

Minutes – Hanham Woods Academy Council

Version: FINAL
Issue Date:
Meeting Date: 05th March 2019
Location: HWA
Time: 5pm

AC Members		Attended	Apologies
Jon Gould	Sponsor 1 (Chair)	√	
VACANCY	Sponsor 2		
Richard Riddell	Sponsor 3	√	
Scott Howarth	Sponsor 4		Accepted
VACANCY	Sponsor 5		
Allen Williams	Student Advocate		Accepted
Steve Kneller	Principal	√	
Lynn Dare	Parent Councillor	√	
Lisa West	Parent Councillor		Accepted
Paul Laidler	Staff Councillor		Accepted
Dan Nicholls	Executive Principal	√	
Steve James	Local Authority Rep		Accepted
Invited attendees			
Steve O'Callaghan	Vice Principal	√	
Rebecca Tushingam	Assistant Principal	√	
Kevin Denford	H&S Co-ordinator	√	
Kevin Hawthorne	Observer	√	

Minutes

Item	Description	Action
1	Introductions, Administration, Apologies	
1.1	JG opened the meeting and welcomed all. Unfortunately the meeting was not quorate. JG welcomed Kevin Hawthorne who will again be observing the meeting pending his formal appointment as Councillor.	
1.1.2	Carl Lander has resigned from his position as Councillor; JG will write to thank him for his service.	
1.1.3	DN explained his position within CLF ; DN is Director of Education and Executive Principal of HWA	
1.1.4	Kevin Denford was introduced to all. Kevin is Health & Safety Co-ordinator at HWA, this is a new position.	
2	Declaration of Interest	
2.1	No verbal declarations were made.	
3	Minutes of Previous Meetings	
3.1	The minutes of the previous meeting were confirmed with minor word changes	
4	Matters Arising	
4.1	The Actions from previous meetings were reviewed and updated as shown on the Action sheet below.	
5	Governance	
	See above re Councillor Vacancies	
6	Site/Legal/Health & Safety	
6.1	Kevin (HWA Site Health & Safety Co-ordinator) presented his initial Health & Safety update for HWA. This is a new role.	
6.1.1	Kevin has recently inspected Science, DT, Art, & PE areas.	
6.1.2	The Flammable store is not up to spec and requires replacement. Alterations have been made to the Chemical store within the Science department. HWA were stock piling waste and a contractor has been appointed to dispose.	
6.1.3	Air vents in the Sports Hall have been repaired.	
6.1.4	The scaffolding for the roof repair had been set up blocking Fire Exits; The Contractor moved the scaffolding when asked.	
6.1.5	Fire Extinguishers around the site were in the wrong location/incorrect Extinguishers; all Extinguishers have been relocated to the correct place.	
6.1.6	On Inspection, some offices are not tidy with items incorrectly stored under desks and exposed wires; we are making headway in rectifying this.	
6.1.7	There is new procedure in place for Product Disposal and new workplace inspection regime. Forms have been sent to all Heads of Department with 5 Department Inspections taking place so far.	
6.1.8	The site team are unavailable after 5:30pm therefore a new out of hour's fire procedure has been implemented along with a new fire grab bag in reception.	
6.1.9	The First Aid boxes have been restocked, and new signage is now in place. New distribution of medication procedure has been set up. New procedures have been implemented for First Aid; 500 students have visited First Aid since September, therefore a new Emergency Medical Bag has been stocked, and First Aiders now go to the students. Since the new procedure has been in place there	

