

Minutes – Frome Vale Academy Council

Version	Final	
Date	8 December 2020	
Location:	Online Teams meeting	
Time:	5.15 pm	
Present:	Laura Walder (LW)	Sponsor Academy Councillor (Chair)
	Maria Cerepanova (MC)	Teacher Academy Councillor
	Jan Saunders (JS)	Principal
	Kate Richardson (KR)	Executive Principal
	Hope Allen (HA)	Support Staff Academy Councillor
	Lucy Fulton (LF)	Sponsor Academy Councillor
	Lori Streich (LS)	Sponsor Academy Councillor
	Meriam Gordon (MG)	Parent Academy Councillor
	Paul Stephens (PS)	Parent Academy Councillor
	Joyce Adeyeye (JA)	Observer (<i>observer until transfer appointment confirmed</i>)

Apologies:

Attendees:	Linda Corbidge (LC)	Academy Council Clerk
-------------------	---------------------	-----------------------

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions were made by LW.	
2	Declarations of Interest	
2.1	None declared.	
3	Academy Council Membership	
3.1	<p>Membership – LW advised councillors that following her request at the last meeting, Hope Allen had indicated that she would like to be Vice Chair. Councillors approved the appointment. It was noted that there would be one Sponsor Councillor vacancy once Joyce Adeyeye’s sponsor appointment is confirmed at COAC after completion of paperwork. Councillors would look at gaps in link roles when recruiting to remaining vacancy.</p> <p>Link roles – ACTION: Further appointment of roles taken forward to next meeting.</p>	LW
4	Minutes of Previous Meeting	
4.1	Minutes of the meeting held 13 October 2020 were agreed as accurate.	
5	Matters Arising	
5.1	<ul style="list-style-type: none"> <i>New councillors to contact LW re link roles – see item 4.</i> <i>HA/LW to liaise re video for website – Following results from the recent parent survey which showed that parents are unsure who the councillors are, it was agreed that JS would organise a video of councillors and photos would be posted in the lobby. ACTION: JS would contact Boom Satsuma</i> 	

Item	Description	Action
	<p><u>to organise video and arrange for a member of staff to take photos.</u></p> <ul style="list-style-type: none"> • <i>LC will coordinate bios for website – LC chasing remaining bios.</i> • <i>Councillors to contact links in school to ensure ongoing contact and reporting – ongoing. ACTION: Link Councillors to arrange virtual contact this term.</i> • <i>JS/LW/KR would look into possibility of councillor visits/LW dialling into ARV. KR explained that due to COVID restrictions, the ARV had been converted to an ARM (Academy Review Meeting). Councillors requested dates of future meetings. ACTION: LW will put dates in diaries for visits for after Easter, these would be dependent on restrictions in place.</i> 	<p>JS LC All Links LW</p>
	Academy Council Report	
6	Quality of Education, including curriculum developments	
6.1	<p>Distance Learning</p> <ul style="list-style-type: none"> • <i>Councillors asked how the school supported with adequate IT for the three year groups who were out.</i> JS explained the limitation as only 15 laptops were available. Year 6 were more of an issue although Reception and Year 1 out at the same time had also caused problems. A system was used in Year 1 to ensure contact was made regarding learning if children were not seen in the live session. • <i>Councillors asked if any lessons had been learnt regarding providing distance learning following teacher absences.</i> JS said MC/JS would backfill. Two weeks of reserve consolidation work was available to draw on quickly together with the CLF learning platform. JS had attended training on Teams re teaching blended learning live/in classroom; KR added that this was another complexity of a small school. MC reported that she had a really good response to Phase 2 distance learning delivery; 9 children were out – there had been 100% success rate upon their return. MC was really pleased as teachers had been anxious about how to deliver. • <i>Councillors asked how consistent is the recording of distance learning across the school.</i> JS said there was a reasonable degree of consistency – Love of Learning books and Y6 books had shown maintained standards; Y4 Love of Learning books were particularly high quality. JS welcomed councillors to come in and look at the books, when restrictions allowed. • <i>Councillors asked why the Love of Learning homework for Year 5 had dipped to 30% in Term 1.</i> JS explained it was the first time they had tracked in this way – shifted from paper homework so 30% was now the baseline. There had been a lot of follow up phone calls to Y1 and Y5 to check they understood where the homework was. This was also a typical response during Term 1; will reassess at the end of Term 2. • <i>Councillors asked how many hours of Love of Learning is expected per week.</i> KR responded that at least 3 hours was expected and provided on the FVA website for all year groups. JS said they advise prioritising reading if parents are struggling to support. <i>Councillors asked how this was communicated to parents.</i> MC said it was explained at ‘Meet the Teacher’; there was also a reading support tab on Word Press. JS said they were keen to move towards having more supportive materials online specific to Frome Vale. <i>Councillors asked how the school know everyone is able to access it.</i> JS explained that it would be part of the monitoring cycle, followed by supportive conversations with parents. 	

