

Minutes – Hanham Woods Academy Council

Version: FINAL
Issue Date:
Meeting Date: 30th April 2019
Location: HWA
Time: 5:30pm

AC Members		Attended	Apologies
Jon Gould	Sponsor 1 (Chair)	✓	
VACANCY	Sponsor 2		
Richard Riddell	Sponsor 3	✓	
Scott Howarth	Sponsor 4	✓	
VACANCY	Sponsor 5		
Allen Williams	Student Advocate	✓	
Steve Kneller	Principal	✓	
Lynn Dare	Parent Councillor	✓	
Lisa West	Parent Councillor	✓	
Paul Laidler	Staff Councillor	✓	
Dan Nicholls	Executive Principal	✓	
Sally Apps	Executive Principal	✓	
Steve James	Local Authority Rep	✓	Late Arrival
Invited attendees			
Matt Stevenson	Vice Principal	✓	
Steve O’Callaghan	Assistant Principal	✓	
Rebecca Tushingam	Assistant Principal	✓	Late Arrival
Sara Hutchinson	Assistant Principal	✓	
Kevin Hawthorne	Observer	✓	
Amanda Dale	Finance Manager	✓	

Minutes

Item	Description	Action
1	Introductions, Administration, Apologies	
1.1	JG opened the meeting and welcomed all. JG welcomed Kevin Hawthorne who will again be observing the meeting pending his formal appointment as Councillor.	
1.1.2	Sally Apps, Executive Principal attended the meeting. Sally has responsibility HWA as Executive Principal, CLF.	
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.	
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	
7	Finance	
7.1	Budget update 2019/20	
7.1.1	(AD) The CLF Board are have responsibility for setting the Academy budget setting on advice from the Central Finance team. It is useful for the Academy Council to see the budget understand the context in which the Academy operates, but the Council's focus is on education.	
7.1.2	(AD) CLF received the funding letter in March, we have a £219K deficit. Funding is income driven with lagged funding. Funding is based on student numbers of the previous year therefore lower than in previous years due to the reduced number of students in 2018/19. To address the deficit SK & SA will focus on teaching & learning; the Finance department is looking at contracts to ensure the best value. The Resource base will also be considered, not to cut cost, but to ensure that the main school is not funding this.	
7.2	Do you know what the per pupil funding is?	
7.2.1	It has reduced	
7.3	Is this in cash terms?	
7.3.1	Yes	
7.3.2	Schools in South Gloucestershire are not funded as much as in Bath & North Somerset or Bristol. The demographic in Hanham is affluent and therefore Pupil Premium funding is lower.	
7.3.3	HWA is the 3 rd highest in the Federation for teacher costs; in 2019/20 - 83% of income will cover staff salaries. The drop in income has affected this, it should be in the range of 70-80%.For the 2018/19 academic year salaries are 76% of income – we are currently delivering the curriculum in a cost effective way..	
	Rebecca Tushingam arrived at 6pm	

7.4	Why is HWA Pupil Premium Funding lower than other CLF academies?	
7.4.1	It's down to demographic, our demographic is wide, but many parents don't register for PP funding. We have many JAMs (Just About Managing) families.	
7.5	Do Parents know we could get this funding?	
7.5.1	Yes	
7.6	What is the criteria?	
7.6.1	(SK) There are many criteria, including means testing.	
7.6.2	(SA) Working families would probably be better off not claiming. Forces and non-working families would be able to claim. South Gloucestershire is the lowest PP funded authority in the UK.	
7.6.3	ACTION: SH will work with SK to raise awareness of our families claiming PP.	SH
7.7	Are the staff salaries high due to experience?	
7.7.1	Yes	
7.8	What are our risks?	
7.8.1	Supply teachers – HWA spent £290K 2017/18 which was outweighed because of the number of staff vacancies; however HWA will be nett negative this year 2018/19	
7.8.2	Resource Base is also a risk.	
7.9	What are our opportunities?	
7.9.1	More income could be available through lettings; there may also be non-pay cost savings.	
7.9.2	It is not that HWA needs to meet the reduction target at all costs as support is available in the short term from CLF.	
7.9.3	(SA) Other CLF Academies are subsidising HWA and that cannot continue long term. SK & I will work line by line to look at marginal gains cost savings.	
	Amanda Dale left at 18:12	
8	OFSTED	
8.1	(SK) We were notified on 22.04.19 that OFSTED would be visiting on 25/26.04.19. They focused on PP, Pedagogic changes, attendance and literacy	
	Steve James arrived at 18:21	
8.2	(SK) We were able to show how we support the most able students and able to evidence Raising Aspirations outside of the classroom, ie, University visits etc. OFSTED were able to see 4 clear strategies with PP; <ul style="list-style-type: none"> • Premium seating • Answer in full sentences • PP students receiving feedback first • Questions 	
8.2.1	(SK) OFSTED were pleased with the attendance data and evidence. We are still not at the national average but up 2% from last year. The PP attendance has increased from 86% to 90%.	
8.2.2	(SK) Areas for improvement following the Inspection are likely to be : <ul style="list-style-type: none"> • Literacy • Oracy – There have been recent positive progress • Reading – It is hard to change the mind-set of Yr10 & 11 as they have had 3 years with no library. We have implemented Reading interventions such as Reading buddies. The Reading culture is changing. • Writing needs improvement – Extended writing is good but the quality could be better. • SPAG could be better. Teachers need to pick up on this. 	

