

# Minutes – Hanham Woods Academy Council

**Version:** FINAL  
**Issue Date:**  
**Meeting Date:** 06<sup>th</sup> February 2019  
**Location:** HWA  
**Time:** 5.00pm  
**Chair:** Jon Gould (JG)  
**Members:** Steve Kneller (SK)  
 Lynn Dare (LD)  
 Richard Riddell (RR)  
 Lisa West (LW)

**Attendees:** Leigh Paul (LP) Clerk  
 Duncan Mathers (DM)  
 Safeguarding  
 Louisa Harris (LH) Assistant  
 Principal  
 Sara Hutchinson (Assistant  
 Principal) (SH)  
 Rebecca Tushingham (RT)  
 (Assistant Principal)

**Apologies:** Allen Williams (AW)  
 Carl Lander (CL)  
 Steve James (SJ)  
 Scott Howarth (SH)  
 Paul Laidler (PL)  
 Steve O’Callaghan (SOC)  
 Assistant Principal  
 Dan Nicholls (DN)

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions, Administration, Apologies</b>	
1.1	After the Safeguarding update provided by Duncan Masters (minutes are noted below in Section 6) - JG welcomed all to the meeting. Apologies were received from AC Members as listed above	
<b>2</b>	<b>Declaration of Interest</b>	
2.1	No verbal declarations were made.	
<b>3</b>	<b>Minutes of Previous Meetings</b>	
3.1	The minutes of the meeting of 09.01.19 were approved.	
3.2	SK agreed to respond to the actions from the meeting at the March Council.	<b>SK</b>
3.3	JG asked that Student books from different subjects be available for scrutiny in each AC meeting	<b>SK</b>

<b>4</b>	<b>Matters Arising</b>	
<b>4.1</b>	<b>Risk Register</b>	
4.1.1	SK has sent the Risk register to JG who circulated hard copies at the meeting. JG asked that any queries regarding the Risk Register should be submitted via email to JG & SK	
4.1.2	RR explained that during his tenure as Chair at a previous school, OFSTED expected the Chair to know full details of the Risk Register.	
<b>4.2</b>	<b>SLT update</b>	
4.2.1	Kathryn Shaw left the Academy in December to take up a role in London Rebecca Tushingam is the Assistant Principal on FTC until 31.08.19. Craig Coulstring has been appointed as Associate Assistant Principal	
<b>5</b>	<b>Governance</b>	
<b>5.1</b>	<b>JG circulated copies of a proposed Visit form for Councillors to use to record their visits to the Academy; this includes pointers of things to look for and record during visits. Completed reports should be sent to SK, JG, and the Clerk and will be included in the papers for the meeting following the visit to enable the Council to follow up any observations and plan subsequent visits</b>	JG to circulate to AC.
<b>6</b>	<b>Safeguarding Audit &amp; update</b>	
<b>6.1</b>	<b>CLF Safeguarding Report 2017/18</b>	
6.1.1	(DM) explained that the South Glos Safeguarding Audit is not yet available, therefore he will report from the CLF Safeguarding Audit as the reports cover the same information but with a 3 month difference.	
6.1.2	The Councillors were given time to read through the report (attached).	
6.1.3	(DM) explained that the reporting of Safeguarding at HWA is very good. Even if staff are unsure that an issue is a Safeguarding concern they are reporting these to the Team. Students are also great at reporting. All concerns reported are reviewed and acted upon by the Safeguarding team as appropriate. More training is required for staff and students.	
6.1.4	There is a focus on Prevent and knife crime, especially with Brexit. Staff have Prevent training next week.	
<b>6.2</b>	<b>Have any students been targeted re: Prevent (Radicalisation)?</b>	
6.2.1	(DM) There has been a small increase in the type of language used around the Academy by students.	
<b>6.3</b>	<b>(DM) Another focus is Self-Harm. Staff will receive training later on in the year. There has been a 70% increase nationwide in self-harm cases. This has been increasing year on year.</b>	
6.3.1	HWA are participating in Children's Mental Health week along with OTR (Off the Record), 6 staff will be trained as Mental Health First Aiders.	
6.3.2	(RR) advised that he has seen a rise in Mental Health issues in his capacity as a University lecturer with Under-Graduate students.	
<b>6.4</b>	<b>What is the Mobile phones policy at HWA?</b>	
6.4.1	Mobile phones are not allowed at the Academy, but for those students who require them for the journey to & from school, they can be signed in at school reception. If students are found using phones at school, they are confiscated until the end of the day. If phones are off and kept in a student's bag, the Academy is OK with this.	
<b>6.5</b>	<b>Staff attend an Annual event for safeguarding, how long is that?</b>	
6.5.1	The First Inset day was held in the Autumn; we are re-presenting now for those staff that missed it.	
<b>6.6</b>	<b>Where do staff go to report safeguarding concerns?</b>	

