

# Minutes – Frome Vale Academy Council

<b>Version</b>	Final	
<b>Date</b>	21 January 2020	
<b>Location:</b>	Frome Vale Academy	
<b>Time:</b>	5.15 pm	
<b>Present:</b>	Laura Walder (LW)	Sponsor Academy Councillor (Chair)
	Nikki Dawson (ND)	Student Advocate
	Maria Cerepanova (MC)	Teacher Academy Councillor
	Meriam Gordon (MG)	Parent Academy Councillor
	Lucy Fulton (LF)	Sponsor Academy Councillor
	Lori Streich (LS)	Sponsor Academy Councillor
	Jan Saunders (JS)	Principal
	Kate Richardson (KR)	Executive Principal
<b>Apologies:</b>	Pardeep Diggpal (PD)	Sponsor Academy Councillor
	Hope Allen (HA)	Support Staff Academy Councillor
<b>Absent:</b>	Joyce Adeyeye (JA)	Parent Academy Councillor
<b>Observers:</b>	Geoff Mountjoy	National Leader of Governance
<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 explained that Geoff Mountjoy was supporting with development of the Academy Council.	
<b>2</b>	<b>Updates to Declarations of Interest</b>	
2.1	None were declared.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	Minutes of the meeting held 10 December 2019 were agreed as accurate subject to a correction to 8.1.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<ul style="list-style-type: none"> <li>KR to send COAC minutes to LW to circulate – following discussion it was agreed that it was not necessary for COAC minutes to be circulated to the Academy Council. LW would report items to Academy Council as appropriate.</li> <li>All Academy Councillors to complete NIMBLE training – all new Academy Councillors to complete all training modules, prioritising the Safeguarding module.</li> <li>Internal Data to be provided – completed</li> <li>EDI Equality Statement to be uploaded to website – completed</li> <li>Wellbeing Commitment Plan to be brought to next meeting – JS advised that the plan is reviewed to ensure adhering to commitments re Wellbeing.</li> </ul> <p><b><u>ACTION: Plan to be uploaded to Teams for information.</u></b></p>	<b>ALL</b>

