

# Minutes – Frome Vale Academy Council

<b>Version</b>	<i>Final</i>	
<b>Date</b>	16 October 2018	
<b>Location:</b>	Frome Vale Academy	
<b>Time:</b>	5.00 pm	
<b>Present:</b>	Noelle Rumball (NR) Martyn Poole (MP) Laura Walder (LW) Nikki Dawson (ND) Jan Saunders (JS) Susie Weaver (SW)	Sponsor Academy Councillor (Chair) Sponsor Academy Councillor Parent Academy Councillor Student Advocate Principal Executive Principal
<b>Attendees:</b>	Lyn Ovens (LO) Linda Corbidge (LC)	Academy Business Manager Academy Council Clerk
<b>Apologies:</b>	Colin Ogden (CO) Brian Atkins (BA)	Sponsor Councillor Sponsor Councillor

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions by NR. NR introduced Linda Corbidge, the new Academy Council Clerk.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
2.2	Annual Declaration – LC reported that the annual return pro forma was being amended and would be circulated for completion shortly. SW explained that the reason for the amendment was as a result of changes to legislation regarding related party transactions. LC advised AC's that if they were in doubt about including something on the return they should include it anyway.	
<b>3</b>	<b>Minutes of Previous Meeting and Matters Arising</b>	
3.1	<ul style="list-style-type: none"> <li>It was noted that the AC met on 9<sup>th</sup> July to scrutinise the results which were very pleasing.</li> <li><b>Consider impact of wider curriculum on outcomes – taken forward to next meeting.</b></li> <li>It was noted that there were no matters arising.</li> </ul>	JS
<b>7</b>	<b>Academy Council Report – Finance</b>	
7.3	<p><i>(Item taken out of order)</i></p> <p>LO explained that she would attend the first meeting of the year to present a report to the AC and would attend other meetings if there were any significant changes. LO briefed the meeting on the circulated paper:</p> <ul style="list-style-type: none"> <li>The financial position last year had been extremely challenging. SCA grant funding of £14K had been used. Just under £16K had been spent on work</li> </ul>	

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	<p>required in Reception class grounds and IT room. As a result of unexpected staff changes, the academy had ended the year at £11K surplus rather than £25K deficit expected. Some books hadn't been ordered as the surplus was unexpected. It had also been helpful to receive funding for a teacher from CLF.</p> <ul style="list-style-type: none"> <li>18-19 Budget - The academy were now in a better position since the Board approved budget due to the staff change and were able to employ an additional teacher to cover a teacher who was not in class at present. <b>The AC asked if the performance of the school would be affected by the staff member leaving.</b> JS explained that they would be mirroring working arrangements put in place last year, therefore would not expect performance to be affected. LO added that mitigating actions put in place last year would still go ahead which would result in a positive sustainable position.</li> </ul> <p><b>AC asked what the SCA funding would be used for this year</b> – LO explained that funding would be used for grounds work, roofing and the roller shutters in the canteen area.</p>	
4	Governance	
4.1	Chair of AC - It was noted that BA who was Chair of the AC last year, had written to everyone explaining her reasons for stepping down. As a result, the Board had appointed NR as Chair.	
4.2	<p>Membership – NR outlined current vacancies - 1 x Sponsor; 1 x LA Rep; 1 x Teacher; 1 x Support Staff. The AC discussed the way forward regarding vacancies, actions agreed were:</p> <ul style="list-style-type: none"> <li>Parent and Teacher Councillor – Elections would be held asap, <b>LC to email Teacher Councillor letter to JS.</b> (JS already had Parent info).</li> <li>Sponsor Councillor/LA Rep – it would be good to have community representation. AC suggested approaching the Children's Centre/Vassals Centre – <b>JS to take this forward? All AC's to discuss with contacts.</b></li> <li>Sponsor Councillor/LA Rep – As there was now a skills gap around education it was agreed Wendy Hellin should be approached to try to find someone with education expertise. <b>LC would contact WH.</b></li> </ul>	<p>LC</p> <p>JS</p> <p>ALL</p> <p>LC</p>
4.3	<p>Actions for Academy Council development – a lengthy discussion took place on the need and ways to increase the effectiveness of the academy council this year. It was recognised that a lot of the education expertise had been previously delegated to BA. JS outlined the 'teaching expectations' the academy had adopted. These included 2 half day away days for staff to discuss the academy priorities. The AC liked the suggestion that they could mirror the expectations. AC's requested that the teaching expectations be circulated with the minutes. <b>Actions agreed were:</b></p> <ul style="list-style-type: none"> <li>All academy councillors needed to upskill to enable them to confidently challenge and support at the meetings.</li> <li>NR emphasised the need for academy councillors to engage fully with meeting papers prior to meeting.</li> <li>A pre meet would take place at the start of every AC meeting to coordinate challenge, with support provided by SW.</li> <li>Recruit additional councillors with the right skills to fill the vacancies. Suggestions were put forward for a 'get to know you evening'.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Academy councillor visits – <b>an immersion day would take place on Friday 23 November</b>; morning visits to classes followed by an academy councillor training/development afternoon, with end of day coffee/cake for meeting any prospective councillors. <b>NR would send electronic invites.</b></li> <li><b>JS would ensure that academy councillors were copied into newsletters</b> in future to ensure they were aware of the dates of key events at the academy – AC’s should aim to attend. JS emphasised that visits were part of the leadership responsibility for academy council.</li> <li><b>An academy councillor meet the parents open evening/social would also take place on Tuesday 27 November.</b> JS would arrange communication.</li> <li><b>NR requested councillors to email her with any other ideas to strengthen the academy council.</b></li> </ul>	<p>NR JS</p> <p>JS</p>
4.4	<p>AC Training</p> <ul style="list-style-type: none"> <li>Training opportunities for this year were shared. NR had booked on 3 NGA courses and recommended attendance if possible. Training was also available in Bristol from GDS (Governor Development Service), the new CLF online training via NIMBLE and CLF face to face training, including Safeguarding sessions. <b>LC would resend information on training courses and track training.</b></li> <li>It was also agreed that hour long bursts of support for PP and EYFS etc. would be arranged between now and January. Availability was discussed with those present – 2.00-3.00 pm on a Friday was suggested - first session Friday 23 November, as above. <b>NR would check further availability with remaining councillors.</b></li> <li>It was noted safeguarding training was recorded on the SCR. This had been shared with the link AC member.</li> </ul>	<p>LC</p> <p>NR</p>
4.5	<ul style="list-style-type: none"> <li>Current Link Councillors were confirmed as Health &amp; Safety – MP; SEND - NR. LW agreed to take on the Safeguarding Link role following BA’s departure.</li> <li>It was noted that further Link Academy Councillors were required for Early Years, Pupil Premium, Literacy and Numeracy, which included links for AIP priorities. <b>NR would discuss this further with other academy councillors.</b></li> </ul>	NR
5	<b>CLF Academy Council Results Review Day</b>	
5.1	<p>NR briefed the meeting on the CLF Academy Council Results Day which had taken place on 15 September. NR, MP and SW had attended. MM (Mandy Milsom) had also supported with the AC planner/trails. Slides from the day are attached to the minutes along with the pro forma for academy bright spots and draft agenda plan which was completed as a result the data.</p> <ul style="list-style-type: none"> <li>JS explained that the small number of PP boys (2) in Year 5 meant that PP was not a trail for Year 6 this year. It was agreed that it was important to know and consider context when looking at data trails.</li> <li>MP commented on the usefulness of the day which had led to good follow up discussions about the academy priorities.</li> </ul>	
6	<b>Academy Council Report</b>	
6.1	<ul style="list-style-type: none"> <li>Admission numbers – JS reported on the upward trend to 177 this year (169 last year) with a Pan of 210. <b>AC’s requested that this data should be available on the dashboard within the AC Report.</b></li> </ul>	

