

Minutes – Woodlands Academy Council Meeting

Meeting Date: 26th March 2026

Location: WDA

Time: 3:30-5:30pm

Present:

Lance Mason (LM)	Chair of Academy Council
Andy Kendall (AK)	Sponsored Councillor and Vice Chair
Catherine Bennett (CB)	Sponsored Councillor
Katherine Brockett (KB)	Teacher Councillor
Carey King (CK)	Support Staff Councillor

In attendance:

Vicky Counsell (VC)	Principal
Jasmine Legrand (JL)	Clerk (Cover – via Teams)
Kate Richardson(KR)	Executive Principal

Apologies:

Sarah Rowley(SR)	Sponsored Councillor
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Minutes produced by a cover clerk.

		Action
1	Introduction, Administration and Apologies	
1.1	2 AC's joining online when they can. JL introduced as cover clerk in SB's absence	
2	Declarations of Interest	
2.1	None	
3	Academy Council Membership	
3.1	1 applicant going through the application process	
4	Minutes of Previous Meeting	
4.1	Chair to chase	LM
5	Matters Arising	
5.1	The Chair gave a brief update explaining the purpose of COAC, outlining how the committee fits into the wider CLF picture and what its role is in supporting academies. He highlighted two key themes that shape COAC's work—addressing deprivation across our communities and maintaining excellence across all academies—so members have clear context for future discussions.	
6	Academy Council Report	

6.1	VC Presenting	
6.1.1	Feedback from Term 4 Staff Survey VC Not all staff completed the survey but the responses we did receive were positive. Key themes included a focus on further professional development and staff wellbeing during periods of change, improving communication, and offering more one-to-one conversations to discuss individual goals and development in addition to the three times per year that already take place. Staff highlighted interest in professional development planning across the year and opportunities to observe in other schools. ACTION – Ensure opportunity on site for staff to complete the surveys.	VC
6.1.2	Would these questions and worries come out in their PD meetings? Yes, they should come out within those meetings.	
6.1.3	How many teachers and staff does each SLT line manage? MR line manages Teaching Assistants and SMSAs. KR line manages KS2 teachers. VC line manages SLT, M6 teachers and Operations Manager.	
6.1.4	How do the results from the staff survey get fed back to staff? Feedback about the staff survey in PDM meetings. Encouraging to hear It was overall positive and can email to ask staff to come to leadership if they would like to get some tailored one to one support on things.	
6.2	3 Big Successes • Year 6 Term 4 Mock results: improvement again on mock results • Curriculum development - teachers have been understand that assessment for the wider curriculum is essential to understanding what the students will need. Teachers have created a system to review learning, and we will be analysing that. • Phonics lead is working with the English Hub and it's going well.	
6.3	Catherine Bennett joined 16:07	
6.4	New Ofsted Framework into practice	
6.4.1	How does it feel for the school to prepare for a different type of process? It is a binary system. We need to meet every section and we are looking at that. We are also looking at how it will look on the day in terms of who will leading the site when the principal is with inspectors. "Expected standard" in the new framework is better than "good" in the old framework.	
6.4.2	Is there a difference for academy councillors? They would typically meet with academy councillors on day 2 and need the minutes from the last 3 meetings, board meeting minutes and scrutiny minutes. Then they would sit down with Steve Taylor and a member of the board.	
6.5	KB entered the meeting 16:20pm	
6.6	Year 6 mocks KB Pleased overall with the mocks and pleased with the increase from the one before. Interventions put in for students that need it, with bespoke and targeted support. SATs club is also running, appreciative that SATS club is supported by 2 x other teachers alongside KB as it helps to have that variety and extra support in there. Writing: moved up English: Now started the unlocking letters and sounds program which you can see the impact of how that will help with their spelling. Maths mocks – a lot of students scored 35 or more on arithmetic	

	During SATs week ensuring KB is in all week and doing the boosters with them and supporting them emotionally through the week. Students are keen to improve and have their scores for the mocks.	
6.7	Areas for development ARV Visit Focused on English maths and SEND provision, thinking about inclusion throughout. Things to continue to prioritise: • Assessment for learning • Adapting our learning and scaffolding. • Handwriting and spelling • Manipulatives in maths. Understanding of learning behaviours and students feeling confident to use everything available to them. • Low level behaviours - routines strong in the morning. Working on developing to same standard after lunch. Lunchtime routine has been adapted in the hall to have 2 classes in the hall at once. This means we have more adults available to fewer children outside. Supporting children to have conversations at dinner time and having manners.	
6.7.1	Has the smaller number of children eating in the hall at one time made a difference for lunch times? Yes, it has made a difference, we have introduced lunchtime resources for conversation 'starters' and it is an ongoing piece of work.	
6.7.2	Who runs the ARV now? It used to be more Trust led, but now we get to invite who we think will be useful for the meeting and get a variety of professionals coming in to support.	
6.8	Attendance VC Non-PP children – very regularly we achieve 100% attendance There is a gap between PP and non-PP and we are working on closing that gap. We are not yet in line with CLF average PP attendance but are close to it and improving. Attendance and family support worker interview was not successful but now have internal applicant who has been successful and will start at the beginning of term 5. There will be some interventions starting next term for supporting students with improving attendance.	
6.8.1	Trying to understand the figures. Year 3 specifically. ACTION – VC to look at tables on pages 2 and 3 and work out the data	VC
6.8.2	Attendance on Fridays? ACTION – Year 5 and Year 6, what is impacting the Friday attendance to make it lower than the rest of the week VC to investigate	VC
6.8.3	Case studies are useful as learning points for Academy Councillors to understand the students behind the data. We also get to see what you have put in place to include the parents in the process.	
6.9	Can we have an update on the pupil council update and clubs running? Currently we have an Eco-committee, health and safety committee and school council. We also have Y6 Ambassadors and two CLF Pupil Parliament representatives. The school council have been actively sorting out new resources that we will be using at lunchtimes. They have been speaking with fellow students about what they would like to change in the school. The school council are planning some lunchtime competitions and that is their focus at the moment. They are all excited to take part. Eco-committee – focus is on littering and the danger it poses to animals. They are currently monitoring litter picking and drafting posters and light monitors and turning off whiteboards etc	

	We want them to then speak in assembly and develop their public speaking skills.	
6.9.1	Academy Council is happy to support with the pupil committee groups if they want some “outside” presence.	
6.10	Safeguarding Overall positive, there are a few spikes with changes in reporting systems but we understand what they are. . Aware of the small number of racial prejudicial incidents rise, addressing it and monitoring the situation. Zero tolerance. Social media impact on what students are using in their language and understanding that. Restorative conversations are important, safeguarding bitesize was on racial and prejudice incidents and the education that comes alongside it in response to the small rise in prejudice incidents. Direct addressing of feedback from safeguarding team into teachers.	
6.10.1	Steve Bane – CLF safeguarding lead is due to carry out an annual visit with safeguarding team in April then have a meeting after his visit. LA audit visit later in the year.	
6.11	VC and LM Risk Register This was looked at together and reviewed, it is a live document and a work in progress. Drawing on support from the trust where there may be a gap from ops manager for the SCR.	
7	Areas in Agenda Planning	
7.1	Ofsted New Framework – safeguarding, inclusion, curriculum and teaching, achievement, attendance and behaviour, personal development and wellbeing, early years, leadership and governance.	
7.2	CB left the meeting 17:07	
7.3	Are we able to access the Ofsted information? ACTION – VC to share Ofsted information with Academy Council	VC
8	Matters For The Attention Of The Board	
8.1	ACTION – VC Policies to sign to look at JL to look at outstanding policies too	VC/JL
8.2	COAC – LM happy to raise anything if needed	
8.3	Health and Safety audit came out as “Outstanding” so that needs to be celebrated	
8.4	Staffing update – One teaching assistant has resigned. There is a 4 weeks’ notice period so that will be interviewed for next month. SMSA leaving, TA leaving and there will be a supply TA while we recruit.	
8.5	Unlocking letters and sounds for spellings and handwriting. These resources are great. They are 15/20-minute lessons. Will move to these in T5. Also working on writing and modelling of teacher handwriting from the Trust English Lead. Working on scaffolding and modelling in all lessons and support for this will come through the PD work.	
9	Any Other Business	
9.1	None	
10	Close of Meeting	
10.1	Meeting closed at 17:24pm	

ACTIONS

6.8.1	Understanding attendance figures. Year 3 specifically. ACTION – VC to look at tables on pages 2 and 3 and work out the data	VC
6.8.2	Attendance on Fridays ACTION – Year 5 and Year 6, what is making the Friday attendance considerably lower than the rest of the week. VC to investigate.	VC
7.3	Are we able to access the Ofsted information? ACTION – VC to share Ofsted information with Academy Council	VC
8.1	ACTION – VC Policies to sign to look at JL to look at outstanding policies too	VC/JL