

ACADEMY COMMITTEE MEETING

Minutes of the meeting held at 5.30pm on Tuesday 23rd November 2021 at the school

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

Apologies (A)– received from Katie Ramsden

Declaration of Interests (B)– none

Minutes of the Last Meeting (C) – *circulated prior to the meeting*

The minutes of the meetings held on 22nd June 2021 and 21st September 2021 were **unanimously** approved and signed.

Matter Arising (D)**Actions from 22/06/21 meeting -**

D/H. Head to circulate prospective meeting dates for joint Inclusion meeting. A meeting date could not be agreed but [Sarah Fairman](#), SENCo, circulated her Inclusion report to the AC. **Action completed**

D. Clerk to arrange for Safer Recruitment training for LiP. LP apologised that this had not been done.

Action ongoing

H – Clerk to advise Trust Clerk of co-chair arrangements. **Action completed**

Matters arising – none.

Update from the Chair (E)

JC reported on the Trust review of Sexual Abuse and Harrassment in Schools that he and LiP had recently attended. This was presented by Kelly Overhill, the Trust Safeguarding Officer. The content was less relevant to First School pupils than those in the Middle and Upper Schools but was still interesting. An anonymous survey taken at QE produced some worrying responses. HS and AT also recently attended a workshop with KO, where she shared a RAG rated presentation on sexual behaviour. This explained the appropriate way to deal with certain behaviours in young children, as this can impact on what the child considers acceptable in the future. What is ‘normal’ within the home environment also influences this. AT added that KO had regularly visited the school and had spoken to the pupils on her latest visit. An ACM **asked** what form sexual behaviour might take at CFS. AT said that was hard to put into words; usually young children are just being curious, which would rate as ‘green’. However, the document helps to identify behaviours that should be classed as ‘amber’ and ‘red’, and would then become a safeguarding concern. He added that CFS pupils were all taught about appropriate personal space and that it is ok to challenge another person or speak to an adult if they are not comfortable with anything.

Chairs have also been informed about ‘Ambition 24’, the Trust’s aim to be in the top ten percent of MAT’s countrywide by 2024. AT explained that schools would not know the whole picture until the release of the first set of national data since the pandemic started. He added that well above fifty percent of pupils were reading above their age, but there was room for improvement. The FFT data included with the meeting papers is only from schools that choose to submit this and it is unvalidated. An AC member **asked** what the pre-pandemic reading levels would have been. Normally, between 65 and 85 percent of children would be reading above their age level, depending on the level of SEND in the class. This can impact significantly on the percentage due to the small size of the cohort. Teachers are aiming to build a love of literature and reading for pleasure. Using easily decodable books, such as those from the Bug Club, builds children’s confidence in reading, whilst harder books with appealing illustrations are sent home to enjoy with parents and build the love of

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literature in general. HS said that staff are aware that there are some gaps in the books available, for example non-fiction books, and this is being addressed.

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

School Context – the four leavers have all moved out of the area and there were five new pupils at the start of the term. An AC member **asked** about class sizes. AT explained that up to the end of Year 2, numbers were capped at 30, unless a school is required by the LA to make an exception. This has happened in this year's Reception class, which now has 31 pupils. From Year 3 onwards, class sizes can rise to 34 pupils maximum, although more usually peak at 33. This is a Trust-wide policy. A member **queried** whether the extra pupil in Year R presented a challenge for staff to accommodate. AT said no, only in terms of finding more space in the classroom.

Staffing – two members of staff have been appointed and there is still one vacancy. A parent has contacted the Trust regarding the lack of a Breakfast Club at the school and AT explained that, despite twice advertising for staff to run this, there had been no applicants. A school is not allowed to use their revenue stream to fund this, so employment costs would have to be covered by the fees, even if recruitment was successful. The two posts will be readvertised after Christmas but the number of support staff vacancies in Dorset are increasing and the small number of hours first thing in the morning do not make it a particularly attractive role. An AC member **questioned** whether Colehill Nursery could run the club. However, they did this for several years, right through the pandemic, but it was running at a significant loss so they made the decision to stop. Despite parents saying that they would use the facilities regularly, there were often only a couple of children a day, being looked after by two members of the nursery staff.. A member **asked** whether it was worth investigating a partnership with Topps Day Nurseries, but AT said that he had spoken to them and they were struggling to recruit for their own vacancies.

Attendance – attendance is reasonable, but the persistent absence figure has risen since the report was written. This is because the DfE now counts Covid-related absence in the attendance figures, which was not done previously. A member **queried** whether pupils received home learning whilst absent. HS said that if a child was unwell, they were not expected to complete their learning. Some families have had paper copies dropped to their home whilst others have on-line learning set. Another member **questioned** whether there had been much Covid related absence at the school; AT stated that HFS had probably been impacted more than CFS, but things had improved since the requirement to self-isolate was removed. However, local schools have been advised to minimise mixing until at least the end of November, which means that whole school assemblies are on-line again.

There were no further questions.

