

Minutes of the Academy Council Meeting
Great Wishford CofE Primary School
Monday 13th July 2020 @ 5.30pm

Virtual meeting held via Teams due to Covid-19

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
Rev Jonathan Plows (JP)	Foundation Governor	
Sarah Lamont (SL)	Staff Governor	
Lottie Scard (LS)	Parent Governor	
Sarah Penny (SPY)	Parent Governor	

Key Actions	Responsibility
Collective completion of Governors Self Evaluation Form at September's meeting	ALL
Skills Audits to be completed and returned to LC	LS/SP/DW
Updated CP policy to be circulated once completed and added to the school website.	SC/NO
Updated DSL information to be added to the school site.	AT/NO
Safeguarding policy to be circulated to all	SC

ITEM	
Time	Meeting started at: 17.30
Present	Sue Bale (SB), Steph Cleaver (SC), Anna Tattersall (AT), Jamie Melville (JM), Sarah Lamont (SL), Stuart Porter (SP), Laura Clifford (LC), Jonathan Plows (JP)
Welcome & Prayer	<ul style="list-style-type: none"> Welcome by SB
Acorn Trust Admin	<p>LC provided an update for governors:</p> <p>Teams Folder & documents:</p> <ul style="list-style-type: none"> All governors confirmed they have been able to access Teams, the Great Wishford folder and all relevant documents. <p>Teams User Guide & Virtual Meetings Policy:</p> <ul style="list-style-type: none"> LC circulated soft copies to all AC members prior to the meeting and all confirmed they have read and understood. <p>Privacy Policy:</p> <ul style="list-style-type: none"> LC confirmed this has been circulated to all and covers GDPR and the data that Acorn gathers. All governors agreed they have received and read the policy and can access it in the Teams folder. <p>Email Addresses:</p> <ul style="list-style-type: none"> LC reminded governors that they are to use trust email addresses only. If they experience any issues logging in, LC can ask IT to reset their password.

	<p>Governor Self Evaluation:</p> <ul style="list-style-type: none"> An overview was provided of what the evaluation includes and that the aim is to ensure the academy is clear on objectives and efficient in supporting and challenging the school. Action: To be revisited in detail at September's meeting and completed as a whole governing body. <p>Skills Audit:</p> <ul style="list-style-type: none"> Audits are now an accountant requirement and LC asked all governors to complete the blank form that can be found in the Teams folder. LC explained they will identify any training or skills gaps and ensure the AC has a balance of expertise. Action: DW, SP and LS to return a completed copy to LC by Thursday 16th July 2020.
<p>Apologies, Resignations and new members</p>	<p>Apologies: Diane Wilkinson (DW)</p> <p>Resignations: None</p> <p>Non-Attendance : Lottie Scard (LS) and Sarah Penny (SPY)</p>
<p>Declaration of Pecuniary Interests</p>	<ul style="list-style-type: none"> None declared
<p>Head Report</p>	<p>Overview provided by SC</p> <p>Teaching and Learning:</p> <ul style="list-style-type: none"> A presentation was given by SC and a copy can be found in the GW Teams folder. SC provided governors with an overview of steps the school has taken since March 17th 2020 with the focus on what is the best possible approach for the children to learn from home. This was felt to be skills practise so the children could build on existing learning and this would be an easy way for parents to help. A week by week timetable was planned with as much learning as possible included and the Easter break provided teachers time to reflect on progress and best practise. BBC Bitesize and the White Rose Maths curriculum were utilised to help make learning accessible for all. 11 children have not accessing home learning consistently with 3 not accessing it at all but SC is taking steps to improve this. SB asked if there is an overlap of those that haven't been accessing distance well with the children who haven't returned to school yet? SC said yes. The school have been relying on phone conversations with parents but there has now been the opportunity over the past couple of weeks to have some face to face time through doorstep visits. Laptops will be made available to Great Wishford after the summer holidays from Kingdown. Lots of CPD and training for weaker areas of staff and TA's knowledge has taken place. The school and grounds are a much brighter environment to be in now since being tidied over lockdown. SLT planning needs feeding back to staff re a potential second lockdown and discussions have taken place as to how the school can use technology even further to support children. Parents of SEND and vulnerable children have fed back to the school their appreciation for their children being able to work at their own pace and to complete the same work as their class mates. The removal of time constraints has been really beneficial. <p>Food Vouchers:</p> <ul style="list-style-type: none"> All FSM children are now receiving vouchers and all have opted for E-Codes for the summer holidays.

