

Minutes – Uphill Village Academy

Meeting Date: 14th March 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
	Toby Blackburn (TB)	Sponsor Academy Councillor
	Stewart Castle (SC)	Sponsor Academy Councillor
	Rosie Dyke (RD)	Parent Councillor
	Becky Frise (BF)	Support Staff Academy Councillor
	Sarah Goode (SG)	Teacher Academy Councillor
	Caroline Jamieson (CJ)	Parent Councillor
	Anita Beal (AB)	Student Advocate Academy Councillor
 In Attendance:	 Sue Burns (SB)	 Clerk to Academy Council
	Georgie Tinker (GT)	DSL

Item	Description	Action
1.0	Introductions	
1.1	SH welcomed everyone to the meeting. Introductions were made.	
1.2	No apologies were required. Susie Weaver advised in advance that she would be late to the meeting.	
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	<p>Becky Frise's term of office as the Support Staff Academy Councillor is due to come to an end on 26th April 2023. A Support Staff Academy Councillor election will be arranged for next term.</p> <p>Sarah Goode is leaving UVA, a Teacher Academy Councillor election will be arranged for next term.</p> <p>The Academy Councillors thanked Sarah Goode for her support and commitment to the school during her career, and thanked both Sarah and Becky Frise for their contribution to the Academy Council during their terms of office.</p> <p>Two new Sponsor Academy Councillors will join UVA next term: Carina Smith and Leigh Morris</p>	
4.0	Minutes of the last meeting	
4.1	The minutes of 5 th December 2022 were agreed to be a true and accurate record.	

	Actions and Matters Arising Clerk to send the Parent AC description to SHa to adapt as a community advertisement for Academy Councillors – Completed. SHo to update the Risk Register to indicate that the compliance checks have been completed – Completed.	
5.0	Academy Council Report	
5.1	Attendance: This is down on previous years, but we are inline with the North Somerset average. Families are incurring fines for holidays, and we have issued more penalty notices than before which has had an impact on a few families.	
5.2	Are there key days for absence? Yes, Mondays appear to be a trend, possibly due to long weekends or low level illness.	
5.3	Is there a trend for year groups? It is more prevalent in KS1 and particularly in Reception.	
5.4	We have some key families which we are targeting for persistent absence.	
5.5	There is a spike in Y2 absenteeism? One family moved out of the area and could not attend school. They have since moved to another school so this data should now recover.	
5.6	PP attendance still has a 2% gap, but this is not deteriorating.	
5.7	Some families have improved their attendance significantly, following home visits which have been impactful.	
5.8	Lateness remains challenging because we close the registers earlier than some other local schools, but overall, lateness has improved.	
5.9	We are full with 316 pupils on roll. The EYFS figures have been confirmed, there were 76 first and second choice applications in total and we will be full from September which will have a positive impact on the budget.	
5.10	Y1, Y2 and Y5 have waiting lists for in-year admissions.	
5.11	We run fewer clubs in T3 and T4 due to the teachers having assessments and other areas of focus at this time of year.	
5.12	T5 and T6 after schools clubs are released to PP families 48 hours in advance of the booking window opening.	
5.13	Do you run holiday clubs? No.	
5.14	How do you safeguard vulnerable children during the school holidays? We signpost families to other local clubs that are running and there is generally a good take up.	
5.15	After school club and Breakfast Club recruitment has been challenging because some lunch staff have left and they cover the wrap-around care as well. Next term we may need to restrict numbers due to the required ratios.	
5.16	Why is the wraparound provision so attractive to families? The children enjoy it and working parents require childcare.	
5.17	Do you make a profit from the wraparound care? We lose money on the Breakfast Club and make a small profit on the after-school club. 120 of the 315 children on roll attend the after-school club.	
5.18	Professional development is part of the AIP and we have captured the professional development opportunities that staff have had this term.	
5.19	<i>SW left the meeting at 5.30pm</i>	
6.0	Safeguarding – Shane Hawkings	
6.1	I review the CPOMS data each month - there are no alarming trends for UPA.	
6.2	The SCR is now on the CLF template and is monitored closely.	

6.3	The North Somerset Audit has been submitted; it is a comprehensive audit that results in an action plan. We submit a progress report against the action plan in May. Key areas included CPOMS training which is ongoing. We are paired with Lime Hills Academy and therefore monitor each other's CPOMS logs.	
6.4	What do LHA do when they review our CPOMS logs? LHA review the safeguarding CPOMS logs to check for chronology and consistent reporting.	
6.5	Does CPOMS alert for trends? It alerts each incident as it is logged, it is linked to SIMS and a member of the SLT reviews the CPOMS logs every day.	
6.6	Is CPOMS used to report behaviour? No, we use SIMS to record behaviour.	
6.7	How do you ensure that CPOMS actions are followed up? We audit the trails to ensure that actions have taken place and that a concern can be closed.	
6.8	Have volunteers received safeguarding training? A training session is planned for them one Friday afternoon this term.	
6.9	ACTION: SHa to raise with the CLF a concern about formalised volunteer induction and training across the Trust.	SHa
6.10	'United Against Bullying' has been introduced to the school, but it is quite intensive so will not roll out until next year.	
6.11	Do you have Bullying Champions in the year groups? We have Prefects throughout the school who perform a similar role.	
6.12	The child friendly policies have been included in the papers for approval. Parents also find these policies easier to access than the full version.	
6.13	How will the policies be introduced to the children? We will use one-page prompts to the Council Crew. The policies will be collated into booklets to make them more accessible.	
6.14	How are policies communicated to parents? They are available on the website.	
6.15	We will collect some feedback from the Student Council to ensure that the policies have embedded.	
7.0	Pupil Voice - Anita Beale	
7.1	Pupil voice is an important part of the school and the Council meetings are informative and the children speak eloquently.	
7.2	We are now asking the pupils to determine which topics they want to discuss.	
7.3	A Council Crew award is made at teach meeting.	
7.4	When do Y6 start working with the Y5s to prepare them for the Y6 vacancies? During T6.	
7.5	Two Y5 children are part of the CLF Pupil Parliament.	
7.6	The Parament have made year boxes that their children can suggest questions in which are then addressed by the Student Council. Suggestions have included litter picking and bird feeders.	
7.7	We are now discussing equality and equity with the School Parliament and they are becoming more articulate.	
7.8	<i>SE retuned to the meeting at 5.55pm</i>	
7.9	We have been working with Voice 21 and Anita and Phoebe will attend the training next term.	
7.10	Has the Pupil Parliament had an impact on any children with low confidence had? Yes all the students have embraced the opportunity and are very articulate with the tasks.	

7.11	The Council Crew Award was invented by a shy child.	
8.0	Data	
8.1	The T2 data from the end of December is included in the pack and includes mock 3 results and DOYA data.	
8.2	There is a gap between PP and non-PP for all year groups, what are you doing to address this? The data includes some SEN children.	
8.3	ACTION: SHo to include the number of children with the % for contextual information.	SHo
8.4	Targeted interventions are provided during assembly time.	
8.5	Writing is traditionally slow to improve and will remain as a focus for the rest of the year.	
8.6	Are you using Reading Volunteers? Yes, they support the Y5 and Y6 children where possible.	
8.7	There is some PP and SEND crossover.	
8.8	ACTION: SHo to provide some anonymised pupil progress reports	SHo
8.9	The Reading is looking very positive. Last year we had a strong cohort, but this year we have had better results during mock 3.	
8.10	Four children with EHCPs will not take the mocks because they are working below.	
8.11	We have split the English and Maths classes in Y5 and Y6 and we utilise a Breakfast Club Maths session to plug the gaps.	
8.12	Are you seeing the benefits of splitting the class? Yes, but it is a different cohort to last year.	
8.13	SW: Greater depth indicates the quality of the provision over time. This will be captured in the SEF.	
8.14	The Boy/Girl gap in Y5 has closed considerably.	
8.15	ACTION: SHo to ask Jason to include the T2 DOYA data for comparison purposes.	SHo
8.16	Y2 are sitting their mock SATs which indicates a variable picture.	
8.17	ACTION: SHo to bring a selection of SATs papers for the AC to review.	SHo
8.18	Are parents given feedback on the SATs results? No, teacher assessments are provided at the parents evening.	
8.19	The Y4 have to do a multiplication table test which involves 25 questions with 6 seconds per question. We are at the point where the children achieved 20 correct questions at this time last year which is promising.	
9.0	Maths – Sarah Goode	
9.1	We have reviewed our Maths priorities for the year which includes multiplication at Y2 and for KS1 developing a number mastery approach.	
9.2	We developed our own Maths curriculum before we joined the CLF and will align this to the core curriculum.	
9.3	Oracy and Reasoning is also a focus this year and we will develop some of the Voice 21 interventions to support this.	
9.4	The last ARV had a Maths focus and provided some really positive feedback, including the growth mindset of students for Maths.	
9.5	Whole class feedback has been developed to identify common mistakes and misconceptions which can then be addressed.	
9.6	“Even better if” includes developing oracy processes and the use of sentence stems in KS2.	
9.7	Our feedback to the class will include probing moving forward.	

