

# Minutes – Hanham Woods Academy Council

**Version:** FINAL  
**Issue Date:**  
**Meeting Date:** 6<sup>th</sup> July 2020  
**Location:** HWA  
**Time:** 5.30pm

<b>AC Members</b>		<b>Attended</b>	<b>Apologies</b>
Jon Gould	Sponsor 1 ( <b>Chair</b> )	√	
Kevin Hawthorne	Sponsor 2	√	
Richard Riddell	Sponsor 3		Accepted
Scott Howarth	Sponsor 4		None sent
VACANCY	Sponsor 5		
Allen Williams	Student Advocate		None sent
Steve Kneller	Principal	√	
Lynn Dare	Parent Councillor	√	
Lisa West	Parent Councillor	√	
Paul Laidler	Staff Councillor	√	
Dan Nicholls	Executive Principal	√	
VACANCY	Local Authority Rep		
<b>Invited attendees</b>			
Steve O'Callaghan	Vice Principal		Accepted
Linda Hall	Operations Manager	√	

Minutes

Item	Description	Action
<b>1</b>	<b>Introductions, Administration, Apologies</b>	
1.1	JG opened the meeting that took place online via Teams.	
1.2	Thank you to SKn and the SLT for supporting the students and adapting during this time.	
<b>2</b>	<b>Declaration of Interest</b>	
2.1	No verbal declarations were made.	
<b>3</b>	<b>Minutes of Previous Meetings</b>	
3.1	The minutes of the last meeting were confirmed as accurate.	
3.1.1	The Actions from previous meetings were reviewed and updated as shown on the action sheet below.	
<b>4</b>	<b>Matters Arising</b>	
4.1	(SKn) The staff are in reasonable spirits, but they are ready for the end of term. The overall response from everyone has been as good as it could have been.	
4.1.1	(SKn) Initially we overloaded Show My Homework (SMHW) and online platform with work for the students, but we streamlined this after Easter and saw the submission of work and engagement from students increase. There was a loss of enthusiasm after May Half Term, so we introduced some recorded sessions and again had better engagement; this has tailed off again.	
4.1.2	(SKn) Next week we are meeting with all students in Yrs 7-9 along with their parents to discuss their lockdown experience and plan for their return in September.	
4.2	(SKn) The staff voice has been positive. We have managed to open more spaces for vulnerable students. We have 60 Yr10 students (including vulnerable students) in every day. We are effectively hosting 3 schools on one site – Vulnerable learners/Distance learning/Yr10 students	
<b>5</b>	<b>Academy Council Report - Quality of Education including curriculum developments</b>	
5.1	(SKn) I have met with the SLT and sub-groups to discuss our Academy Improvement Plan (AIP) and to create a draft plan – the AIP covers 3 areas; Culture, Curriculum & Community, along with our recovery from Covid-19.	
5.2	(SKn) We are very pleased with the ongoing Professional Development. Staff have focused on improving teaching & learning, pedagogy, podcasts, videos to shape & improve, ACE.	
<b>5.3</b>	<b>How will you ensure you manage re-teaching? Some students have done the work set.</b>	
5.3.1	(SKn) We need to ensure that we don't cover too much of the work that has already been done, but we will need to re-cap for the those students that haven't done it, mis-understood it. Each lesson will be retrieval work and build the recovery sessions into lessons.	
<b>5.4</b>	<b>Are you insisting that all Yr10 students attend the Academy?</b>	
5.4.1	(SKn) We haven't insisted upon this – Students are attending Mon-Thurs. We met with the families of Yr10 students and made informed decisions ie, vulnerable, PP etc, not just focusing on the students that didn't want to attend. We have higher attaining students that are attending. Friday's are open to all students to attend for a masterclass in several subjects.	
<b>5.5</b>	<b>Five Yr10 students have received home visits due to the lack of work submitted – Are those students attending the academy now?</b>	

