

# Minutes – Wicklea Academy Council Meeting

**Version:** Draft  
**Meeting Date:** 10 March 2026  
**Location:** Hybrid: In Person/Online  
**Time:** 17.00-19.00

<b>Present:</b>	Harriet Potter	Sponsored Councillor
	Christopher Evans	Parent Councillor
<b>In attendance:</b>	Heather Morris	Principal
	Jan Saunders	Executive Principal
<b>Apologies:</b>	Chioma Achugamonye	Support Staff Councillor
	Matt Windsor	Sponsored Councillor
<b>Interim Clerk:</b>	Jackie Friday	CLF Governance Administrator

## Minutes

		Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	Chris Evans acted as Chair for the purposes of this meeting. Apologies were given as above.	
<b>2</b>	<b>Declarations of Interest</b>	
2.2	None	
<b>3</b>	<b>Academy Council Membership</b>	
3.1	The meeting was not quorate but continued for information purposes only.	
<b>4</b>	<b>Minutes of Previous Meeting</b>	
4.1	The minutes of the previous meeting will need to be approved via Governor Hub. <b>ACTION</b> – Interim Clerk to ask all councillors to mark the minutes as signed.	<b>Interim Clerk</b>
<b>5</b>	<b>Matters Arising</b>	
	<i>Chairs Update – Academy Strategy update</i>	
5.1	Feedback and recommendations were received by the principal following a recent academy visit. The report commented that the academy has a strong leadership which is growing in confidence. Improvements in monitoring structures and pastoral systems were acknowledged. Next steps include clear succession planning and building up the academy council membership, together with ongoing work around PP attendance outcomes. The academy is well positioned to continue improvements and achieve a positive OFSTED outcome.	
5.2	The meeting discussed the ongoing search for academy councillors. The governance team are working with HR to widen its advertising reach. The principal reported that a parent who had expressed a verbal interest in becoming a councillor is currently unable to proceed further. <b>ACTION</b> – Interim clerk to provide CE with a link to the CLF Chair’s handbook for info.	<b>Interim Clerk</b>
<b>6</b>	<b>Academy Council Report</b>	

6.1	A copy of the academy council report, which has been formatted in line with the new Ofsted toolkit, was circulated prior to the meeting.	
	<i>Quality of Education – Curriculum and Teaching</i>	
6.2	There is no DOYA data this term. KS2 SATS results have increased but PP results are generally static. A further mock is being held week commencing 16 March. Pupils will continue to complete previous SATS papers for practice purposes.	
6.3	A new year 6 teacher has been appointed. Their upskilling is ongoing. There will be a more experienced teacher in school throughout SATS week to provide support and consistency to Y6 pupils.	
6.4	Multiplication results have not improved as much as hoped; the target is to be in line with the CLF average. A further test is being held during week commencing 9 March. The next data drop will be the week commencing 16 March – there are no data drops in terms 3 and 5.	
6.5	SLT attended various classes last term, checking oracy opportunities and checking AIP feedback, task design and inclusion as per staff CPD is being implemented.	
6.6	Assembly time is used to enable SLT to talk to pupils, especially vulnerable children. Children are talking more confidently around their learning and are better able to reflect.	
6.7	Foci for next steps include planning progression, children’s voice, and implementing provisions in the School Improvement Plan (SIP).	
	<i>Attendance</i>	
6.8	The IDSR (Ofsted dashboard) was updated last week. Attendance is a concern although it has improved. PP attendance is now in the red.	
6.9	<b>What is the OFSTED requirement regarding attendance percentages – does it consider the overall percentage and/or PP percentage?</b> Ofsted considers the overall percentage but will look at PP as part of that. The attendance percentage for all pupils is 95.8%, PP is 90.8% - a 5% difference. Key foci are whether the attendance data is rising or falling, whether specific pupils/numbers be identified and what is being done to support absentees. There were significant levels of absence in term 2 due to illness but this has stabilised in term 3.	
6.10	<b>Does attendance data include data on pupils who are refusing to attend school?</b> Yes – the attendance figures include this data. The academy works with and checks in regularly with the families of any pupils who refuse to attend school and liaise with EWO or other external agencies as appropriate.	
6.11	<b>Are there any other particular areas of concern regarding PP absences?</b> The reasons are varied but include absences from pupils who have now left the school.	
6.12	<b>Do you have any particular areas of concern regarding attendance of non-PP pupils?</b> No concerns: absences have generally been as a result of term time holidays.	
	<i>Behaviour and Exclusions</i>	
6.13	The meeting discussed improvements in pupil behaviour and the reasons for this. External agencies also providing support include Bristol Autism team and Elementa. There have been no exclusions.	
6.14	The impact of sports sessions being delivered by Bristol Sports through the sports premium is visible; pupils are more physically active, cooperation and collaboration amongst pupils at breaktimes has increased. <b>Is here an opportunity to further capitalise on this positive impact?</b> Once the weather improves pupils will be able to be outside more. <b>Can PP data be pulled out of the Behaviour data?</b>	