9.8	It has been a real privilege to lead Maths for the last 7 years and the staff have embraced all the new initiative that we have introduced and how much the children now enjoy Maths.	
9.9	<i>The Academy Council thanked Sarah Goode for the impact that she has had on Maths at UPA.</i>	
9.10	Georgie Tinker will take over the Maths Lead responsibility after Sarah Goode has left.	
10.0	Art Smart – Georgie Tinker	
10.1	I am responsible for all the arts across the school. We are part of the Arts Mark which involves a self-audit around art and cultural understanding. I have liaised with staff, parents, partnerships, and children to determine what we do for art, both in lessons and outside of school time. I have submitted the evidence and we have been awarded the silver Arts Mark Award.	
10.2	The Academy Council congratulated Georgie Tinker on achieving the Silver Arts Mark.	
10.3	We have enhanced our arts provision by utilising the CLF networks. The children have visited the Old Vic and had a Q&A session with actors, they have been included in a KS2 production and we captured parent, student, and staff voice about our art initiatives.	
10.4	We have looked at where our celebration of the arts is promoted in the community, and we are looking to develop partnerships with artists in the community.	
10.5	ACTION: SHo to lead the Arts Mark Audit onto Teams.	SHo
11.0	Health & Safety	
11.1	Jo Crickson (CLF) completed a Health & Safety Audit on the 8 th February 2023, and this time we were judged as 'outstanding'.	
11.2	The Academy Council thanked Julie Baylis (Ops Mgr) for her work on the Health & Safety Audit and congratulated the school on the achievement.	
12.0	Budget & Staffing	
12.1	We have listed the staff vacancies and changes across the school, including maternity cover.	
12.2	[REDACTED]	
12.3	[REDACTED]	
12.4	[REDACTED]	
13.0	Policies that require review	
13.1	<p>Policies for approval:</p> <ul style="list-style-type: none"> • Anti-Bullying (Child-friendly) • Child on Child (Child-friendly) • Online Safety (Child-friendly) • Safeguarding (Child-friendly) • Behaviour <p>Proposal to approve the above policies: TW Seconded: SC Show of Hands: Unanimous</p>	

14.0	Governance	
14.1	SC has met with the Mental Health First Aider for the Trust and has completed the wellbeing training as part of the governance training.	
14.2	<p>2022-23 Training Programme</p> <p>Understanding Disadvantage - 24th April 4-5.30pm on Teams What do I need to know about SEND? 10th May 4-5.30pm on Teams Attendance and Exclusions - 2nd June 22 4-6pm on Teams Recently appointed councillor induction - 15th June 4-5.30pm - Location TBC</p> <p>Link role networks</p> <p>Safeguarding: 22 May & 21 June - all 4-5.30pm - on Teams SEND: 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 17 April both 4-5.30pm and 19 June at 4.30-6pm - on Teams</p>	
15.0	Matters for the attention of the Board/COAC	
15.1	None.	
16.0	AOB	
16.1	None.	
16.2	Meeting ended at 6.55pm	