6.6.1	They immediately report concerns to the safeguarding team, or if they are not available, a member of the SLT or log the concern on CPOMs	
<b>6.7</b>	<b>What are the timescales on CPOMs?</b>	
6.7.1	A Red rag status means we are already dealing with the concern Amber will be dealt with in 2 days Green will be dealt with in 5 days	
6.7.2	We have had some near misses if staff have listed safeguarding concerns at 3:10pm due to not logging the concern immediately and perhaps waiting until after a lesson; some swift action has been taken; but generally staff are really good at logging concerns immediately.	
6.7.3	We have referred approximately 25 students to CAHMS (Child & Adolescent Mental Health Services), there is however an 8mth waiting list. Schools are holding and providing other referrals.	
<b>6.8</b>	<b>Do we do anything here to help anxiety, especially in Year 11?</b>	
6.8.1	Yes, during Period 7 we have hosted Yoga sessions, meditation and hand massages.	
<b>6.9</b>	<b>What are the other referrals the Academy makes?</b>	
6.9.1	ART (Access & Response Team) referrals if we have a concern about a student outside of school. We can request further outside agencies to help, but they can send the referral back to the Academy. We receive a better response and feedback from agencies within South Glos.	
<b>6.10</b>	<b>How does the feedback get back to staff?</b>	
6.10.1	In most instances the feedback doesn't happen due to the nature of the issue. We are sometimes able to feedback where a referral has an outside agency is dealing with the concern.	
6.10.2	LW will meet with DM once per month re: Safeguarding and check if a separate Prevent Councillor is required.	
	<b><i>Duncan Mathers left the meeting at 17:35</i></b>	
<b>7</b>	<b>OFSTED Priority update</b>	
7.1	SK explained that the next OFSTED HMI inspection has not yet been confirmed, and that there are not enough weeks left in the academic year to have the remaining 3 inspections. It is possible that the OFSTED will inspect HWA during 2 visits and hold a full inspection in September 2019.	
<b>7.2</b>	<b>Attendance</b>	
7.2.1	The attendance detail was supplied to AC by hard copy. The attendance during 2017/18 was below National Average, although attendance has risen during 2018/19 it remains below National Average. SK detailed that there was a slow start to the academic year due to late August early September holidays despite fines being issued.	
7.2.2	National reporting for attendance is due in Easter, and unfortunately whilst it is improving HWA is unlikely to reach the average but must not dip below 94%.	
7.2.3	Early interventions are in place. The Head of House contacts the family and the Attendance Administrator is now working well.	
7.2.4	A high proportion of attendance issues are within Yr11, the Academy is well aware of the circumstances surrounding approximately 6 students who are having a disproportionate effect on attendance in the cohort, as below.	