	<b>ACTION</b> – HM to pull PP out of behaviour data for the next meeting.	<b>Principal</b>
	<i>Safeguarding</i>	
6.15	The principal met with the safeguarding link councillor. An overview was provided about CPOMs, safeguarding processes and procedures. There is a higher level of external agency involvement with families this academic year.	
6.16	The number of recorded incidents has decreased. The academy's Family Link Worker (FLW) is building a culture of children talking to a trusted adult throughout the school community. The meeting acknowledged the role of the principal, FLW, SENDCo and AP within the context of safeguarding and limitations due to staffing and the size of the school.	
6.17	<b>How does the school manage any eating concerns?</b> Parents are encouraged to let the school know if their child is taking any medication in case this impacts eating. Internal support and external support from agencies such as CAMHs is available if needed.	
6.18	<b>Is there any overlap between the high behaviour needs and safeguarding concerns?</b> No, there is no overlap between these two areas. <b>Is there any overlap between mental health and wellbeing and pupil behaviour?</b> No. None of the pupils recorded for behaviour have any mental health or wellbeing concerns.	
	<i>Health and Safety</i>	
6.19	The H&S audit took place on 12 March. <b>ACTION</b> - Principal to update the council regarding the H&S audit at the next meeting.	<b>Principal</b>
	<i>Staffing</i>	
6.20	Two new teachers have been appointed (one for maternity cover). The teaching assistant vacancy is still live. Six candidates have been invited to interview on 18 March 2026 for the level 1 office administrator position. <b>Is the current agency staff cover on the final shortlist?</b> No. Other candidates were scored higher, but the principal is liaising with the Ops Manager regarding this candidate and possible next steps.	
	<i>Finance</i>	
6.21	The principal has been granted permission to invest contingency monies into one major project to update the academy's IT equipment for pupils. IT are attending site on 11 March 2026 to conduct an audit of the academy's existing IT equipment. <b>Do none of the Chromebooks work?</b> Less than half of the academy's Chromebooks are currently working. <b>Can we source equipment from IT giveaways, for example?</b> The equipment would have to be compatible with CLF systems and if they have been pre-linked to another IMS they may not be able to be linked to CLF systems. <b>What happens at the moment in computer lessons?</b> Pupils have to share the working equipment. Chromebooks which are not working are identified and removed from service.	
<b>7</b>	<b>Policies</b>	
7.1	None	
<b>8</b>	<b>Link Reports</b>	
8.1	None	
<b>9</b>	<b>Matters For The Attention Of The Board</b>	
9.1	None	
<b>10</b>	<b>Any Other Business</b>	

10.1	Budget information will be available to share with councillors at the next meeting.	
<b>11</b>	<b>Close of Meeting</b>	
11.1	The meeting closed at 18.12	

*Actions from the meeting on 20 January 2026*

2.8	<b>ACTION</b> - HM to determine from the Trust what is in place to support staff with EDI.	HM
4.4	<b>ACTION:</b> HM to determine what strategic financial purchases could be made this year in preparation for next year.	HM

*Actions from the meeting on 10 March 2026*

4.1	<b>ACTION</b> – Interim Clerk to ask all councillors to mark the minutes as signed.	<b>Clerk</b>
5.2	<b>ACTION</b> – Interim clerk to provide CE with a link to the CLF Chair’s handbook for info.	<b>Clerk</b>
6.14	<b>ACTION</b> – HM to pull PP out of behaviour data for the next meeting.	<b>Principal</b>
6.19	<b>ACTION</b> - Principal to update the council regarding the H&S audit at the next meeting.	<b>Principal</b>