

Minutes – Frome Vale Academy Council

Version Final
Date 7 July 2020
Location: Online Teams meeting
Time: 5.15 pm

Present:

Laura Walder (LW)	Sponsor Academy Councillor (Chair)
Nikki Dawson (ND)	Student Advocate
Maria Cerepanova (MC)	Teacher Academy Councillor
Jan Saunders (JS)	Principal
Kate Richardson (KR)	Executive Principal
Hope Allen (HA)	Support Staff Academy Councillor
Joyce Adeyeye (JA)	Parent Academy Councillor
Pardeep Digtal (PD)	Sponsor Academy Councillor
Lucy Fulton (LF)	Sponsor Academy Councillor
Lori Streich (LS)	Sponsor Academy Councillor
Meriam Gordon (MG)	Parent Academy Councillor

Apologies: -

Attendees: Linda Corbidge (LC) Academy Council Clerk

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions were made by LW.	
2	Updates to Declarations of Interest	
2.1	None declared.	
3	Minutes of Previous Meeting	
3.1	Minutes of the meeting held 21 April 2020 were agreed as accurate.	
4	Matters Arising	
4.1	<ul style="list-style-type: none"> Academy Council message/video on website — JS reported there would be a new Pupil Voice in September. <u>ACTION: Taken forward to September for LW/JS to coordinate message/video.</u> Draft expectation document taken forward for review – <u>ACTION: Take forward to September.</u> 	LW/JS LW
	Academy Council Report	
5	Quality of Education	
5.1	<p>JS had shared the Operational Risk Assessment for Wider Opening:</p> <ul style="list-style-type: none"> JS explained how the wider opening bubbles were organised. Attendance had risen from 25 to 62 pupils although there had been some non-attenders this week. It was not possible to allow further pupils into school under the current government guidelines. 	

Item	Description	Action
	<ul style="list-style-type: none"> Pupils not attending had been invited to come in next week with their new teacher for a 90 min session with the exception of the new Y6 teacher (coming from Dubai) who had made a video introducing himself and the Y4 teacher who was not in. Year 6 were being transitioned into Bristol Metropolitan with visits in three bubbles. Other secondary school transitions were being carried out online. The graduation ceremony is taking place this Thursday – KR will be attending. JS explained the safe procedures still in place at school. MG said that she would attend (on behalf of Academy Council) as she is already in a bubble with children. Guidance released last week was currently being worked through regarding all children returning in September. Bubbles will be in classes in September, with classes not meeting; although there may be some leeway on this. Councillors asked how the risk assessment would affect volunteers coming into schools e.g. to read with children etc. JS explained that risk assessments would be required for each visitor resulting in less ad hoc visitors. The play therapist and music teacher would be able to return. Any plans would require creativity, with outside provision being less risky. ND explained that detailed meetings had taken place for SEND children or children of concern, to support transition into the next year group. Individualised plans had been developed to meet their needs which would ensure the new teacher in September would be able to implement strategies immediately. Councillors asked if there had been any discussions at FVA or CLF regarding the issues around the Black Lives Matter movement. JS responded that this was a very high priority for CLF going forward with a steering group being formed led by Aisha Thomas. A clear strategy was required on how to respond and lead the way to ensure pupils have a good understanding of the issues with deep thought and the need to embed into our curriculum. The progressive questioning within Frome Vale Citizen was a response, along with Miss McKenzie’s EDI group. Discussions had already taken place with some children within the Y5/Y6 bubble. ND explained there was also a similar alignment with probing questions through the history distance learning curriculum. Councillors asked if the history curriculum was being reviewed. JS said that it was continually being looked at with a focus on conceptual understanding. 	
5.2	<p>Curriculum</p> <ul style="list-style-type: none"> There had been a lot of work on the curriculum which would be implemented in September. Frome Vale Citizen was now a progressive document moving from Reception to Y6 which now included quite a few elements which were tied to the CLF curriculum. <u>ACTION: Academy Council requested the document be presented at the next meeting.</u> Consultation for the new draft RHSE Policy would need to take place early September. <u>ACTION: Policy to be circulated to AC early September.</u> The Early Years and Y1 ‘I am curious’ curriculum had been further developed to take into account that children will not have completed the Early Years provision and learning behaviours this year; JS said that she was not worried about the cohort as Early Years families had had good interaction with distance learning although had missed out on class work. 	<p>JS</p> <p>JS</p>