8.2.3	(SK) We were given much more foci. There is a possibility of a full visit in the Autumn. The judgement for this monitoring visit was that the school is taking effective action, and we are on the cusp of being rated a Good school. The Inspector was very complimentary of the SLT and mentioned that we are led by strong governance.	
	KH left the meeting at 18:31	
9	OFSTED FRAMEWORK (SA)	
9.1	The Ofsted Inspection framework is refreshed regularly. The current framework is very focused on outcomes and Progress 8, a consequence of this, and the reduction in funding is that some students do not receive a strong and balanced curriculum.	
9.1.1	Amanda Spielman (OFSTED Chief Inspector) has taken the time to change the framework, it is driven by published research. The new framework will come in to effect in September 2019. HWA will have a full inspection on the new framework.	
9.1.2	Curriculum is the big change in the framework. <ul style="list-style-type: none"> • Knowledge and cultural capital to succeed in life • Doesn't need to be National Curriculum but focuses on knowledge & skills for future learning • Ambitious and should meet the needs of SEND pupils • Full curriculum, not narrowed • Broad range of subjects in Yrs7-9 A challenge for HWA is the current Yr9 start studying GCSE, this could be seen as narrowing the curriculum due to Yrs7-8 in KS3.	
9.1.3	Teachers should have a good knowledge of subjects and build on the knowledge taught. The framework will look at how are the skills being taught and built upon.	
9.1.4	Reading is prioritised supported by phonics knowledge and demanding work. The right environment should be created. There is a need to develop dilated knowledge to ensure students are ready for the next stage of education/employment/training. Students should read widely and often.	
9.1.5	Quality of Education <ul style="list-style-type: none"> • Behaviour & attitudes • Personal development • Leadership and management • OFSTED will make a judgement of staff workload and wellbeing. • OFSTED are very alert to off-rolling students 	
9.2	(MS) The questions Ofsted ask will be different. At the monitoring visit the Inspector gave time to explain the questions; we need to ensure that the teaching staff are able to articulate the answers. Sample questions are: <ul style="list-style-type: none"> • What does it mean to be a teacher of this subject? • How do you make progress in this subject? 	

9.3	What would the difference be in the classroom?	
9.3.1	(SA) The Inspectors will be looking for Progress and progression	
9.4	Is it an element of the student articulating?	
9.4.1	Yes, and teacher articulation	
9.5	What is the wider context?	
9.5.1	An example would be analysing texts; over time, this should be harder with students building skills over time. Teachers should not drive the curriculum by what tools are available.	
9.6	Does that enable you to teach more effectively to the outside world? Ie, Drama, is one of the reasons for the change, to build the whole component?	
9.6.1	(SA) Yes, in the past schools were able to get good results without great teaching.	
9.6.2	(SOC) OFSTED previously focused on teacher performance.	
9.7	Will the change, including the discussion about GCSE's in Year 9 be shared with parents of Yr7 & 8 students	
9.7.1	(MS) We would look in to how we share this information with all parents. The school has not yet formed a view on the future shape of KS3/Yr 9.	
8	Education Report	
8.1	Yr11 Outcomes	
8.1.1	We have been conservative in our predictions, but are confident in our data.	
8.1.2	Basics 9-5 – 27% (28%) Basics 9-4 – (52% (55%) Progress 8 -0.22 (-0.01	
8.1.3	Bucket 2 – 0.03 Bucket 3 – 0.22 (Coursework has been submitted) Bucket 1 <ul style="list-style-type: none"> • 0.52 (English) • 0.56 (Maths) 	
8.1.4	Interventions for Bucket 1 from the Head of Maths & Staff. We have collapsed classes, changed timetables and tutor time interventions. 102 from 145 students going to interventions.	
8.1.5	Within English, we have parachuted in a talented teacher and added 6 extra lessons for MAP & HAP, including interventions taking place in the morning.	
8.1.6	22 Grade 5 and 14 Grade 4 are secure in Maths 17 Grade 5 and 27 Grade 4 are secure in Maths & English.	
8.1.7	Softer interventions include <ul style="list-style-type: none"> • Revision café • Subtitled film nights • Staff wearing quote badges • Past papers 	
8.1.8	Bucket 2 looks positive. The Science leadership has turned the department around. The inset day focused on class analysis and where the focus can be prior to exams. Music has also improved.	
8.2	Spanish progress is negative – Why is this?	
8.2.1	Some students were removed from Spanish for a number of reasons. We need to make the KS3 engagement in MFL better. There has been a legacy of weak teaching in Spanish. The current Yr11 had a language carousel in KS3, which was not effective.	
8.3	We are also looking at how to give support to Yr11 girls – wraparound care for some with confidence issues and Mental Health pressure.	