5.5.1	(SKn) Two of those students are now attending the academy full-time. A further two students are attending 3 times per week, and one students has remained at home.	
<b>5.2</b>	<b>What has been the problem with IT equipment for students?</b>	
5.2.1	(SKn) There hasn't been enough laptops to go around; we also noted that one student was logging on to do work very late at night, we found out that there was one laptop between a family of 6, with both parents using it for work. We have managed to reconfigure one of the school laptops for that student. We have also issued dongles to students with a lack of internet access.	
<b>5.3</b>	<b>There seems to be a lack of feedback from work submitted – has the feedback given to students been monitored?</b>	
5.3.1	(SKn) Some of our staff are still working from home with their own children at home. They are providing feedback wherever possible. Staff members are also dealing with other issues and require support, and sometimes there are unrealistic expectations from parents.	
<b>5.4</b>	<b>Will you resend the Parent Voice questionnaire?</b>	
5.4.1	(SKn) Yes.	
<b>5.5</b>	<b>Are you aware that 1/3 of eligible students are not accessing the Resource Base?</b>	
5.5.1	(SKn) Yes, but there is regular home contact with these students.	
<b>5.6</b>	<b>Engagement from Yr8 Pupil Premium students is low, why is this?</b>	
5.6.1	(SKn) Yr8 require special attention, there are a group of vulnerable students in this cohort. If guidelines allow, we have plans in place for this students in September. We are also continuing to work with families where there is lesser engagement from students.	
<b>5.7</b>	<b>Do you have a contingency plan if someone at the Academy contracts Covid-19?</b>	
5.7.1	(SKn) Yes, this is listed in our Risk Assessment with further guidelines on isolation etc.	
<b>5.8</b>	<b>How do our Parent Councillors feel the online learning has been working?</b>	
5.8.1	(LD) I feel it has been going well, and the feedback received has been good. There has not been as much feedback from the tutor as I would have liked.	
5.8.2	(LD) The tours for the incoming Yr6 students were brilliant, and we received some fantastic feedback from the community.	
5.8.3	(LW) My daughter is attending the academy a couple of days per week. There has been lots of contact including telephone calls and emails from some teachers, although there has been no telephone call from her tutor. I feel the academy has done an amazing job and I'm very pleased.	
<b>6</b>	<b>Achievement and Standards</b>	
	<b>Centre Assessed Grades</b>	
6.1	(SKn) We have submitted the Centre Assessed Grades (CAG) to Exam Boards – The support from CLF has been phenomenal. We have used grades from the mock exams, along with coursework already submitted and the teachers' prediction on how the student would perform to determine the CAG for each Students are then given a ranking within the grade. A Snr leader scrutinised the grades prior to further data analysis at CLF. Blackbox data was produced and sent back to the academies to be further scrutinised with leaders and the Principal.	
6.1.1	(SKn) Following the meetings with the principal, theCAGs were once again sent back to the CLF to be signed off by the EP and submitted to Exam Boards. We feel the data is fair, and the grades are all within tolerance level.	
6.1.2	(DN) All data nationally has been inflated slightly. We've seen approximately 1/3 to ½ grade inflation, but we believe CLF academies are still within the national tolerance.	

6.1.3	(DN) We were certain that P8 for HWA would be positive for the first time in a while and that we would have great results – We do feel that OFQUAL will bring the grades down as they will be looking at the grades of the previous cohort.	
6.1.4	(DN) We are very pleased with the approach at HWA; there will be no league table published next year, but we will use them internally.	
6.1.5	(SKn) We feel a little robbed by not having the exams, but it is more about the students receiving the correct grades.	
<b>6.2</b>	<b>Are students able to sit an exam at a later date?</b>	
6.2.1	(SKn) Yes, the government have released that information, but we are still unsure of how that will happen. We are hoping to have a full face to face results days as we would do usually, and we will speak with students prior to any decisions made about resits.	
6.2.1	(DN) We expect the resits to take place in the Autumn/Winter terms – GCSE in October, and Alevel in November. Students don't usually do well in resits, and we need to be clear and careful in our guidance of any student taking resits. Academies would be required to put on the full season of exams, and this will be a burden on schools.	
6.2.2	(DN) Further issues to keep in mind are that students may have started other courses that may take their focus from preparing for a resit. Students may also be off the role of the academy. CLF are trying to plan for this without involving the academies too much.	
<b>6.3</b>	<b>How is the planning for opening in September going?</b>	
6.3.1	(SKn) We currently have 3 models; students remaining in class, teachers move around the site, yr group bubbles with a regular timetable and hygiene measure. Our preference is to have yr group bubbles with a regular timetable, and staggered start times, and breaks.	
6.3.2	(SKn) We will implement a one way system where possible around the site (apart from Art & IT) and outside line ups for students. Furniture will be wiped down after every lesson. Our site is a little more favourable than most to deal with this as our students generally move around outside a lot to transition to their lessons.	
6.3.3	(SKn) We will be unable to have mixed year group assemblies/gatherings, and all classes will be mapped out in rows, with a 2M exclusion zone around the teacher. We have a new mantra 'keep left, keep moving, keep apart'.	
6.3.4	(SKn) Other issues include at times, we have approximately 20 classes due to transition to different lessons at the same time. There will be a large SLT presence at this time to ensure the students do not mix bubbles.	
6.3.5	(SKn) If we have 2 confirmed cases of Covid-19 (check guidance) we would isolate the entire year group. The risk of a poor education experience is more detrimental than the threat of the virus.	
6.3.6	(DN) This model (with some parts that are unique to HWA) is looking like the preference for most of our academies.	
6.3.7	(SKn) Staff are keen to remain in their own classrooms.	
	<b>Behaviour &amp; Exclusions</b>	
6.4	Ready to Learn (RTL) has not been used during lockdown, and no student has been sent home.	
<b>6.5</b>	<b>In previous exclusions, the documentation has not always included the necessary information, will this information now be included?</b>	
6.5.1	(SKn) The documentation upon entry to the Academy is now very thorough, but is still unfortunately weak around specialist needs for the student. We are strong on documentation for our students with an EHCP (Education Healthcare Plan). In previous years HWA has not kept documentation adequately enough. We have a new SENCo in place and a better system. There is still a missing link between behaviour and SEND, but	

