

Minutes of the Academy Council Meeting
Great Wishford CofE Primary School
Monday 20th September 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	

Key Actions	Responsibility
School leaflet to be created	SL
Governor photos and short bio to be submitted to SB by 8 th October 2021	ALL
Confirm MB attendance at the next SIAMS meeting	MB
Behaviour Policy to be circulated	SC

ITEM	
Time	Meeting started at: 17.30
Present	Sue Bale (SB), Jonathan Plows (JP), Di Wilkinson (DW), Sarah Lamont (SL), Steph Cleaver (SC), Jamie Melville (JM), Laura Clifford (LC), Stuart Porter (SP), Anna Tattersall (AT),
Welcome & Prayer	<ul style="list-style-type: none"> Welcome by SB Prayer delivered by JP
Apologies and resignations	<p>Apologies:</p> <ul style="list-style-type: none"> None Received <p>Non-Attendance:</p> <ul style="list-style-type: none"> None <p>Resignations:</p> <ul style="list-style-type: none"> Lottie Scard (LC) <p>Recruitment of Parent Governor:</p> <ul style="list-style-type: none"> An advert has gone into the school newsletter this week and teachers have been asked to keep suitable parents in mind. It was discussed how having parents involved was key and that the school needs to return as soon as possible to the relationship it had with parents pre-covid. SC agreed and said there is still concern with parents about entering the school site at drop off and pick up. The message that school is open and operating as it was before Covid needs to be made clear. SL said all need to remind parents of their duty to get involved with activities within the school but also to get involved in their child's education as a whole. All agreed that the appointment of a new parent governor will help with this. <p>General Recruitment:</p> <ul style="list-style-type: none"> Nicola Orchard, School Administration Manager will be stepping down at the end of this term from her role. Acorn are aware and will be holding interviews in due course. MDSA interviews are taking place on the 14th October with AT in attendance to support SC.

Election of Chair & Vice Chair	<ul style="list-style-type: none"> • SB has expressed her wish to continue as Chair for one more academic year. • All AC members agreed and gave SB their full support. • No official Vice chair is named but JM and AT are continually briefed by SB and can step in to attend meetings when needed.
Clerks Admin	<ul style="list-style-type: none"> • The Scheme of Delegation has been updated and will be ratified by the directors on 30th of September, after which it will become available on the Acorn website. • The Code of Conduct and Governance Handbook will be circulated after the meeting and governors were asked to complete a brief form confirming they have read the Code of Conduct. Completed 26.09.21 • The updated Declaration of Pecuniary Form and the Declaration of Disqualification form will be both be emailed after the meeting for governors to complete. Completed 26.09.21 • The Key will now be used instead of The School Bus and governors should have received invites to log in already. Once governors have completed their skills audits towards the end of term 2, pathways will be created to help them navigate through the system and to utilise the information on offer.
Minutes of the Last Meeting (12.07.21) and actions arising	<p>Roles:</p> <ul style="list-style-type: none"> • Governor roles were assigned as follows: <ol style="list-style-type: none"> 1. Communication: JP 2. Safeguarding: AT 3. Behaviour and Reward: SL 4. Culture, Vision & Ethos: DW, JP, SB & JM 5. Parental Engagement: TBD 6. Local Community: AT (with support from JP) 7. Extra-Curricular: SL • Will each of these areas have a strategic overview to help with future planning? LC said not initially due to the individual nature of each school. Governors need to begin discussing what ideas they feel would benefit the school with a timeline then being created. SB said the AC has already made progress in all of the new areas of responsibility which is highlighted and itemised in her annual report that is currently on the school website. LC agreed and said the aim now is to continue to build on the work that has already taken place. • JP said he doesn't see a strategic layout for now until Christmas and from now until next July? LC said this meeting is to decide on exactly that. A plan cannot be put into place until governors have discussed with SC what areas should be a focus initially. A timeframe will then naturally follow on from this. • As MB has decided on these new roles, does he have any further definition of what they will look like? SB said no, it is for each school to decide what they need to do within these new headings to help move the school forward. As the trust has initiated these changes, are they going to continue to be involved? LC said they will be when necessary and MB will be attending one AC meeting a year for each school, however from a trust's point of view there will be some schools that will need additional support over others and Great Wishford is not one of them. LC suggested working through the agenda, creating a list of key actions and a timeline and then a suitable time for MB to be present can be decided upon if it is felt necessary. There is also support from SP as Exec Head also and various members of the trust will help support with certain areas such as Safeguarding and Marketing. • SC said after analysing each of the new strands of responsibility, it is evident that the loss of NO from the office will be a huge deficit to the school-all of her work on parental engagement must continue and this must be a focus for the AC. Culture, Vision & Ethos must also remain a focus and how awards are given at the school has also been a common question asked by parents over the last term. SC and the staff are convinced they are handling awards correctly but it needs to be investigated how this looks from the outside in, from a parent's point of view. Will Culture, Vision & Ethos include SIAMS? SC said yes, it will. • All agreed the main action points to begin with are: <ol style="list-style-type: none"> 1. Culture, Vision and Ethos including SIAMS. 2. Parental Engagement and Communication. 3. Awards.

