

Minutes – Uphill Village Academy

Meeting Date: 4th December 2023
Location: Uphill Village Academy
Time: 5.00pm

Present:	Shane Hawkings (SHA)	Chair Academy Council
Members of	Sam Hodder (SHO)	Principal
AC:	Susie Weaver (SW)	Executive Principal (arrived at 5.55pm)
	Toby Blackburn (TB)	Sponsor Academy Councillor
	Stewart Castle (SC)	Sponsor Academy Councillor
	Vacancy	Support Staff Academy Councillor
	Vacancy	Teacher Academy Councillor
	Anita Beal (AB)	Student Advocate Academy Councillor
	Caroline Jamieson (CJ)	Parent Councillor
Apologies:	Rosie Dyke (RD)	Parent Councillor
	Carina Ridge (CR)	Sponsor Councillor
In Attendance:	Sue Burns (SB)	Clerk to Academy Council
	Sasha Allsop (SA)	SENDCo

Item	Description	Action
1.0	Introductions	
1.1	SH welcomed everyone to the meeting. Introductions were made.	
1.2	Apologies were received and accepted for Rosie Dyke and Carina Ridge. Susie Weaver advised in advance that she would be late to the meeting and arrived at 5.55pm.	
2.0	Declarations of Interest	
2.1	There were no declarations of interest pertinent to the meeting content.	
3.0	Academy Council Membership	
3.1	There is one Sponsorship Vacancy and one LA Rep vacancy. All the Academy Councillors were reminded to send a website bio for publication, and to provide ahead and shoulders photo.	
4.0	Minutes of the last meeting	
4.1	The minutes of 2 nd October 2023 were agreed to be a true and accurate record. Actions and Matters Arising 5.2, Clerk to liaise with CLF Central re request to move UVA Meeting Dates – Completed. 5.11, AB to arrange for an AC to observe a Council Crew meeting – In progress, will take place in January 2024. 5.19, SHo to circulate some anonymised attendance case studies to the AC – Completed.	
5.0	Focus on SEND - Sasha Allsopp	
5.1	I've met with Caroline Jamieson as part of her SEND Link Role and we discussed SEND funding, provision mapping and how we meet need.	
5.2	We've secured funding for one-to-one provision for those children who require it.	
5.3	Bromcom is embedding. We are still learning some of the intricacies and how to run bespoke reports. We have found it very useful for attendance and behaviour reports. The CLF have	

	working parties of staff who are learning how to best use it so that they can share best practice. CLF are going to employ a Bromcom Officer to oversee the use of the software across the Trust.	
5.4	I've circulated a report to indicate how our SEND provision will develop this year. Jess Hood has received ELSA training and is sharing key information with other staff. Jess is also working in KS1 to provide additional support.	
5.5	We've completed Pupil Progress meetings. Top-up funding only applies to children with EHCPs now. We are in a strong position because we've made a lot of EHCP applications.	
5.6	Does the top-up funding get backdated once the EHCP has been granted? No, it applies from the date that the ECHP was approved.	
5.7	How many EHCPs are underway? Three who are awaiting an EP assessment	
5.8	We have three children who have top-up funding, but we will apply for EHCPs for them, but we are aware that there is a backlog.	
5.9	I attended a SENCo network today where we were asked about the Early Years funding and how it can be improved. We were also asked how much information is shared from the pre-schools.	
5.10	North Somerset are part of a 'safety valve arrangement' which means that if they make significant savings to their SEND budget they will have part of their deficit written off.	
5.11	We have increased need in Reception which means that we have had to make changes to some TP responsibilities.	
5.12	Are you receiving adequate CLF support? Susie Weaver is engaged in discussion with NSC re SEND support. The Trust is aware of the issue because all the local authorities find themselves in the same position.	
5.13	What happens if the child can no longer be supported in a mainstream school? An annual review process allows external agencies to consider if the plan is still appropriate	
5.14	North Somerset Council is attached to nurture bases, although we don't have the room here.	
5.15	We are embedding CCC to create a one-page profile for a all our SEND children.	
5.16	Do you have examples of where some children no longer need support? Yes, we have some children who don't need 1:1 support when they reach KS2, or can managed with 2:1 support.	
5.17	<i>The Academy councillors thanked Sasha Allsop for her presentation.</i>	
	Academy Council Report – Sam Hodder	
5.19	Attendance remains challenging, although we are out-performing other North Somerset schools. We have had some sickness bugs, but term-time holidays are on the rise.	
5.20	Are there any trends to the term-time holidays? No, they are across all the year groups. We issue fines where appropriate, but that does not act as a deterrent. Our attendance processes are rigorous.	
5.21	Our persistent absenteeism data has increased as a result of the term-time holidays, not because the children are persistently absent.	
5.22	We are funding three families to attend Breakfast Club which improves their attendance and puts them in the best place for learning.	
5.23	Is there a noticeable improvement in achievement when attendance improves? Yes. Because the children are in a routine and access the full curriculum.	
5.24	Why has the EYFS attendance reduced? This is due to illness, which is typical at this time of year.	
5.25	Breakfast Club numbers are increasing and After School Club is at capacity with a waiting list. We are investigating a new booking system which will automatically release spaces if someone drops out.	
5.26	The Pulse Staff Survey needs tweaking so that the responses are more meaningful and so that more staff engage in it.	