	our record keeping and data is better. Our current Yr9-10 have inadequate documents, but our current Yr7 and Yr8 have better data recorded.	
<b>7</b>	<b>Safeguarding &amp; Inclusion</b>	
7.1	(SKn) Staff are still using CPOMs to update and keep supporting the students and keeping them safe.	
<b>8</b>	<b>Finance, Health, Safety &amp; Estates</b>	
8.1	(SKn) It should be noted that we are on track to meet business rules.	
<b>8.2</b>	<b>Is the budget on track for next year?</b>	
8.2.1	Yes, it's due for sign off at the board. We still struggle due to less numbers of students in our current Yr8. The budget is balanced and planned.	
<b>8.3</b>	<b>Do you know how much further funding you will receive?</b>	
8.3.1	We are unsure, but believe it is around £80 per head.	
<b>9</b>	<b>Staffing and Wellbeing</b>	
<b>9.1</b>	<b>How have staff been supported through lockdown?</b>	
9.1.1	(PL) I feel so much better now that I'm back on site. There are visits organized for staff that have not yet been back. I've felt very supported by both HWA and CLF. I'm looking forward to seeing the plans to enable us to return in September.	
<b>9.2</b>	<b>What is the situation with staffing in MFL (Modern Foreign Languages)?</b>	
9.2.1	(SKn) We currently require MFL cover for 0.4, although we have a strong long term supply teacher covering MAT Leave.	
<b>9.3</b>	<b>How many Yr6 students are due to transition to HWA in September?</b>	
9.3.1	(SKn) We are expecting 166 students – We have space for 174. It's frustrating that some students that were due to start in the Resource Base are no longer coming, and several students have moved out of the area.	
9.3.2	(SKn) We have previously lacked strong links with our feeder schools, but we have been linking with the schools, and held regular transition meetings.	
9.3.3	(SKn) Craig Coulstring has led the transition phase, and has provided a steady stream of information to the incoming students and families every few days with letters and assemblies.	
<b>9.4</b>	<b>Will the incoming Yr7 students be taught what they may have missed at the end of Yr6?</b>	
9.4.1	(SKn) Most Principals feel that most of Maths and English was already taught, the students only missed the SATs prep. There is a concern that they may have missed PSHE content, but we are liaising with the Primary schools regarding this.	
<b>10</b>	<b>Policies that require review</b>	
10.1	The following policies were noted during the meeting - Information Security, Data Protection, Academy Exclusion policy. A concern was raised with the Records Retention policy. <b>ACTION: Kevin Hawthorne will email Linda Hall.</b>	<b>KH</b>
<b>11</b>	<b>Student Voice/Student Advocate</b>	
<b>12</b>	<b>Governance</b>	
12.1	There is a potential new Councillor joining the HWA Council – Kevin Johnson. Kevin will shortly have a telephone conversation with SKn.	
<b>13</b>	<b>Equality &amp; Diversity</b>	
13.1	(SKn) The EDI Action plan has been put on hold until September.	
13.2	How are you covering BLM (Black Lives Matter)?	
13.2.1	We have held assemblies co-hosted by a BAME student. We plan to cover this also in PSHE. We are very focused on this.	
13.2.2	(LD) I watched the assemblies with my child, they were very good.	

14	Matters for the attention of the Board/COAC	
15	Any Other Business	
	None	
	Meeting closed at 19:07	
	Next meeting – TBC	

### 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. <b>Update: 10.12.19</b> <b>Link with LD</b> <b>Update: 28.01.20</b> <b>Not currently in operation but returning soon.</b>	SK	Oct 2019	Open
10.12.2020	3.2.1	SK to provide students work books for the next meeting	SK	Jan 2020	Open
06.07.2020	10.1	A concern was raised with the Records Retention policy, a possible discrepancy with the length of time records are kept. Kevin Hawthorne will email Linda Hall.	KH	Sept 2020	Open