Item	Description	Action
	<p>JS advised that there had been a change to the way teachers plan; this had resulted in reduced workload and enabled direct uploading to the distance learning website. JS was pleased with the content.</p>	
7	<p>Achievements and Standards</p>	
7.1	<p>Student Outcomes</p> <p>JS had shared an overview of data, explaining that first assessments had been completed in Term 1. The data was already a term out of date as assessments were now taking place again; the most 'live' data is for Year 6.</p> <ul style="list-style-type: none"> • Year 6 – very pleased with what they are seeing; across the threshold of Age Related is now higher than they have ever seen at this time, especially as children were out March to September. The number of children on track and exceeding is reflective of cumulative quality teaching over time. • Years 4 & 5 – have similar attainment. • Year 3 - happy with Reading and Writing which reflects the consistency of approach. There has been more of impact on Maths; as a result, there is a focus on CPD around Maths. The majority of INSET day will be focussed on Maths. Impact will be closely monitored by Ross, the new maths lead and the SLT team. • Years 1 and 2 had seen the biggest impact from lockdown which is what would be expected. Data presented is already out of date; there had been some improvement on the data already. Moderating was taking place in Y1 class for writing – already quite a few children had been converted to 'Yet' and there was no reason why they shouldn't reach Age Related by the end of the year; the expectation of 73% at end of year ties in with Phonics expectation. • MC reported that Phonics screening had started in the Autumn Term in Year 2 as they hadn't been able to set the test in Year 1. Following testing this term, predictions for June are 23 out of 29 children to pass, which would be around 79% (possible 82%). Catch Up funding will be used to focus support on the children working towards. Councillors asked if the progress is what would be expected. MC said that there was no comparable data as they don't usually test at this stage in the year although they had already been impressed with progress last term. • Councillors asked how performance compared to other children in CLF. JS said that she had not looked at different groups across the federation. Y6 had performed well; there had been mixed data across schools. KR commented that the Y6 results at Frome Vale had been particularly impressive especially the percentage at GD (Greater Depth). Progress shows children have had a solid KS2 experience so the impact of time lost had not impacted as much. The overall percentage in Y2 Phonics was currently approx. 48% with a lot of children very close to threshold. 2019 Phonics was 76%. • LW commented on the feedback from Y6 that distance learning was really good, effective and the children liked it. Councillors asked how Y6 were preparing for SATs. JS responded that data showed they were performing well. The school was not complacent; it was important to continue the love of learning. • Councillors asked what actions were planned to prepare Y6 to move to Secondary School bearing in mind the restrictions for COVID. JS explained 	

Item	Description	Action
	<p>that a virtual project had started today with Creative Youth Network to support any anxieties children had regarding transition; the group of children had really enjoyed the session today. A risk assessment would take place next term to enable them to hopefully come into the building. Arrangements would be made later in the year for children to spend some days in the secondary schools.</p> <ul style="list-style-type: none"> • Councillors asked if there were any wider opportunities planned for other year groups this academic year. JS said virtual events would take place; Y1 had already visited Chester Zoo. The curriculum was not narrowed in any way. The school were taking advantage of school premises e.g. there had been an archaeological dig on the field. They were also tentatively exploring the cost of bell tents and portable toilets for camping on the field in case the Y6 trip can't take place. Events were being filmed so accessible to parents e.g. Y4/3 music. A 'live' pantomime had also been bought on line instead of the usual live pantomime in school. • Councillors asked if there was anything else the school was having to focus on e.g. Ofsted visit expected? JS said that within context, school leaders had been focussing on tightening up consistency of approach in the classrooms; a Phonics audit had shown consistency. The school will be ready for Ofsted with mock results, data and consistency of approach in classrooms. The focus is on consolidation and embedding best practice in each class. 	
7.2	<p>Attendance JS reported that attendance had slipped since Term 1 96.5% (with Covid related absence x codes this was down to 84%). This was broadly in line with last year at just under NA 95.8%, involving the same children as last year with a multi-agency approach being used. Councillors asked how the school were managing absences related to COVID anxiety. JS said they were utilising the support from Fiona who leads attendance across CLF and the EWO (Education Welfare Officer) for two families; JS expected the children to return quite quickly. Councillors asked if these children were completing remote learning whilst at home. JS responded that one is, one isn't which was concerning although everything possible was being done.</p>	
7.3	<p>Quality of teaching and learning JS reported there had been a lot of CPD taking place across the school. All leaders taking part in qualifications were still on track. TAs were using the same model of professional development and were really engaged.</p>	
7.4	<p>Behaviour and Exclusions</p> <ul style="list-style-type: none"> • JS had shared the 'Learning Mat'. • JS reported that they were still seeing very good behaviour in the school, with no deterioration seen. There would be a focus to check on behaviour in Term 3. 	
7.5	<p>Pupil Premium and Covid Catch up</p> <p>Pupil Premium</p> <ul style="list-style-type: none"> • Councillors asked how the academy was tracking the gap for more vulnerable pupils. JS explained they were tracking through attainment data; there were gaps in Years 2 and 3. This reflects the whole class approach in those years. 	

