

Minutes – Hanham Woods Academy Council

Version: FINAL
Issue Date:
Meeting Date: Tuesday 9th February 2021
Location: HWA – Virtual via Teams
Time: 5.30pm

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

Minutes

Item	Description	Action																												
1	Introductions, Administration, Apologies																													
1.1	JG opened the meeting and it was deemed quorate.																													
2	Declaration of Interest																													
2.1	No verbal declarations were made.																													
3	Academy Council Membership																													
3.1	Kevin Johnson will be our Local Authority Councillor.																													
3.1.1	Steve Kneller will speak with 2 prospective councillors this week.																													
3.2	The Link councillor roles have been confirmed;																													
	<table border="1"> <thead> <tr> <th>Links</th> <th>Subject area</th> <th>SLT Member</th> <th>Councillor</th> </tr> </thead> <tbody> <tr> <td>Pupil Premium Children in care (LAC)</td> <td>MFL</td> <td>Rebecca Gardner</td> <td>Richard Riddell</td> </tr> <tr> <td>Safeguarding</td> <td>PHSE</td> <td>Zoe James</td> <td>Lisa West</td> </tr> <tr> <td>Health & Safety</td> <td></td> <td>STK / Linda Hall</td> <td>Jon Gould</td> </tr> <tr> <td>Curriculum & Academy Improvement</td> <td>English & Maths</td> <td>Steve O'Callaghan</td> <td>Lynn Dare</td> </tr> <tr> <td>Behaviour & Attitudes (inc. Attendance)</td> <td>Art</td> <td>Craig Coustring/ Jane Thurston</td> <td>Kevin Hawthorne</td> </tr> <tr> <td>Teaching & Learning and SEND</td> <td>Science & Humanities</td> <td>Anya Peyton</td> <td>Kevin Johnson</td> </tr> </tbody> </table>	Links	Subject area	SLT Member	Councillor	Pupil Premium Children in care (LAC)	MFL	Rebecca Gardner	Richard Riddell	Safeguarding	PHSE	Zoe James	Lisa West	Health & Safety		STK / Linda Hall	Jon Gould	Curriculum & Academy Improvement	English & Maths	Steve O'Callaghan	Lynn Dare	Behaviour & Attitudes (inc. Attendance)	Art	Craig Coustring/ Jane Thurston	Kevin Hawthorne	Teaching & Learning and SEND	Science & Humanities	Anya Peyton	Kevin Johnson	
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3.2.1	Thank you to Lisa West who previously had the largest Link role within the Council.																													
3.2.2	JT is the Attendance Lead for the Academy and therefore should be the SLT Link for Kevin Hawthorne.																													
4	Minutes of Previous Meeting																													
4.1	The minutes of the last meeting were confirmed as a true record.																													
5	Matters Arising																													
5.1	There seems to be no update on catch up funding for PP on the academy website, why is this?																													
5.1.1	(RG) It will be updated imminently. I'm in liaison with Sarah Lovell (CLF Finance Director)																													
5.2	How is the catch up funding being used?																													
5.2.1	(SKn) We have used the funds to increase the staff hours in the Isolation room and we have employed an online catch up co-ordinator. ACTION: We will have a breakdown of the funding in the next report.	SKn																												
5.3	Has the PP link visit taken place?																													
5.3.1	Not yet – RR & RG to schedule in T4	RR/RG																												
	Following this section, the Council moved to Section 10																													
6	Quality of Education including curriculum developments																													