7.2.5	<p>6 Yr11 students are non-attenders at HWA</p> <ul style="list-style-type: none"> <li>• 1 is educated at Pathways</li> <li>• 1 has Mental Health issues and is educated at Bristol Hospital education</li> <li>• 1 suffers with severe anxiety. The student has been reported as missing in education although South Glos do not regard the student as missing as other outside agencies are involved.</li> <li>• 1 is involved with the Youth Offending Team</li> <li>• 1 is registered with CAMHS (Child &amp; Adolescent Mental Health Services)</li> <li>• 1 is registered with Social Services</li> </ul>	
7.2.6	The persistent absence in Yrs7-10 is lower than Yr11.	
7.2.7	There was a large drop in Year 11 attendance after the mock exams.	
<b>7.3</b>	<b>What do you attribute to the improvements?</b>	
7.3.1	Teaching & Learning improvements. Students attend if they like the lessons.	
<b>7.4</b>	<b>Yr8 had the lowest attendance last year, and now they are Yr9 and attendance has dropped, do you have a plan?</b>	
7.4.1	Yes, our focus is on Yr9; we have a more vocational plan and have changed the curriculum to match the cohort.	
<b>7.5</b>	<b>Pupil Premium (presentation by RT) Disadvantaged pupils are best served by quality first teaching; the school will continue to employ the following practices with a focus on Pupil Premium students.</b>	
7.5.1	<ul style="list-style-type: none"> <li>• Ready to Learn</li> <li>• Eye contact</li> <li>• Quality Listening</li> <li>• Attentiveness</li> </ul> <p>PP students are not putting their hand up in class to answer questions; Teachers are targeting questions for students.</p> <ul style="list-style-type: none"> <li>• Critical pause gives students time to answer questions.</li> </ul>	
7.5.2	<p>Bell work</p> <ul style="list-style-type: none"> <li>• Pupil Premium students have assigned seats since September 2018</li> <li>• PP students are seated next to a student who has a higher reading age</li> <li>• A full sentence response to a question is required</li> <li>• Teachers give feedback to PP students first, and do this live rather than notes in a work book</li> <li>• Students are advised what is being learned and why</li> <li>• Distractions are removed from lessons</li> <li>• Exit tickets are issued</li> </ul>	
7.5.3	<ul style="list-style-type: none"> <li>• PP students are allocated mentors</li> <li>• They receive study support</li> <li>• Transition interviews</li> <li>• Seneca &amp; Maths online programmes are used for homework, if students do not have the internet at home they can be supported in school, however some use their mobile phones. Staff mentors are members of the SLT or tutors, whatever is the best fit for the student</li> </ul>	
	<b>RT/LW/LD left the meeting at 18:24</b>	
<b>7.7</b>	<b>Literacy (presentation by SH)</b>	