9	Safeguarding	
	No report	
10	Parent, Staff & Student Voice	
10.1	The Principal Parent Forum is attended by between 10-40 people. It has moved from being highly critical to giving constructive criticism. The Parent Forum has assisted in shaping the future policy and practice; for example a plan to introduce a new parent contact system.	
10.2	The Parent Survey based on questions supplied from OFSTED had a very low reply rate. Approximately 135 Parents replied from a possible 800	
	Rebecca Tushingam left at 19:26	
10.3	(SK) When HWA receives a Good rating from OFSTED, I believe more Parents will recommend the school. The school is not complacent however and knows where it needs to improve further to build the confidence of parents and the community	
10.4	HWA Student Survey Presentation MS	
10.4.1	(MS) There were significant improvements in most categories. The survey will be re-issued in May to students.	
10.5	The statement that reads 'My teacher gives me feedback regularly' shows a disappointing result. How are you going to improve this?	
10.5.1	(MS) We know that some subjects don't give the feedback and we will focus on this.	
10.6	The survey response shows that students believe behaviour in lessons has improved.	
10.7	SK meets with invited students once per month to hear their views and opinions.	
	Sally Apps & Sara Hutchinson left at 19:40	
11	Review of Recommendations from last Scrutiny	
12	Student Advocate	
12.1	(AW) The school community is changing; the school is more diverse with more BAME students. The school has more challenges. There has been an increase in incidents with; <ul style="list-style-type: none"> • Xenophobia • Misconceptions • Homophobia • Racism • Brexit <p>We are working with groups of students; we have invited SARI and the Police in to speak with our students. We are also working with 4 female students who have experienced racism. JG welcomed these interventions; some of the evidence in a recent Exclusion had revealed racism and bullying –albeit amongst minority; it was good to see the school acting to remove such behaviour.</p>	
12.1.2	Our aim is to Celebrate, Educate, and Eradicate. We are working to eradicate these types of behaviour and remove language, which is unacceptable; we have held assemblies to begin this process.	
12.1.3	The work on culture has input from the CLF. We held an inset day for staff on the use of appropriate language.	
12.2	(SK) Do we understand the culture, do we have hidden racism, ie the type of text and language in schools. Social Media has an influence, we need to educate across all platforms.	
	Matt Stevenson left at 19:54	
13	HR & Wellbeing	
	See staffing above	

14	Equality & Diversity	
	No report	
15	Matters for the Attention of the Board	
	Nil	
16	Any Other Business	
16.1	Employee survey. SK will send the information	SK
	Lisa West left the meeting at 19:55	
16.2	JG asked for any questions about the Academy Council report to be emailed to SK, JG and LP.	All Council
	The meeting closed at 19:58	

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	Closed
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 Update – Date for immersion day and final Academy Council meeting agreed as 3 July 2019	Apr 2019	Closed
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	16.3	LP	LP to send the Admissions policy to be noted	Apr 2019	Open
30.04.19	7.6.3	SH	SH will work with SK to raise awareness of our families claiming PP	July 2019	Open
30.04.19	16.1	SK	SK to send the Employee survey information	July 2019	Open
30.04.19	16.2	JG	Councillors to submit any questions on the AC Report to SK JG and LP by E-mail.	July 2019	Open