Communication:

- The school has had 100% contact with parents of all children via telephone calls.
- Learning packs have been picked up from school and this allows staff to have contact with parents when they are on site.
- SB/JM both said it was a great result to see all of YR and Y6 in school.
- JM asked how SC felt about this in comparison with children in the local area? SC said it had become apparent that some families were struggling and were not staying in contact with the school. SC said these families were informed contact with the EWO would be made if no further communication was had, to ensure all is OK.
- Staff have carried out door to door visit to these families which has been very positively received.
- Parents at the gate are generally feeling very positive as some schools in the areas are still not open.
- SC said all staff members are enjoying themselves in school.
- JM said the only complaint he had heard from parents in the village, is the challenge of different start/finish times for siblings.
- SC agreed and said parents also voiced their concerns at children not being in more. SC said that once she had talked parents through the running of the day, what staff were available and the logistics, they understood the reasoning behind it. She also added that the communications with parents has been incredible and the school has had some of their best conversations with them.
- SP said attendance nationally is 30-45% across the board and Y6 is at 44% so huge praise to SC and the staff for all their hard work. SB also echoed these thanks.

Staffing and Pupil Numbers:

- 3 Teaching staff (x 1 full time and x2 0.8) and 4 TA's (all full time and x2 HLTA and x2 ELSA practitioners) in the school and all incredibly strong teachers.
- TA's will be teaching next year and supporting teachers in class to help close gaps through interventions.
- SC said with the TA's ELSA trained, they are in a good position to be able to support children with any mental health issues or anxiety from the past 6 months.
- AT asked if pupil numbers are likely to go down? SC said only where Y6 leaving. x10 Y6 are moving to secondary school and x5 YR are joining. A further Y3 pupil is also joining the school.
- AT asked how many children are in YR currently and if the 5 joining in September are local? SC said 12 and said all incoming children are from a mile or two outside the village.
- There are 87 children on roll at the moment.

Next Steps for Learning:

- SC explained a recovery curriculum will be in place from September to allow children to catch up whilst also continuing with the new curriculum that was going to be used from March.
- SC said early indications are looking promising with CPD being brought into daily teaching as are all the relevant safety requirements.
- By January 2021, students should be back on track and learning from the new curriculum only and SC added that this is ready to be implemented.
- From September, bubbles will consist of whole classes and they will remain separate from other bubbles.
- Extra cleaning hours have been provided so whilst there are still some drop ins from staff and TA's there is also a full school clean at lunchtime and at the end of the day.
- SL asked if all toilets are now open? SC said yes as the extra cleaning hours allows this.
- JM asked whether there were any concerns about children's behaviour? SC said there are 2 children who suffer from anxiety and who at times need to be taken out of the classroom. With the new logistics, there will be some office space available to allow this to happen. As a whole across the school, there shouldn't be any need for serious interventions.
- SB said there will be no formal SEF at start of the year and SP added that the amended SDP will be circulated this week after the exec team have finished worked on it.
- SP said schools will use this new SDP for September-December with generic targets, after which schools will need to return to the broad and balanced curriculum that was in place before Covid.

