



Wolstanton High School Academy Council Minutes of meeting held on Tuesday 13th November 2018

Present: Mary Hobson, Dawn Farrent, Helen Chapman, Mark Street, Dawn Platt, Emma Postlethwaite, Carolyn Lear, Michelle Jones, Sharon Black, Adele Richards, Julie Yarwood

Apologies received and accepted from: Dawn Platt, Rebecca Wright, Ally Harvey

Guests: Dan Moore, Clint Lakin, Ian Verow, Ashleigh Gripton, Emma Moore, Julie Yarwood

Agenda item	Context	Action/by whom
Election of Chair and Vice Chair	<p>The meeting was opened by the Clerk. Dr Helen Chapman was proposed for the position of Chair by Michelle Jones and seconded by Emma Postlethwaite. Passed nem con Following her appointment to Chair Dr Chapman took over the leading of the meeting. Mr Mark Street was proposed for the position of Vice Chair by Sharon Black and seconded by Michelle Jones. Passed nem con.</p>	
Academy council matters	<p>It was noted that Mrs Wright has formally given notice of her resignation from the Academy Council. This is due to personal circumstances. Both the Chair and the Clerk have written to thank her for her work. Following this resignation, the Council agreed that The Head of School will speak to Primary Heads to find a suitable person to replace Mrs Wright on the Council. Ms Platt has also given notice that she will be leaving the Council. She will be replaced by another of the SET team in due course. It was agreed that both Mrs Farrent and Mrs Hobson will be voting members of the Academy Council. Members were reminded of the confidentiality of the meeting. The SET Code of Conduct for Academy Councillors was accepted. There were no declarations of interest. Declaration of Business Interests and Pecuniary will be dealt with as appropriate by the DBF.</p>	<p>Hs Jy/DF/Hs AH</p>
Minutes of the previous meeting Matters arising	<p>The minutes of the previous meeting were accepted and signed as a true record of events. Matters arising: Council members were informed that parents had had the opportunity to ask questions concerning the recent Ofsted report via the Parents' Forum. The request to alter the PAN has been declined for September 2019 but following further consultation will be re-submitted for 2020. The Chair and Vice Chair met with the outgoing Yr11 students as part of the student voice and have also, this term met with representatives from Yrs 8 and 10. They will meet with members of Yr7 prior to the next meeting and will give a full report at the next Education and Standards Meeting in January. The Clerk will circulate the electronic version of the school calendar.</p>	<p>DF/Hs Chair/vice chair Clerk Clerk</p>

Review of committees and nominated links	<p>This information had been circulated prior to the meeting. Following the resignation of Mrs Wright, it was agreed that: Ms Black move from Resources to Education and Standards. Mrs Postlethwaite move from Education and Standards to Resources. Mrs Richards will be the link with English/Maths and Progress. The updated sheet will be circulated to all ACs.</p>	Clerk
Reports	<p>There have been no occasions on which the Chair or Vice Chair have been required to use their actions. The most recent minutes from the Education and Standards and Resources Committees had been circulated prior to the meeting and were accepted. A report from the Safeguarding Link had been circulated prior to the meeting and will be followed up as part of the Headteacher Report agenda item. Members were reminded to forward their reports to the Clerk when completed so that they can be circulated prior to the next term's meetings.</p>	
Headteacher Report	<p>This had been circulated prior to the meeting. Data relating to staff attendance was discussed. Concerns relating to this had arisen as part of the pupil voice with ACs. Council members were assured that every effort is made to ensure good quality staff are employed from the agencies. There is also internal temporary movement of staff within departments to ensure that examination classes are covered during absence. <i>The Teaching Staff Member wished to record that the school has been very supportive in finding suitable replacements in the science department.</i> Members also noted that the school has concentrated this term on the quality of work left for known absences. Cover supervisors feed-back at the end of each lesson and if there are issues these are followed up in departments through the line management meetings. <i>By using supply staff does this result in inconsistencies with the behaviour policy?</i> As far as is possible every supply teacher has a copy of the policy and it is explained to them prior to them taking classes. <i>What happens with return to work after absence?</i> There is a formal process in place which is thoroughly documented. Progress The data provided on P7 is based on the end of the last academic year. Current data for Yr11 is just in and other years will follow. There will be a full update at the Education and Standards Meeting in January. All Yr7 pupils have been re-tested for KS2 SATS and intervention is now in place for those pupils who require it. This intervention is concentrated on those students who are not currently where their data implies they should be. <i>Are the pupils responding positively to this?</i> Yes. There has been a very positive response from both pupils and parents. Literacy and numeracy catch up is now happening – earlier than in previous years. <i>Are the pupils on the intervention / catch up programmes from 1 particular primary school or from a range?</i> From the range of primaries. Areas of strength and development are highlighted on p6/7 of the report with the actions and impact on p9-11. The English and Maths departments continue to have SET support. Maths have 2 days across the department and English is non specific time wise but is to support the new HoD. Standardisation and Moderation is now factored into the LMA ensuring that data input is accurate and reflects the T&L outcomes. <i>The teaching staff member stated that the new meeting rota has given more time for departments to meet together and this is</i></p>	<p>SLT HoD</p> <p>SLT/HoD</p> <p>SLT</p> <p>Ve</p> <p>SLT/HoD</p>

	<p><i>supporting this process.</i></p> <p>Teaching and Learning The data on p12 shows the comparison with data from the same period last year. <i>Are staff aware when the period of no notice observations will occur? Pupil voice implied that there are better lessons when staff know they may be observed.</i> Yes, this has to be the case because of union support. However, the 2nd cycle looks at work sampling and this must be consistent and happening at all times. Also the Executive Principal and Head of School walk the site each day. If they see inappropriate standards of teaching this will trigger an observation. The link AC for progress will visit when the work sampling happens to observe this process.</p> <p>CPD p12-13 This was explained in detail to ACs. It was noted that the March CPD session will be a twilight session.</p> <p>Personal development, behaviour and welfare of pupils. P14 In January there will be a conference for visiting foreign heads of school on how best to integrate incoming foreign students into school. It was noted that there have been assemblies on use of social media – a Yr7 assembly had been observed by the Chair, and these assemblies had been followed up with information on the Headteacher’s blog.</p> <p>Behaviour p15 There has been very positive feedback re the isolation room. Work is now starting on a Restorative Programme which will be implanted to support pupils who continue to repeat poor behaviour. Staff are now using positive recognition boards and positive rewards. The work done in training at INSET is now beginning to bear fruit. <i>Is it possible to make a comparison with data from last year?</i> It will be difficult to do this as the behaviour policy has been adapted after review. There had been too many consequences which had started as a strength but eventually became a weakness and didn’t support pupils effectively. Staff are now looking at alternative provision for students with SEN and then considering how best to support them to behave well. There are 84 pupils on the SEN register but there are other pupils who may have some SEN but who do not fit the requirements for the register. There is a definite culture change from negative to positive attitudes by staff to pupils. <i>The ACs who work on the disciplinary boards use the behaviour policy to support their work.</i> There may be a possibility of using the INSET leader who came to work with staff to come into school again for a day to support this alternative provision. This will be explored. <i>Acs asked if they could be a part of the Postcard system when they meet with pupils. This was agreed.</i></p> <p>Attendance The Data Punctuality report was issued at the meeting and explained and discussed. It was noted that the new Crossing Patrol Person is excellent with the pupils and it was asked if he could be given an “Above and Beyond” award. With regard to Action 6 p18 and following on from the Resources Committee it was reported that the facility to record phone conversations on the system is being investigated.</p> <p>Quality of Leadership and Management. P20 The information on Safeguarding was noted with the comments from the report of the link AC. All ACs have received and read the policy relating to this. Action 4 p21/22 relating to pupil premium will be an agenda item for the next Education and Standards Meeting.</p>	<p>Mrs Richards</p> <p>Lk</p> <p>DM</p> <p>DM/LK</p> <p>JY/DF/Hs</p> <p>AH/DF/Hs/HC</p> <p>DF/Hs DF/Hs/AH</p> <p>Hs/Lk/Clerk</p>
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	Finance The detail in this report had been discussed thoroughly at the recent Resources Committee and the minutes circulated to all ACs.	
Safeguarding updates	None further to those contained in the Headteacher report	
Financial updates	None further to those contained in the Headteacher report	
Policies	The Academy Council have adopted and approve policies relating to safeguarding	
Governor information pack	Both the electronic version of this and hard copies have been passed to all ACs together with supporting notes from the Clerk.	
AOB	There are still some issues with the school email addresses, especially when sending some information to emails which are either not part of the Wolstanton AC list or work emails. This will continue to be monitored and followed up.	Clerk AH

The meeting closed at 8pm

Please note that the date of the next Academy Council meeting is on: Tuesday 5th March 2019

Approved and signed by the Chair:

Dr H. Chapman: _____

Date _____