Item	Description	Action
		JS
5	<b>Policies</b>	
5.1	<ul style="list-style-type: none"> <li>Policy Tracker – The tracker was presented and noted by Academy Council.</li> <li>Policies – <b>Academy Council asked for an update on the drafting of the new SRHE policy and consultation.</b> JS advised that she had created a model document which was currently under consultation with CLF/other Principals/SLT.</li> </ul>	
6	<b>Link Councillor Updates</b>	
6.1	<ul style="list-style-type: none"> <li>Safeguarding – LW had handed the link role over to PD. LW was aware that PD was meeting with the DSL next week. LW advised that, due to PD’s employment, PD had checked re confidentiality/conflict of interest.</li> <li>Pupil Premium – LF advised that as she had just taken on the new role, she would shortly be arranging a meeting with JS to discuss PP.</li> <li>SEND &amp; LAC – MG had also taken on the new link role and was familiarising herself with SEND and LAC. MG would be setting up a meeting with the SENCo shortly and would report to the next meeting. GM had provided new Academy Councillors with details of where to access further training and a governance SEND booklet. <b><u>ACTION: Clerk to upload to Teams for Academy Councillor information.</u></b></li> <li>Curriculum – LS advised that she would be meeting shortly with the lead for History/Geography as the member of staff had only just returned back to school. LS would report at next meeting. LS was also attending the CLF training on Curriculum in March.</li> <li>EDI – LW said that she would review the link role with JA and report to next meeting.</li> </ul>	LC
7	<b>Academy Council Report</b>	
7.1	<p>Attendance – <b>Academy Council discussed actions in place around increasing attendance which was noted as 95.4%.</b></p> <ul style="list-style-type: none"> <li>JS advised that pupil premium attendance was higher than the national average for attendance. This showed the PP money is being spent on the right interventions.</li> <li>JS explained that they had looked at attendance strategies at another school where attendance had improved but found that current procedures at FVA led to quicker escalation. This included support from the education welfare officer and day 1 visits, which link to the safeguarding report.</li> <li>Academy Council noted the FVA Attendance Handbook which was presented along with letters which were sent to families during the year.</li> <li><b>Academy Council asked if there was a way of presenting the data with context.</b> JS said excluding two key families from the data would result in attendance being 96.2% which makes a significant difference. JS emphasised that the academy focus on supporting these families.</li> <li><b>Academy Council asked if there were any specific things Minerva had done that were successful that Frome Vale hadn’t done.</b> KR explained that Minerva had different systems due to being a bigger school. There were already well established systems at Frome Vale already. JS explained that the academy had made the decision not to use texting as an attendance approach as they wanted to keep texting for complimentary messages or reminders.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• ND commented that social care and agencies had been impressed with the academy's day 1 visit policy and noted that serious safeguarding issues had been picked up from these. <b>LW said that she had witnessed this on one of her recent visits to the school.</b></li> </ul>	
7.2	<p>Personal Development</p> <ul style="list-style-type: none"> <li>• Academy Council noted the PSHE/Safeguarding overview which had been circulated.</li> <li>• MG and LS reported that they had attend a meeting at the school. MG had offered support with parents going forward.</li> </ul>	
7.3	<p>Quality of Teaching</p> <ul style="list-style-type: none"> <li>• JS explained that the academy was undertaking a pilot to increase focus on professional development. JS explained the three areas identified, linked to the Academy Improvement Plan (AIP), were Maths, Curriculum and Early Years. JS explained how this worked using ongoing review/re-setting of actions which made the process feel 'live'. This had now been rolled out to support staff as well.</li> <li>• Maths – A report had been circulated from Finn, who was leading improvement of Maths across CLF primaries. ND explained that Finn had visited each classroom for a morning to review practice and had been happy with Year 5. Finn had spent a lot of time in Reception, Years 1, 2, 3 and 4. Recommended actions included teachers being recorded delivering sessions, MC to work with Year 1 and a focus around visuals/representations for Math etc. <b>GM asked why practice was not systemic across Years 1 – 4.</b> ND explained this had been due to staff absence and supply and Maths had only recently had strong leadership. There were also new teachers in those year groups. JS commented that Maths was good at Frome Vale - actions in the report were to ensure it gets even better.</li> </ul>	
7.4	<p>Data</p> <ul style="list-style-type: none"> <li>• <b>Academy Council questioned the data presented for Year 6 re the meeting of targets.</b> JS explained the data presented was teacher assessment i.e. predictions on how pupils are currently performing. Data from Term 2 mock SATs last week was not included; the tests had shown that 65% would have reached Age Related in Reading and 65% in Maths with a lot of children who were very close. Academy Council noted that this backed up the predictions presented. <b>Academy Council asked for data on Greater Depth.</b> JS reported this had been 30% for Reading, Writing and Maths – it was noted that national average is 20% for each subject, 11% Combined. <b>JS invited Academy Councillors to the SATs meeting which was taking place at 4 pm this Thursday.</b> KR commented that it had been a hard paper and getting those results was good. JS said the academy had been moderated in Year 2 for Writing and Year 6 had been moderated in 2018. JS and Miss D had attended a S.Glos Greater Depth training session today. JS said the academy was aiming for 65% minimum for Maths as they already had some at high 80/90%.</li> <li>• <b>Academy Council requested that targets be added to the data presented.</b></li> <li>• <b>Academy Council asked why Year 1 Reading for Pupil Premium pupils had fallen by 23% with PP boys dropping by 13%.</b> JS apologised as the Year 1 data was incorrect. MC explained that, due to timing, the data for Year 2</li> </ul>	