	<p>School Leaflet:</p> <ul style="list-style-type: none"> • SC said this was being worked on and a paper draft was created. Unfortunately, when the school moved to its new IT system, this was lost and so it will need to be restarted. • Action: SL to take responsibility and will type up a new leaflet using the paper copy as a reference. • Once complete, the leaflet can be handed to every visitor to the school and a pile to be left in the church. <p>AET Links:</p> <ul style="list-style-type: none"> • LC will email governors the link to the Acorn website and the log in details for the staff portal. Completed 29.09.21 • Exec Head's/Key members of the trust may join AC meetings throughout the year when necessary and help support with marketing or safeguarding for example. <p>Governor Notice Board:</p> <ul style="list-style-type: none"> • Photos and a brief description of each governor to be submitted to SB for the notice board. • Action: to be submitted by Friday 8th October 2021 • SP joined the meeting at this point: 18.15 <p>SIAMS Meeting:</p> <ul style="list-style-type: none"> • Action: SB to email MB to confirm his attendance. <p>Minutes:</p> <ul style="list-style-type: none"> • The minutes were signed off as a true record
SEF 1	<ul style="list-style-type: none"> • In line with the new structure, the SEF will be used instead of the head's report. The first SEF of the year is due to be submitted by the 5th of November so will be circulated once available. • Can this be shared with governors in plenty of time ahead of the meeting and can SC guide governors to the key questions that need to be asked in each area? SB said her and SC can look at this in their next planning meeting.
Safeguarding	<ul style="list-style-type: none"> • x1 child that was on an Early Support Assessment has now come off these meetings and is on a MySupport Plan, which allows the school to support the child more at his level. • The school has gained 1 or 2 more families this term that they anticipate will be key players but further details are being sent through from previous schools. • The trust safeguarding audit is booked with Jo Ronxin for the 1st October. • Action: LC to circulate to governors the updated KCSIE document (Part 1 and Annex A) and the Child Protection Policy. Governors to inform AT/LC once they have been read. Completed 26.09.21
Parental Engagement	<p>Recruitment of a new parent governor:</p> <ul style="list-style-type: none"> • Discussed above <p>Improving the Governor Board on the Website:</p> <ul style="list-style-type: none"> • To include governor profiles and photos-discussed above. • SB to also take responsibility for ensuring there is more trust information displayed also. <p>Other actions other than what has already been discussed:</p> <ul style="list-style-type: none"> • It would be useful for parents to know when events such as the Christmas service, Harvest Festival and Remembrance day are scheduled for and for governors to be present at these and to engage with parents and the local community. • What would be the best way to get advance notice of these events? SC said if governors have access to the governor's calendar, then events can be plugged on there, whilst updating the school calendar. Can these be continuously on the school newsletter? SC they were not included on the last newsletter as the dates were not set but they will be going forward whenever possible.

Local Community	<p>Volunteers</p> <ul style="list-style-type: none"> Put on hold for now due to NO carrying out an induction for her replacement. SC said supporters will be encouraged however to visit and complete the form whilst NO is still there, who can help support. DW has 2 recommendations and has informed them she has put their names forward to the school. The school needs to ensure they both feel welcome and safe in coming into school. SB encouraged governors to volunteer also. Will an advert be placed into the parish magazine to recruit volunteers? All agreed that word of mouth and personal recommendations would be the best approach. JP recommended including South Newton whose parent's want to feel part of the school. <p>Café in the Church</p> <ul style="list-style-type: none"> Extra help is needed to help develop this due to increasing numbers. Could this gap be plugged by parents and grandparents through the school newsletter? Possibly and a notice in to the parish magazine would be useful. <p>Services</p> <ul style="list-style-type: none"> Discussed above in Parental Engagement.
Culture, Vision & Ethos	<p>SIAMS Meeting September 30th 09.30am</p> <p>Christmas Tree Festival</p> <ul style="list-style-type: none"> DW will try and source a tree through her contact at the WI.
Behaviour & Reward	<p>Rewards for Values being lived out in addition to academic reward</p> <ul style="list-style-type: none"> A new reward that was started last year with the children on board but because of lockdown, it needs to be relaunched. Children vote for each other if they see other children living the school's values. Teachers will simply monitor the system. Are these all linked to house points and are governors still linked to houses? SC is unsure at this point but will keep governors informed. Is there an awards policy? Not specifically, but there is a behaviours policy. Can this be circulated? SC said yes. Action: SC to circulate No Alana Cup was awarded at the end of last year, however the SLT are discussing if this could be termly.
Communication, Marketing & Perception	<p>Marketing the pre-school</p> <ul style="list-style-type: none"> All are very pleased with the success of the open day. <p>Relationship with the journal</p> <ul style="list-style-type: none"> SB included the Bishops attendance at the welcome service in the latest journal and asked governors to forward her any suggestions for submission. <p>School leaflet</p> <p>300-year celebration</p> <ul style="list-style-type: none"> Action: secure a date for the general school celebration and a date for a meeting to discuss plans.
Extra-Curricular	<p>Wrap around care</p>

	<ul style="list-style-type: none"> • PH Sports were unable to start as intended as there was not enough interest and so the start date has been moved to next term. All publicity has been circulated and it will always be included in the newsletter. • 2x PE clubs are now running after school and are very well attended. • No one has booked into breakfast club. How was/is this advertised? SC said through word of mouth with parents, the website, newsletter and parish council. Could be the cost that is putting them off? Possibly.
AOB	<ul style="list-style-type: none"> • None raised
2021-2022 Meeting Dates:	<ul style="list-style-type: none"> • Monday 24th January 2022 @ 5.30pm • Monday 25th April 2022 @ 5.30pm • Monday 11th July 2022 @ 5.30pm
Meeting closed at:	19.05

Chair of Academy Council: Date: