

Minutes – Hanham Woods Academy Council

Version: FINAL
Issue Date:
Meeting Date: 8th December 2020
Location: HWA
Time: 5.30pm

AC Members		Attended	Apologies
Jon Gould	Sponsor 1 (Chair)	√	
Kevin Hawthorne	Sponsor 2	√	
Richard Riddell	Sponsor 3	√	
Kevin Johnson	Sponsor 4	√	
VACANCY	Sponsor 5		
VACANCY	Student Advocate		
Steve Kneller	Principal	√	
Lynn Dare	Parent Councillor	√	
Lisa West	Parent Councillor	√	
VACANCY	Staff Councillor		
Dan Nicholls	Executive Principal	√	
VACANCY	Local Authority Rep		
VACANCY	Support Staff Councillor		
Invited attendees			
Anya Peyton	Assistant Principal	√	
Jane Thurston	Snr Head of House	√	
Rebecca Gardner	Associate Assistant Principal	√	
Craig Coulstring	Associate Assistant Principal	√	
Zoe James	DSLO	√	

Minutes

Item	Description	Action
1	Introductions, Administration, Apologies	
1.1	JG opened the meeting and it was deemed quorate. A round table introduction took place.	
2	Declaration of Interest	
2.1	No verbal declarations were made.	
3	Academy Council Membership	
3.1	Welcome to our new Sponsor Councillor, Kevin Johnson. Kevin is a former Secondary school teacher and is currently an Armed Police Officer.	
3.1.1	A gentle reminder for the Councillors to complete Nimble training.	
4	Minutes of Previous Meeting	
4.1	The minutes of the last meeting were confirmed as a true record.	
5	Matters Arising	
5.2	Action 5.6.1 – Have we received catch up funding?	
5.2.1	(SKn) Yes and in line with an agreement with the CLF, all CLF Academies have pooled the funding. We have utilised the funding by adding more staff, HLTA with a focus on Yr11 catch up.	
5.3	To follow up from the last minutes regarding the suggestion to link remotely with foreign schools due to students being unable to undertake any exchange programs, is there any progress on this?	
5.3.1	(SKn) No, this is on our agenda for the New Year – Our MFL Teacher has been absent from the Academy self-isolating.	
5.4	Has the Pupil Premium catch up funding been received and will this be noted in the Academy Council Report in the next meeting?	
5.4.1	(SKn) It will be in the next Academy Council report in the New Year	
5.4.2	(DN) There will be a statement on each Academy website to detail what has been funded. The CLF have also matched the funding from the Government.	
6	Quality of Education including curriculum developments	
	<i>Focus on Maths – Update from Josh Hocking, Head of Maths</i>	
6.1	Josh Hocking joined HWA in September 2020 after previously teaching at John Cabot Academy (part of the CLF) and Winterbourne Academy (part of the Olympus Trust)	
6.1.1	(JH) There are currently 6 teachers in the Maths department. <ul style="list-style-type: none"> • Vicky Williams (Deputy) • Connor Early-Pickersgill • Chris Townsend • Jingwen Ma • Mark Huxley • Will Burgess (SCITT Trainee) 	
6.1.2	(JH) There is real strength in the department, and all are keen to make improvements and maintain consistency. I've implemented some changes and the team have been very adaptable. All of us want to raise standards.	

6.1.3	(JH) Chris Townsend is currently overseeing the day to day of Will Burgess.	
6.1.4	(JH) The results are continuing on a good trajectory, and the team have been very good at seeing what requires improvement, and are sharing resources and planning.	
6.1.5	(JH) We are continuing to build relationships with some challenging students.	
6.1.6	(JH) We are aware that Pupil Premium has been negative for a while and whilst PP boys are improving, they remain negative.	
6.1.7	(JH) We have been cautious on the predicted grades from the latest mock exams (results have not yet been confirmed) due to lockdown, but we are quietly optimistic.	
6.1.8	(JH) We are changing the homework strategy to become more paper based to ensure staff are knowledgeable of gaps in learning. This Academic year, the Maths Teams are Yr11 Tutors and we are able to use tutor time to practice past papers.	
6.1.9	(JH) We have an opportunity to improve our HAP students and will offering Further Maths to the Top Set in Yr10 from January 2021.	
6.1.10	(JH) The scheme of work is not currently high enough and will work on raising this from January, utilising Will Burgess to work with small groups.	
6.1.11	(JH) Currently, not all of the Maths Team are teaching our KS4 students, which has created some challenges. This will change from September 2021 and we will implement group planning. I've been dropping into lessons and have been encouraging the rest of the team to view each other lessons.	
6.1.12	(JH) I want staff to tap into their own knowledge and become creative with lessons.	
6.2	What is in place to improve the relationships with the challenging students?	
6.2.1	(JH) The challenge to improve these relationships is school wide, but we must ensure we frame the requests and language are not negative and focus on the positives.	
6.3	What strategies will you use to raise the grades of the Pupil Premium students?	
6.3.1	(JH) Our PP students have fluctuated year on year, we will ensure that staff know which students are PP and build relationships with and make home contact with these students and their families.	
6.4	Is there enough strength in the team to teach KS4?	
6.4.1	(JH) Yes. If the staff member is given a matching set/class they could have a positive impact, each staff member has different qualities.	
6.5	What are you providing students who are online learning?	
6.5.1	(JH) We have video lessons online; there is an approximate 50% uptake on these lessons for isolating students. We have a timetable on the academy website and the work is mirrored in lessons ie, date specific and also on Show My Homework. We also recap these lessons at the beginning of real time lessons	
6.5.2	(JH) One KS4 Maths teacher was absent recently due to self-isolation but we managed to ensure all KS4 classes were covered by a Maths Specialist	
6.6	Do you feel supported by the SLT and CLF?	
6.6.1	(JH) Yes, I have a weekly meeting with my line manager (Steve O'Callaghan).	
6.7	When will you implement all of the Maths team teaching KS4?	
6.7.1	(JH) This will be implemented from September 2021, it is not in the best interest now due to covid. If we are able to implement further maths in January 2021, this will involve all of the Maths team teaching at KS4.	

7 Achievement & Standards		
7.1	(SKn) We continue to face challenges with students not attending due to Covid reasons. If a student is having to isolate, there are approximately 40-60 students who are close contacts. Our challenges are in ensuring student safety and ensuring students are fed. Staff are facing their own challenges with self-isolation and childcare.	
7.1.1	(SKn) Morale is as good as it can be. Staff are exhausted, and are having to quash their own covid anxieties whilst they are in class.	
7.1.2	(SKn) We have noticed an increase in dysregulated behaviour since September with a minority of students. Some of this is due to boundaries at home, anxieties and news negativity. We have done a great job at maintaining positivity with staff and students and have had minimal disruption.	
7.2	Have staff been maintaining Social Distancing?	
7.2.1	(SKn) Staff are being more aware with socially distancing and are being assertive with each other.	
7.3	(RR) The Academy Council should formally thank the staff for their hard work and efforts during this time, it has not gone unnoticed.	
7.4	How are you monitoring/recording distance learning?	
7.4.1	(SKn) We were able use data to see which students have engaged with online learning and were able to invite students who were not engaging back into the academy during the first lockdown. There are challenges for staff to provide online lessons as well as classroom teaching.	
7.4.2	(AP) Parents of isolating students are initially directed to the academy website to access online learning using loom and quizzes to enable staff to monitor knowledge.	
7.4.3	(AP) We have a rolling system of phone calls to the students and families to ensure they are able to log on. If there is non-engagement, a further phone call is made to challenge why, we have found that this has helped.	
7.5	Is the class and online learning affecting teacher workload and delivering the curriculum?	
7.5.1	(AP) We have 1 staff member per department who delivers the online program	
7.5.2	(SKn) AP has done an amazing job – we are currently advertising for a distance learning co-ordinator on a 6mth contract to further help with staff workload.	
7.6	How are you monitoring staff implementing online learning?	
7.6.1	(AP) We are monitoring staff and asking that staff set work that adhere to protocols that have been set – there is challenge to staff if they not adhering to this. We are cross referencing with the staff timetable to ensure there is capacity in setting online work.	
	<i>Behaviour</i>	
7.7	(SKn) Since half term behaviour has improved – Exclusions in Term 1 increased due to failings in the Isolation Room. Prior to lockdown we were able to FTERP but we have been unable to continue with this due to Covid. Our current intervention is a phone call home after a 2 nd warning in the Isolation room. This wasn't effective in T1 due to staff capacity.	
7.7.1	(CC) Lockdown has affected the students but they are back in a routine. We have made the work available in the isolation room harder therefore some students have struggled with this, but the students are more settled now.	
7.7.2	(SKn) We need to reassert boundaries and rules when students return from isolation. We have amended some work to decrease the Pupil Premium and SEN students FTE.	

