

# Minutes – Frome Vale Academy Council

<b>Version</b>	Final	
<b>Date</b>	13 October 2020	
<b>Location:</b>	Online Teams meeting	
<b>Time:</b>	5.15 pm	
<b>Present:</b>	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
<b>Apologies:</b>	Joyce Adeyeye (JA)	Observer ( <i>observer until transfer appointment confirmed</i> )
	Nikki Dawson (ND)	Student Advocate
<b>Attendees:</b>	Linda Corbidge (LC)	Academy Council Clerk

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions were made by LW. LW welcomed Paul Stephens, the new parent councillor, to his first meeting.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None declared. LW requested that all councillors complete the September declaration form by the end of October. <b><u>ACTION: completion of declarations by all councillors.</u></b>	All
<b>3</b>	<b>Academy Council Membership</b>	
3.1	LW reported that Pardeep had stepped down as academy councillor. Approval was awaited from BCC for Lucy to be appointed as the LA Representative and from COAC for Joyce to become a sponsor councillor. There would then be two sponsor vacancies. <b><u>ACTION: Councillors to contact LW if they know anyone who may be interested.</u></b> A Vice Chair was also needed. <b><u>ACTION: Councillors to contact LW if interested.</u></b> Link Roles – LW encouraged new councillors to contact her regarding link roles. <b><u>ACTION: new councillors to contact LW re link roles.</u></b>	All All New ACs
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	Minutes of the meeting held 7 July 2020 were agreed as accurate.	

Item	Description	Action
5	<b>Matters Arising</b>	
5.1	<ul style="list-style-type: none"> <li>LW/JS to coordinate Academy Council message/video on website – Following discussion, it was agreed that HA/LW would liaise outside of the meeting to make a video of academy councillors which can be shown on the website via a link to YouTube. LW also requested that all councillor bios should be on the website. MS/LS said they would support on Thursday with filming of the virtual tour of the academy. <b><u>ACTION: HA/LW to liaise re video.</u></b> <b><u>ACTION: LC will coordinate bios.</u></b></li> <li>Draft councillor expectation document for review – <b><u>ACTION: LW will take to the next councillor group meeting for review.</u></b></li> <li>Frome Vale Citizen document to be presented at next meeting – <b><u>ACTION: JS would upload to Teams.</u></b></li> <li>New draft RHSE Policy to be circulated to AC in September. JS advised that the RSHE stat duty parent consultation had been completed. LW said that she had attended, no parents had attended. LW asked for feedback from parent councillors re some queries/concerns around videos and imagery. There were no concerns raised. <b><u>ACTION: Draft Policy to be circulated by email.</u></b></li> <li>JS to invite JA to the Pupil Voice Day in Term 1 to support the strategic element re EDI – JS advised that the day was very successful; unfortunately Joyce had been unable to attend due to COVID-19 restrictions.</li> </ul>	<p>LW LC</p> <p>LW</p> <p>JS</p> <p>JS</p>
	<b>Academy Council Report</b>	
6	<b>Quality of Education</b>	
6.1	JS had shared the Full Opening Risk Assessment. There were no questions.	
6.2	<p>AIP</p> <p>JS said there were three areas of focus for all academies in the federation this year - Curriculum, Disadvantage and Community.</p> <p>Curriculum - Making sure the curriculum responds to what is needed for children returning from lockdown. This includes wellbeing and engagement back at school; Frome Vale Citizen work will be used to look at these areas. Core work will cover progression of skills across the curriculum. Computing and RE, PE and Art and Design and Modern Foreign Languages were in progress; a lot of Frome Vale staff were involved as curriculum creators. There would be a focus on reading to ensure it returns to the standard prior to lockdown. Maths was being led this term by the new Year 6 teacher. CPD opportunities covering developmental areas for staff included another Forest Schools Practitioner being trained and SEND, particularly assessment of SEND.</p> <ul style="list-style-type: none"> <li><b><i>Councillors asked how the children had re-connected with the staff since lockdown, challenges and what kind of support they needed to resolve any issues.</i></b> JS said they had settled back very well. JS was very proud of both pupils and staff and the Frome Vale Citizen work. The children were engaged in learning, remembering values and manners. Teachers had been mindful and responsive to children who might need more support; there had not been many issues, it was very positive.</li> <li>Councillors discussed how they would use the AIP and meetings through the year with knowledge and emphasis around key priorities and link visits with challenging questions to report back. Areas of focus for academy council</li> </ul>	

Item	Description	Action
	<p>– Pupil Premium, SEND, wellbeing and ways the academy council can become involved in the school. <b><u>ACTION: Councillors to contact links in school to ensure ongoing contact and reporting.</u></b></p> <ul style="list-style-type: none"> <li>• JS said, based on good teacher assessment in the classroom every day, the school seems to be in line with where they thought they would be. A full set of data would be available next week; any adjustments would be incorporated into the AIP.</li> </ul>	All
7	<b>Achievement and Standards</b>	
7.1	<p>Student Outcomes</p> <p>JS highlighted that assessments in Year 6 in Reading, Writing, Maths and Grammar had shown they were at least in line if not better than this time last year; particularly around Grammar where 70% reached AER. Assessments had not been completed in other year groups yet. MC added that they were seeing attainment in reading in KS2 either improved or sustained from the previous year. Phonics assessments had taken place in Years 2/ 3 as they did not sit SATs to ensure they can move onto KS2 in terms of reading etc. We are generally seeing sustaining or accelerated progress in Reading.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors asked if there were any dips in learning in certain areas and how the school were supporting with this.</i></b> JS responded that Year 2 was a big focus this year due to high levels of pupil premium. Support includes a Year 2 teacher who is good at accelerating progress with children needing more support, recruitment of another teacher who would be utilised in the Year 2 classroom (covered through disadvantage funding) and two HLTAs providing booster phonics in Reception, Year 1 and Year 2 to identify children who need additional support.</li> <li>• <b><i>Councillors asked what support was being given to help families without technology.</i></b> JS said they had identified ten families who did not have regular access to technology. Paper resources were provided for collection and nine laptops had now gone out to families with the intention to build on with access to 30 laptops during the course of the year.</li> <li>• <b><i>Councillors asked if JS thought SATs would go ahead this year.</i></b> JS said they were currently being told that SATs would go ahead in the summer. KR commented that assessment had so far shown a strong start.</li> <li>• <b><i>Councillors asked if there were any changes to the curriculum as a result of lockdown.</i></b> JS said that everything had been delivered as intended. Assemblies were being delivered online.</li> <li>• <b><i>Councillors asked how the new Reception class had settled in and if they had completed baseline assessments.</i></b> JS said the children had settled very well and were working well together. The Early Adopter curriculum was being used this year with moderation this week. Teachers had already met with SLT to feedback on areas of focus for particular children.</li> <li>• <b><i>Councillors asked if there had been any feedback from children who had moved on to secondary school.</i></b> JS said they had not seen as many children coming back in due to restrictions. There had been positive anecdotal comments from parents with other children still at Frome Vale. JS said they were pleased to have been able to give the children the send-off they wanted and provide a good finality to the year.</li> </ul>	

Item	Description	Action
7.2	<p>Attendance</p> <ul style="list-style-type: none"> <li>• <b>Councillors discussed current attendance data and reasons for absence.</b> JS explained the national initiative that children with x codes (given for children with COVID symptoms) were removed from the data. If removed, attendance for Frome Vale was 96.3%, which was above national average and broadly in line with last year. Pupil premium absence was about 95.6% currently. If x codes are included attendance is 87%. The turnaround for children out was approximately 2 – 3 days.</li> <li>• <b>Councillors asked how the school was tracking vulnerable children during this time.</b> JS said the same families as previously were monitored very carefully with the usual procedures of first day calling/home visits. Discussions were taking place with the Education Welfare Officer (EWO) to support children’s attendance in Years 3, 5 and SEN pupils. One child with social care was also heavily supported re attendance.</li> </ul>	
7.3	<p>Quality of teaching and learning</p> <ul style="list-style-type: none"> <li>• <b>Councillors said they missed visiting the school and asked if there was anything they could do as an alternative to looking at books and meeting the children.</b> Suggestions included the school making a pupil video (using questions from councillors) and KR dialling LW in /taking photos to share during book scrutiny at the Academy Review Visits (ARVs). JS said she would look into whether a risk assessment would allow councillors to come in to see books. <b><u>ACTION: JS/LW/KR would look into visit/dialling into ARV.</u></b></li> <li>• Councillors noted that Frome Vale Twitter was a good place to keep up with what is going on in school.</li> </ul>	JS/LW/KR
7.4	<p>Behaviour and Exclusions None reported.</p>	
7.5	<p>Pupil Premium</p> <ul style="list-style-type: none"> <li>• <b>Councillors discussed Pupil Premium funding this year.</b> JS explained that it was broadly similar to last year with a focus on attendance, breakfast club and deliberate recruitment of a Pupil Premium lead this year. Councillors requested review of funding and interventions at the next meeting.</li> <li>• <b>Councillors asked if there had been any particular issues on Pupil Premium and attainment identified as a result of lockdown.</b> JS said early indications are that they are broadly in line with where we thought they were prior to lockdown; Year 2 have the biggest gaps across all subjects this year. Potential areas to explore in Year 2 were Pupil Premium, EAL and vocabulary development. <b><u>ACTION: Pupil Premium Plan to next meeting for review.</u></b></li> </ul>	JS
8	<p><b>Pupil Voice / Student Advocate</b></p>	
8.1	<p>JS reported that six of the eight groups had met and set actions and intent for the year. Due to having different pupil voice groups at FVA, it had been decided that the school council would be redirected to a different purpose. SLT had been working on reflecting on the 6 learning behaviours to ensure there are examples of children being reflective, ensuring consistency across the school.</p>	

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<b>9</b>	<b>Safeguarding</b>	
9.1	<p>JS had shared the Safeguarding Annual Report</p> <ul style="list-style-type: none"> <li>LW said that she would be covering the Safeguarding Link role for now, following Pardeep's resignation from the academy council. LW had read the Safeguarding Annual Report and would meet with the DSL before the end of term.</li> <li>LW said that she was aware that safeguarding was very different when children were not working in school and wished to note council's thanks for all the work involved in teachers in contacting families regularly.</li> </ul>	
<b>10</b>	<b>Finance, Health &amp; Safety and Estates</b>	
10.1	<p>Finance</p> <p>Councillors noted the report and funding for the extra teacher.</p>	
10.2	<p>Health &amp; Safety</p> <p><b>HA (Health and Safety Link) asked JS how well she felt the Risk Assessment was supporting children from September.</b> JS said the risk assessment was good; some tweaks had been made in the first 2 weeks which included making better use of classes using the outside space. They were having to think creatively to ensure measures of control are being followed. Small areas picked up included ensuring no children were accessing the building at lunchtime and sanitised before coming into the hall. There were some challenges to teaching styles/pedagogy due to the forward facing organisation in classrooms. The dynamic risk assessment had allowed for a return to normal school hours which was working well.</p>	
10.3	<p>Estates</p> <p>JS advised that no major work was planned. In the longer term the roof would need to be looked at as a project with the central team.</p> <ul style="list-style-type: none"> <li><b>Councillors asked if there had been any physical changes to the building as a result of control measures.</b> JS said they were unable to use the corridor and were having to walk through the halls; everyone including the children were used to this now. There had also been some changes to the library layout and other shared areas.</li> </ul>	
<b>11</b>	<b>Staffing and Wellbeing</b>	
11.1	<p><b>Councillors discussed staff wellbeing, questioning how staff were feeling and sustainability.</b> JS said there were good relationships with staff; one or two members of staff had needed extra support. The current situation was sustainable as there was now a degree of normality around the systems and routines in place; although there would be some challenges if bubbles or staff were out. A staff meeting is being held tomorrow to talk about concerns.</p> <p><b>Councillors asked if there would be any changes to the home learning provision if multiple bubbles or the whole school were out again.</b> JS said following parent feedback, there would be more live interaction with teachers to help motivation at home; there may be some difficulties if the member of staff was not available.</p> <p><b>Councillors commented that it was good to hear the positive approach in what is not normal.</b></p>	

Item	Description	Action
11.2	JS updated on staffing – another new teacher had been appointed on a fixed term contract to job share in Year 4 whilst MC was standing in as Assistant Principal. An apprentice TA had been taken on and was being supported/mentored in Year 2 and Reception Class.	
<b>12</b>	<b>Policies</b>	
12.1	Policies shared for review/approval/noting: <b>Policies for Approval:</b> Critical Incident Plan: Technology (E Safety & Acceptable Use; SEN. <b>CLF Policies for Noting:</b> Safeguarding; Supporting Pupils with Medical Conditions.	
<b>13</b>	<b>Governance</b>	
13.1	Visit Reports – LW had encouraged councillors to contact their link teachers. JS and MG had met re SEND actions this year.	
13.2	Training – Governance Essential module on Nimble to be completed by all councillors.	
<b>14</b>	<b>Equality and Diversity</b>	
14.1	JS reported that there had been a good discussion amongst the children in the new pupil voice group about EDI. EDI was also on the agenda for next Thursday – strategic direction across the trust.	
<b>15</b>	<b>Matters for the attention of the Board/COAC</b>	
15.1	None.	
<b>16</b>	<b>AOB</b>	
16.1	<ul style="list-style-type: none"> <li>• <b>Councillors asked what support is given to higher attainers.</b> JS explained there is a differentiation system to support children with strengths in a particular area; more bespoke rather than general strategy at present.</li> <li>• <b>Councillors expressed their appreciation and thanks to all the staff for their continued hard work during this time.</b></li> </ul>	

Next meetings: 8 December 2020