

COLEHILL AND HAYESWOOD FIRST SCHOOLS

JOINT ACADEMY COMMITTEE MEETING

Minutes of joint meeting held at Hayeswood First School at 6.00pm on 17th September 2019
Present: Katie Ramsden, Andrew Turrall (Executive Head teacher), Chris Minns, Juliet Gould, Helen Self, Andrew Todd, Sarah Fairman (Deputy Head HFS), Lynnette Payne (Clerk), Beulah Johnson (Observer), Emma Clipson (Observer)
AT welcomed BJ and EC to the meeting and introduced the Academy Committees. He explained that both of them were parents at HFS and were considering standing as members.
Items A and B were taken by the clerk.
A. Apologies received: Debbie Bowring. Roger Martin, (HFS), and Leela Senior, (CFS), have both resigned with immediate effect for personal reasons. KR said that she would arrange for a card to thank LS for her contribution to CFS.
B. Election of Chair: KR had indicated her willingness to stand again as chair of the CFS Academy Committee. This was unanimously approved. ATo, as the only remaining ACM for HFS will take on the role of chair. The clerk handed the meeting over to the chairs of the AC's
C. Election of Vice-Chairs: JG volunteered to take the role for the CFS Academy Committee. This was unanimously approved. BJ and EM both indicated that they would take on the role when they join the committee formally. CM reiterated that his term of office ends in November and he would only be prepared to stand again until the end of the academic year. The clerk stated that there would need to be an election as he is a parent ACM, but if there were no candidates he could be re-appointed. KR said that his experience would be helpful in the event of an Ofsted inspection.
D. Declaration of Personal, Business & Pecuniary Interests: None
E. Minutes of last meeting: The minutes of the joint academy committee meeting held 18 th June 2019 were formally approved and signed.
F. Matters Arising: Actions: Colehill First School: <i>D. (I) AT to follow up 'google translate' at the next Education Group meeting and amend accessibility plan if required</i> – AT reported that the website now says that if documents are required in any other format, request this from the school, so 'google translate' is not required. Action completed <i>E. ACM's to inform KR of any issues to raise with the CEO</i> – action completed <i>F. LP to start a shared acronym document on the drive</i> – this has been done for members to populate as required. Action completed <i>F. AT to share rewritten SEF</i> – the document will be shared before the next meeting. AT explained that SLT were still tweaking the document for both schools to comply with the new Ofsted framework. Action AT <i>G. CM to review parental comments on surveys</i> – this has been completed and needs to be uploaded to the shared drive when received by the clerk. Action CM/LP <i>H. AT to share CP report-</i> action completed <i>I. AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda</i> - AT said that he had notes from the recent training provided by the challenge partner, Deborah Zachary, which he would upload to the folder. He explained that the changes to the Ofsted framework were the biggest in a decade and the trust was providing relevant twilight training in October. He encouraged members to attend as there was a good chance that both schools would receive a monitoring visit in the near future. Inspectors would be looking at curriculum planning in the non-core subjects of history, geography and modern foreign language, (French for KS2 pupils). Depending on the findings, this could trigger a full inspection. An ACM asked

COLEHILL AND HAYESWOOD FIRST SCHOOLS

JOINT ACADEMY COMMITTEE MEETING

whether there was a trigger for these visits. AT explained that it was a random selection of outstanding schools and a monitoring visit would not alter the existing Ofsted grade. HS added that if inspectors observed non-outstanding practice, a full inspection could be triggered earlier than planned. **Action AT**

*I. KR/CM to produce visit reports before the end of term – report still outstanding from CM. The clerk reminded JG that she needed to complete the new style visit report form for her last visit. **Action ongoing/JG***

*J. LP to amend Lettings policy wording – **action completed***

Hayeswood First School:

*E. Recruitment drive to be instigated. LP to arrange for information to be parentmailed - **Action completed***

*E. SG/ATo to arrange a meeting with the CEO – meeting will take place as part of ATo's role as chair. **Action completed***

*F. LP to start a shared acronym document on the drive- **Action completed***

*F. AT to share rewritten SEF – see CFS above. **Action AT***

*G. ATo to review parental comments on surveys – ATo will review this week. **Action ongoing***

*H. AT to share CP report – ATo requested that this be circulated again. **Action AT/LP***

*I. AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda – **action completed but AT to upload CP training notes to file (see CFS)***

*I. SF to speak to staff regarding recruitment – clerk has instigated the staff member election process. Recruitment information for both schools will be handed out at the upcoming Reception parents meeting. **Action completed/ Action LP***

*I. LP to amend SEND ACM name in policy - **Action completed***

*I. ATo to produce visit report before the end of term – **action ongoing***

Matters arising:

None

G. AC Issues: (Papers circulated prior to meeting)

- Scheme of Delegation – the clerk informed members that she had received a draft copy of a revised SOD a couple of hours before the meeting. The trust clerk has requested circulation to ACM's with feedback by 25th September. The head explained that this was in response to new guidance from central governance in relation to MAT's. There are also new articles of association, which members need to be aware of, together with a written undertaking 'to uphold the Objects of the company'. An ACM **questioned** whether members would be making themselves liable for anything by signing this. AT reiterated that, by signing members were agreeing to uphold them. **Action Clerk/ACM's**
- Terms of Reference and Code of Conduct – there were no questions
- Aims, Value and Mission Statements – not discussed so carry forward to the next meeting **Action clerk**
- Register of Business Interests – the clerk circulated the updated template that had been received before the meeting together with the guidance notes. All present signed and returned their forms.
- Recruitment – the clerk explained that the ratio of staff members, including the head, to other members should not be greater than one third. Presently, HFS has no staff member and the clerk has instigated the recruitment procedure. CFS has two staff members and three other members, so needs to recruit another three people, or lose one staff member and recruit just one person. Recruitment information will be handed out at both schools' reception parents meetings. **Action clerk**
- ACM Specialisms – due to the lower numbers of committee members, specialisms will be linked to the SAP's. The plans will be completed by the next meeting and specialisms will then be decided. Instead of having members attached to year groups, it was suggested that one for early

COLEHILL AND HAYESWOOD FIRST SCHOOLS

JOINT ACADEMY COMMITTEE MEETING

years, key stage 1 and key stage 2 would be more workable with the small committee numbers.

Action clerk/head

- ACM Visit Updates – there have been no visits so far this term, but there are visit reports outstanding for the last academic year. (See agenda item F)
- Future Visits and Training – the trust have insisted that all members complete the core training modules on the NGA website during the Autumn term. The clerk will recirculate the link for this. The on-line NSPCC safeguarding training needs completing every three years by ACM's. It is also a requirement for some members to have safer recruitment training, also on-line. The clerk will request access for KR, HS and AT to complete this. EC stated that she had completed this training in the past, and will forward her certificate to the clerk. **Action clerk/ACM's**
Future visits will be dictated by the SAP. Several members said that they enjoyed having a class link and visiting for purposes other than looking at data and books. By observing pupils in assemblies or on trips, members can build a picture of school life as a whole and respond to any challenges by Ofsted inspectors. It was **unanimously** agreed to discuss this further at the next meeting. A member said that he felt awkward on visits as he felt it was an interruption to learning. AT said that learning walk visits would be led by a member of staff, for example the subject lead, and members could talk to them, talk to pupils and ask questions to challenge what they have been told. He stated that the LW visits should be concentrated in the Spring and Summer terms, but members were encouraged to arrange class visits during this term. After discussion, for CFS Early Years ACM will be JG; KS1 KR and KS2 CM. HS added that Mr Rayner the year 4 teacher was the new maths lead, so this will work well with CM's skillset. AT stated that SR and the new maths lead at HFS, Miss Bartlett, would be attending a training session in October to support the maths action plans in school. For HFS, BJ will take EYS; EC KS1 and AT to KS2. KR suggested that the LW visit item was carried forward to the next meeting and then a doodle poll used to agree learning walk and visits dates. **Action clerk/members**
- Keeping children Safe in Education September 2019 – all members signed to confirm reading the document and there were no questions.

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

Colehill First School:

- Home Learning Guidelines - policy was **unanimously** approved by the academy committee of CFS

SF said that a draft version of this policy had been circulated to HFS staff earlier in the day, as there was not a policy in place. A member stated that if parents were not on board, the policy was ineffective. AT agreed, saying that the policy takes the form of guidelines rather than rules, as home learning should not prevent children from enjoying out of school activities such as beavers. However, if there was no home learning, it would be a shock to pupils when they move up to middle school. HS added that staff try to provide extra support in school if a child is not getting this at home.

I. F.A.I: SAP, date for learning walks, Aims, Value and Missions statements,

J. Date of next meeting: CFS Tuesday 12/11/19, Tuesday 17/03/20; HFS Wednesday 6/11/19, Wednesday 1/04/20; Joint meeting Tuesday 9/06/20

Meeting closed: 7.11 pm

COLEHILL AND HAYESWOOD FIRST SCHOOLS

JOINT ACADEMY COMMITTEE MEETING

Actions:

CFS

F (F). AT to share SEF when finalised

F (G). CM to send parental survey review to clerk; clerk to share

F (I). AT to upload CP training notes to Ofsted file

F (I). JG/CM to produce visit reports

G. Clerk to circulate draft SOD; members to provide feedback

G. Clerk to circulate new Articles; members to sign declaration

G. Aims, Values & Mission Statement to be added to next agenda by clerk

G. Clerk to arrange recruitment information for Year R parents

G. Clerk to add member specialisms/links to next agenda

G. Clerk to re- circulate NGA training link; members to complete the core modules during the Autumn term

G. Clerk to request safer recruitment training for AT, HS & KR; members to complete

G. Clerk to add learning walk to next agenda

HFS

F (F). AT to share SEF when finalised

F (G). ATo to review parental survey and send to clerk; clerk to share

F (H). AT to reshare CP report

F (I). AT to upload training notes to Ofsted file

F (I). Clerk to arrange recruitment information for Year R parents

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