7.7.3	(CC) We have brought back the behaviour and support tiers with the tutors, head of house report and external support. We are tracking interventions to prevent PEX, implementing the interventions earlier and monitoring the impact of interventions.	
7.7.4	(CC) Through some of the interventions we have identified students with ACEs (Adverse Childhood Experiences) or SEN needs and have managed to implement EHCP provision and begun Engage using the BIS programme.	
7.7.5	(SKn) The number of students being referred to the Isolation Room hasn't increased, there is a small number with several referrals but we are aware of the unsettlement of students due to Covid and those with SEND issues.	
7.6	What is the timescale for the tiered interventions?	
7.6.1	<ul style="list-style-type: none"> • 4 weeks – Tutor • 6 weeks – Head of House • 4 weeks – SLT • 4 weeks – Snr SLT • 4 weeks – VP & Principal 	
7.6.2	(CC) We are continually looking to update our interventions and we are managing to access different agencies for help.	
	Attendance	
7.7	The attendance figures for last week are concerning even taking into account the X codes, Yr11 especially.	
7.7.1	(SKn) We are 5 th out of 10 for attendance in CLF, attendance is a national issues, not just at HWA although Yr10 & 11 is a concern.	
7.7.2	(SKn) We have a number of students on our roll who just don't attend at all. 6 students who joined HWA during Yr10 from other CLF academies who were at risk of PEX, currently don't attend. Our Pastoral Team is in contact with these students.	
7.8	I welcome your stance on taking a chance on students, there may have a similar issue arising with Persistent Absence in Yr9	
7.8.1	(SKn) Our EWO is already engaging with these families. Once the Covid restrictions are relaxed, we will push a little harder for these students to return.	
7.9	Will we see an improvement from T4?	
7.9.1	(SKn) Probably T5/6 – We have fears for attendance after Christmas.	
7.9.2	(RR) It would be a good time for a PP visit – I will link with Rebecca Gardner - ACTION	RR
7.9.3	(JT) The attendance figures don't reflect the hardwork the team are doing to get the students into school. The team have performed 3 home visits today. The team & attendance clerk deserve a huge shout out for the amazing work they have been doing with students.	
7.9.4	(SKn) We had our highest attendance yesterday at 92%	
7.9.5	(DN) These are great questions from the Council, attendance is a concern but not out of line in the CLF or nationally. When students are out isolating other student absence increases; we need to tread carefully with the anxieties of families who are not attending.	
7.10	Is there any reason the BAME attendance is poor?	
7.10.1	(JT) Our BAME families have high anxieties with Covid as BAME community has a higher covid risk. We are focused on caring for these families and managing their concerns.	