	<ul style="list-style-type: none"> • SP, SB and SC all wanted to share their gratitude to the staff for all of their hard work, resilience and can do attitude.
Safeguarding	<p>KCSiE:</p> <ul style="list-style-type: none"> • SB said there are a number of updates in the policy but mostly regard wellbeing. • All staff are to familiarise themselves with the updates. <p>Safeguarding:</p> <ul style="list-style-type: none"> • All safeguarding training is currently up to date. • Action: SC to add the CP policy to the school website and circulate once completed. • AT agreed and said an update regarding Covid should be added to the safeguarding policy and therefore to the website. • Action: NO to update the DSL information on the website. • SP there is no need for any additional risk assessments as all are comprehensive. • Action: SC to circulate the updated trust risk assessments, which contain safeguarding links, to all governors. • AT reminded SC that 2 contact numbers for each child should be listed with the school office. Action: SC to request this information at the start of next year.
Learning Environment	<p>Maintenance issues around the school site were highlighted:</p> <ul style="list-style-type: none"> • The retaining wall which leads down the hill which needs addressing. • Corner guttering. • Downpipe just inside the school entrance. • SC said a huge clear out has happened inside the school however both downstairs classrooms and the corridors now need painting. • AT asked for SC name to be on the welcome plaque and for NO to record a new voicemail for the school answering machine. <p>Preschool:</p> <ul style="list-style-type: none"> • Meetings regarding the pre-school are scheduled for this week alongside a Woodford's Valley nursery visit. More information will be shared as and when. • SP confirmed the trust have investigating the pre-school but space will be the issue with x16 children needed to make it viable.
Staffing and Performance Management Arrangements	<p>See Heads Report for staffing update.</p> <p>Performance Management:</p> <ul style="list-style-type: none"> • Performance management will still go ahead but there will be no mid-year review. • SB said she was very keen for some staff recognition with all that they have achieved in the interim period to better the school and learning for pupils. • SP added that staff will not be accountable for data. Conversations with teachers will need to be had in September with original targets being set along with new ones. • SL added that all the staff are happy with this. <p>Class Sizes:</p> <ul style="list-style-type: none"> • AT asked if teaching Y4, 5 and 6 in the class has created any issues with parents? SP said class sizes were debated at length but with 2 staff moving to other trust schools, it was felt this was the sensible decision financially for the school but also for the number of children. A class with YR, 1 and 2 would provide a greater fall out. • SP added that the school is still over staffed for TA's which will stay as it is for this year. • SC said she had only received concerns from parents of x2 Y6 who were concerned the children would be pushed aside with only x6 in the year. After explaining what would happen in class,

	<p>parent's fears vanished. There is a lot of trust in the experienced teachers in the class and generally parents are very happy with the staff in school.</p> <ul style="list-style-type: none"> • SC said one family is looking at alternative schools currently, fearful not over class sizes or teachers but if the school loses more pupils, it will close. • SP said the way the school communicates with parents is critical and believes that heads are explaining themselves much better to parents which is enormously important.
School Ethos	<ul style="list-style-type: none"> • SB said thought needs to be given to how the school can reclaim its communal feeling for collective worship. • Foundation governors have meetings on the 14th Sept and 5th at 10am to continue working on the document that was started in January.
Policies:	<ul style="list-style-type: none"> • No current policies to be updated. • LC will add any that need attention to future agenda's when necessary.
AOB	<p>Acorn Appeal</p> <ul style="list-style-type: none"> • SB provided an overview for governors and confirmed DW had placed the poster in the church and the WI. • SC said today was a non-uniform day to raise money. • JP said if the school match the WIMSET criteria, there may potentially be some funding/a donation available. Action: JP to investigate. • JM asked if there is a target that the school needs eg 5%? SB said she is unsure of the specifics. • SL said it will become clearing at the end of August/start of September what pupils will need as parents begin to check shoes and what, if any uniform still fits. • SC said she received an email this week from the trust asking for information on anyone who is likely to struggle and an updated list is to be forward closer to the end of the summer also. • JP will drop into school tomorrow (Tuesday 14th July) x10 bibles.
Next meetings	<ul style="list-style-type: none"> • Monday 21st September 2020 @ 5.30pm • Monday 25th January 2021 @ 5.30pm • Monday 26th April 2021 @ 5.30pm • Monday 12th July 2021 @ 5.30pm
Meeting closed at:	18.45

Chair of Academy Council: Date: