

Minutes – Wicklea Academy Council

Meeting Date: Wednesday 12th June 2024

Location: WLA

Time: 5.00pm

Chair:	Huw Grove (HG)	Sponsor Councillor & Chair
	Vacancy	Sponsor Councillor
	Vacancy	Sponsor Councillor
	Vacancy	Sponsor Councillor
	Heather Morris (HM)	Headteacher
	Susie Weaver (SW)	Director of Education (<i>joined the meeting via Teams</i>)
	Stephen Pratt (SP)	Parent Councillor
	Vacancy	Parent Councillor
	Vacancy	LA Representative Councillor
	Katherine Brockett (KB)	Teacher Councillor
	Vacancy	Support Staff Councillor
	Vacancy	Student Advocate

Apologies: Jamie Conn(JC) Sponsor Councillor

In Attendance: Sue Burns (SB) Clerk

Item	Welcome, Introductions and Apologies	Action
1.1	HG welcomed everyone to the meeting.	
1.2	Apologies were received and accepted for Jamie Conn.	
2.0	Declarations of Interest	
2.1	None declared. Stephen Pratt is now a Trustee for the Charity 'Talk Club'.	
3.0	Minutes of Previous Meeting & Actions	
3.1	The minutes of the previous meeting (24.04.24) were agreed to be an accurate record.	
3.2	HM to arrange for the Office Staff to share the Newsletter with the Academy Councillors – Carried forward.	HM
3.3	HM to contact the three potential Academy Councillors and discuss the role – Completed.	
3.4	KB to share the PP tracker that she is using in her school – In progress.	
3.5	The school website is being migrated to the CLF platform and will go live in September 2024. HM is removing outdated information from the Wicklea website but cannot change the old logos.	
	Academy Council Membership	
3.19	There are three potential new Sponsor Councillors who are considering joining the Academy Council. Heather Morris will make the arrangements to meet with them and show them around the school.	
3.20	Gabriella Desouzacrook - Potential new Sponsor Councillor – Due to meet with Heather on Friday 14 th June 2024.	

3.21	Harriet Potter - Potential new Sponsor Councillor - Due to meet with Heather on Friday 14 th June 2024.	
3.22	Arti Vaghela – Potential new Sponsor Councillor – Has met with Heather and has had a tour of the school. She works for the Youth Offending Agency and is an Ofsted Data Analyst. She is an ex-teacher and has an ideal skillset for the role.	
3.23	The Parent Councillor vacancy will be advertised in T1.	
4.0	Academy Council Report	
4.1	The CLF report template has been adopted and the AIP next year will be organised under the OFSTED headings so that the two documents align.	
4.2	Do you need additional support to complete the AC Report? No, the intention will be to update the report weekly moving forward, with some additional comments and information from the SLT.	
	Behaviour, Attitudes and Attendance	
4.3	We have been doing a lot of work around behaviour which has improved considerably as a result and visitors have commented on the calmer atmosphere.	
4.4	We will provide individual support and coaching for the staff who require it. We will link with Gareth at Castle Primary who can share best practice in coaching.	
4.5	How is behaviour being managed in the playground? We are still reliant on SLT being outside at lunchtime. There is currently always one lunchtime member of staff absent. We have altered the layout of the playground and restricted some activities to specific areas. Some of the bushes will be cut down to improve visibility.	
4.6	How many staff are on duty at lunchtime? There are two lunchtime staff in the hall, plus four outside with two members of SLT and a volunteer.	
4.7	We have changed the lunchtime activities and increased them with a range of alternatives. On Fridays there is no football.	
4.8	Has the astro pitch drainage improved? It was cleaned over half-term, but it's not rained since.	
4.9	We will ensure that the returning staff are inducted into the new behaviour processes.	
4.10	We are teaching the PSHE Jigsaw Scheme and run Jigsaw Assemblies. We are raising the profile of PSHE in lessons.	
4.11	Can you link the Jigsaw Scheme to the Behaviour Curriculum? We will do that moving forward, now that both have embedded. We also have external providers who come into school and provide workshops.	
4.12	The Bath Uni Hamish and Milo project has finished and has been very impactful. We are now providing Hamish and Milo workshops for parents to support building positive relationships with their children.	
4.13	Were parents responsive to the invitations? Yes, and we had parents request that they attend.	
4.14	How many parents are involved? 8-10.	
4.15	How often will you run the parent courses? They run once a week for 10 weeks so we will do that once a year and then form a group of parent ambassadors to cascade the knowledge.	
4.16	Next year we will introduce Ambassador roles for the children to adopt to champion the learning from PSHE.	

