

Minutes – Hanham Woods Academy Council

**Version:** Approved  
**Issue Date:**  
**Meeting Date:** Monday 20<sup>th</sup> June 2022  
**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	√	
VACANCY	Sponsor 3		
VACANCY	Sponsor 4		
Michael Quinn	Sponsor 5		√
VACANCY	Student Advocate		
Stephen O’Callaghan	Principal	√	
Lynn Dare	Parent Councillor	√	
Lisa West	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.	
<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>Matters Arising</b>	
5.1	ACTION: SO to create an annual planner for collecting student, staff and parent voice. <b>COMPLETE</b>	SO
5.2	ACTION: Review professional development offer for non-teaching staff in the next agenda. <b>CARRY FORWARD</b>	SO
5.3	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
5.4	ACTION: JG to speak with ED re policy noting/approval <b>COMPLETE</b>	JG
5.5	ACTION: CS to send key dates to councillors via email <b>CARRY FORWARD</b>	CS
<b>6</b>	<b>Academy Updates</b>	
6.1	All councillors are invited to the Celebration Event at 7pm on 7 <sup>th</sup> July in Stoke Gifford – more details are available on email.	
6.2	So gave a presentation on the AIP, academy updates and how Councillors can ensure that governance contributes and fulfils the vision, values and mission.	
6.3	There was an update on Y11 exams, Y9 options, Y10 careers programme, KS3 assessments, recruitment, curriculum development and the Senior Leadership Team for next year. Councillors were pleased with the impact of the new Careers Advisor and the success of the mock exams in preparing students for the exam season. In preparation, the current Y9 will do their end of year assessments in exam hall using the current GCSE arrangements.	
<b>6.4</b>	<b>What is the plan if a Cover Supervisor can't be secured?</b>	
6.5	There would be creativity around large group sessions in the time table with a view to ensuring specialist teachers are in the right lessons and groups are brought together in large spaces with support from SLT.	
<b>6.6</b>	<b><u>ACTION: Clerk to add cover/supply to the next agenda to review recruitment position.</u></b>	CS
6.7	Councillors agreed with the new approach to the AIP, being very deliberate, realistic and being able to hold to account. Councillors discussed how the academy is privileging disadvantage.	
<b>6.7</b>	<b>Has there been a marked improvement in culture around the academy?</b>	

6.8	Yes, there is a marked reduction in the amount of physical contact, especially during social times however there are still frustrations with litter which are being addressed.	
6.9	SO described the work staff are doing to build exceptional character while meeting the needs to all students and having a joy filled curriculum. Councillors discussed how the AIP needs to include ways of measuring success and progress to be able to hold SLT to account and the possibility of having AIP link councillors next year.	
<b>6.10</b>	<b>Will you include community cohesion? And how will councillors monitor and evaluate this as detailed in the policy?</b>	
6.11	There will be a number of items in the AIP with regards to community cohesion, working with various stakeholder groups. We will ensure there are measurements available for councillors to use.	
<b>6.12</b>	<b>When you discuss culture, do you mean culture of behaviour or curriculum?</b>	
6.13	We mean both and will ensure this is clear and broken down into each action for each point.	
6.14	Councillors suggested gathering parental feedback on culture and curriculum at the next Parent/Carer Forum.	
<b>6.15</b>	<b>Do you think we have the right mobile phone policy?</b>	
6.16	Looking at mobile phone behaviour incidences, students need further education on mobile phone use. Our policy currently states that they should be switched off in bags. The policy is due for renewal to ensure it is still fit for purpose, as we spend a lot of time unpicking and dealing with mobile phone/social media incidents. Councillors discussed other options available such as confiscation of phones for misuse and the safeguarding risks that mobile phones bring.	
6.17	Councillors discussed the improvements in uniform and the remaining issue around school skirts. SLT are considering options for ensuring uniform is easily available and affordable, while ensuring uniformity in length, fabric and style. Councillors also discussed whether polo shirts for the summer terms are an option and agreed with staff that the previous trial was unsuccessful.	
6.18	Councillors discussed the success of the Breakfast Club scheme where students meet to socialise and have breakfast. There has been investment in new crockery and cutlery and students enjoy laying tables and coming together to eat. Funding is secure for another 12 months and will be reviewed again at the end of next year.	
6.19	Councillors discussed work packs and the effectiveness of students being sent to SLT offices as a sanction and how their work is monitored. Councillors discussed the move to working detentions next year to ensure sanctions are productive and not seen as an easy option.	
<b>6.20</b>	<b>Are detentions a good deterrent?</b>	
6.21	Not always, and so the policy is under review to ensure the structure is simple and effective.	
6.22	Councillors continued their conversation from the previous meeting about enrichment opportunities and attendance of vulnerable groups. Transport is a barrier for some students and councillors discussed the possibility of having lunchtime clubs in the Resource Base every day.	
<b>6.23</b>	<b>How will you increase the uptake of EBACC subjects?</b>	
6.24	There have been fluctuations because of the freedom offered in the curriculum at HWA. We don't have pathways or compulsory subjects as we prioritize students choice and ability to choose subjects of interest to them.	

	Councillors discussed ways to encourage EBACC options such as exchange trips and students who use different languages at home to take qualifications.	
<b>6.25</b>	<b><u>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.</u></b>	<b>SO</b>
<b>7</b>	<b>Safeguarding</b>	
7.1	The Safeguarding Link Councillor gave an update from her recent meeting with the DSL and discussed support for students, the assemblies on sexualised language, CPOMS, staffing for the LGBT groups, safeguarding training, mental health first aid training and bullying.	
<b>8</b>	<b>Attendance and Behaviour</b>	
8.1	The link councillor for attendance and behaviour shared their report and feedback from their recent meetings including policies, processes and the time spent by staff on absence and punctuality, PA and the use of part time timetables, holiday requests and behaviour incidents.	
<b>9</b>	<b>Policies</b>	
9.1	Councillors noted the Cohesion Policy and discussed accessibility to some areas of the school, including the maintenance of some automatic doors.	
<b>10</b>	<b>Transition</b>	
10.1	Councillors discussed the collation and distribution of transition information for incoming Y7 students.	
<b>11</b>	<b>Health and Safety</b>	
11.1	The H&S link councillor gave an update on H&S at the academy, including the Outstanding outcome of the last H&S Audit. Councillors discussed the need to refine and practice the lock down procedure including additional staff training.	
<b>12</b>	<b>AOB</b>	
12.1	Councillors thanked LD for her commitment support and contribution to the academy in her various roles and particularly as an academy councillor.	