7	Achievement & Standards	
7.1	Are the students who attend the academy site receiving different teaching?	
7.1.1	(SKn) No – The students at school and at home receive the same online provision. We do have some SCITT Trainees (Trainee Teachers) who are working with small groups of students on site who require extra help.	
7.2	How are you monitoring the Quality Assurance of Lessons?	
7.2.1	(AP) We have protocols in place for how the work is set on SMHW (Show My Homework) so that it is easy for the students to follow.	
7.2.2	(AP) SLT have been in every 1 st Live lessons, and attended some 2 nd & 3 rd Live lessons. We've watched the pre-recorded lessons and provided feedback. Heads of Department have also watched the lessons and given feedback. We have used the way Josh Hocking has feedback to the Maths Department as a benchmark for the rest of the staff.	
7.2.3	(SH) We monitor the QA daily and liaise with families and students.	
7.2.4	(SKn) I recently presented a Maths Live lesson and a colleague gave me feedback both technical and teaching, it is happening and happening very well.	
7.3	How do you monitor the students keeping up with the lessons?	
7.3.1	(SKn) There are some issues with some students trying to produce perfect work and spending too long on a subject. We have tried to be strict with advising how long they should spend on a task.	
7.4	What is life like for a Yr9 student ie, lessons, assembly?	
7.4.1	(SKn) We host whole school assemblies Mon-Thurs mornings and year group assemblies on a Fri. See link below: <i>Blended Learning Letters to families, with timetables and planners</i> https://hanhamwoodsacademy.clf.uk/letters/year-9-blended-learning/	
	<i>18:10 Louisa Harris joined the meeting</i>	
7.5	What proportion of the day is a Live lesson?	
7.5.1	(SKn) Yr11 1-2 lessons per day Yr9 & 10 1 lesson per day	
7.5.2	(HM) We are continuing to support and providing paper copies of all lessons where required.	
7.5.3	(LD) The Smart Start assemblies are working very well	
7.5.4	(HM) The SEND families have been very positive about the assemblies also.	
7.6	Can we view a pre-recorded lesson?	
7.6.1	<i>Yr10 Pre-recorded English lesson – February 2021</i> https://www.loom.com/share/67f925e3fef44b07bd29957a0d6e9e7d The link is also available on Teams	
	Attendance	
7.7	(SKn) There are some outliers in Yr11 with students who just don't attend school. Yr9 have a high level of additional needs.	
7.7.1	(SKn) Many students are working out of sync to the timetable due to unique home lives.	
7.7.2	(SKn) We are unable to track attendance, although we can check engagement levels and work submitted, but we do have some students working late in the night because that it when they are able to access devices.	
7.7.3	(SKn) We have increased the amount of live lessons this week for our students in Yr7 & 8	
7.7.4	(SH) We sent out over 2000+ WOW cards in January 2021.	

7.7	Yr10 are currently taking assessments, and our focus remains on Yr11 to ensure we have a full file of work to enable assessments of grades.	
7.8	(SKn) We will need to help students reintegrate as they return to school. We learned lessons from September and are looking forward to students returning.	
7.9	Yr10 will miss out on Work Experience, what can we do about this?	
7.9.1	(SKn) We have just had a presentation on virtual work experience that will be presented to Yr10.	
7.9.2	(SKn) We are also working with Yr9 on their options and providing guidance to them for a full rounded KS3 option. Students are regularly signposted to work focused information.	
7.9.3	(ZJ) Sam is working very well to provide tools and information to our students for employability.	
7.10	Do you think that as students return they will need an individual plan?	
7.10.1	(SKn) Arguably the students require this during a regular school time. Focusing on student's needs, Mental Health referrals more than doubled during lockdown, but some students have thrived.	
7.11	(RR) I have several Pupil Premium queries that I will confirm with RG at our link catch up.	
7.12	Could you explain the Assessment Guidance for the exam years?	
7.12.1	(SKn) We believe that priority to exam groups will be given to return to school when able. We continue to have online bespoke arrangements after half term. We are unable to award grades on any work or assessments until the final grading to stop any grading assumptions from students and families.	
7.13	It is listed in the report that several staff were receiving support prior to lockdown, is this still happening?	
7.13.1	(SKn) We are unable to continue any formal process due to the pandemic (staff also have home/work pressures). SOC and AP are working with those colleagues. Staff have been provided buddies, and are working in teams. Staff are being supported remotely, but not on formal capability reviews. We have seen a marked improvement in 1 staff member, further improvement from 2 staff members – the time away has had a positive impact on the staff.	
8	Safeguarding (including Link Role & Termly Report check)	
8.1	Term 2 Report was shared prior to the meeting	
9	Finance, Health, Safety & Estates	
10	Staffing and Wellbeing	
10.1	How are you and the staff?	
10.1.1	(SKn) It's a challenge. Lockdown 1 was very new and we had very low numbers of students on site (approx. 20) we combined with JCA (John Cabot Academy) during the first lockdown. Yesterday we had 118 student on the HWA site.	
10.1.2	(SKn) We are still keeping student in year group bubble, this means more staff are required on site, and extra rooms are required which means further cleaning.	
10.1.3	(SKn) We have increased our online provision including more live lessons. We provide an introduction to the lessons, and an exit test to assess learning within the lessons. We have blended learning of live and re-recorded lessons and have seen good engagement and high standards of work submitted.	