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	<ul style="list-style-type: none"> <li><b>JS requested that the AC Report narrative should be brought in line with the SEF. SW would feedback comments as the AC Report was currently being amended.</b></li> </ul>	SW
6.2	<p>Achievement and Standards</p> <ul style="list-style-type: none"> <li>Results and trails had been discussed in previous meetings.</li> <li><b>AC noted that the priorities this year were Early Years and Maths and Literacy.</b></li> </ul>	
6.3	Risk Register – taken forward to next meeting.	
6.4	Health & Safety – MP had met with the H&S Committee prior to the meeting. MP advised there were no issues to report to the AC. It was noted H&S was outstanding however the academy was not complacent.	
6.5	LAC Report – there were no LAC at FVA.	
6.6	<p>Safeguarding, including annual report</p> <ul style="list-style-type: none"> <li>The Annual Safeguarding Report had been shared and was noted by the AC.</li> <li>Report from SG Link – In her new role as SG Link, LW had met with the Designated Safeguarding Lead (DSL); looked at CPOMS; attended the safeguarding staff training and the beginning of the Safeguarding Audit meeting. LW had read and signed the KCSIE. LW reported that the audit was fairly comprehensive. LW had a note of questions to ask the DSL and would be making spot checks. <b>SW commented that the broader developments section was missing from the annual report. AC requested that LW should monitor actions in the annual report, the broader developments and any issues flagged orange.</b> JS said that she was working with Steve Bane (the Trust SG Lead) and is linking with HN to close off the amber aspects.</li> </ul>	LW
6.7	<p>Policies</p> <ul style="list-style-type: none"> <li>Academy Councillors <b>approved</b> the following updated policies which had been reviewed and were recommended for approval by the Principal: Health &amp; Safety, Lettings, Home School Agreement, Lone Working, Marking and Feedback, Policy Statement and Procedures for Supporting Pupils with Medical Conditions, SEND and Critical Incident Plan. Procedures were noted for Literacy, Science and Lock Down.</li> <li><b>Updated FVA Policy matrix would be presented at the next meeting.</b></li> </ul>	LC JS
<b>7</b>	<b>Self-Evaluation Framework (SEF)</b>	
7.1	<ul style="list-style-type: none"> <li>SW explained that both the SEF and AIP were key documents for Academy Councillors to read and monitor.</li> <li>JS outlined her goal which was for the academy to be ‘outstanding’ by Easter. SW emphasised that these documents should be a key part of the focus in meetings and for the AC to understand what questions to ask and when meeting with the children.</li> </ul>	
<b>8</b>	<b>Academy Improvement Plan (AIP)</b>	
8.1	Academy Councillors should be using this as a key document going forward, noting key priorities.	
<b>9</b>	<b>Student Voice / Student Advocate</b>	
9.1	ND reported that all students groups were in place and running. The focus was on being Green – Eco and School Council.	
<b>10</b>	<b>Parent Forum</b>	

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10.1	<ul style="list-style-type: none"> <li>It was noted that the academy don't have a parent forum. JS explained that it was tried when she first started but was not effective. The academy are now opening up the space for a coffee and conversation afternoon for the community, called 'FVA Way'. This is proving a really positive way to update on where the academy is now and what it's planning. AC's who attended commented on the lovely video which was played showing fantastic advocates for the school.</li> <li>JS and ND reported on really positive open morning conversations with parents/carers; a teacher at Callicroft had visited and shared her positive experience and JS/ND were linking with local nurseries which was a real strength. All these were signs of the school moving forward.</li> </ul>	
<b>11</b>	<b>Equality and Diversity</b>	
11.1	AC's discussed the need for the academy council membership to be more representative of community. ACs agreed on the need for positive action as part of the recruitment for new academy councillors.	
<b>12</b>	<b>Matters for the attention of the Board</b>	
12.1	None.	
<b>13</b>	<b>AOB</b>	
13.1	None.	
<b>14</b>	<b>Next Meetings</b>	
	<b>15 January, 5 March, 30 April, 18 July – all at 5.00 pm</b>	

The meeting closed at 7.15 pm