

Minutes – Hanham Woods Academy Council

**Version:** APPROVED  
**Issue Date:**  
**Meeting Date:** Tuesday 11<sup>th</sup> October 2022  
**Location:** Teams  
**Time:** 5.30pm

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Jon Gould	Sponsor 1 ( <b>Chair</b> )	√	
Kevin Hawthorne	Sponsor 2		√
Lisa West	Sponsor 3	√	
VACANCY	Sponsor 4		
Michael Quinn	Sponsor 5		√
VACANCY	Student Advocate		
Stephen O’Callaghan	Principal	√	
VACANCY	Parent Councillor		
VACANCY	Parent Councillor		
Nick Tucker	Teaching Staff Councillor	√	
Dan Nicholls	Executive Principal	√	
VACANCY	Local Authority Rep		
VACANCY	Support Staff Councillor		
Clerk	Charlotte Seavill	√	
<b>Invited attendees</b>			
Krishna Hendra	Vice Principal	√	

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions, Administration, Apologies</b>	
1.1	JG welcomed councillors and introductions were made.	
1.2	Apologies were received from MQ.	
<b>2</b>	<b>Declaration of Interest</b>	
2.1	No verbal declarations were made. Councillors were reminded to complete their new Declaration of Interest form by the end of term 1.	
<b>3</b>	<b>Academy Council Membership</b>	
3.1	Councillors discussed the current vacancies and recruitment for councillors, including a parent election in Term 1 and ongoing adverts for sponsored councillors.	
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the last meeting were confirmed as a true record.	
<b>5</b>	<b>Actions:</b>	
5.1	ACTION: Review professional development offer for non-teaching staff in the next agenda. <b>CARRY FORWARD</b>	SO
5.2	ACTION: Add list of enrichment and extra-curricular opportunities in a letter to parents/newsletter & make list available on the school website. <b>CARRY FORWARD</b>	SO
5.3	ACTION: CS to send key dates to councillors via email <b>COMPLETE</b>	CS
5.4	ACTION: Clerk to add cover/supply to the next agenda to review recruitment position. <b>COMPLETE</b>	CS
5.5	ACTION: Councillor requested that complaints and exclusions and suspensions be added to the AC report so that councillors can review the number of complaints being received/exclusions issued over time.	SO
<b>6</b>	<b>Academy Updates</b>	
6.1	The presentation will be shared with the minutes. SO gave a presentation of the academy values, vision and mission as well as a selection of academy updates, from open events, house competitions, enrichment, national poetry day, Black History Month, attendance, ARV, recruitment and Year 7 tutor evenings. Councillors were encouraged to look at the new promotional video on the website.	
6.2	The central team carried out an attendance deep dive. The attendance at HWA is amongst the highest in the Trust. Pastoral leaders remain diligent, and processes are robust to ensure attendance is as high as it can be. Next steps for staff are to focus on school refusers who are not in receipt of support from external agencies and to expand a culture of good attendance beyond the Pastoral & Senior Leadership teams to all staff. SLT are considering whether rewards for good/improved attendance would be beneficial.	
<b>6.3</b>	<b>What incentives or rewards to students get if that are reliably good attenders?</b>	
6.4	Students are rewarded with house points and WOW cards. Research suggests that rewards for attendance have little impact.	

