

Minutes of the Academy Council Meeting

Great Wishford CofE Primary School

Monday 26th April 2021 @ 5.30pm

Virtual meeting held via Teams

Governor	Type	Roles & Responsibilities
Stephanie Cleaver (SC)	Head Teacher	
Stuart Porter (SP)	Exec Head	
Sue Bale (SB)	Chair and Foundation Governor	Maths and Health & Safety
James Melville (JM)	Foundation Governor	Disadvantaged Learners
Anna Tattersall (AT)	Foundation Governor	Safeguarding
Diane Wilkinson (DW)	Foundation Governor	SEND (SB/JM covering in DW's absence)
Rev Jonathan Plows (JP)	Foundation Governor	Curriculum
Sarah Lamont (SL)	Staff Governor	
Lottie Scard (LS)	Parent Governor	

Key Actions	Responsibility
To correct inaccurate Y4, 5 and 6 SEN figures on the heads report	SC
Information regarding the Pre-School and the wrap around care to be prominent on the website	SC
Governors to forward suggestions for the school leaflet to SB/JP by the end of May	ALL
Max Burr to attend the next meeting and provide an overview of the new structure	LC
To discuss the position of the door release button with Jo Ronxin	SC
To gain an update on the emergency exit that leads directly out onto the main road	SC
Governor profiles to be submitted for addition to the school website	SC

ITEM	
Time	Meeting started at: 17.30
Present	Sue Bale (SB), Stuart Porter (SP), Steph Cleaver (SC), Jamie Melville (JM), Anna Tattersall (AT), Rev Jonathan Plows (JP), Sarah Lamont (SL), Laura Clifford (LC)
Welcome & Prayer	<ul style="list-style-type: none"> Welcome by SB Prayer delivered by JP
Apologies, Resignations and new members	<p>Apologies: Diane Wilkinson (DW)</p> <p>Resignations: None</p> <p>Non-Attendance: Lottie Scard (LS)</p>
Declaration of Pecuniary Interests	<ul style="list-style-type: none"> None declared
Minutes of the last meeting 25.01.21 & action points	<p>Governor Training:</p> <ul style="list-style-type: none"> Nothing to offer from the trust at the moment. Governors were encouraged to utilise The School Bus, informing LC of any training completed, likewise when foundation governor courses are completed. LC provided an overview of how and where to find the training modules on The School Bus. <p>Parent Governors:</p> <ul style="list-style-type: none"> It was questioned at the last meeting whether x1 parent governor is sufficient. LC reminded the chair that x2 are required and with the loss of Sarah Penny last year, it leaves GW with 1. This will be reviewed once the new structure is finalised.

	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes were signed off by SB as an accurate account of the meeting.
Head Report and SEF	<p><i>Provided by SC/SB and a copy of the report can be found on Teams.</i></p> <p>SEN Attendance:</p> <ul style="list-style-type: none"> SEN PA at 5.3% needs to be monitored with a couple of key players. Late arrival times for one but SC is looking at some family support for the parent. The other child is now arriving at school earlier which should help. Does this figure relate to pupils who are on SEND now or is it a result of Covid catch up? There has been increase in the number of children on the register but it accounts for all named children. <p>SEN:</p> <ul style="list-style-type: none"> A number of potential new starters have visited Great Wishford this week. One has recently moved into the area but missed the admissions date. One has decided to defer their child's place for a year after discussions from support workers due to his ECHP. A 3rd also with an ECHP, will be visiting next week. Action: SC to correct the inaccurate Y4, 5 & 6 SEN figures on the head's report. Has there been any development with the one-page SEN document? Sara Edwards and Sue Fulbrook are discussing this further, however from September there will be a dashboard document including this information, as part of the restructuring. More information to follow. <p>Safeguarding:</p> <ul style="list-style-type: none"> What is ESA? Early Support Assessment: A quick assessment of an individual child and their needs, which may be as a result of a MASH referral. Did this system arise due to Covid? No, the system has been in place for some time and was known as CAF, but Great Wishford has seen a rise in the number of children needing the additional support, which is as a direct result of Covid. What are Encompass Reports? Reports of domestic violence. <p>Pupil Premium:</p> <ul style="list-style-type: none"> This Friday (30th April) will see the school begin fortnightly forest school lessons during T5 and 6 for the children with The Wiltshire Wildlife Trust. Teachers will be continuing these sessions in the new academic year. The aim is to meet the needs of all learners in our school, including the mental health and wellbeing of the children, and allow the school to start expanding its outdoor learning. This will then be fed back to SC. A big thank you to JP for securing the funding for this project through the WIMSET grant. The school was in receipt of funding for extra vouchers which was distributed to those families that fall short of PP and additional support but are still on the bread line. All families in receipt of these vouchers were hugely appreciative. <p>Pre-school:</p> <ul style="list-style-type: none"> Can governors help with publicising the pre-school? The pre-school will be/is advertised but governors were encouraged to spread the word. SP said the trust is also advertising on behalf of the pre-school. The school has received to date 6 enquiries asking for more information, one of these has twins, so a potential of 7 children. Will there be a photo opportunity for the opening? Yes. JP will also investigate if the Arch Deacon or the Bishop can attend and bless the pre-school once it has officially opened. Saturday 17th July is a scheduled open day for visitors.