	Mock Exam data – The data very recently arrived	
7.11	(SKn) The Mock exams for English & Maths were held in the Hall, and Science exams took place in classes. There was a positive covid case during the exam period and some students took their exams at home.	
7.11.1	(SKn) We have noted the data as some of the exams may not have taken place in exam conditions. We have been cautious with the predicted grades.	
7.11.2	(SKn) We have predicted a Positive Progress 8, but our basics 9-4 and 9-5 could be better; this is predominantly in Maths. Hegarty Maths was predominantly used previously, but we are moving to more personalised learning as previously explained by Mr Hocking . English has greatly improved with Progress 8 predicted at +0.37	
7.11.3	(SKn) Our Pupil Premium students Progress 8 is -0.86, which is a cause for concern, although at least 6 of the students that we have on rolled are included here. We have focused on getting these students onto Foundation courses and apprenticeships.	
7.11.4	Positive grades for our HAP students and we are pleased with our EHCP students who access mainstream classes. We do have 2 students within the Resource Base who complete their studies here, and not with mainstream lessons.	
7.11.5	(DN) We should be cautiously optimistic. Pupil Premium is a concern, but SKn has explained the outliers. Attainment will increase in the Summer.	
7.11.6	(SKn) We are slightly disappointed with the results, but not disheartened, and do not want the students to become discouraged. The data is good for HWA but we want the students to press on.	
7.12	How do the students feel about sitting exams in the Summer when the last cohort didn't?	
7.12.1	(SKn) These students have never been told anything else other than they will be sitting exams in the Summer.	
7.13	Do we know the grade boundaries for 2020-21 yet?	
7.13.1	(DN) The exam paper information will be released in January 2021 to ensure that students are aware of what they will be required to study. Exams will take place 3 weeks later than usual with the grade boundaries in line with 2020. Papers and contingencies are in place for those students that miss exams due to isolation.	
8	Safeguarding (including Link Role & Termly Report check)	
8.1	LW has issued 2 visit reports that can be found on Teams following virtual meetings with Zoe James.	
8.1.1	(LW) Mental Health incidents have increased 100%, but I'm confident the Team are aware of all of our vulnerable children and where they are if they are not in school. The Safeguarding Team are doing an amazing job.	
8.1.2	(ZJ) We have been audited by CLF and HWA and await the Local Authority audit.	
8.2	When will the Pupil Premium passports be completed for Yrs7-9.	
8.2.1	(RG) These should be complete in T3. There is only a small amount of PP students in Yr7, although we will send letters to families to remind them of the PP criteria and that some of them may now fit this. We had to redo the Passports for Yr10 and unfortunately gained 6 further PP students after lockdown.	
9	Finance, Health, Safety & Estates	

10	Staffing and Wellbeing	
11	Policies that require review	
11.1	There were a number of policies due to be noted/approved by the Council; it was decided to assign policies to councilors outside of this meeting and to liaise and raise any queries directly with the Ops Manager/Chair/Clerk.	
12	Student Voice/Advocate	
13	Governance	
13.1	Our current Link Councillors are: <ul style="list-style-type: none"> • Safeguarding – Lisa West • Pupil Premium – Richard Riddell We require further Link Councillors including Health & Safety. LP to send a list of required Link Councillors to JG – ACTION	LP/JG
14	Equality & Diversity	
14.1	(AP) We have added an element of Race, Gender, Religion and LBGQT in our behaviour policy. Staff are due to have training to enable them to have the conversations with students within incidents and also how to incorporate these element within the curriculum. We want to ensure there are positive interventions for the victim and perpetrator in the event of an incident. We are strategizing a whole school response.	
15	Matter for the attention of the Board/COAC	
16	Any Other Business	
16.1	(SKn) We are very grateful for the support of the AC and thankful for the great numbers in attendance at this meeting.	
	Meeting closed at 19:40	
	Next meeting – Tuesday 9th February 2021	

Action Log

Date	Item No	Action	Owner	Deadline	Status
03.07.19	9.9.1	Follow up KH's offer of support re reading buddies etc. Update: 10.12.19 Link with LD Update: 28.01.20 Not currently in operation but returning soon.	SK	Oct 2019	Open
05.10.20	5.7.4	Behaviour, Pastoral and SEND teams to work together for our SEN K students.	SK	Dec 2020	Open
05.10.20	10.2	Add Developmental drop ins to the next Agenda	LP	Dec 2020	Open
08.12.20	7.9.2	RR to liaise with Rebecca Gardner for PP Link visit (Virtual meeting)	RR	Feb 2021	Open
08.12.20	13.1	LP to send a list of required Link Councillors to JG	LP	ASAP	Open