10.1.4	(SKn) We have identified further vulnerable students and have them on site attending lessons. We are providing food vouchers/parcels/baby bank items. The SLT have done a phenomenal job. Our staff are constantly calling students and families and empathising and chastising where necessary to ensure our students are attending lessons. Our Team have done an outstanding job during this 3 rd lockdown.	
10.5	You have more students on site than any other CLF Secondary school how is that working for Covid rules?	
10.5.1	(SKn) It's a challenge, but we have not had any school transmissions. We are testing students regularly. Social Distancing is maintained during break and lunch times. It's more difficult with more students in classrooms.	
10.3	Thank you to the staff for their support of students and families during this time. How will Social Distancing work when all students return to school?	
10.3.1	(SKn) We are still unsure of any exact return date, but we anticipate the rules being much the same as before.	
	<i>Following this section, the Council moved to Section 7</i>	
11	Policies that require review	
11.1	The Charging & Remissions policy has not yet been confirmed by CLF. It should be ready for noting at the next meeting.	
12	Student Voice/Advocate	
12.1	(SKn) I recently received an invite to join our Yr7 Student Leadership Council. The work by Zoe James & Carly has been phenomenal. The Student Council have a Principal, VP, and an SLT and meet on Teams. One of the students recently spoke at our Full Staff Meeting.	
12.1.1	(ZJ) We have a vision for Student Leadership – we have had 62 further students sign up for other student group projects, and are developing social groups for ECO and Social Justices. Our students are doing incredible things.	
12.1.2	Student Leadership https://hanhamwoodsacademy.clf.uk/our-academy/student-leadership/	
12.2	DEAR Time & Reading engagement is very low in KS4, how are we challenging this?	
12.2.1	(SH) Yr11 don't usually do DEAR, but Yr10 is disappointing. We are scheduled to have a book drive in T4. We have had lots of reports to confirm that students are engaging.	
12.2.2	(SKn) Yr7 & 8 have good reading habits, Yrs 9, 10 & 11 haven't previously had this habit embedded (No library).	
13	Governance	
13.1		
14	Equality & Diversity	
14.1		
15	Matter for the attention of the Board/COAC	
16	Any Other Business	
16.1	(LD) Could we acknowledge Linda Hall, Kevin and the Site Team on how well they have set up and managed the onsite testing.	
16.1.1	(SKn) We are testing students weekly, and have plans in place to test students prior to them returning to the Academy.	

16.1.2	(SKn) We are currently resting approximately 50% students on site due to consent. After half term we will also provide HPV and meningitis vaccines.	
16.2	Do you think you will get more than 50% consent for testing students?	
16.2.1	(SKn) We're unsure, but we are providing information and videos to students and families.	
16.2.2	(DN) There will be some logistical issues when the students return to site, but we are very optimistic for the future of HWA.	
16.3	(SKn) We have received 184 requests as the first choice school for incoming Yr7 which is double where we were at the same time last year.	
16.4	(JG) Thank you to all staff	
	Meeting closed at 19:05	
	Next meeting – Tuesday 27th April 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	Closed
05.10.20	5.7.4	Behaviour, Pastoral and SEND teams to work together for our SEN K students.	SK	Dec 2020	Closed
05.10.20	10.2	Add Developmental drop ins to the next Agenda	LP	Dec 2020	Closed
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	Closed
09.02.21	5.2.1	Include a breakdown of the catch up funding in the next report	SKn	April 2021	Open