sup> March 2019, (HFS), were formally approved and signed.
<b>D. Matters Arising:</b> <b>Actions:</b> <b>Colehill First School:</b> <i>D (D/E/F (H) KR to discuss benchmarking member visits at the next chairs' meeting</i> – KR reported that the chairs now had 1:1 meetings with the CEO as well as group meetings. She will bring this up whenever the next one is arranged, rather than leave the action as ongoing. <i>D (J)/H AT to produce doodle poll for LW dates</i> – learning walk took place. <b>Action completed</b> <i>F. AT to share Safeguarding audit report when received</i> – <b>Action completed</b> <i>H/K Clerk to refer member category to Trustees for approval</i> – member categories have been changed from 'co-opted' to 'trust' with a four year term of office. <b>Action completed</b> <i>H CM to produce visit report for year 4 trip to JPM</i> – report outstanding. AT reported that there had been very good feedback on the trip from both children and parents. <b>Action ongoing (see agenda item I)</b> <i>I AT to follow up 'google translate' and amend plan if required</i> – there would be a cost for adding this to the website, so AT will bring it up at the next education group meeting. <b>Action ongoing</b> <b>Hayeswood First School:</b> <i>D (E,H) – AT to liaise with both committees to arrange a joint meeting</i> - <b>Action completed</b> <i>D (H) &amp; G – AT to circulate CP report when received</i> – previous report circulated. AT confirmed that the Challenge Partner, Deborah Zachary, would be visiting both schools next week and he will circulate her latest report as soon as possible. <b>Action completed</b> <i>D (K) – RM/SG to complete their skills audit and return to clerk</i> - <b>Action completed</b> <i>D – Clerk to remove 'governor zone' from the school website</i> - <b>Action completed</b> <i>E – ACM's to let SG know if there are any issues to raise at his 1:1 meeting</i> – there were no issues from ACM'S and ATo attended the meeting in SG's place. SG confirmed that he will step down as an Academy Committee member at the end of the summer term. As this will only leave two committee members plus staff, there is an urgent need to recruit. LP had previously asked the office to display recruitment information around the school site, but there has not been any interest. ATo suggested that staff identify a couple of parents per class who may be interested and could be approached. The Hayeswood school association, very active in the school, was another source plus mentioning recruitment at the curriculum meeting for parents in the Autumn term. SG <b>asked</b> whether the two committees would be merging, but AT stated that the advice from the Trust clerk was that the scheme of delegation and terms of reference would have to be changed to allow this. KR added that, even with a joint committee, additional members would be needed to cover both schools. It was <b>unanimously</b> agreed that SLT would speak to staff regarding parents to approach and LP would arrange for the recruitment information to be parentmailed to all parents. The HSA will also be involved. <b>Action SLT/LP</b> <i>H – AT to produce doodle poll to agree a LW date</i> – ATo and RM attended the LW looking at pupil premium. The visit report is still outstanding. <b>Action ATo</b> <i>H – LP to inform parents of the upcoming vacancies on the committee</i> - see item E above <i>L – AT/SG succession planning</i> – see item E above. ATo indicated his willingness to stand for election

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as chair for the next academic year.

**Matters arising:**

None

**E. Chair's Update:** KR and ATo had a meeting with the CEO and Chair of Trustees, where the addition of QE School to Wimborne Academy Trust was discussed. This will take the number of children within Trust schools to over 3,000. Training for ACM's was also covered and the trust is running an Ofsted training session on the 2<sup>nd</sup> October. KR added that the CEO would like to add more training and this will be discussed in September. An ACM **asked** what the relevance of 3,000 pupils was. KR said that it meant more staff could be employed and AT added that a director of school improvement for secondary school children, who is also an Ofsted inspector, had already been recruited. KR reported that the CEO will be phoning on Thursday in lieu of a 1:1 meeting, so if there were any issues to raise, ACM's should let her know. **Action ACM's**  
SG said that he will be arranging a meeting for himself and ATo with the CEO. **Action SG/ATo**