Item	Description	Action
	<ul style="list-style-type: none"> Councillors asked how the school was continuing to ensure vulnerable pupils were safe and fed. JS explained that normal home visits were continuing to ensure contact with all students. Domestic Violence notification to ensure the right response for families was checked every day. Food vouchers were processed quickly for those at home. Fairshare has also been incredibly supportive and every child in receipt of pupil premium would receive a food box for Christmas. The school had also been awarded £1000 today to add additional items. Food left over from breakfast club was available as food parcels for families who need it. <p>Covid Catch Up Grant JS reported that the school had received £40K catch up funding from the DfE. It been planned to recruit a teacher who had unfortunately pulled out. As a result the funding had been used in a more creative way to recruit 2 people so every class now has at least 2 adults. Each class had a different focus depending on what is needed. Impact should be seen by the next meeting.</p>	
8	Pupil Voice / Student Advocate	
8.1	JS reported that 7 out of 8 pupil groups had met already - the Pupil Council had not met. Through the Safeguarding Audit, it had been recognised that the Pupil Council could provide an opportunity to become a wellbeing group for children.	
9	Safeguarding	
9.1	JS had shared the Term 1 Safeguarding Report; there had been no increase in concerns or First Response referrals this term. JS reported that there had not been any increase in children's anxieties. The children were happy to be back in school together and have a sense of normality.	
9.2	LW had shared her Safeguarding Link Visit Report. MG had also attended the meeting with Heather, the Designated Safeguarding Lead, as MG had been interested in the overlap with her Pupil Premium Link role. Councillors noted the visit report.	
10	Finance, Health & Safety and Estates	
10.1	<p>Health & Safety</p> <ul style="list-style-type: none"> Councillors asked how the present risk assessment and approaches were being used to ensure staff and pupils continue to be as safe as possible. JS explained that the risk assessment was dynamic with ongoing reviews. Risks were reviewed after cases. As some teachers were being used across classes, following creativity with funding, there was now no movement across the school of those adults. The children remained exceptionally good at sticking to new rules. HV commented that children were always really good at stepping back for colleagues from the NEST. 	
11	Staffing and Wellbeing	
11.1	<p>Staff Wellbeing</p> <ul style="list-style-type: none"> Councillors asked for an update on staff absence. JS reported that apart from the bubbles out, there were no additional staff absent apart from one long term absence which was not COVID related. JS reported that staff were doing well but would be ready for a break. SLT had been very mindful of wellbeing, checking in regularly with staff. Staff 	

Item	Description	Action
	would be encouraged to have as much down time as possible during the holiday. <ul style="list-style-type: none"> • KR reported that results from the CLF staff survey had been really positive from Frome Vale. 	
12	Policies	
12.1	Policies for FVA Admissions 2022/23; Health & Safety, RHSE and Behaviour were presented for review/approval – all policies were approved . Policies/Procedures presented for noting were CPD, Staff Induction and Marking & Feedback.	
13	Governance	
13.1	Visit Reports – LW encouraged councillors to contact their links in school and meet virtually. MG will meet with JS shortly regarding Pupil Premium. <u>ACTION: Link Councillors to arrange contact before the next meeting with links in school to enable feedback to council.</u>	Link Councillors
13.2	Training – LW suggested that councillors may like to complete other training modules on NIMBLE in addition to the Governance Essentials Module. It was noted that some councillors had issues regarding access to NIMBLE. <u>ACTION: LC will support with access issues.</u>	LC
14	Equality and Diversity	
14.1	JS had shared the EDI statement on the website which is under review. SLT had met to discuss the statement with the Pupil Voice Advocate for EDI. Most of the five targets set were achieved; those that weren't were due to COVID. JS outlined the four new targets added; some on curriculum to ensure age appropriate/reviewing sequencing. A piece of work would be undertaken regarding anything with unintentional statements/representation of gender images in school. JS suggested training for councillors re EDI to ensure all councillors understand what it means. JS had shared her vision for a Global Citizenship week. <u>ACTION: councillors to feedback before Friday re approval for EDI targets.</u> <ul style="list-style-type: none"> • JA explained that she had not been able to meet her EDI link in school but had spoken on the telephone. JA had been getting a positive response from school regarding EDI issues. JA will have a meeting with the school EDI link shortly. • Councillors asked how the CLF-wide work on diversifying the curriculum was progressing. JS explained that the school's plans fit in with the broad overarching aims of EDI within the federation. 	ALL
15	Matters for the attention of the Board/COAC	
15.1	LW invited comments from councillors via email.	
16	AOB	
16.1	There was no further business. The meeting closed at 7.00 pm	

Next meeting: 2 March 2021