Item	Description	Action
	<p>The Year 1 teacher had put together a proposal to put a play provision into Y1 to develop children’s ability to think/explore through play; this was in the AIP.</p>	
5.3	<p>JS briefed councillors on the draft AIP for 20/21 including:</p> <ul style="list-style-type: none"> • Changes to the curriculum with robust assessment taking place in a non-testing way; Science had been completed and presented to the team; Geography and History would be developed shortly. CLF curriculum curators were working on other subjects. • The new teacher, who had a passion for maths, would be the new Maths Lead. • Reading would be high profile and be developed further next year. • The other area of focus on the AIP is disadvantage. Data pre-Covid was quite positive apart from Y1 where there were some gaps. Pupil premium money would be spent on work around individual pupil or group conferencing interventions in Term 1. <p>Other areas:</p> <ul style="list-style-type: none"> • Developing TA’s through professional learning as they had really grown during this time supporting children, particularly disadvantaged children. • Developing links further with the community. Relationships with parents were very good. FVA were very keen to learn how to further support parents and would be continuing with the WordPress site. The home learning platform from September would be developed in a creative manner – it would be called ‘love of learning’ with the aim to be an enjoyable experience for parents to do with children at home. • A Community Group to see what the school can provide to the community. • Equalities and Diversity Group – Miss M is going to lead the group, using Pupil Voice. She will also link with JA (EDI Link Councillor). 	
6	Achievement and Standards	
6.1	<p>Student Outcomes</p> <ul style="list-style-type: none"> • Councillors asked how the needs of children were being balanced for those on site and those that are at home. JS explained that the same processes were continuing as when most children had been at home. Not all adults were back in the building yet so adults at home were still supporting with distance learning platform and contacting families. • Councillors asked what plans were in place to support children to re-join their education? JS said priorities would be based on current information and any information received before September; they were already aware of those who hadn’t accessed the work and there would be a focus on those children on their return; Year 2 had been less engaged and would be a priority for Term 1. • Assessments – data had been produced with a class level profile and an individual profile; this captured learning over a period of time and through levels of engagement which formed a good picture for transitioning. There were already plans in place for boosters for September. • Councillors asked what the position was for children awaiting EHCPs. ND reported that one child had recently been given an EHCP and one just before lockdown. Risk Assessments were in place. One child was leaving to go to another setting and one to Year 7. Councillors recognised that 	

Item	Description	Action
	<i>these were good outcomes for both children and thanked ND for her work and support with the EHCPs.</i>	
6.2	<p>Attendance</p> <p>JS had shared the document 'Covid-19 Attendance position'</p> <ul style="list-style-type: none"> • <i>Councillors asked how well we have been able to keep in touch with and support our most vulnerable children.</i> JS explained that they had continued with following up robust attendance and safeguarding procedures. One family had received 6 visits and one call to First Response with the result that an agency was now involved with the family. • It was recognised that many families would require support for children to return to school in September. New risk assessment/documentation would be provided shortly by the Central Team, which would provide useful support for communication with families, including guidance for BAME children returning to school. The new FVA attendance officer had helped create the documents. 	
6.3	<p>Quality of teaching and learning</p> <ul style="list-style-type: none"> • <i>Councillors asked if any changes had been made to improve the quality of distance learning.</i> ND responded that paper packs had been provided for some families who were finding it difficult to access the IT. Year 1 had also changed the ethos of distance learning to be slightly more physical. All teachers had set up an email account to respond to queries/share online learning, along with access to the WordPress site. Further discussion had taken place on how to retain distance learning with the 'love of learning' project. Councillors recognised the need for distance learning going forward due to the likelihood that some pupils would be in/out of school depending on guidance. • <i>Councillors asked how JS would judge the quality of the provision</i> JS said there had been lots of positive comments from children/families celebrating the hard work and dedication of all the staff. • <i>Councillors asked if there were issues around the budget for distance learning provision going forward.</i> ND responded that all staff had adapted and done a brilliant job working as a team. Planning had already been done although the platform would be delivered differently. There had also been excellent support from the trust. 	
6.4	<p>Behaviour and Exclusions</p> <ul style="list-style-type: none"> • None reported. 	
6.5	<p>Pupil Premium</p> <ul style="list-style-type: none"> • <i>Academy Council asked how the school would be addressing the widening disadvantage gap both now and on return to more normal provision.</i> JS said they were very aware of the need to support children as soon as possible. As a result there had been more strategic planning on how to utilise adults; a focus for next year was to develop PE therefore Future Stars would not continue and the adults would be re-assigned to lead support groups for more vulnerable children, with play therapy etc. 	
7	Safeguarding	
7.1	<p>JS had shared the Term 5 Safeguarding Report.</p> <p>Safeguarding continued to be a big priority; some families had caused concerns with necessary actions taken and agencies involved. There were potentially</p>	

