

ACADEMY COMMITTEE MEETING



Date: Monday 4th December 2023
 Time: 16.30
 Venue: Woodford Primary School

Clerk: T Bhakar

Present: M Hurleston, E Drake, J Richards D Russell, S Stevenson, R Fernandez

Apologies: L Woolley

Action	Initials
ROV Templates to be emailed to Governors	TB
Documents being discussed during ACMs to be shown on Screen	TB

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	L Woolley sent apologies and the Committee accepted her apologies as she is on an Ofsted inspection.	
		Membership: Introduction and Recruitment Update	There were no updates to be given for this item.	
		AOB items	There were no further discussions for AOB.	
		Training	<p>EYFS training was given to the Committee by Sarah Stevenson, Early Years Leader.</p> <p>SS highlighted the guiding principles for teaching which aid learning and development.</p> <p>The characteristics of effective learning are:</p> <ol style="list-style-type: none"> 1. Playing and exploring 2. Active learning 3. Creating and thinking critically <p>SS talked about the emotional environment being of high importance. This included indoor and outdoor learning.</p> <p>RF Q: What is scaffolding? SS A: <i>it involved putting a framework in place to support learning.</i></p>	

			The Committee had an opportunity to learn the basic structure of the EYFS curriculum and also any acronyms that are used.	
		Register of interests	Governors confirmed the Register of Interests is accurate. Governors were reminded to inform the Clerk of any changes to their record.	
		Code of Conduct	Governors agreed to adhere to the Code of Conduct and Acceptable Use for IT Policy.	
		Part 1 Minutes from ACM4	Minutes were accepted and no amendments were suggested. All actions from the previous meeting have been completed.	
		Scheme of Delegation	This document has recently been updated to ensure it is compliant.	
		Trust Board Update	Governors noted the update from the Trust Board. There were no questions.	
		Link Governor Roles and Responsibilities	This document has been updated to reflect the changes made at ACM1.	

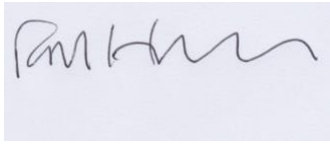
2	School Performance & Accountability	Review School Development plan priorities	<p>This section of the meeting was led by HoS, ED. The focus of this section of the meeting was the second part of the School Development Plan which is Inclusive Attitudes.</p> <p>RF Q: Do you have to adapt your learning and teaching? <i>ED A: We adapt teaching to meet the needs of individual pupils.</i></p> <p>2.2 Governors were introduced to Woodford's School Self Evaluation Form. This will be reviewed in the summer term.</p> <p>MH Q: Who benefits from this document? <i>ED A: It is helpful for Ofsted and they would read the document before an inspection, however we felt it is important to self-evaluate as part of our continuous school improvement cycle.</i></p> <p>Q: What does RAG mean? <i>A: We rate the progress of each section Red, Amber, Green.</i></p> <p>MH Q: What is the one area that keeps you up at night? <i>ED A: Safeguarding is always a priority so we are working hard to build relationships and ensure consistent behaviour management. Being a small and growing schools means we have the opportunity to get to know our pupils really well from day one.</i></p> <p>Q: With regards to the Self-Evaluation, is it a template that you have to follow? <i>A: No specific template but we have a Trust wide template.</i></p> <p>2.3 All Prevent training has been completed.</p>	
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		Behaviour and Safeguarding including Attendance Update	<p>The school is happy with the overall attendance figures however the small cohort size means that the lower attendance of three children who have been off with illness all in one group has a significant impact on percentages.</p> <p>2.5 Executive Head Primary - Note of Visit This document will be included at every meeting. The visits take place four times a year: 2 in autumn, one in Spring and another in the summer. It is an informative way of looking at areas for development in leadership. The data is based on PPRs (Pupil Progress Reports) and therefore do not include any names and it is based on cohorts and groups. Governors are always welcome to attend a EHP meeting.</p> <p>Q: Is it a form of appraisal? <i>A: No. It is Quality Assurance and has a different purpose to the HR Appraisals. It is more part of our school self-evaluation.</i></p> <p>The HoS, ED gave verbal confirmation regarding the delivery of the school curricula and assessment that is in line with the Trust's approach and that all curriculum policies are in line with statutory guidance.</p>	
3	Governor Monitoring	Record of Visits	<p>This term we have had some visits take place.</p> <p>MH did a Maths visit and discussed the Curriculum. The visit was a very positive one – the School has a great system and organisation for planning ahead too.</p> <p>Action: Clerk to send out template for ROVs.</p> <p>Action: Clerk to display documents on screen for Committee Meetings.</p> <p>DR did a Humanities visit and was pleased and encouraged by the way RE, Geography and History are all linked together.</p> <p>JR visited for Safeguarding. He met with Kellie Parnell-Thickbroom, School Services Manager, to discuss how things are managed on a practical level at the school.</p> <p>JR was impressed by how well Woodford adheres to KCSiE.</p> <p>Governor visits will be pre-planned and noted in the diary to ensure they are not delayed or moved around.</p>	<p>Action</p> <p>Action</p>

		Policies	There were no policies to be discussed at this meeting.	
		Finance Update	The School's accounts were shared. ED noted that there was also a pay increment for Staff which has had an impact.	
		Health and Safety Update	The Governors were satisfied that the document covered all aspects of Health and Safety and there were no further questions.	
		Check website compliance (publication of all required details on Governance and SEND Report	The website is compliant in terms of the publication of statutory documents.	
4	Governor Develop	Review Trust training plan		
		Clerk to minute any training undertaken by Governors since the last meeting	No new training undertaken to note.	
5	Community Engagement	Stakeholder engagement		
	AOB		No other business to be discussed.	
	Meeting Dates:	25.03.2024 15.07.2024	Meeting dates have been confirmed.	

Impact of Meeting / Key Outcomes	
Governors received comprehensive EYFS training	
The success and importance of Record of Visits from Governors	

Meeting closed at 18.00

A rectangular box containing a handwritten signature in black ink on a light blue background. The signature appears to be 'Mike Hurleston'.

Mike Hurleston
Chairman