

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of joint meeting held at Colehill First School at 6.00pm on 12th November 2019
Present: Katie Ramsden (Chair), Andrew Turrall (Executive Head teacher), Chris Minns, Helen Self, Debbie Bowring, Lynnette Payne (Clerk), Jack Clark (Observer), Lisa Papworth (Observer)
A. Apologies received: Juliet Gould. KR welcomed JB and LPa to the meeting, both of whom are interested in joining the academy committee.
B. Declaration of Personal, Business & Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the joint academy committee meeting held 17 th September 2019 were formally approved and signed.
D. Matters Arising: Actions: <i>F (F). AT to share SEF when finalised – document shared and AT also added a copy to the meeting folder for information. Action completed</i> <i>F (G). CM to send parental survey review to clerk; clerk to share – not done yet. Action ongoing</i> <i>F (I). AT to upload CP training notes to Ofsted file - Action completed</i> <i>F (I). JG/CM to produce visit reports- reports received from JG but not CM. Action ongoing</i> <i>G. Clerk to circulate draft SOD; members to provide feedback - Action completed</i> <i>G. Clerk to circulate new Articles; members to sign declaration - Action completed</i> <i>G. Aims, Values & Mission Statement to be added to next agenda by clerk - Action completed</i> <i>G. Clerk to arrange recruitment information for Year R parents - Action completed</i> <i>G. Clerk to add member specialisms/links to next agenda - Action completed</i> <i>G. Clerk to re- circulate NGA training link; members to complete the core modules during the Autumn term – members now have all academic year to complete the training. Action completed</i> <i>G. Clerk to request safer recruitment training for AT, HS & KR; members to complete - Action completed</i> <i>G. Clerk to add learning walk to next agenda - Action completed</i> Matters arising: None
E. Chair's Update: The Chairs' briefings are now scheduled for once a term and there are no longer any 1:1 meetings with the CEO and chair of trustees. However, chairs can request an individual meeting if required. <ul style="list-style-type: none"> • KR reported that the briefing was only attended by JD, as LW was unwell. The possibility of Pamphill First school joining the trust was discussed. They are required by HMI to seek a sponsor after their recent Ofsted 'inadequate' grading. An ACM asked if the school had asked to join the trust previously to this. AT said no, but some staff had attended network meetings. The school only has fifty eight pupils and three teachers. • The format for the Head's report has changed slightly and AT has updated his report accordingly. • Due to the new Ofsted framework, the support to schools has changed, and the CP will be carrying out 'deep diving' visits. AT stated that this was taking place on Friday with a 'deep dive' into reading. • ACM's now have the whole of the academic year to complete the core modules of the NGA training, not just the autumn term. There were no questions.
F. Headteacher's Report: (<i>Papers circulated prior to meeting</i>) AT referred to his report and asked if there were any questions relating to it. <ul style="list-style-type: none"> • Staffing – AT said that further to DB's new role as manager of both CFS and HFS school offices, the staffing arrangements of the school offices would be changing, but this has not been

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finalised yet.

- Community – an ACM **questioned** whether the high speeds recorded in Middlehill Road were at school times. AT said that the recordings were made by a device on the roadside and he did not have any further details.
- Pupil Numbers – it has been agreed across the trust that a maximum of thirty four children will be accepted into KS2 classes, (years 3 to 6). This allows for families that move into the catchment areas to get their children into feeder schools ready for the transfer up to the next tiers. The only time that an increase in class size may be refused is if there are pupils with additional needs already in the class or the needs of the new child cannot be met by the school. An ACM **asked** whether the extra places would only be offered to pupils in the catchment area. AT said that if an application was received from any family and there was a space, it would be offered regardless of their address.
- Attendance – the figures are better than average despite the sickness bug that affected numerous pupils and staff before half-term.
- Partnership – the trust have asked staff at CFS to support other schools that may need help. Both Sean Rayner and Karen Stephens are currently making support visits to a particular local school. KS has also been appointed as the Early Years lead across the Trust. Staff from other schools also regularly visit CFS to observe good practice, as the school is highly rated by the Trust. There is a joint action plan in place for CFS and HFS and there are three joint training days this academic year. HS explained that the teachers have been working together on the curriculum and there is a new initiative called 'Big Ideas'. This comprises the key aspects of a subject that can be applied to all areas of it, helping children to understand what it means to be a scientist, historian, mathematician and so on. An ACM **asked** how the working across the two sites was developing. AT reported that the close proximity of the two schools makes it easier but HS said that was sometimes tricky if she is teaching and AT is at HFS and a problem arises. However, she added that staff at CFS were excellent, usually suggesting solutions to the problems. The ACM then **questioned** whether there would be a review of the executive headship by the trust after a year of working. KR said that RB, finance director of the trust, had said that the finances had improved since QE school had joined and she had asked him whether the individual heads would be reinstated. He stated that this had been a business decision not a financial one, so the answer was no. An ACM asked how the funding worked within the trust and AT explained that each school had its own pot of money, with a percentage going to the academy trust instead of the LA, as it does in a maintained school. He added that work was ongoing to incorporate QE school fully into the trust, as it is a much larger school than any of the others.
- Safeguarding – DB pointed out that some figures were missing from this section of the report. AT reported that this was a copy of the annual safeguarding report to the trust board that had been reproduced before the data was ready. The missing information can be found under the attendance section of his report, but he also added the missing figures.

KR said that the SEF was missing from the meeting pack, although it is the Ofsted folder on the drive. AT put an electronic copy onto the shared drive while the meeting was taking place. The document has been written with support from the CP to ensure that it reflects the latest Ofsted guidance and provides a useful summary for academy committee members.