	has been an 80% reduction in First Aid visits; students were using First Aid to leave lessons.	
	RT left the meeting at 18:03	
	DN left the meeting at 18.03	
6.1.10	A single Risk Assessment Register is being created as there are currently several versions. KD will merge the current versions and keep track and archive as necessary.	
6.1.11	A Partial Lockdown drill has taken place. Lessons have been learned, a weekly safe word will be created for staff.	
6.2	When are the Health & Safety meetings held?	
6.2.1	(KD) The meetings take place once per long term (3 per year). SH attends these also.	
6.2.2	(SK) The Health & Safety culture is changing and people are reporting.	
	KD left the meeting at 18.07	
7	Education Report	
7.1	Principal's update – Ofsted Priority review _ Higher Attaining Pupils (HAPS) -SOC	
7.1.1	HAP students achieve well at KS2 and are a priority for the Academy and CLF as historically they generally underperform at KS4. Current data suggests an improvement, Yr11 predictions look more positive.	
7.1.2	Since the introduction of APS (average point scores) as a measure at KS2 the cohort at HWA appears to be changing – the number of HAPS have reduced; HWA has a similar number of these pupils as BBA, however they remain a priority.	
7.1.3	In Yr9 & 10 HAP attainment tends drop with a change of assessment system and therefore a range of interventions are taking place in the class for HAPs, specifically aimed at Year 8 which benefit all students – Raising Aspirations.	
7.1.4	(DN) There are more HAPs within CLF now than ever before. HWA should be optimistic, lots of the work and interventions are starting to reinforce themselves. HWA haven't met Progress 8 for the last 10 years, but current data shows that HWA are moving forward.	
7.1.5	We are ensuring that students receive good career advice, as an example, Yr8 HAP PP students visited Oxford University last term and had a great time.	
7.1.6	There are also bespoke interventions for individual students are taking place with greater emphasis placed on celebrating achievements and Raising Attainment.	
7.1.7	We are using a new software program called MINT class. The software gives teachers a profile for each student and allows them to create seating plans which identify HAP/LAP/PP/SEND students in the class	
7.2	Raising Attainment	
7.2.1	Yr10 & 11 students are receiving fast track career appointments, and assemblies focused on careers.	
7.2.2	Yr9 have a Raising Attainment event at UWE and receive career sessions through PHSE lessons.	
7.2.3	SK & SOC feel some students do not have aspirational expectations because of their background. In Yrs 7 & 8, the perception is different; they are already demonstrating higher aspirations.	
7.3	What can our alumni contribute to raise aspirations?	
7.3.1	Alumni students include, Steven Merchant, Labour MP, BAFTA Winning Director and a Bristol Rugby player we are hoping to engage some in activities in the coming year.	
7.3.2	The Lectures at Lunch which have been offered to Year 7 & 8 will be relaunched shortly with Staff Presentations including one from a Trainee Teacher who has worked abroad	

	at an Animal Sanctuary; the students enjoy hearing staff speak on topics different from their normal role.	
	DN returned to the meeting at 18.27	
7.3.3	Bespoke interventions, such as 121 teaching and mentoring – ‘getting to know the student’ are working, 1 student who had 60% attendance is now at 80% attendance because someone has taken an interest.	
7.4	SOC, you are driving Raising Attainment how is this changing classroom cultures?	
7.4.1	(SOC) Teachers build relationships and change the mind-set. Mid leaders stretch and challenge. Standards have been implemented in some subjects, but it is not clear in others; it is a work in progress.	
7.4.2	(SK) HMI previously thought that stretch & challenge worked well in the classroom. Lead learners are asked to help others if they have finished the set work. The HIM have seen evidence of this in classes. (SOC) The class culture is changing, the classes are getting in to a routine and questions are being asked of all students..	
7.5	Comments from Parent Councillors	
7.5.1	As Parent I’ve monitored the homework, and over the last few months I’ve seen the change, it’s a lot better formulated.	
7.5.2	Parents Evening this year was brilliant, the Teachers had data, constructive criticism, parents came away knowing exactly what their child is doing, and it was very impressive.	
7.6	If there are so many new strategies and interventions, being introduced how does the routine work?	
7.6.1	Routines such as Entering & exiting a class, how students speak to each other and staff re-inforce our culture and expectations. We are working out what works and what does not, ie, the students may like it, but are the changes have a positive effect?	
7.7	Do HAP students or their Parents know they are HAP students?	
7.7.1	(SK) Some do, but not always. We try to let them know with through parents. We could perhaps let them know at the Yr7 Meet the Tutor event and possibly run assemblies for HAP students.	
7.7.2	(DN) However, we do not want to write children off, if children put the work in and are supported they can all do very well whatever level they arrive here at.	
7.9	Are the classes in Yr7 mixed or by ability?	
7.9.1	(SK) The classes are mixed in Yr7 due to data received from KS2. The classes are mixed after Options due to subjects.	
7.9.2	(SOC) Maths & English classes are being realigned. The current Yr9 don’t have decimal scores from Primary school, the data used is CLF data. It has not been decided on how to apply the score from Yr6 to Yr7 in the future.	
	SOC left the meeting at 18.46	
7.9.3	(SK) There has been a national competition on the use of SENECA, an on line revision and homework online tool. HWA is through to the last 16 in the ‘SENECA cup’ () from over 300 schools. Congratulations to Year 11.	
7.10	Academy Report – including data on Key Stage 3 outcomes across all subjects. Councillors had had the opportunity to consider the report prior to the meeting; two questions had been submitted in advance.	
7.10.1	The knife crime assembly has been postponed – when is it now scheduled?	