4.17	Attendance is 94.6% which is slightly ahead of the CLF average and a big improvement on the same point year last year. This indicates that our attendance processes are working, but the attendance of PP and disadvantaged pupils' will remain a focus.	
4.18	What is the current PP attendance? 91% vs 89% last year. The gap is too big; therefore this will be captured in the AIP.	
	Safeguarding	
4.19	The Safeguarding Audit is booked for 9 th July 2024.	
4.20	The CPOMS incidents have increased due to a change in circumstances for some families.	
4.21	How many children does that affect? Five children in four families. We are liaising with external agencies and are being very proactive in providing support.	
4.22	Who will support the families over the summer? They all have agency support in place for the summer and one child will move to Secondary School and we have made them aware of their circumstances.	
4.23	Are any children joining in September, working with Families in Focus, Children in Need or are Child Protection cases? Not that we are made aware of.	
4.24	Do we have any Children in Care? No.	
4.25	Child friendly versions of the Safeguarding Policies will be shared with the children and displayed on the new Safeguarding display board.	
	Quality of Education	
4.26	Ongoing staff absence has impacted on the focus on Quality of Education. The Ops Manager is part-time, and a supply agency worker is providing support.	
4.27	Linking the curriculum to the CLF curriculum is a priority because this will have the biggest impact on our learners.	
4.28	The staff are working well as a team and are following the Teaching and Learning Handbook. Additional monitoring is required to ensure that the standards remain high.	
4.29	A member of the CLF School Improvement Team has undertaken a Maths monitoring visit and validated our self-evaluation for Maths.	
4.30	What areas are the curriculum are you going to change to align to the CLF? History, Geography and part of Art.	
4.31	Are you linking to other schools? Yes, and our staff are attending the CLF curriculum networks which are enthusing the staff.	
4.32	Will the writing genres change? No, but some of the texts will.	
4.33	The DOOYA and submission of assessment data is becoming embedded. We are now looking at what Age-Related looks like which raise the expectations.	
4.34	When is the next data drop? 12 th July 2024. We already know that PP and disadvantaged will be a key area of focus for next year. Raising attainment and filling gaps will be data driven to ensure accelerated progress.	
4.35	We will change our staff meeting structure next year so that Core Team Meetings take place weekly with a focus on specific children, what interventions are in place and the impact of them.	
4.36	Are many of the PP children also SEND? There are a few, but it's not a major trend.	
4.37	Have the staff all embraced the DOOYA and the assessment process?	

	Yes. The process is embedding and if the teachers use the tracking grids weekly then the workload is not onerous. New and returning staff will be inducted into this system.	
4.38	The PP Strategy will be reviewed and altered to ensure that there is more impact.	
4.39	Can you re-direct the PP funding to pay for the two teachers who are out of class? Yes, this will be part of the consideration because the impact is significant, and we need to ensure that our children are Secondary ready.	
4.40	Have you considered not offering school camp? We are considering this strategically which would be a big decision. However, many settings are considering what school camp will consist of in the future because of the ongoing budget restrictions.	
4.41	Do all the CLF schools offer school camp? It varies across the Trust. Some kind of enrichment residential offering is in place, but all of these will be reviewed for affordability. There is a commitment to rich and diverse experiences, but we need to look at potential other funding options, because the education sector is significantly financially challenged.	
4.42	Are there any schools who could share best practice for a PP funding strategy? How that proportion of funding is spent is not as material as a culture of all staff prioritising disadvantaged students 'even over'.	
4.43	Do the teachers know their students well? They know what curriculum statements their children can achieve and who their SEND children are, but their cultural understanding of their disadvantaged children needs to be a priority. We will also encourage teachers to build relationships with parents.	
4.44	Our inset days will cover Safeguarding training, the new Phonics scheme and the changes to the curriculum.	
4.45	Have you determined your staffing structure for next year? Yes. The job-share teachers have day cross-over and we have the Reading Lead in Y3 to address any reading concerns lower down the school. The TAs can cover classes if there is teacher absence.	
4.46	The budget is very challenging due to the reduced PAN, the current funding restrictions and that all the teachers are M6 or above. The CLF Finance Officer has been very supportive, and the Trust is subsidising the school in the short-term.	
5.0	Health & Safety	
5.1	There were 54 actions arising from the H&S Audit because we are new to the Trust. These are being systematically addressed and the appointment of a Caretaker will address many of the requirements.	
5.2	Are the caretaking arrangements moving forward? Waycroft's new Caretaker has started and there is a CLF relief Caretaker working at Waycroft and Rich is at Wicklea for two-days a week currently. From week four of this term, Rich will increase his days at Wicklea until he is 25 hours a week in mid-July. There will then be 12 hours of facilities maintenance that he will manage as well as the caretakers at the other sites.	
5.3	What are the keyholder arrangements? 'Rely On' will open the school in the morning and Rich will lock up.	
5.4	I have raised the cleaning contract with the CLF Premises and Estates teams to increase the number of cleaners in the school.	
6.0	Policies	
6.1	Behaviour – Not changed but now in a CLF format	
6.2	Uniform – Changed as per discussion in the last meeting	
6.3	The Academy Councillors approved the above policies.	

6.4	<p>CLF Template Policies for noting:</p> <ul style="list-style-type: none"> • Anti-Bullying • Attendance • Health & Safety • Online Safety • Safeguarding • Positive Handling and PI • Lone Working • First Aid • Admissions • Equality, Diversity & Inclusion Statement • Attendance <p>The Academy Councillors noted the above policies.</p>	
7.0	Matters for the Attention of the Board	
7.1	None.	
8.0	AOB	
8.1	Academy Scrutiny: HM and HG attended their first Academy Scrutiny meeting at the end of last term. Induction into the Trust, what OFSTED areas are a focus, and the AIP priorities were all discussed.	
8.2	Nimble training will be made available via Governorhub this term.	
8.3	Save the Date: Friday 5 th July 2024: CLF Conference in Weston.	
8.4	Link Roles: Stephen will keep the four he has for the rest of this term. Then in September they will be re-distributed, and Arti might take SEND.	
8.5	The AC thanked HM for her ongoing commitment to the school.	
9.0	Close of Meeting	
9.1	The meeting closed at 6.40pm.	