**F. Headteacher's Report:** (*Papers circulated prior to meeting*)

**Colehill First School:**

A member referred to the SEF and **asked** what 'GLD' meant. AT explained that this is a national measure and these pupils had met a good level of development in early years. Several members said that it was a struggle to remember all the different acronyms and it was suggested that the clerk start a document on the shared drive for members to populate. **Action Clerk**

An ACM **questioned** whether SLT were pleased with overall progress. HS said that the phonics results were lower last year, when six pupils did not pass the screening. All have now passed, with three reaching ARE for reading in their Year 2 SATS. Another ACM **queried** the progress of Reception children. AT reported that they were making very good progress gains. Although their levels were lower than in previous years, the pupils' progress gains from their intake level were good, and this is set to continue. The member **asked** whether feedback was given to the local nursery schools to try and improve the entry level of future pupils. HS confirmed that the reception teacher was taking a letter and sounds session with Colehill Nursery pre-school children next week, as part of a Trust-wide project. Because of pre-school funding, nurseries have larger numbers of younger children, making teaching the pre-schoolers more difficult. DB added that Colehill Nursery have recently sectioned off an area of their building to allow for teaching those due to start school. A member **questioned** how the new year 3 testing had gone. AT explained that both years 3 and 4 were taking Trust wide tests to help prepare them when they move up to Middle school. HS added that the children seemed to be enjoying the testing. AT advised that the SEF was out of date and would be rewritten for both CFS and HFS after DZ's visit next week. He will then circulate this to ACM's. **Action AT**

A member **queried** whether the head was happy with the attendance figures, as it was holiday season. AT said that there had been more requests for term-time absence from parents at CFS than HFS, but that family holiday requests were never authorised. Several fines have been issued to families this year.

**Hayeswood First School:**

An ACM **queried** the fluctuations in the assessments figures throughout the year for pupils working at greater depth, (GD). AT explained that these were based on teacher assessment at that point in time. Children sometimes start the year well and then struggle when new learning is introduced and drop off their flight path. The member stated that the figures picked up again in February and **questioned** whether there had been any intervention. The head said that pupils start to cope with the learning better by that point in the year. JR had been focusing on greater depth maths keeping the progress figures more consistent.

A member **asked** for more details about the new assistant head. AT said that she was currently acting deputy Head at Merley First School and had been seconded to HFS for one year. He further explained that employees on pre-academisation contracts did not have the option of portability,

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therefore secondment gave the option to return to their original job if so desired. Other teachers within the Trust have extended their secondments to two years. A member **queried** the difference between a deputy and assistant head. AT said that it was subtle difference, but an assistant head is usually in their first leadership role and it is slightly less strategic than that of a deputy head. He thanked JR and wished her good luck in retirement. ATo also expressed his thanks for her sterling service at HFS.

#### **School Action Plans:**

AT explained that the first three objectives were similar for both schools and the documents had been RAG rated most recently at the end of May. An ACM **asked** if there were any areas for concern. HS answered no for CFS: in fact, additional objectives had been achieved since the recent moderation exercise. There are further Trust moderation events in the last two weeks of term which will meet several objectives for both schools. AT added that the final RAG rating would be done at the end of the academic year, but he believed that most, if not all, objectives would be met.

CFS Objective 4 Health & Wellbeing – the Sports Lead, Hayley Everett, has been gathering data from the fitness circuit by asking a selection of pupils throughout the year about their feelings and enjoyment of the circuit and PE in general. The emphasis has been on each child challenging themselves rather than comparing to others. Forest school has also brought huge benefits, with pupils being more resilient in class and a noticeable improvement in problem solving skills.

HFS Objective 4 Health & Wellbeing – SF said that Forest school had been running for longer at HFS, benefitting all those involved, including the vulnerable children who attend the lunch-time session. AP has been overseeing the 'daily mile', although this was amended mid-year to focus on different fitness rather than just running. This happens three times a week. Staff from both schools attended a training day exploring the correct mind set to help children learn; this was found to be very helpful and informative. This will be repeated in the Autumn term.

