

Minutes – Hanham Woods Academy Council

Version: APPROVED
Meeting Date: Tuesday 23 April 2024
Location: HWA
Time: 5.30pm

AC Members		Attended	Apologies
Jon Gould	Sponsor 1 (Chair)		√
Kevin Hawthorne	Sponsor 2	√	
Amanda Dale	Sponsor 3		√
Rodrigo Munoz	Sponsor 4	√	
Patrick Cottam (observer)	Sponsor 5		√
VACANCY	Student Advocate		
Stephen O'Callaghan	Principal	√	
Azeem Haroon	Parent Councillor	√	
John Bowman	Parent Councillor	√	
Nick Tucker	Teaching Staff Councillor	√	
VACANCY	Support Staff Councillor		
Jon Jones	Executive Principal	√	
Lisa West	Local Authority Rep	√	
In Attendance			
Wendy Hellin	Clerk		√

Date and No	Action	Owner
03.10.23 01	SOC and JG to follow up on Councillor recruitment. SOC will contact the potential Councillor. This item is ongoing .	SOC JG
12.12.23 02	The new SENCo will be invited to talk to the Academy Council about SEND priorities at the next meeting. This item will be carried over to the next meeting, when the new SENCo has been in role longer. Ongoing	SOC
27.02.24 01	SOC will start the process to recruit a student advocate. SOC will contact the potential new Councillor. A Student Councillor has not been recruited as yet. Nick Tucker agreed to cover the role by providing feedback to the AC until an appointment is made. This item can be closed .	SOC
27.02.24 02	SA will be invited to the AC meeting on 23 April 2024. Ongoing	SOC
27.02.24 03	SOC to share the newsletter with the AC at the end of each term. Completed/ closed .	SOC
27.02.24 04	The risk register will be shared with the AC at the next meeting. Completed/ closed .	SOC

Item	Description	Action
1	Introductions, Administration, Apologies	
1.1	LW welcomed Academy Councillors and introductions were made. Apologies are recorded above.	
2	Declaration of Interest	
2.1	No verbal declarations were made.	
3	Academy Council Membership	

3.1	There remains a vacancy for a Student Advocate and a Support Staff Councillor.	
4	Nic Hathway – SENCo	
4.1	<p>NH provided the following update:</p> <ul style="list-style-type: none"> • NH joined HWA at Christmas having been a SENCo elsewhere for 3 years. • The first few months have been spent getting to know the students and families, and reviewing the SEND provision and processes in order to identify the things that need to be a focus for September. • Several strengths have been identified, including the provision in the Resource Base; this provision supports 30 students with significant needs. It is primarily an autism and social communications base, but there is a variety of need within that. • The students are very well supported within the base; five are receiving core teaching delivery through specialist teachers in there. The team is strong. There are some TAs that would benefit from some further direction, but there is a lot of cohesion in the team and they are absolutely committed to the students often going above and beyond to support them. • There is a lot of support from staff for SEND improvements, and from the CLF and LA. Links have been made with the SENCo at both KOA and JCA and regular meetings are now taking place. • Foci for next year will include: <ul style="list-style-type: none"> ○ Better information sharing for teachers so that they are better informed about the students in their class and the strategies they can use with them – this includes supply teachers. Information on each student will be available via Bromcom. ○ A clear system in place to identify needs at the earliest possible opportunity. ○ More CPD for staff so they know what to look out for and feel confident to provide feedback to the SENCo. ○ Review of interventions to ensure they are evidence based, robust and impactful. ○ Better understanding of SEND finances – a high number of EHCPs are in place and this brings with them a significant amount of money. ○ A new evaluation and action planning tool has been introduced, with the school scoring 1.8 out of 4 on the initial self-audit. An action plan has been generated from this, with several short-term goals that can be achieved within six months. 	
4.2	Questions from the Academy Council	
4.3	How many students in the Resource Base have an EHCP?	
4.3.1	All 30 of them, and there are a further 20 students in the school with an EHCP.	
4.4	Do the EHCPs come to an end when the students leave HWA?	
4.4.1	No, they are usually valid until the student is 25, but it will depend on which route into FE they take after school; universities have different sources of support and funding. Some may make such progress that they do not need an EHCP any longer.	
4.5	Are there any students in the Resource Base that you are struggling to deliver provision to?	
4.5.1	A few. We are working through a transition for one student that has a specialist provision named. There are five students that spend their entire time in the Resource Base, not accessing mainstream lessons and this is not ideal. The base is deliberately sited within a mainstream school in order that the students can join some mainstream lessons. The majority attend 80 to 90% of mainstream lessons and some of those students are flourishing. Two of the five are Year 11 and are doing English, maths and science. 3 are in Year 9; it is the intention to build up to	