5.27	Some of the team are working hard to keep the overall staff wellbeing high which has been well received.	
5.28	The professional development list of activities been very impactful in highlighting what staff can access. These are clearly laid out for Beginning Teachers, NQTs, RQTs, Middle Leaders, Senior Leaders and All Staff.	
5.29	The Academy Councillors congratulated the SLT on the list of CPD that has been summarised for staff.	
5.30	Owen Eastwood (Belonging) attended our inset day, which was very well received by staff who found him inspirational.	
5.31	We've had 26 responses from the new EYFS cohort which is encouraging. There have been more dietary requests in EYFS than before, so we have been supporting parents to understand allergies. We also received feedback about the transition process, despite being shorter than many other EYFS cohorts.	
5.32	The Academy Council congratulated the school on the number of 'likely to recommend' positive responses and the increase in the number of families touring the school.	
Safeguarding Update		
5.33	The North Somerset Safeguarding Audit Report and the CLF Audit Report have been actioned.	
5.34	Another CLF Safeguarding Audit is planned for next term.	
5.35	Shane Hawkings will undertake a Safeguarding Link visit in January 2024.	
Data		
5.36	Mock 1 and Mock 2 data has been provided for this year and for last year for comparison purposes, although that was a different cohort. Mock 2 is a direct comparison for the paper.	
5.37	The combined outcome data for Y6 for PP and non-PP are on track. Disadvantaged remains a focus for us this year and is on the AIP.	
5.38	We separated the Y5 children so that the Y6 children could sit their mocks without them, unlike Mock 1 when the conditions were not so favourable.	
5.39	Additional support and interventions are required for this cohort compared to previous cohort.	
5.40	Having for classes is very impactful, but the Teaching Partners are supporting specific children which is noticeable.	
5.41	Mock 3 is scheduled for the end of January.	
5.42	Parental engagement for reading at home has been challenging, as well as completing homework. The parents evening was not well attended by some Y6 parents which is unusual.	
Writing		
5.43	There has been a whole school focus and a Trust wide focus on writing. We used the book 'Change Sings' that all the classes focused on. Handwriting presentation and taking pride in one's work has been impactful.	
5.44	Trust wide moderation has taken place in year group clusters. The PAC meeting included modelling professional conversations.	
5.45	A writing conference has taken place which was really powerful because we worked with HMA and HVA as well as other teachers across the Trust.	
5.46	The inset day focused on Writing, and we were able to do a wallpaper exercise and examine writing across the school.	
5.47	Bright spots are: consistency across all the books including planning, writing and editing as well as the successful use of rubrix where each child is given a personalised target from their last piece of sustained writing.	
5.48	There is evidence of rigorous use of the writing framework which is monitored every two weeks and informs planning.	
5.49	The start of each lesson focuses on handwriting, and we hold a weekly assembly.	

5.50	The staff have had professional development in writing assessment. I will continue to be a moderator and have received training which was very impactful because I've looked at writing nationally.	
5.51	We've examined speech vs dialogue and how to develop greater depth writers.	
5.52	<i>The Academy Council reviewed a range of pupils' writing books.</i>	
6.0	Health & Safety Update – Toby Blackburn	
6.1	The DfE condition survey reports have not yet been received. The Y2 buildings require ongoing maintenance and may eventually require replacing.	
6.2	James McAvoy attended the site for our recent H&S meeting and near misses were reported at the SLT meeting.	
6.3	The next H&S Walk is scheduled for 17 January 2024.	
6.4	ACTION: SH to circulate the H&S minutes to the AC.	SH
6.5	ACTION: SH to determine if Martin will attend the next H&S walk.	SH
7.0	Policies	
7.1	<ul style="list-style-type: none"> • Exclusions and Suspensions • RHSE • Positive Handling • Admissions <p>The Academy Councillors noted the above policies.</p>	
7.2	<ul style="list-style-type: none"> • SEND Policy <p>The Academy Council approved the above policy.</p>	
8.0	Governance	
8.1	All Academy Councillors were reminded of the remaining meeting dates for the year: Meeting Dates: T3 = 27 Feb 2024, T5 = 14 May 2024, T6 = 15 July 2024.	
9.0	Matters for the attention of the Board/COAC	
9.1	None.	
10.0	AOB	
10.1	None.	
10.2	Meeting ended at 6.45pm	