

ACADEMY COMMITTEE MEETING



Date: Monday 15th July 2024
 Time: 16.30
 Venue: Woodford Primary School

Clerk: T Bhakar

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

Action	Initials
Arrange and set dates for RoVs	ED
HoS to share the monitoring schedule with the Committee at ACM1	ED
Share writing strategy with Committee	ED/TB

Minutes – Part 1 – Phonics Training				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	There were no apologies as all Governors were in attendance.	
		Membership: Introduction and Recruitment Update	Woodford's new Governor was introduced to the Committee. M Hurleston announced J Richardson's resignation from his role as Governor. The Committee thanked JR for his efforts and support since Woodford's opening.	
		AOB items	The Committee were informed that Academy Committee meeting frequency has now been reduced from 4 meetings per academic year to 3. LW said it would be great if this enabled governors (who have scope to do so) to spend a bit more time in school so they can experience first-hand what we discuss in meetings.	
		Training – Phonics	S Stevenson provided training on being a Rights Respecting School. Governors were introduced to the importance of this and how it is interweaved into the curriculum forming a vital part of each pupil's personal development.	
		Register of interests	MH has taken on a Governor role at Cheadle Catholic Junior School and this information is to be added to the Register of Interests. Once these are made, they will be added to the website.	
		Code of Conduct	New Governor, C Coyle agreed to adhere to the Code of Conduct and Acceptable Use for IT Policy.	

		Part 1 Minutes from ACM3	Minutes were accepted and no amendments were suggested. All actions from the previous meeting have been completed.	
		Trust Board Update	Governors noted the update from the Trust Board. There were no questions.	
		Link Governor Roles and Responsibilities	Following JR's resignation, there will be some changes to Link Governor Roles. CC will now take on role as Safeguarding Governor and RF and MH will now cover Enrichment and PSHE respectively. These amendments will be made and shared at the next meeting. ED will arrange and set dates for the RoVs.	Action

2	School Performance & Accountability	Review School Development plan priorities	<p>ED led this section of the meeting. She briefed the Committee on the SDP which has been RAG rated.</p> <p>The SDP for 2024-25 continues to be against the four areas. The school's thematic goal next year will be writing. This is the same across the Trust Primaries and will allow for meaningful collaboration between staff.</p> <p>Q: How would you know for example the impact of reading for pleasure? <i>A: Alice, our reading lead, would rely on monitoring lessons, monitoring exercise books and pupil/parent/staff voice to review the impact of work being done in this area.</i></p> <p>ED agreed to share the monitoring schedule with the Committee at ACM1.</p> <p>EHP visits are used as an exercise to evaluate the work of the teaching team and it's the effectiveness of this.</p> <p>LW invited Governors to sit in EHP visits as a helpful way of understanding pupil outcome data more holistically. Clerk to share the dates of the EHP Note of Visit meetings with the Committee.</p> <p>Q: Looking at the section about outdoor provision, what was PTA fundraising like? <i>A: We are fortunate to have a very engaged Parent and PTA community. Being a new school, there are some set up costs needed to fund raise however as the school becomes more established these will hopefully prove worthwhile. The pupils are certainly benefitting from the trikes and track we have been able to provide through PTA fund raising.</i></p> <p>SEF ED talked through the school's Self Evaluation Form which evaluates what Woodford has achieve this academic year. It is a collaborative document which requires input and contributions from a number of staff members.</p> <p>Q: Do you include surveys that you have received from Parents? <i>A: Yes, the aim is to have consistent high response and scoring rate to demonstrate the strengths the school has.</i></p> <p>Q: Does the SEF inform the SDP? <i>A: Yes, that is exactly what it does.</i></p>	<p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p>
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		<p>Behaviour and Safeguarding including Attendance Update</p>	<p>ED has undertaken more Safeguarding training for DSLs.</p> <p>Level 3 Training has been completed by a number of staff including Breakfast and After School Club. It is important that someone with that level of training is available and aware outside of core school hours.</p> <p>Q: Are there any particular concerns when it comes to behaviour and safeguarding?</p> <p><i>A: There are two pupils under review of TAF.</i></p> <p>Q: The figures for EAL matches SEND. Is there a correlation?</p> <p><i>A: No, just by chance they are the same figures.</i></p> <p>ED insisted that the school takes attendance very seriously and is proactive. The current 95% is the bare minimum. It is important to contextualise the data as it is a very small sample as the school is still small.</p> <p>ED explained that the main challenges faced by the school when it comes to attendance are term time holidays. New penalty system will come into place in August but effective in School from the new academic year.</p> <p>Q: There are 3 pupils with low attendance who all fall in the SEND category. Is this worrying?</p> <p><i>A: Yes. Especially those who have a School Focus Plan (SFP)/ECHP and interventions/additional support that they miss as a result of term time holidays. We are working closely with families on helping them to understand the implications of this on their child's education.</i></p> <p>Pupil Numbers We have seen an increase in the total number of applications. We are expecting a full class for Reception.</p> <p>KPIs The vast majority of children reached the expected level of development. Three of the pupils who didn't have high levels of SEND and two are summer born. Provision has been carefully planned for these pupils as they move into Y1. We are ambitious for all pupils and adapt teaching to ensure they make good progress relative to their starting points.</p>	
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3	Governor Monitoring	Record of Visits	<p>The school's Safeguarding Audit has been completed and submitted to the Local Authority. JT has submitted his Safeguarding RoV.</p> <p>DR gave a brief overview of his SEND visit in March. His updated RoV was shared with Governors at the meeting.</p> <p>DR was highly complimentary of SF and the work that she is doing beyond purely SEND but also the Catch-up sessions that need to take place.</p>	
		Policies	There were no policies to be discussed at this meeting.	
		Finance Update	ED has recently met with Trust Finance Director. Woodford is a small school but a relatively big building. The suppliers for electric and gas has been changed. The school is looking to increase income and continues to be mindful of spending.	
		Health and Safety Update	<p>The Governors were provided with a written update.</p> <p>The school recently completed an evacuation drill.</p>	
		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.	
	Governor Development	Clerk to minute any training undertaken by Governors since the last meeting	<p>No new training undertaken to note.</p> <p>Governors are informed of a new Sharepoint Governor Training page which will provide direct links of potential training for Governors to complete.</p>	

5	Community Engagement	Stakeholder engagement	<p>A verbal update was provided by ED. The Parent Survey included some very encouraging comments. The number of respondents this year was similar to that of last year so it is important to try to increase the response rate in future years to gain a fuller picture of parent/carer opinions about the school.</p> <p>There will be a Parent/Carer Governor election next term.</p> <p>ED attended a Stakeholder meeting on Wednesday 17th exploring potential of the planned expansion of the Redrow development and the impact this may have on Woodford. There may be more news to report by the next meeting.</p>	
	AOB		No other business to be discussed.	
	Meeting Dates:		Meeting dates have been confirmed.	

Agenda – Part 2

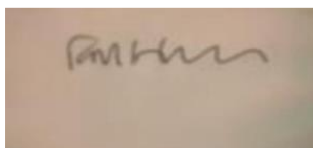
The press and members of the public to be excluded from the meeting at this point under 2003 (school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.

Category	Item	Action
1	Staff Recruitment	
2	AOB	

Impact of Meeting / Key Outcomes

Governors received insightful Rights Respecting training.

Meeting closed at 18.00



M Hurlston
Chair of Academy Committee
14.10.2024

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