An ACM asked when the SAP would be written for the next academic year. AT stated that this should be around September/October, as the Trust action plan needs to be finalised first. The Trust priorities are reviewed both at Education Group and Trustee meetings and once these are agreed, individual schools can write their plans.

There were no further questions.

#### **G. Parental Survey:** (*Papers circulated prior to meeting*)

The summary of the surveys are available to view on the school websites and AT asked for a member from each school to review the comments section. He said that there weren't many subjects that had come up repeatedly, which was positive. CM and ATo offered to review and discuss the comments with the SLT. **Action CM/ATo**

AT added that there were around 40 responses from CFS and 60 from HFS, which was a good percentage. The comments were mostly the same as in previous years, for example, more after-school clubs for the younger age group and more/less homework.

#### **H. External Challenge Partner Visit:** :

As previously discussed, Deborah Zachary will visit both schools next week to look at progress, especially that of disadvantaged pupils. She will also look at overall attainment, particularly at the end of Early Years, KS1 and KS4, plus the phonics screening. AT reported that he had looked at the data and felt it was strong, but there will be some issues raised. Due to the changes at Ofsted in respect of the exemption of outstanding schools, re-inspection in the near future is increasingly likely. The new Ofsted framework comes into effect from 1<sup>st</sup> September 2019, with inspectors focusing on the broader curriculum, not just maths and English. AT will share the latest CP report with ACM's when it is received. **Action AT**

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#### I. LGB Issues: *(Papers circulated prior to meeting)*

- Ofsted Questions – SF explained that her son’s school had been inspected and she was one of the governors called in to meet with the inspector. The circulated document lists the questions asked. She added that the three governors were asked to provide examples where they have held the staff and head to account, for example, meeting minutes with challenge identified. This is done by colour highlighting. AT said that both the CFS and HFS minutes had challenges recorded in bold type. The inspector also asked about phonics teaching and how governors know whether it is done well or not. AT asked ACM’s how they felt on reading the questions. A member said ‘scared’ and KR added that she had spoken to the CEO about the wording of the Trust’s Visit to Schools policy, which states that just one visit a year is mandatory. KR feels that this is insufficient to really get to know the school. AT asked how the SLT could support the academy committee to be prepared for the challenges of the inspection. SF added that her governing body had Ofsted prepping meetings once a month, when they looked at five questions each time. A member stated that it was unreasonable to expect a parent committee member with no educational background to be able to answer the questions listed. AT stated that the board of Trustees and the CEO were the legal body and they would be expected to answer many of questions by inspectors. However, Ofsted would want to ensure that local governance is working at the individual schools within the trust. The clerk added that the areas of responsibility for the academy committee were listed on the back of the template agenda that had been circulated and members needed to ensure that these were covered in the meetings. After some discussion, it was **unanimously** decided to have an Ofsted file on the shared drive containing all documents that would be needed during an inspection. Members are to look at the template agenda and the questions and then discuss again at the September meeting. Once the new SAP is completed, members can focus on areas to look at when they visit school. **Action AT/LP/ACM’s**
- Committee Member Specialisms – KR stated that she had spoken to the CEO regarding subject specialisms for committee members. LW advised that specialisms should link to the SAP rather than individual subjects, although she was also keen to maintain the class ACM link. KR suggested having a member for early years, years 1/2 and years 3/4. The SAP linked responsibilities will be finalised in September when the new SAP has been written.
- Succession Planning (HFS) – this was discussed under agenda item C and SF confirmed that she would speak to the staff to identify potential committee members amongst parents. Members suggested targeting those parents who had completed the parental survey and also those parents with children in the younger years. **Action SF**
- Clerk’s Update – LP confirmed that HS had been re-elected as staff committee member for CFS for another four year term. She also advised that HFS’s SEND policy contains the name of the ACM with responsibility for SEND and needed to be updated. ATo volunteered to take on this role. **Action LP**
- Committee Members Visits & Updates – there were visit reports outstanding from KR, CM and ATo and it was requested that these were completed before the end of the summer term. **Action KR/CM/ATo**
- Future visits & training – these will be agreed at the September meeting
- Skills Audit – all outstanding audits received and sent to the Trust clerk.