	them attending the mainstream optional subjects with core subjects and cooking being delivered in the Resource Base.	
	End of Questions	
	SOC noted that NH has had an amazing start at the school, identifying areas for improvement and engaging and enthusing staff on that journey. SOC and Academy Councillors thanked NH and she left the meeting.	
4	Minutes of Previous Meeting	
4.1	The minutes of the meeting of 27 February 2024 were confirmed as a true record.	
5	Matters Arising	
5.1	The action table above has been updated. No further matters were raised.	
6	Academy Council Report	
6.1	SOC noted the Academy Council report had been circulated in advance and invited questions from Academy Councillors.	
6.2	What engagement have you had with Year 8 parents regarding behaviour?	
6.2.1	We have held a parents meeting. We did reorientation with students at the start of the year and some mentoring is taking place. We are also meeting with key parents on an individual basis to have conversations around acceptable behaviour and to proactively build those relationships with families.	
6.3	What is the reason for the increase in suspensions?	
6.3.1	We initially had an increase in suspensions due to holding high standards of behaviour. It is likely we will see a decrease after Term 3 due to a trust wide review of suspensions and a blueprint now in place for the proposed direction of travel. Suspensions will now be much shorter in length, often a half a day, or a day. Longer suspensions will only be given where there is real benefit to doing this.	
6.3.2	Work has also taken place with pastoral leaders, to clarify with them what their role is, and what they need to be doing on a day-to-day basis. Their role needs to be a pro-active one, rather than an office-based job. In the first week of these new responsibilities, there has been a reduction in suspensions, a higher completion of detentions and less students going to IA. The spike in behaviour issues is wider than the academy and it is suspected that this might be the outcome of Covid. There is a rise in defiance and an increase in children coming to school, but not attending lessons.	
6.4	You also talked about behaviour issues during cover lessons. Has that improved?	
6.4.1	It remains challenging. We have put a hold on any planned staff absence and this has helped. It is extremely difficult to find good supply staff that can quickly get to grips with the systems at HWA and hold them to the standard we expect.	
6.5	Have you provided feedback to the agencies?	
6.5.1	Yes, it is a national problem though, with many schools in the same position.	
6.6	Based on the huge amount spent on cover, would it be beneficial to employ another cover supervisor?	
6.6.1	That is the reason we have two in place this year, partly to cover unplanned absence but also to provide some capacity in the timetable so that there is less long-term supply.	
6.7	Have you held any specific assemblies, or done any other work with students, around the behaviour expectations during lessons led by cover supply staff?	
6.7.1	Yes, we have discussed this in orientation. We also have a new process where, every morning we have a SLT plan around the responsibilities for the day. We discuss each year group and pick up any issues from the previous day. We go through the cover and may make dynamic decisions to	

	collapse some classes to the hall where a larger group can be led by a teacher and have a meaningful PHSE session such as knife crime. Where we do have supply cover, SLT will try to get round to those lessons to support.	
6.8	Are supply staff familiar with the HWA behaviour policy?	
6.8.1	Yes, the regular ones are, through input from SLT and through experience in lessons. However, some supply may arrive 5 minutes after they are meant to be in tutor and the people arranged to meet them are already busy. In those circumstances they have a booklet to read through. We try to get into those lessons and model some learning, and in the past have needed to go in to take control of the lesson and hand it back to them when the students have settled.	
6.9	Where are the behaviours emerging?	
6.9.1	Students know the rules very well. Some of them will debate a warning given by a supply teacher and things escalate. Teaching is about relationships; if staff do not know the students it can be challenging, and some of the more vulnerable students might show defiance. Entry and exit routines work where everyone is following them; not all supply staff do so. That said, it has been a relatively calm start to term, with pastoral leaders being able to get into some of those lessons.	
6.10	Due to the impact on the budget, of the high supply costs, are you finding there are other things you cannot afford? In particular, I was concerned to hear that there is no longer money in the budget for external supervision. It is important for the DSL to be able to talk to someone and offload.	
6.10.1	Yes, that's right. External supervision has not been budgeted for this academic year. However, supervision can exist in different forms, and it does. Staff can speak to SLT, or the EP, or me. We would like to put external supervision in place going forwards, but at present the budget is extremely tight beyond just staffing the timetable.	
6.10.2	ACTION: LW asked that SOC find out what other academies have in place where they do not have external supervision.	SOC
6.11	What progress has been made in the budget setting process? Is funding secure enough to recruit fully for next year, and therefore reduce the need for supply?	
6.11.1	The budgeting process started last term. We received the funding letter before Easter and can now start looking at what we would like in place for next year, based on a series of assumptions around costings. A budget meeting takes place on Monday with JJ and SL (COO); we need to get the budget to a breakeven position and it will be challenging. There are a couple of additional roles that are desirable and in addition, consideration will be given to offering TLRs to some staff around a couple of different areas of responsibility, such as a Literacy Co-ordinator.	
6.12	There was some positive feedback at the parent forum – was any negative feedback given?	
6.12.1	The numbers were extremely low, with only 2 attendees. We do advertise the events well ahead of time and encourage attendance and will continue to think of ways to grow attendance at these events.	
6.13	Have you considered holding them at a different time in the day – the last one was around teatime which could be tricky for some families?	
6.13.1	Yes, but if earlier it is tricky if it is school pick-up time, or people are working. We will continue to look at it. We also invite parents to attend the academy in action tour, or to book a meeting with SOC; there are various ways in which parents are encouraged to engage.	
7	Risk Register	
7.1	The risk register was shared in advance of the meeting. There were no questions from Academy Councillors.	
8	Academy update	
8.1	<ul style="list-style-type: none"> SOC provided the following updates: 	