Item	Description	Action
	<p>some families who would need additional support; two pupils had already been referred for play therapy which would continue in September.</p> <ul style="list-style-type: none"> • Academy Council asked how well the school had been able to keep in touch with and support our most vulnerable children. PD (Safeguarding Link Councillor) reported that having met with Heather, the DSL, she had noted the huge involvement from the DSL and JS and the support being received from agencies. In addition all planning had been done for September. Councillors thanked Heather and JS. 	
8	Finance, Health & Safety and Estates	
8.1	<p>Finance</p> <ul style="list-style-type: none"> • Councillors asked if there were budget implications as a result of risk assessments for the September return. JS responded that there was a need have creative plans around manpower to ensure good provision and adherence to H&S guidance. It was a moving picture, but JS reported that currently the budget would cover what was needed in September. 	
8.2	<p>Health & Safety</p> <ul style="list-style-type: none"> • Councillors asked for further details on how well the risk assessment is being implemented. JS said that children and staff were very good at adhering to procedures which had now become routine. Constant changes to guidance resulted in a dynamic risk assessment which was continually kept under review. A new risk assessment would be in place for September. <u>ACTION: JS to share risk assessment with councillors as soon as completed for September.</u> • Councillors asked how confident JS was that staff had received an appropriate level of training. JS said that all staff currently in school had received appropriate training. There would be a need to ensure the rest of the school staff were fully aware of procedures and training would take place again in September. Individual risk assessments would also be needed. • HA (H&S Link Councillor) reported that she had attended a meeting earlier that day; there were no issues to bring to academy council. HA further commented that to access to the NEST (bubble) she had to walk through the school. HA said that she felt very safe with everyone doing what they need to do. 	JS
9	Staffing and Wellbeing	
9.1	<p>Staff and Wellbeing</p> <ul style="list-style-type: none"> • Councillors asked how the leadership team and all the staff are doing. JS responded that they were doing well with some needing more support than others. CLF offered lots of access to support together with support for wellbeing through the CLF website. Weekly conversations were continuing with all staff. A transition plan was in place which was supporting those returning to work which recognised the challenging time. JS said she was very keen to try and ensure everyone has as long a holiday as possible over the 6 weeks. Tom, the new Site Manager, had settled in really well and was very responsive to what needs to be ready for September. • Councillors asked if there was an expectation that vulnerable staff would have an impact on staffing in September. JS said that everyone had their own risk assessment and SLT had worked through any anxieties to make a 	

Item	Description	Action
	<p>plan for September. From conversations it currently looked as if staff would be fine.</p> <p>Staffing update</p> <ul style="list-style-type: none"> JS reported that from September SLT would be JS, MC (Assistant Principal from September) with Louisa Strachan in a lead role alongside ND until ND's Maternity Leave. 	
10	Policies	
10.1	<p>Policies shared for review/approval/noting:</p> <p>Policies approved: FVA Attendance Policy (<i>minor amendments as below</i>).</p> <p>Policies noted: FVA Lunchtime & Playtime Supervision; Absconding Pupils; Positive handling (<i>minor amendments - mainly Covid 19 statement at the bottom</i>) and 2 new policies – FVA Parent and Carer engagement policy and Transition policy.</p> <p>CLF: Bereavement; Exclusion; Data Protection; Information Security and Records Retention Policies.</p>	
11	Pupil Voice	
11.1	See 4.1 and 13.1.	
12	Governance	
12.1	<p>Membership</p> <ul style="list-style-type: none"> LW gave an update on parent councillor interest and advised that an election would take place in September. A skills audit would be conducted in September to support recruitment for the one remaining vacancy. LW thanked councillors for their engagement during the challenging period of time. <u>ACTION: LW/JS would discuss the possibility of an online extra meeting for September and come back with a proposal.</u> 	LW/JS
13	Equality and Diversity	
13.1	<ul style="list-style-type: none"> <i>Councillors asked how they could support the trust wide EDI planning.</i> JS said that JA would link with Miss M once the new EDI group had been formed in September. <u>ACTION: JS would invite JA to the Pupil Voice Day in Term 1 to support the strategic element.</u> 	JS
14	Matters for the attention of the Board	
14.1	<u>ACTION: LW asked councillors to email her with any questions they may wish her to present to COAC.</u>	ALL
15	AOB	
15.1	<ul style="list-style-type: none"> Councillors thanked and congratulated staff and SLT for managing the changing situation so well over the last few months. <i>Councillors suggested that it would be good to have an Academy Council Twitter account to share good news about the academy.</i> <u>ACTION: LS will look into creating an Academy Council Twitter Account.</u> 	LS

Next meetings:

This year's Board and AC Results Review and Strategy meeting takes place during the morning of Saturday 19th September 2020 (usually 9am to 12.30pm but timings will be confirmed). This meeting acts as the first scheduled AC meeting of the year and is an opportunity to hear about federation wide results as well as the detail of your own academy.