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#### **J. Policies for Review/Ratification:** *(Papers circulated prior to meeting)*

Colehill First School:

- Anti-bullying
- Lettings
- Reporting Pupil Progress
- School Session Times
- Student Placement
- SEND

DB informed the committee that she would like to add a clause into the Lettings policy to specify a minimum of 'half a term's notice' of termination from any regular hirer, as she accounts for the income in her budgets. The policy was **unanimously** approved with this amendment. All other policies were **unanimously** approved by the academy committee of CFS. **Action Clerk**

Hayeswood First School

- Assessment
- Collective Worship
- Computing
- Confidentiality
- E-Safety
- Invacuation, Evacuation and Lockdown
- Modern Foreign Languages
- Monitoring
- Registration of Pupils
- Religious Education

The clerk advised that she was working her way through the HFS policy list to align it with that of CFS and this work was almost completed. Any policy that was not in place has been created using the CFS model policy. All policies were **unanimously** approved by the academy committee of HFS.

**K. Committee Member questions for AT:** An ACM **asked** how AT was finding the role of Executive head. AT said that every week was different, but he was working smartly, for example, writing both schools' newsletters at the same time. In September, he will look at ways to work as efficiently as possible with the whole team and hopes that both schools can collaborate on strategic tasks such as curriculum design. HS and SF said that the joint staff and SLT meetings were very useful and it is hoped to extend these to subject leaders and class teachers. HS added that there had been a recent incident when she was teaching, AT was at HFS and an SLT member was required for a phonics screening spot check. However, the class was covered in her absence by an HLTA and student teacher. A member **asked** whether CFS was also be hiring an assistant head. The head said no; as SF works only part-time at HFS, he did not want to have less capacity next year with JR's retirement, hence the recruitment. Another member **questioned** parental reaction at HFS. AT said generally supportive and positive, although SF added that it was a big change for the parents. There have been several shared events with pupils from both schools and the plan is to increase this in the future. There were no further questions.

**L. Committee Member questions for Trustees:** None

**M. F.A.I:** Ofsted questions and related Learning Walk

The head thanked JR once again for her service AT HFS and on the academy committee. He also thanked SG for his contribution to the HFS academy committee.

**N. Date of next meeting:** As the September meeting primarily deals with the legal requirements and planning for the year, it was **unanimously** decided to hold another joint meeting. Confirmed as Tuesday 17<sup>th</sup> September at 6pm at HFS.

**Meeting closed 7.40pm**

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#### **Actions:**

#### **CFS**

- D. (I) AT to follow up 'google translate' at the next Education Group meeting and amend accessibility plan if required*
- E. ACM's to inform KR of any issues to raise with the CEO*
- F. LP to start a shared acronym document on the drive*
- F. AT to share rewritten SEF*
- G. CM to review parental comments on surveys*
- H. AT to share CP report*
- I. AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda*
- I. KR/CM to produce visit reports before the end of term*
- J. LP to amend Lettings policy wording*

#### **HFS**

- E. Recruitment drive to be instigated. LP to arrange for information to be parentmailed.*
- E. SG/ATo to arrange a meeting with the CEO*
- F. LP to start a shared acronym document on the drive*
- F. AT to share rewritten SEF*
- G. ATo to review parental comments on surveys*
- H. AT to share CP report*
- I. AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda*
- I. SF to speak to staff regarding recruitment*
- I. LP to amend SEND ACM name in policy*
- I. ATo to produce visit report before the end of term*