

# Minutes – Woodlands Academy Council

**Meeting Date:** 25th April 2024  
**Location:** WDA  
**Time:** 3.30pm

<b>Members</b>	Lance Mason (LM)	Sponsor Councillor ( <i>Chaired in AK's absence</i> )
	Vacancy	Sponsor Councillor
	Vacancy	Sponsor Councillor
	Lisa Craig (LC)	Headteacher
	Susie Weaver (SW)	Director of Education ( <i>Joined via Teams at 4.00pm</i> )
	Justin Underhill (JU)	Parent Councillor
	Vacancy	Parent Councillor
	Vacancy	LA Representative Councillor
	Rachael Wright (RW)	Teacher Councillor
	Vacancy	Support Staff Councillor
Vacancy	Student Advocate	

<b>Apologies:</b>	Andy Kendall (AK)	Sponsor Councillor & Chair
	Huw Grove (HG)	Sponsor Councillor

<b>In Attendance:</b>	Sue Burns (SB)	Clerk
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Item	Welcome, Introductions and Apologies	Action
1.1	LM welcomed everyone to the meeting.	
1.2	Apologies were received and accepted for Huw Grove and Andy Kendall.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	LC declared a family member works for Rolls Royce who is a CLF Sponsor.	
<b>3.0</b>	<b>Academy Council Members</b>	
3.1	Joanne Poole stepped down as an Academy Councillor wef 19.02.2024.	
3.2	The Academy Council thanked Joanne for the contribution she made to the AC during her term of office.	
<b>4.0</b>	<b>Minutes of Previous Meeting &amp; Actions</b>	
4.1	The minutes of the previous meeting (09.01.24) were agreed to be an accurate record.	
<b>5.0</b>	<b>Young Carers - Mrs Sheldon</b>	
5.1	To achieve the 'Young Carers in Schools Award' I will need to submit a copy of the minutes.	
5.2	An additional child has been recognised as a young carer which means that we potentially have three in the school.	
5.3	Bristol Young Carers will provide additional support and provide 1:1 sessions, day trips and arts and crafts activities.	
5.4	A whole school assembly has taken place to make the whole school aware.	
5.5	PSHE lessons will be planned annually to describe what a young carer is.	
5.6	Young Carer drop-ins will be arranged for support with homework, reading or a conversation.	

5.7	A code for Young Carers has been distributed to parents.	
5.8	The staff have been made aware of the impact that being a young carer can have.	
5.9	Our enrolment form will be updated to include the option to indicate that a pupil is a young carer.	
5.10	The website will be updated with information for young carers.	
5.11	I am collecting evidence for the support that the school provide Young Carers.	
5.12	<b>Is there a specified attendance code for Young Carers?</b> No, but the EWO is made aware of the reason for their absence.	
5.13	<b>ACTION: All Academy Councillors to view and approve the Young Carers code.</b>	<b>ALL</b>
5.14	<i>Mrs Sheldon left the meeting at 4.00pm</i>	
<b>6.0</b>	<b>Academy Council Report</b>	
6.1	The AIP and the SEF have been circulated. We will move to the CLF SEF format shortly and therefore will update it then.	
6.2	The AIP has been reduced so that it's more focused for the rest of the academic year.	
6.3	<b>Will some of the items carry over to next year?</b> Yes, we have prioritised the key focus items because we are transitioning into the CLF. We have also added in adopting new CLF systems and processes.	
6.4	I reviewed the list of transition tasks with our CLF Project Steering Group manager today which was a positive reminder of everything that we've achieved to date as part of the transition.	
6.5	The biggest challenge has been IT. The IT Team has worked really hard to support us. We have been issued with new devices for the staff and children and we can make a CLF reserves bid for some additional IT equipment.	
6.6	CLF Senior Leader training in HR processes and procedures is provided weekly as part of the transition.	
6.7	<b>Do you have CLF Policies to adopt?</b> Yes.	
	<b>Quality of Education SCITT</b>	
6.8	We have a lot of SKITT Students and University students on site currently which the children are thoroughly enjoying.	
6.9	Huw Grove did a walk around at the end of last term which was positive.	
6.10	The Geography and Science curriculums are being embedded and the active reading system has been well received. The English Hub has given us some additional reading ideas and we've moved our breaktime to facilitate them.	
6.11	<i>The CLF Black Box data was tabled for review.</i>	
6.12	The distance travelled charts indicate the progress information, but there is only one data drop currently.	
6.13	<b>What does 'on track' mean?</b> The CLF use DOOYA. O1 means a child is secure in their learning. O2 indicates that they are in their age-related band but are not secure. D represents 'deepening' and is therefore also on track. Y is 'Yet to be on track' and A is 'At an earlier level'. A means 'At an early stage'.	
6.14	Y children are working within the year-group band and could attain O by the end of the year, therefore we can target these children with interventions.	