6.5	<b>Can you expand on the feedback around students being welcomed in the mornings?</b>	
6.6	The pastoral team have their time prioritised for attendance each morning. Students are greeted in road, gates and grounds as they arrive and we ensure all students feel really welcome when they come to school.	
6.7	<b>Does that responsibility extend to the tutor team also?</b>	
6.8	There has been a huge amount of work on the tutor programme and tutors checking uniform, equipment and general student readiness for the day. There are some inconsistencies to address and then tutors will take more responsibility for attendance.	
<b>7</b>	<b>Academy Review Visit</b>	
7.1	The focus for the ARV was Y11 and Tutor Time. A summary of the feedback was shared with councillors with both the bright spots and trails. Councillors discussed the Core Aims document and it's implementation.	
7.2	<b>Could you elaborate on the feedback about students not being challenged and what is being done to tackle that?</b>	
7.3	This is a consequence of the improvement in behaviour. It's not yet where we want it to be but it is so much better that teachers have more time to teach rather than deal with behaviour. This means that they are able to teach to a more challenging level and we are supporting staff as needed to ensure they have everything they need to do this well.	
7.4	We are using DDIs to highlight where teaching is strong and build a picture of one-off or patterns of practice where expectations are not yet being met and understanding why this might be. There will be focussed sessions on Y11 during INSET day to understand the support they need and formulating plans for the remainder of the year.	
7.5	<b>If a teacher is in need of support, what time frame would we look at to meet expectations?</b>	
7.6	This depends on the support needed and the individual teacher. We would work supportively with that teacher to give them the skills and tools required.	
7.7	Councillors discussed the next steps following the ARV and their involvement in the ARM as well as staff voice and how staff feel listened to and able to provide feedback. The senior leadership team is now full for the first time in a long time and so staff are consciously being given time to grow into the role rather than overwhelm.	
<b>7.8</b>	<b><u>ACTION: SO to share the Core Aims document with councillors.</u></b>	<b><u>SO</u></b>
<b>8</b>	<b>Outcomes</b>	
8.1	Councillors discussed the GCSE results from August 22. They are the best ever GCSE results for the academy both in attainment and progress which was possible due to the improvements in attitude, attendance and behaviour. HWA has the most improved outcomes in the Trust this year, which is an amazing step forward, but we are not complacent in improving further. The PP gap remains, although it has not worsened during the pandemic. There are lots of subjects with really good progress scores for the PP group. The outcomes for the PP group remain a trail. SEND outcomes are really positive.	
8.2	Councillors were encouraged by outcomes for the current Year 11 cohort, including their PPE results at the end of Y10 and discussed the upcoming PPEs for this group in Term 2.	

	Councillors discussed current trails for PP progress (Boys, HAP, MAP & LAP) Boys and SEND K. They also discussed specific subject areas and the networking and best practice sharing across the Trust.	
<b>8.3</b>	<b><u>ACTION: SO to share black box data with councillors at the next meeting.</u></b>	<b><u>SO</u></b>
8.4	Councillors discussed foci for Y11 including broader academic support, CEIAG, home-school partnership and mental health & wellbeing strategies. There was a Year 11 Steps to Success Evening recently for students and families with lots of support available to parents and carers as well as students for this year and beyond.	
<b>9</b>	<b>AIP</b>	
9.1	Councillors discussed the AIP, including the main theme on privileging the disadvantaged. SLT has been really purposeful about holding back and really refining and prioritising areas of the AIP and ensuring a solid base for each area to build upon in time. Councillors discussed key measures for success and how it will be achieved, including data and measurements.	
<b>9.2</b>	<b><u>ACTION: Councillors to provide a report and feedback at AC meetings for their link areas rather than SO providing all updates.</u></b>	<b><u>ALL</u></b>
<b>9.3</b>	<b><u>ACTION: SO &amp; JG to arrange an immersion day in January for councillors</u></b>	<b><u>SO &amp; JG</u></b>
<b>9.4</b>	<b><u>ACTION: SO to share meeting planner for the year and dates for ARVs so councillors can plan to attend as needed.</u></b>	<b><u>SO</u></b>
<b>10</b>	<b>Membership</b>	
10.1	Councillors discussed the current parent councillor elections in progress. LW is moving to the LA rep position <b><u>ACTION: CS to send the relevant LA Rep form.</u></b> JG discussed the need to ensure there is succession planning in place for sponsored AC. Councillors confirmed their link roles as follows: MQ SEND, LW Safeguarding, CIC & LAC including online safety.	<b><u>CS</u></b>
<b>11</b>	<b>Policies</b>	
11.1	Policies were shared via email to be discussed and approved online.	
<b>12</b>	<b>AOB</b>	
12.1	CS gave an update on Nimble training access.	