	(SK) After the Mock exams have taken place	
7.10.2	How has the Academy dealt with MOMO? NB: MOMO is a fictional character that has been posted online and unfortunately gone viral. The character asks you to do harm to yourself or others to keep your family safe. This has caused much distress to students/families across the UK (SK) We followed the guidance issued by the CLF.	
7.11..1	School Context - Why are the in-year leavers' figures so high?	
7.11.2	<ul style="list-style-type: none"> • 26 in-year leavers' • 37 in-year joiners Overall this is a NETT gain since September 2018. The biggest loss is from Yr7.	
7.11.3	(DN) We need to ensure there is not a trend of groups moving.	
7.12	Can you explain the Key Stage 3 data?	
7.12.1	(SK) Yr7 & 8 students sit MCQs (Multiple Choice Questions) 4 times per year in almost all subjects. The MCQs are predominantly knowledge based. CLF collates this data, which allows comparison across the Federation. The current English results are remarkable. Yr7 is 6% above the rest of the CLF across the board Students also do Teacher Assessments, which are planned to assess deeper learning.	
7.12.2	(DN) We use the data to see if the students are performing well, ie, English is good, Maths is OK, Science is not where it should be. All CLF schools are teaching the same curriculum; therefore, staff are able to collaborate better.	
7.12.3	(SK) The data provided allows Middle -leaders to intervene early.	
7.13	There are minus signs in Maths & Science indicating that progress is not so good?	
7.13.1	(SK) This is not surprise, we have some teacher issues in those subjects, and action plans are in place. Those teachers are teaching in Yr7 & 8 as we have ring-fenced Yr10 & 11.	
7.13.2	The data for Value added shows how many % below a student is against a statistically similar student within the CLF.	
7.13.3	The scores also show a broader picture for the CLF, for example, Bristol MET has a great Science department and at City Academy, they have a fantastic Maths department. These 2 Academies outperform everyone within these 2 departments.	
7.13.4	(DN) MCQ's are just one aspect of assessment, we don't want to produce students that can remember 20 facts, we want them to be able to find their place in the world. Student's books will articulate if a student is learning.	
7.13.5	(DN) Councillors can see evidence of this by looking at the curriculum plan and walking the classes, they should see that teachers are teaching to the plan and can ask questions of teachers.	
7.13.6	Councillors asked for a training session on how to perform class visits. A date will be agreed during Term 6 for an 'immersion day' when Councillors can, observe a day in the Academy, visit the canteen and meet the students etc..	JG/SK
7.14	Attendance	
7.14.1	Weekly attendance is still fluctuating between 92-95%, there seems to be no reason for this. We are constantly working with students. We have issued our first Penalty Notice for non-attendance for a student in Yr11 with 24% attendance.	
7.15	What is the criteria for Persistent Absence?	
7.15.1	(SK) A student with under 90% attendance.	
7.16	Do all the Houses have similar attendance?	
7.16.1	(SK) No, Bickley has 97% attendance and Connam has serial persistent absence offenders in Yr9 & 11	
7.16.2	(SK) There are 6 non attending students in Yr11, none in Yr10.	
7.17	Are the non-attenders recorded, and what is the reason for not attending?	

