

Minutes – Hanham Woods Academy Council

Version: Final

Issue Date:

Meeting Date: 09th January 2019

Location: HWA

Time: 5.30pm

Chair: Jon Gould (JG)

Members: Steve Kneller (SK)
Paul Laidler (PL)
Scott Howarth (SHo)
Katherine Alcock (KA)
Steve James (SJ)
Lynn Dare (LD)
Richard Riddell (RR)

Attendees: Leigh Paul (LP) Clerk
Louisa Harris (LH) Assistant
Principal
Steve O'Callaghan (SOC)
Assistant Principal
Sara Hutchinson (Assistant
Principal) (SH)
Dan Nicholls (DN)

Apologies: Allen Williams (AW)
Lisa West (LW)
Carl Lander (CL)– Late
arrival

Commented [WH1]: Please can you add who this is – if you know?

Minutes

Item	Description	Action
1	Introductions, Administration, Apologies	
1.1	JG welcomed all to the meeting and introduced the new Clerk – Leigh Paul. Apologies were received from Allen Williams & Lisa West. Carl Lander will be a late arrival. Paul Laidler advised of being unwell and would unlikely remain for the entire meeting.	
2	Declaration of Interest	
2.1	No verbal declarations were made.	
3	Minutes of Previous Meetings	
3.1	The minutes of the meetings of 16 th October & 26 th November 2018 were approved.	
4	Matters Arising	
4.1	SK to keep the group up to date on progression relating to student numbers & recruitment	
4.1.2	HWA currently have 829 students on roll. <ul style="list-style-type: none"> 6 in year admissions during term 2. 8 leavers during term 2. 	

	<ul style="list-style-type: none"> • 150 PP • 119 SEND • 41 EAL • 5 LAC • 166 HAP (New Yr7 definition of HAP is static) 	
4.1.3	127 Students have chosen HWA as their first-choice school for academic year 2019/20. PAN is 180. Offers will be sent from the Local Authority approximately 03/03/19.	
4.2	Staff Absence is not available – SK to update at the next meeting.	SK
5	Governance	
5.1	Katherine Alcock is leaving the Academy Council. Lisa West will replace Katherine as the Safeguarding Councillor. JG thanked Katherine for the work she has done to support the Academy over a number of years – her contribution will be missed.	
5.1.2	JG advised that he has the details for a potential new Councillor and has sent him an application form. JG will follow up.	JG
5.2	Training – Feedback & Marking: What to look for in Student books	
5.2.1	Presentation	
5.2.2	SOC gave a presentation on methods of Feedback within the Academy to support Councillors when visiting lessons, talking to students and members of staff.	
5.2.3	<ul style="list-style-type: none"> • Are they following the curriculum? • Is there written feedback within the book? • Is the Teacher correcting mistakes? • Are you able to look at students work who are PP & Non-PP to compare? 	
5.2.4	The Councillors looked at some book examples from Yr9 Computing. SOC explained that an order of Exercise Books was not received until October 2018 so there was no work from September, books are not used every lesson. Councillors noted that some books have coloured pages ie, students with SEND/Dyslexia find reading/writing from coloured paper easier to follow. Marking is in Green Pen – DIRT (Dedicated Improvement & Reflection Time). The higher attainer students are stretched with other tasks rather than being asked to complete more of the same.	
	Carl Lander arrived 18:05	
5.2.5	A cross section of books were looked at; HAP/SEND/PP/High Attainers/Low Attainers. SOC explained that some students already know 50% of the course – Staff must pitch at a level and constantly question students to ensure they are lessons are pitched at the correct level.	
5.2.6	Councillors questioned some of the comments written in the book.	
5.2.7	Teachers take photos of the best pieces of work to highlight (anonymously) in class. Teachers give more verbal feedback & sit with students who may be struggling.	
5.2.8	Students are expected to receive actionable feedback; previously this had to be every 2-3 lessons, but this happens more frequently now.	
5.2.9	When are Students asked to do extended writing?	
5.2.10	Students are tasked with extended writing – not necessarily in this course, but the teacher does request that they do it. Stretch tasks are also set for the high attainers.	
5.2.11	The next book scrutiny should include several different subjects.	SK/SO C
	Paul Laidler left the meeting 18:16	

6	Education Report	
6.1	KS3 update	
6.1.1	All CLF Academies are working together to Raise Attainment (RA) and are testing students using Multiple Choice Questions (MCQs)	
6.1.2	Yrs7 & 8 have a MCQ test after Topic 1 (Term 1). Topic 2 is taught in Term 2 along with re-teaching information from Topic 1; this follows the same path throughout the year. Staff find this a better way of working.	
6.1.3	The next set of MCQ's started today (09.01.19). All information is sent to Parents. Yr7 will find this a little stressful as it is their first set of tests at secondary school.	
6.1.4	The CLF wide curriculum is available on OneDrive for all subjects. All Teachers should be accessing this. Teaching plans & lesson plans are also available.	
6.1.5	Lessons are planned by individual teachers, according to the needs of the class, following the planned curriculum. The introduction of this way of working has been positive. This is also easier for a small number of students who move Academies for various reasons – as the same work is going on across the CLF.	
6.1.6	The Inset on Monday (07.01.19) included information on seating plans for vulnerable groups. The Academy keeps strategies from KS3 to KS4 similar to ensure consistency and continuity.. HWA is using Show my Homework.	
6.2	Question - Some students are advising parents that they are set homework on a subject that they haven't been taught.	
6.2.1	Teachers must check that the information taught during class has been learned and retained. Occasionally Students may not recognise that homework relates to what they have been taught in class. Sara (SH) arrived at 18:35	
6.2.2	Reteach, following MCQ's, is quick. Information can be downloaded and retaught almost immediately after a test. 2 weeks is allocated for re-teach after MCQs. Students and Teachers are able to see test results immediately.	Commented [WH2]: Who is this – not on the attendance list?
6.2.3	When evaluating a student's progress and reporting to parents the following terms (known as DOYA) are used across the CLF. <ul style="list-style-type: none"> • Deepening • On track • Yet to be on track • At an earlier stage in their learning. MCQ's show evidence of learning however, DOYA is an assessment of how that learning is applied.	
6.2.4	We are dovetailing with Primary schools. Many Yr7 students are ahead in Core subjects, but behind in Specialist subjects ie, Art where there are no specialist Art teachers in Primary schools.	
6.3	What other measures are in place for praising students?	
6.3.1	Whole class feedback is given, 'bright spots' (good performance) are highlighted in class and used as exemplar work, there is public celebration and praise for students in Assemblies. This is constant inside and outside the classroom - not just after tests.	
6.4	What is the impact of the MCQs and the Key Stage 3 Curriculum	
6.4.1	It is still early days. We need to ensure the data is true. It is a work in progress for staff in how the feedback is interpreted. Dan Nicholls commented that there is real clarity for the curriculum, and proper clarity throughout the CLF. This is a proper syllabus designed by Curators and written by	