School Improvement Plan, (SIP), (G) - *circulated prior to the meeting*

This is a joint document for Hayeswood and Colehill First Schools. It correlates closely with the Trust plan but is not identical. The three focus areas are Teaching and Learning, Inclusion and Catch-up and Technology:

Teaching & Learning - teachers are implementing the new Trust curriculum offer and progression maps detail the learning from nursery up to Year 13. The Nursery years are included as some of the Verwood schools have a nursery connected to them. Staff are now focusing on looking at the key learning and planning for each half term's teaching for each subject, a very time consuming project. This is likely to be ongoing for the whole academic year, but once staff have identified where improvements can be made, the task of enriching the curriculum to make learning more powerful and engaging for pupils can begin.

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Inclusion and Catch Up - strong progress has been made in this area and moving forward the focus is on all disadvantaged children.

Technology - this will continue to support learning for all pupils.

AT suggested that each AC member take responsibility for one priority and arrange a visit to school in January to look at their area. This can be followed up with a summer visit to look at progress. By the first meeting, the SIP will be fully RAG rated and AT can go through each priority in more detail with the responsible Member. He asked whether the Committee had understood the document and if there were any questions. A member commented that there was a lot of detail, but he had been able to understand it. It was **unanimously** agreed that JC/KR would take T&L, meeting with HS; DW Technology, meeting with Sean Rayner and LiP Inclusion, meeting with SF. AT added that he would invite Tash Bartlett, the Trust digital learning lead, to attend the Technology meetings, if she was available. Members are to let AT know when they are available and dates can then be finalised.

Action ACMs/AT

There were no further questions.

ACM Issues (H) – *papers circulated prior to the meeting*

Annual Trust Documents and Written Declaration - read and signed, KR electronically.

Register of Interests 21/22 - updated in the meeting, KR completed electronically.

Skills Audit 21/22 – a new version has been shared which is very similar to the old document. The clerk requested these be returned by the end of the Autumn term. **Action ACM's**

Safeguarding Information and KCSIE Declaration – read and signed, KR electronically.

Training - the clerk reminded Members to complete the updated NGA Safeguarding module and soon as possible. **Action ACM's**

Recruitment - the clerk advised that she attended a briefing on recruitment with presentations by Inspiring Governance and the NGA. These platforms have lists of people who are looking to join an Academy Committee or Governing Body and you are also able to register any vacancies there. It was **unanimously** agreed to explore these avenues to try and increase diversity within the Academy Committee. **Action Clerk**

New Policies - Members were advised of the new school SEND policy which is available to view on the school website. The clerk reminded the committee that the Trust weekly briefing has details of any updated Trust-wide policies, together with a link to the Trust policy folder on the drive.

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Committee Member questions for AT (I)

A Member **asked** how many hours of P.E. pupils had each week. AT explained that a minimum of two hours was timetabled, but in reality it was more as teachers use other times to get the children active, for example on the fitness circuit. The Member **questioned** whether the time spent getting changed in and out of P.E. kit was part of the two hours and, if so, would it not be better for pupils to come to school already dressed in this. HS said that this had happened during the lock-downs, but getting changed helped with the children's independence and their motor skills were improved by having to fasten their clothes. Although this is a challenge in years Reception and One, by year Two, pupils have mastered the art of changing quickly. She added that Reception pupils were only scheduled for one hour of P.E. a week, but they spent a great deal of time learning outside. Golden time on Friday afternoon offers a P.E. choice and some year groups are offered Forest School.

Another Member **queried** whether Covid 19 had impacted on fundraising for the school, commenting that there had been no communications from the CFSA. AT explained that no parents had volunteered to join the committee and the caretaker Chair has stepped down due to lack of support and family issues. Those who were on the committee previously no longer have children at the school, so have understandably resigned. HS stated that the School Council were holding a cake sale to try to raise funds for some new playground equipment, whereas in the past they would have asked for a donation from the CFSA. AT said that the committee at HFS had been very active during the pandemic, raising lots of money in innovative ways and had recently held a cheese and wine evening to encourage new parents to volunteer. LP is hosting an evening for the Year 3 Mums this week and will try to recruit at this event. AT will speak to the caretaker Chair and also suggested that a link with the HFS committee to share strategies would be a good idea, if some volunteers could be found. JC mentioned that he has a contact through work that may be able to help with the new playground equipment, so he will speak to them. **Action JC/LiP/AT**

J. Committee Member questions for Trustees – none

K. FAI – fundraising/CFSA; recruitment

L. Date of Next Meeting – confirmed as Monday, 28th March 2022 at 5.30pm. The final meeting of the academic year was also confirmed as Monday, 27th June 2022 at 5.30 pm.

Meeting closed at 6.58 pm

Actions:

- D Clerk to arrange Safer Recruitment training for LiP**
- G ACM's to advise availability for January visits; AT to confirm dates**
- H ACM's to complete Skills Audit and return by the end of Autumn term**
- H ACM's to complete NGA Safeguarding module asap**
- H Clerk to register on recruitment platforms and try to fill vacancies**
- I AT to speak to caretaker Chair of CFSA; LiP to speak to the Year 3 Mums**
- I JC to investigate new playground equipment**