7.17.1	(DN) There could be an underlying Mental Health reason and we need to ensure that help is available, but we need to get the right help.	
	DN left the meeting at 19:25	
7.18	SK reported that he has had to Permanently Exclude a student today which takes our total to 3 within this academic year.	
7.19	Is there an across the board approach to Exclusion?	
7.19.1	(SK) We are trying to use a positive approach ie, Fixed Term exclusions or managed moves.	
7.20	Are the managed moves working?	
7.20.1	We have reduced the amount of managed moves, but there is still the hard-core few mainly in Yrs9,10 & 11	
7.21	Is the Yr7 cohort stronger than the current Yr8?	
7.21.1	(SK)Yr8 had a big gap on entry than Y7.	
7.22.2	(SK) There is a concern with Pupil Premium outcomes following the current round of Yr 11 PPE's. 5 students just don't attend school. SK to present 2 sets of data at the next meeting to show the impact of the non-attenders.	SK
7.23	Councillors receive very detailed data - can we get something that explains the this for the next meeting? Action: SK/DN to compile	SK/DN
7.24	(SK) Staffing We haven't been successful in recruiting for Music, we will try again. We are interviewing for an IT position and have 2 very good candidates, and are recruiting for a 9-12month Maternity cover for the Isolation room.	
8	Review of Recommendations from last Scrutiny	
	Nil	
9	Safeguarding	
	No report	
10	Student Voice/Student Advocate	
10.1	ACTION: SK/JG to work out how to include this in a meeting, along with student/parent questionnaires.	SK/JG
11	Finance	
	No report	
12	HR & Wellbeing	
	See staffing above	
13	Equality & Diversity	
	No report	
15	Matters for the Attention of the Board	
	Nil	

16	Any Other Business	
16.1	(SK) The Mary Poppins show was very good and received very positive feedback with over 60 students involved. Main parts were performed by students in Yr8 & 9 with students in the older years either mentoring or helping with Set Design. The shows had a full audience. JG asked that congratulations and thanks be passed to students and staff for a brilliant performance.	
16.2	RR is unable to attend training at Institute unless there is parking available. LP will investigate parking availability	LP
16.3	LP to send the Admissions policy to be noted.	LP
	The meeting closed at 19:40	

Action Log

Date	Item No	Owner	Action	Deadline	Status
16.10.18	4.1.1	SK	SK will circulate student recruitment numbers to Council. UPDATE: 05.03.19 – 177 offers (180 spaces available) have been made to new Yr7 students for Academic year 2019/20. A meet the Principal evening is scheduled for 06.03.19. Potential 10-15% drop out rate.	Next meeting	Open
16.10.18	4.1.12	SK	SK will provide data to the next AC meeting on current absence vs this time last year.	06.02.19	Closed
16.10.18	6.22	SK/CW	SK/CW to ensure Computing course and curriculum is attractive to girls.	Next meeting	Closed
09.01.19	4.2	SK	SK to present Staff Absence at the next meeting	Feb 2019	Closed
09.01.19	5.1.2	JG	JG advised that he has the details for a potential new Councillor and has sent him an application form. JG will follow up. 06.02.19 – Update: JG has contacted and is awaiting a reply	Feb 2019	Closed
09.01.19	5.2.11	SK/SJ	The next book scrutiny should include several different subjects.	Feb 2019	Closed
09.01.19	6.9.1	SK	SK to circulate the SLT responsibilities to LP	Feb 2019	Closed
06.02.19	7.1.2	SK	JG asked that Student books from different subjects be available for scrutiny in each AC meeting	Mar 2019	Closed
05.03.19		SK/DN	DN.SK to present the new OFSTED framework; emphasis on broad and balanced curriculum. (10mins at the next meeting)	Apr 2019	Open

05.03.19	7.3.12	SK/JG	Suggestion for a training session on how to perform class visits. Councillors to visit the canteen and meet the students throughout the day, observe a day in the Academy. Set a date in Term 6 for this	Apr 2019	Open
05.03.19	7.22.2	SK	(SK) There is a concern with PP in Yr11. 5 students just don't attend school. SK to present 2 sets of data at the next meeting to show the difference of the non-attenders.	Apr 2019	Open
05.03.19	7.23	SK/DN	Can we get something that explains the data for the next meeting? SK/DN to compile	Apr 2019	Open
05.03.19	10.1	SK/JG	SK/JG to work out how to have this in a meeting, along with student/parent questionnaires.	Apr 2019	Open
05.03.19		LP	LP to investigate the availability of parking at the CLF Institute		
05.03.19	16.3	LP	LP to send the Admissions policy to be noted	Apr 2019	Open