	teachers. SLT can hold staff to account. Version 2 is great; version 3 is even better. Expectations have risen, both by teachers and students.	
6.4.2	Interventions are better & happening earlier instead of at yr11. The quality of teaching is better.	
6.4.3	Vulnerable children sometimes move academies therefore the curriculum is the same throughout the federation, making transition easier for these students.	
6.4.4	The current software used to conduct and analyse outcomes from MCQ's is free but this could have cost implications in the future.	
6.5	Are we able to compare results within the CLF or nationally?	
6.5.1	Nothing is yet available to check nationally however the number of students involved within the CLF provides some assurance of the outcomes.	
6.6	Yr11 Outcomes and Raising Attainment	
6.6.1	6 themes were looked at during the Inset (07.01.19), including Exam literacy and quality first teaching. Predicted data shows a decrease in attainment in the Basics measure; a 30-day Action Plan is in place to combat this.	
6.6.2	PP boys Yr11 receive one to one support, tutor time interventions, and all key trails are being monitored.	
6.6.3	Some students are performing well in English OR Maths only; 'crossover' analysis is performed for all Yr11 students to check they are secure in English & Maths. 67 students are receiving interventions of 80mins per week. Those that are not secure in either have individual plans and have already been identified.	
6.6.4	Raising Attainment/Achievement – The Yr11 Revision café has been re-branded. Yr11 students meet in the hall are met by staff and taken for targeted revision. 55 students attended the Science revision café last night (08.01.19). The timetable for 'period 7' at the end of the normal school day, has been streamlined. We are relying on staff goodwill to run the sessions; SH advised that the staff are keen to support students in this way. Students receive loyalty cards, biscuits, prom points and a pizza party.	
6.6.5	Teachers have a new 30-day plan for progress, PP profiles and PP passports. This is still a work in progress, but lots of interviews take place with the PP student. Information is constantly being added to the PP passport to make all bespoke.	
6.6.6	There are regular one to ones with Staff & SLT. They are expected to bring class level data for students, Progress 8 scores and risk factor scores. Teachers are asked 'what will change <u>now</u> '? Follow up one to ones are being held after the next round of PPE's (Pre public or 'mock' exams) which will enable SLT able to ask critical questions on the impact of interventions. Middle leaders also join the one to ones providing valuable CPD.	
6.6.7	Aspirational targets are set for every student.	
6.7	Does the Head of House get involved with Crossover Students?	
6.7.1	This is academic support, although the Head of House who provides pastoral may intervene in other ways if necessary.	
6.8	What is 'answering like a scholar'?	
6.8.1	It is a pupil answering questions, but using correct language.	
6.9	SLT Responsibilities	
6.10	Questions to be emailed to SK/JG re: Teaching & Learning	

6.11	SK ask Rebecca to contact RR	SK
6.11.1	RR met with Katherine Shaw re: PP at the end of last term. (RR) spent lots of time with students.	
6.11.2	RR observed that Ready to Learn is being implemented in many classes, but not correctly in one class.	
6.11.3	RR has asked to view Yr11 Pupil Passports and would like to speak with Students. RR stated he was encouraged by his visit.	
6.11.4	LD met with (SOC) at the end of term (at the end of the school day) LD will return to view lessons.	LD
6.11.5	(SHo) visited the school in November 2018. (SH) felt the best was being done with an old building. (SHo) viewed 3-4 lessons and was pleased with what was being taught. It was a bad day for isolation and SHo spoke to the teacher in charge.	
6.11.6	SK noted that there is a more structured approach happening in the Isolation room; and that today (09.01.19) only one student was sent to isolation.	
6.11.7	JG met with a group of Yr11 students and will circulate his notes shortly.	JG
7	Safeguarding	
7.1	KA has met with Duncan twice to update him regarding the Safeguarding Audit.	
8	Student Voice/Student Advocate	
8.1	A Parent Forum was held recently; the Parents seem more positive. No key issues were raised. A small issue with Hegarty Maths, but this has been resolved. Dan Nicholls left the meeting 19.43 hrs.	
8.2	Parents can see the Academy is improving.	
8.3	Are we aware of Students who are unable to access online learning?	
8.3.1	Yes, we are aware – Interventions are in place. One student was previously submitting work that was completed on her phone; we provided her with a loan laptop.	
9	JG asked that any questions for the Principal's report should be submitted by the end of next week.	Councillors
10	Matters for the attention of the Board	
10.1	No matters for the attention of the board were raised.	
11	Any other business	
	N/A	
11.3	The meeting closed at 19.48hrs.	