7.7.1	An Inset focusing on literacy was held in Term 2. There is wide gap for PP students who are below their age in reading. Staff were surprised and concerned that many students have reading ages well below their chronological age. The Academy are in the process of implementing the following strategies:	
7.7.2	Teachers should use key words, break word down and allow students to decode text.	
7.7.3	Regular literacy meetings and assemblies are also held, and reading has been integrated into tutor time for 10mins during period 5 for yrs7-10	
7.7.4	Marking students work includes SPAG (Spelling, Punctuation & Grammar). Y7 students with below age reading have Yr8 peer reading buddies on Tues/Weds/Thurs. 1/3 of this group have accelerated their reading. The school will be developing this using adult mentors to support.	
7.7.5	The Library is now fully functional, and the Librarian is excellent, she has implemented student library leaders, several book clubs. The Academy is hoping to lead la CLF literacy week.	
7.7.6	Every Classroom will be provided with a literacy sheets showing students how to decode word routes.	
7.7.7	Term 4 will have Teacher led guided reading for Yr7. Alan Williams is working with Bristol Rovers FC – Yr9 boys attend BRFC matches and write match reports. We will assess the impact of the reading scheme.	
7.7.8	Whilst the school is keen to demonstrate the impact of these innovations evidence shows that testing students reading skills earlier than at 12month intervals will not provide conclusive data; the first real evidence of the outcome of these interventions will be available during the 2019/20 academic year. Tests will be repeated annually.	
7.7.9	Additional support will be provided for students with a reading age 2 years below actual age.	
7.7.10	Many students would benefit from an Accelerated Reading programme, but this is expensive. SH feels that the Academy is at a disadvantage by not having a reading programme.	
<b>7.8</b>	<b>What happens in literacy assemblies?</b>	
7.8.1	Reading techniques are taught and we promote the library and its resources. We will also promote World Book Day as a fun element.	
7.9	What is SPAG?	
7.9.1	<b>Spelling Punctuation and Grammar.</b> All books should be marked using this method, and students should also use this.	
<b>7.10</b>	<b>Are teachers buying into this?</b>	
7.10.1	The vast majority are but the SLT need to check on this. The 10mins reading in period 5 helps calm the students after lunch. We will be realigning the message to staff next week.	
<b>7.11</b>	<b>How often does a tutor see their class?</b>	
7.11.1	4 times per week. The 5 <sup>th</sup> day is an assembly.	
<b>7.12</b>	<b>Do students do BELL work in Period 5 or DEAR time?</b>	
7.12.1	Bell work is a short assignment at the beginning of class. DEAR time (Drop Everything and Read) can be used as a part of Bell work during Period 5.	
<b>7.13</b>	<b>Do all students have books to read?</b>	
7.13.1	Yes, this is part of the tutor checklist. We are trying to shift the culture from learning to read to reading to learn.	
<b>7.14</b>	<b>It would be great for the Academy Council to come in to see the literacy at work.</b>	<b>AC</b>

<b>7.15</b>	<b>When does the focus on extended writing start?</b>	
7.15.1	This focus has been changed to <b>quality writing</b> with different strategies used the Academy will continue to coordinate this work. HWA don't map this.	
<b>7.17</b>	<b>Are the students taught how to use extended writing in subjects such as History in the same way that this is applied in English?</b>	
7.17.1	No, but we are working to implement this as this is important in achieving higher grades in GCSE exams.	
7.17.2	The SEND Leader has standardised the literacy tests as we would like to use the same tests each time.	
<b>7.18</b>	<b>Would it be good as a council to focus on DEAR time during visits?</b>	
7.18.1	Yes, Councillors will also be interested to see other literacy strategies in practice.	<b>AC</b>
<b>9</b>	<b>Matters for the attention of the Board</b>	
9.1	No matters for the attention of the board were raised.	
<b>11</b>	<b>Any other business</b>	
11.1	A report on Higher Attaining pupils will be included in the next meeting, however a school trip to Oxford with Yr8 HAP & MAP PP students was recently held with approximately 25 students. None of the students had ever been to Oxford. They had a student tour of Wadham College ending with lunch in the Grand Hall (similar to Hogwarts). Yr8 was great year to do this, and we received great feedback from students and parents. The students really enjoyed this trip.	
11.2	<b>The meeting closed at 19.10hrs.</b>	

### Action Log

Date	Item No	Owner	Action	Deadline	Status
16.10.18	4.1.1	SK	SK will circulate student recruitment numbers to Council.	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	Open
16.10.18	5.1	SK	SK will confirm the SLT member for each link Councillor area.	05.11.18	Closed
16.10.18	5.3	RT	RT will circulate a form for completion during a visit or leaning walk.  06.02.19 - Update: JG has circulated the Visit form. Please email your visit reports to JG/SK/LP	05.11.18	Closed
16.10.18	6.22	SK/CW	SK/CW to ensure Computing course and curriculum is attractive to girls.	Next meeting	Open
16.10.18	7.1	JG	JG to schedule an agenda where the academy DSL can present his safeguarding report to Council.	Next meeting	Closed
09.01.19	4.2	SK	SK to present Staff Absence at the next meeting	Feb 2019	Open
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	Open
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	Open
09.01.19	6.11	SK	SK to ask Lisa to contact RR	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	Open