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	<p>Writing had been input from end of Year 1 and would show improvement next time. MC had also moderated all books last year which had caused a drop, and there had been a new admission to the year.</p> <ul style="list-style-type: none"> <li>• <b>Academy Council asked why Year 3 Maths data was down by 13%.</b> JS explained that this was as a result of small numbers affecting the data and she would add boys/girls percentages in future for context.</li> </ul>	
<b>8</b>	<b>Safeguarding</b>	
8.1	<ul style="list-style-type: none"> <li>• JS reported that the academy had recently completed the safeguarding audit with Steve Bane. Two areas had been highlighted for discussion; categorisation and good working relationship re ongoing profile relating to safeguarding and attendance (with the suggestion to record meetings in context of small school).</li> <li>• <b>Academy Council challenged the reasons and reviewing of part-time timetables.</b> JS explained the reasons and actions taken for the two pupils. This included waiting for a place for specialist provision and working closely with other agencies, social care and BCC re an EHCP to support. The aim is to increase the timetable for both pupils, with one going full-time from next week. Both will be regularly reviewed.</li> <li>• The Safeguarding Termly Report had been circulated. Academy Council noted the report which included minutes from the Safeguarding Link Councillor meeting in December.</li> </ul>	
<b>9</b>	<b>Safeguarding</b>	
9.1	<ul style="list-style-type: none"> <li>• Staffing changes – JS reported that, following a TA leaving to go to another setting, they had taken the opportunity to recruit another HLTA (Higher Level Teaching Assistant) who would work 1:1 with SEN pupils. A teacher was on a phased return and a current Year 2 teacher was still off on long term absence. <b>Academy Council asked how Year 2 was being supported.</b> JS explained the current Year 2 supply teacher was very committed and was being given significant support to develop her practise in light of the fact she is an NQT. She has been inducted and supported as if she were a permanent member of staff and the leadership team are working hard to ensure the children are receiving consistency in good quality provision.</li> <li>• Wellbeing Report – JS explained the wellbeing commitment for staff. The report covered key areas and actions for each area with the professional development model fitting in with a lot of the plan. The report also included how this was evidenced. JS said that disseminated leadership was now good in school; this was evident from a whole collection of staff driving things forward. Two members of staff were now on an Emerging Middle Leaders Course.</li> </ul>	
<b>10</b>	<b>Finance, Health &amp; Safety and Estates</b>	
10.1	<p>JS reported that HA, the new Health &amp; Safety Link Councillor, had a 1:1 meeting with the Site Manager earlier that day. HA would report to the next meeting. JS said that she was happy with Health and Safety at the academy.</p>	
<b>11</b>	<b>Equality and Diversity</b>	
11.1	<p>JS reported that the EDI plan was on the website. The plan would be reviewed with the EDI Link Councillor to ensure that the academy was addressing the plan when the EDI Link was confirmed. <b>ACTION: All Academy Councillors to read the EDI plan.</b></p>	ALL

Item	Description	Action
<b>12</b>	<b>Pupil Voice</b>	
12.1	<ul style="list-style-type: none"> <li>JS reported that pupils had been involved in a piece of homework to design a mascot to represent the school. There had been 60 entries and it had been the role of ambassadors to choose the winner; a Reception child had won. The mascot would be electronically re-produced. The next competition would be to name the mascot. Food caddies were on the way to tackle food waste and Eco warriors would be promoting the ending of single use plastic.</li> <li><b>Academy Council asked if pupil voice was heard from children who had been through the behaviour system.</b> JS explained that everything was recorded as a trail on the CPOMS system.</li> </ul>	
<b>13</b>	<b>Parent Voice</b>	
13.1	<p><b>Academy Council asked if there were any issues from the Parent Questionnaire Results.</b> JS commented that parents felt that they still don't know enough about the Academy Council. LW said that she was aware of this and would continue to work on Academy Council presence in the school. JS invited Academy Council to the Friendship Disco on 13 February and into school to support The Big Bake whole school competition which would be happening shortly. <b>Academy Council suggested a presence on the school's Twitter feed.</b></p> <p><b>ACTION: Academy Councillors to attend as many in-school events as possible.</b></p> <p><b>ACTION: Academy Council to feature on the academy Twitter feed.</b></p>	ALL JS
<b>14</b>	<b>Governance</b>	
14.1	<ul style="list-style-type: none"> <li>Academy Council Membership - it was noted that LF was happy to be put forward to be the LA Rep. <b>ACTION: LW would contact Wendy Hellin to take this forward.</b> LW added that now that Frome Vale have two Academy Councillors employed by Bristol City Council (Lucy and Pardeep) we will not be looking for any more councillors from the same employer.</li> <li>Link Academy Council roles - <b>ACTION: EDI role to be confirmed following meeting with JA.</b></li> <li>Draft Expectation document for FVA Academy Councillors – it was agreed this would be reviewed when the new Academy Councillors had settled into their role. <b>ACTION: Taken forward for review/agreement.</b></li> </ul>	LW  LW  LW
<b>15</b>	<b>Matters for the attention of the Board</b>	
15.1	None.	
<b>16</b>	<b>AOB</b>	
16.1	LW reported that she had received a letter from a local residential home saying that residents would like to listen to pupils read. JS said they would welcome this. JS commented that grandparents had helped in the Children's Centre before Christmas which had been really successful.	

The meeting closed at 7.00 pm

**Meetings: Tuesdays 21 April 2020, 7 July 2020**

(5.00 pm pre meet, for 5.15 pm meeting)