There were no further questions.

G. Challenge Partner Visit:

This happens once a term and the next visit is on Friday 15th November. An ACM **queried** what a 'deep dive' visit was. AT explained that DZ will look at all aspects of reading, including listening to the children read aloud, looking at reading records and interventions. She will also meet with the English lead, Ruth Everton. HS added that DZ will look at a phonics lesson in reception, years one and two for around ten minutes each class and will then look further at twelve children from the

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year groups.

There were no further questions.

H. School Action Plan: *(Papers circulated prior to meeting)*

AT explained that it was crucial for ACM's to be familiar with the SAP which is split into four different areas. Learning walks should focus on the plan and he suggested combining two areas into each visit. He will start a doodle poll with possible dates for the LW's, one of which will focus on English and the curriculum and the other on Maths and resilience. **Action AT**

KR suggested that ACM's be responsible for an area of the SAP each. CM will take responsibility for Maths and KR for English. JG is already responsible for EYFS and will remain in this area. JB said that he would take the curriculum responsibility and LPa the wellbeing area, once they officially join the academy committee. It was **unanimously** agreed that Tuesday morning was the best day for the walks to take place. AT advised JB and LPa to read through the SAP and ask him if they had any questions.

I. School Data: *(Papers circulated prior to meeting)*

Two sets of data have been circulated and AT explained that the IDSR is in a new format that is not as user friendly as in previous years. He further explained that anything relevant in the report is highlighted in dark type and anything not relevant in grey. Ofsted inspectors, however, refer to the data prior to their visits. An ACM **questioned** whether anything on the report would trigger a 'red flag' for Ofsted. AT said that inspectors would look at the data for each year to identify any trends. Another ACM **asked** where the figures in the report came from: AT stated that the school provided this and the school is moderated every three years to confirm that it is correct. Data is required at the end of each KS, so at CFS this only applies to the end of EYFS and KS1. The school is also moderated by the Trust once a term for each key stage and now that QE has joined, pupils' progress will be tracked through their whole school life.

The Trust has paid for a service provided by the Fischer Family Trust, (FFT), who has produced the other set of data. This is much easier to understand being aimed at school governors and consists of various dashboards. HS explained that the figures showed a dip in ARE due to a higher number of SEND pupils in the cohort. AT added that due to the size of the school, one pupil can cause a large fluctuation in data. He said that more detailed reports can be downloaded, which are useful for subject leads, and staff also have access to an interactive website. CM requested that the Maths report be sent to him. **Action AT/HS**

An ACM **asked** whether the data was the same as that sent to Ofsted. AT said yes but reiterated that it was only the figures for the end of KS1, ie Year two, that was in the report.

There were no further questions.

J. AC Issues: *(Papers circulated prior to meeting)*

- Learning Walks have been covered earlier in the meeting but ACM's were requested to make a class visit once a term in addition to this. A report should be submitted for every visit to school and the template is on the shared drive. **Action ACM's**
- Specialisms and Class links – specialisms are now linked to the SAP, but the chair said that she would like to retain the class links now that the number of ACM's was increasing. The clerk will allocate the class links so that no member has a child in their class. **Action Clerk**
- Revised SOD & Code of Conduct 19/20 – the clerk reported that the SOD has now been finalised and is available to view on the drive. Responsibility for operational health and safety has been passed to the academy committee but this does not involve carrying out health and safety audits. Judicium carried these out across the trust and the school had been awarded the School Safety award for the second year running, with just a couple of minor action points to be dealt with. The steps outside the school office were not one of these; however the decision was made to get rid of them due to ongoing maintenance costs. The code of conduct has not yet been updated for this academic year.
- Skills Audit 19/20 – the clerk said that she had just received a pro-forma skills audit and

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summary document from the Trust clerk, which had been sourced from the NGA website. She explained that the audit itself seemed similar to previous years', but the summary document was not at all relevant to an academy committee, being more suitable to a maintained schools' governing body or a MAT board of Trustees. ACM's **unanimously** agreed and requested that this feedback should be passed to the trust clerk. **Action LP**

- Training – the NGA core modules need to be completed by all staff with the exception of the Head, but the safeguarding leads do not need to complete the safeguarding training. HS asked whether deputy heads had to take the core modules, as the time taken for the training means an increase in her workload. She added that if the training was relevant and useful she doesn't mind completing it. The committee requested that this matter be referred back to the trustees, as teaching staff do not have much planning time without having to use this for other things.
- Aims, Value and Mission Statement – AT said that the document was still relevant to the school ethos after being slightly amended last year, therefore no action is required.

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

- Emergency Management Plan – unchanged
- Computing – annual review by SR
- Local Behaviour Guidelines – unchanged
- Monitoring – unchanged
- Social Networking – new policy based on the SWGFL model and more relevant to current practice
- Child Protection – based on the Trust wording but with more sections personalised to each individual school.

The above policies were **unanimously** approved by the Academy Committee

English – this has been postponed until the next meeting. **Action LP**

L. Committee Member questions for AT: None

M. Committee Member questions for Trustees: Is the time of members of the SLT who are also staff academy committee members best spent completing the NGA training?

N. F.A.I: Result of current parent election

O. Date of next meeting: Tuesday 17th March 2020 at 6pm

Meeting closed: 7.40 pm

Actions:

D (F,G). CM to send parental survey review to clerk

D (F,I). CM to produce visit report

H. AT to arrange doodle poll for learning walks

I. AT/HS to share Maths FFT report with CM

J. ACM's to arrange class visits

LP to allocate class links for members

LP to feed back to Trust clerk re skills audit

K LP to add English policy to next agenda