6.15	The A data includes the year-group that the child is working at so that we can still track their progress.	
6.16	The pupil progress meetings for Reception took place today and the teacher was really pleased to have such helpful data feedback. Pupil progress meetings have taken place for all year groups.	
6.17	Writing moderation is planned with Waycroft next week. The following week the staff will review the DOOYA data to ensure they understand it.	
6.18	The key groups are all broken down, as well as an academy overview.	
6.19	There has been mobility affecting data over time.	
6.20	School have identified key areas of focus.	
6.21	This includes Y1 Reading and Y5 Maths.	
6.22	We have moved from 13% on track for Y6 combined to 41%.	
6.23	<b>Has there been a staffing change?</b> Yes, in Y4 and the transition has been successful. The teacher has identified gaps in learning in the geography curriculum and covered the key skills so that they are ready for Y5.	
6.24	<b>What is the reason for the improvement in Y6?</b> They had two different teachers last year and have been very settled with their new teacher this year. We have identified any required access arrangements.	
6.25	We have purchased PIXL this year which provides diagnostic data that can be compared nationally, and we can identify gaps in learning.	
	<b>Curriculum</b>	
6.26	The Subject Leaders collate which children are below age related and which exceeding expectations in the units.	
6.27	We've changed our RE provision as recommended by the LA, with specific targeted outcomes for assessment.	
6.28	We have no LAC children.	
6.29	Approximately 50% of our children are PP. We've put provision in place accordingly.	
<b>7.0</b>	<b>Staff and Wellbeing</b>	
7.1	Communication with the TAs is key. We have been providing them with additional information about the children which has been well received.	
7.2	At this time, we are planning staffing for 2024-25.	
7.3	<b>Do you have a staffing budget for next year?</b> We are predicting a £130k deficit, therefore I will meet with the CLF Finance Officer to see how we can address this strategically.	
7.4	<b>Has the number of children on roll reduced?</b> Yes, we have 24 pupils leaving Y6 and 13 children joining Reception.	
7.5	<b>Is there benchmarking data available for similar schools in the Trust?</b> SW: Yes, we have several schools with low numbers and high deprivation and will work with LC to share best practice.	
<b>8.0</b>	<b>Governance</b>	
8.1	The academy will advertise the Parent Academy Council vacancy.	
8.2	LC will try to identify a Student Advocate.	
8.3	Lance will retain Safeguarding, SEND and CiC. Huw will retain PP	
8.4	Andy will take the H&S Link role.	
8.5	Justin will be the Behaviour and Culture Link Academy Councillor.	
8.6	Save the Date: Friday 5 <sup>th</sup> July 2024 is when the CLF Conference will take place in Weston.	
8.7	The Academy Councillors were reminded to complete their Nimble training.	

<b>9.0</b>	<b>Policies</b>	
9.1	<p><b>Policies to Approve</b></p> <ul style="list-style-type: none"> <li>• FOI</li> <li>• Safeguarding</li> <li>• Charging &amp; Remissions</li> <li>• Passwords &amp; Encryption</li> <li>• Admissions</li> <li>• Gifts &amp; Hospitality</li> <li>• Online Safety</li> <li>• Positive Handling</li> <li>• Records and Retention</li> <li>• Complaints</li> <li>• First Aid</li> <li>• Health &amp; Safety and Medications in School</li> </ul> <p>The Academy Council approved the above policies.</p>	
<b>10.0</b>	<b>Matters for the attention of the Board /COAC</b>	
10.1	None	
<b>11.0</b>	<b>AOB</b>	
11.1	LC thanked the CLF for their ongoing support with transitioning into the CLF and that the school is already seeing the benefits of being part of a larger Trust.	
11.2	<p>Friday 5<sup>th</sup> July 2024 – This is the date of the CLF Conference. Therefore, LC is requesting permission for the school to close for the day so that all the staff can attend the conference.</p> <p><i>The Academy Council approved the request to close the school for the day on 5<sup>th</sup> July 2024.</i></p>	
<b>12.0</b>	<b>Close of Meeting</b>	
12.1	The meeting closed at 5.15pm	