	<ul style="list-style-type: none"> The festival of culture took place last term and was a resounding success. The event came about from Y11 Leaders wanting to run an inclusive and celebratory event. Year 11 PPEs have taken place. A neurodiversity week was held. An academy production of Legally Blonde Junior took place and was very successful. There was a good transition event to welcome children from Hanham Abbots and Christ Church school. Parent carer forum took place. Half of Year 9 have signed up to the Duke of Edinburgh Award and exhibitions are taking place next term. Academy in action tours have taken place. They are powerful to do and have been very successful. Y7 transition is up and running had some Year 6 students attended the HWA academy production. KH has further events planned. Recruitment – this is the part of the year where HT and Principals receive any final resignations before the summer and are busy recruiting to those vacancies for September. Some very strong recruitment has already taken place, including a PRE subject lead and a new Head of English. Later this week, interviews will take place for a part time MFL teacher, and a DT teacher. An advertisement is out for a subject leader of Art. Additional roles may be explored once the budget has been finalized. 	
8.2	Year 11	
8.2.1	SOC provided an update on Year 11. Every cohort is different, and the current Year 11 cohort is different to that of last year's Year 11. There is a higher proportion of students not doing the full set of GCSEs and this will impact the Progress 8 figure. Attendance has dipped overall for Year 11 and there are some students that have quite good attendance, but who have no interest in sitting GCSEs. We are working with those families to continue to support those students.	
8.2.2	Progress 8 is currently 0.44, a little lower than this time last year. It is hoped that basics 9 – 4 are in the 70s in the summer, and 9 – 5 is in the 50s. There is some discussion taking about tiering for some exams.	
8.2.3	The data shows some success in subject – MFL is doing well, and computer science has improved a little. Geography is doing well; history has some challenges. French has moved forwards. There are some challenges with Sport which is a new qualification this year.	
8.3.4	In terms of looking at summer results, last summer was 0.16 for Progress 8. It will be disappointing if Progress 8 is not positive this year. It may land close to zero. The current Year 10 are a more academically able year group and have the second highest APS in the trust; work will need to be done around aspirations for that cohort to make sure they get the best possible results.	
8.4	Questions from the Academy Council	
8.5	Has there been a suggested replacement for the Progress 8 measure?	
8.5.1	There are some discussions in the trust around how we are going to do this, but it has not yet been finalized.	
9	Safeguarding	
9.1	The CLF Safeguarding audit takes place next week. Last year the academy scored 62%, the target for this year is around 80%. ACTION: A report on the Safeguarding Audit will be provided at the next AC meeting.	SOC
10	Finance, Health and Safety, Estates	
10.1	Health and Safety Committee	

10.1.1	Nothing further to report.	
11	Staffing and Wellbeing	
11.1	Nothing further to report.	
12	Policies for approval	
12.1	<p>The AC noted the following policies:</p> <ul style="list-style-type: none"> • Remote Learning Policy • Supporting Pupils with Medical conditions • Attendance <p>To approve – an AC was allocated to each of the following policies for review:</p> <ul style="list-style-type: none"> • Alternative Provision Policy - RM • Trips and Visits Policy - JG • Behaviour - AH • Lone working - LW 	
13	Governance inc membership, training, feedback	
13.1	Governors were reminded to complete their Nimble training.	
14	Matters for the COAC/Board	
14.1	N/A	
15	AOB	
15.1	<p>No other business was reported. The meeting closed at 7pm.</p> <p>Future meeting dates: 25 June 2024 – 5.30pm</p>	

Actions to carry forward:

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27.02.24 02	SA will be invited to the AC meeting on 23 April 2024. Ongoing	SOC
23.04.24 01	LW asked that SOC find out what other academies have in place where they do not have external supervision.	SOC
23.04.24 02	A report on the Safeguarding Audit will be provided at the next AC meeting.	SOC

Link Councillor roles:

PP and LAC -	(Academy lead Rebecca Gardener) Jon Bowman
Safeguarding -	(Academy lead Rebecca Tushingham) Lisa West
Careers -	(Academy lead Sade Mujkic) Amanda Dale
RHSE	(Academy lead Krisha Hendra) Patrick Cottam
Teaching and Learning	(Academy lead James Littlejohns) Azeem Haroon
SEND	(Academy lead Nic Hathway) Rodrigo Munoz
H & S	(Academy lead Linda Hall) Jon Gould
Attendance	(Academy lead Jane Thurston) Kevin Hawthorne