	<ul style="list-style-type: none"> • Could the Arch Deacon or the Bishop attend on the same day as the collective worship or the welcome service? JP will look into this once SC has confirmed a date. <p>Wrap Around Care:</p> <ul style="list-style-type: none"> • To be provided by PH Sports from September 2021 on an initial 3-year agreement which will then be reviewed. • All thanked SC for organising this provision and SC said this has been a positive for potential parents viewing the school. • Governors discussed how publicising this new provision is a must to ensure its success. Is information regarding the pre-school and wrap around care on the website? Nothing as of yet. Action: SC to add information on the home page. • What is the maximum number of children that could attend? Initially there will be one member of staff who can be responsible for up to x10 children depending on the year group. If more consistently attend, more members of staff can be provided. • Can this information be included in the marketing for the pre-school as it may help those families with siblings already on roll at the school? Yes, although the wraparound care provision is offered for children of primary school age. • Governors suggested that there needs to be some form of central planning and marketing from the trust to support this. SP agreed and said whatever literature is created for the trust website can be transferred to Great Wishford. SB/SC confirmed an ad will be placed monthly in the parish magazine. • Governors discussed the possibility of a school leaflet, listing all the provisions on offer at Great Wishford- support from the trust would be essential for this. • Action: Governors to forward suggestions for the leaflet by the end of May. • JP has volunteered to be the point of contact for this with support from JM. • SP said there is some urgency in relation to this but it needs to be properly planned with trust involvement. • SP said marketing is discussed at the hub head's meetings. The new AC structure being introduced from September will allow governors to have a greater focus on marketing and the suggestion of a forest school for nursery children will be explored. SL added that an outdoors education provided by forest school is hugely popular amongst parents. <p>Recovery Curriculum:</p> <ul style="list-style-type: none"> • SC has created a detailed intervention timetable to ensure every child receives individual support going forward. • It is very tight, with some sessions lasting no longer than 10 minutes, but if followed, it will allow all gaps to be closed by the end of the school year. • X1 TA will solely focus on delivering these interventions with support from remaining TA's and teachers. • Fine tuning of the curriculum has taken place to ensure there are focused outcomes, progressive learning and that it is relevant for all year groups.
AC Review & Governor Engagement	<p><i>Provided by SB</i></p> <ul style="list-style-type: none"> • SB shared the latest, proposed, structure for Academy Councils that will take place from September, of which a copy can be found on Teams. • Safeguarding and SEND will become solely a trust responsibility with an overview provided for governors on the dashboard and at 360/chairs meetings. • Will the leads for Safeguarding and SEND brief the AC? Are they monitoring or simply advising? SB said all the management and oversight of these area's will be at a trust level however SC and SB have agreed that meetings with AT, as the governor currently responsible for safeguarding, will continue. Likewise, JM input on SEND matters will be critical. • SB added that not all AC's have this kind of specialism but perhaps this will help them see they can't forget about these areas. SP said GW is in a unique position to have AT and her level of knowledge and experience but ultimately JR will take responsibility. SB agreed but doesn't want GW to lose the extra knowledge that it has.

	<ul style="list-style-type: none"> Governors discussed how it would be beneficial to know exactly how these roles will work going forward. Action: LC to arrange for Max Burr to provide an overview at the next AC meeting. Will a governor still be responsible for Safeguarding at individual schools? SB said no, it is not a line of responsibility but it is an important area that all governors should be aware of and one designated governor should be allowed to attend Safeguarding training wherever possible. SB/SP talked governors through the 6 new responsibilities. Will these 6 points match to what Ofsted will be asking at inspections? SP said no and explained that at future inspections, subject leads will be called upon to discuss with Ofsted. The trust will make sure Ofsted is aware of the changes moving forward. It should be a smooth transition for all as the new areas of responsibility are discussed at meetings already. SP explained the purpose of the Standards and Improvement Committee-a group, independent of the trust, who will hold the leads of safeguarding and SEN for example, to account.
Standards: Assessing Pupil Progress	<p><i>Overview by SC:</i></p> <ul style="list-style-type: none"> Staff have spent a number of days evaluating where the children are using diagnostic and NFER assessments, resulting in a very tight and accurate picture of learning needs for each child. Short interventions have been scheduled of which the impact will be evaluated in 5 weeks. It is clear from these assessments what, if any, home support with their learning was given. SEND children are also missing these same areas of the curriculum. Once these have caught up, children will return to the SEND curriculum. A trust wide data collection for all schools will take place in term 6 for all years, involving SAT's papers, NFER tests, multiplication tables and phonics tests.
Safeguarding	<ul style="list-style-type: none"> Discussed in the heads report. AT raised concerns over the level of the button for the automatic door at reception, and has done for a number of years. It is too low, resulting in a child being able to leave the school. Action: SC to discuss this further with Jo Ronxin (Head of Safeguarding) SP raised the question of the emergency exit that leads directly onto the road. SC said this is being investigated. Governors asked for an update from the trust by the end of next week-7th May.
Policies	<p>Online Safety & Accessibility Policies:</p> <ul style="list-style-type: none"> Both policies have been updated and are available on the school website. LC is working on a document listing all trust policies and all policies specific to individual schools and the date they are to be updated.
Training	<p>Upcoming training:</p> <ul style="list-style-type: none"> Foundation Governor refresher – JM How Deeply Christian is your School? – SC, SB, JP DBE session 3 – SB, AT, DW
AOB	<ul style="list-style-type: none"> To decide what the focus is for governor visits in term 6. SC suggested governors chat to teachers about their roles, their work loads, the new curriculum and their overall mental well-being. Action: Profiles are to be submitted for the governance page on the website. Has there been any update on the school sign? SC said the final design has been created but needs to be shared with staff first before sending through to the trust. A governor refreshment afternoon with staff nearer the end of term 6. SL said the staff will be very keen and appreciative if this was organised.
Next meetings	<ul style="list-style-type: none"> Monday 12th July 2021 @ 5.30pm
Meeting closed at:	19.00

Chair of Academy Council: Date: