

# Minutes – Uphill Village Academy

**Meeting Date:** 15<sup>th</sup> May 2023  
**Location:** Uphill Village Academy  
**Time:** 5.00pm

<b>Present:</b>	<b>Shane Hawkings (SHA)</b>	Chair Academy Council
<b>Members of</b>	<b>Sam Hodder (SHO)</b>	Principal
<b>AC:</b>	<b>Susie Weaver (SW)</b>	Executive Principal
	<b>Toby Blackburn (TB)</b>	Sponsor Academy Councillor
	<b>Stewart Castle (SC)</b>	Sponsor Academy Councillor
	<b>Rosie Dyke (RD)</b>	Parent Councillor
	<b>Vacancy</b>	Support Staff Academy Councillor
	<b>Vacancy</b>	Teacher Academy Councillor
	<b>Anita Beal (AB)</b>	Student Advocate Academy Councillor
<b>In Attendance:</b>	<b>Sue Burns (SB)</b>	Clerk to Academy Council (via Teams)
<b>Apologies:</b>	<b>Carina Smith (CS)</b>	Sponsor Councillor
	<b>Caroline Jamieson (CJ)</b>	Parent Councillor

Item	Description	Action
<b>1.0</b>	<b>Introductions</b>	
1.1	SH welcomed everyone to the meeting. Introductions were made.	
1.2	Apologies were received for Caroline Jamieson and Carina Smith.	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	There were no declarations of interest pertinent to the meeting content.	
<b>3.0</b>	<b>Academy Council Membership</b>	
3.1	Leigh Morris has withdrawn his application to be a new Academy Councillor.	
<b>4.0</b>	<b>Minutes of the last meeting</b>	
4.1	<p>The minutes of 14<sup>th</sup> March 2023 were agreed to be a true and accurate record.</p> <p><b><u>Actions and Matters Arising</u></b></p> <p>SHa to raise with the CLF a concern about formalised volunteer induction and training across the Trust – <b>Completed.</b></p> <p>SHo to include the number of children with the % for contextual information - <b>Completed.</b></p> <p>SHo to provide some anonymised pupil progress reports - <b>Completed.</b></p> <p>SHo to ask Jason to include the T2 DOYA data for comparison purposes - <b>Completed.</b></p> <p><b>SHo to bring a selection of SATs papers for the AC to review – Carried forward.</b></p> <p>SHo to load the Arts Mark Audit onto Teams - <b>Completed.</b></p>	<b>SHo</b>
<b>5.0</b>	<b>SEND – Sasha Allsop</b>	
5.1	There have been a number of changes to the SEND processes over the last year.	

5.2	We have initiated SEND pupil progress meetings where I meet with class teachers and discuss individuals on the SEND register, what strategies have been tried, their progress, and whether any referrals are required. These have been very successful.	
5.3	The provision mapping tool will become an integral part of the meeting to ensure that we have well documented learner passports for each pupil with SEND.	
5.4	Inclusion meetings have continued, but it is challenging to hold them every fortnight due to capacity. However, we have been creative about when we meet to ensure that we retain communication.	
5.5	Next academic year we are anticipating an increase in funding which will relieve the Learning Mentor to be able to focus on her role.	
5.6	There has been significant changes in North Somerset to how top-up funding is allocated, and moving forward, children will have to have an EHCP assessment request as part of the evidence for increased funding.	
5.7	An EHCP application takes a minimum of twenty weeks. North Somerset have advised it will take 3-5 years to assess all the children in North Somerset who will require funding.	
5.8	We have been proactive about applying for top-up funding over the last few years and all our children have EHCPs which has safeguarded their funding.	
5.9	Sam and I attended SEND graduated response training recently and were advised that we could make top-up funding requests in extenuating circumstances. We have done that for two children who require one-to-one support and are waiting for a response.	
5.10	We are aware of some children who will join us in September with SEND needs. We are working with Nurseries and parents to prepare for this.	
5.11	<b>Are there a larger proportion of children with SEND joining the school this year?</b> No, but in the past, we have been able to access funding application rounds in October which is then backdated to September. Moving forward we have to make an EHCP assessment request which requires evidence to be gathered first, and there is a delay in EHCPs being awarded.	
5.12	<b>Are there any Y6 children with top-up funding?</b> Yes, four pupils have EHCPs and four children have funding. We will re-allocate any members of staff working with specific children, elsewhere in the school.	
5.13	There has been a change to the Educational Psychology service and from September we will be buying-in EP time from North Somerset. We are hoping to have a named Ed Psych working with us.	
5.14	We are attending regular SEND CLF networks and North Somerset networks and sharing best practice which has been really useful.	
5.15	I've met with Caroline Jamieson (Link AC) and will discuss a schedule of meetings for next year when we meet next term.	
5.16	Staff have been introduced to the provision mapping tool and are starting to create a one-page summary of provision for their pupils with SEND.	
5.17	Moving forward the provision mapping tool will be used to track the provisions that are in place.	
5.18	North Somerset have shared a graduated response tool which will inform what is in place in our classrooms to meet the needs of all learners.	
5.19	We have audited the provisions that are in place to ensure that they are being delivered consistently and that we are recording the impact.	
5.20	<i>The Academy Councillors congratulated Sasha Allsop on proactively obtaining funding for all the pupils with SEND in the school.</i>	
5.21	Two Y6 case studies were shared with the Academy Council, and they reviewed the evidence for graduated response and EHCP needs assessments.	
5.22	Ultimately, we aspire to have case studies as a working document to capture the progress that our children make as they move through the school and that the teacher and learner voice is captured regularly.	

5.23	<b>Is this a new process for UVA?</b> Yes, but having completed this process we realise that this is a powerful tool to capture all the evidence we have for the journey that our children are making and to celebrate their learning experience. We have started with Y6 children and will then work down through the school and keep the case studies updated as they move through the school.	
5.24	<i>Sasha Allsop left the meeting at 5.45pm.</i>	
6.0	<b>Academy Council Membership</b>	
6.1	The Support Staff and Teacher Academy Councillor vacancies have been advertised but no candidates have come forward yet.	
7.0	<b>Academy Council Report – Sam Hodder</b>	
7.1	Attendance is improving slowly, and we are above North Somerset, CLF and the national average, despite some capacity challenges.	
7.2	We continue to review persistent absenteeism and follow-up with families wherever possible. Some families are still taking term-time holidays as unauthorised absence and are factoring in the cost of the fines.	
7.3	<b>Do you track where you are having impact?</b> Yes, and we are proactive at addressing attendance in those pupils who have just hit a persistent absence threshold. We also thank families who have improved their attendance.	
7.4	<b>How do you document the attendance work you do?</b> We use the CLF attendance tracker to identify persistent absenteeism and we add a column to capture what we have done to address that.	
7.5	<b>How do you support Reception parents to understand the importance of good attendance?</b> Many of our Reception parents have siblings and are aware that attendance is key.	
7.6	<b>Do you encourage Reception parents to send their children to school, even when they are unwell?</b> We do discuss this with parents who have regular illness absence.	
7.7	Attendance is not compulsory before the age of five, therefore we try to be proactive to stop poor attendance habits from forming.	
7.8	<b>Which year group has the highest persistent absence?</b> Y2, but this is due to a small number of children.	
7.9	The Academy Council congratulated the school on their continued work on attendance.	
7.10	We are now oversubscribed and have 317 children on roll. We have 20 siblings coming into Reception.	
7.11	<b>Is it challenging to have an additional child in a year group?</b> Yes, because space is at a premium.	
7.12	We prioritise our disadvantaged families to have access to after-school clubs.	
7.13	We have had to cap the breakfast club numbers at 25 due to capacity.	
7.14	A new cloud-based Management Information System is being adopted by the CLF and training will be provided to all staff.	
7.15	The pastoral newsletter has been issued; the theme was anxiety and coping strategies.	
7.16	Surveys are underway for staff, parents, and pupils. We have had a good response to date.	
7.17	Professional development meetings are underway which take place three times a year and the peer coaching model has been updated. The staff discuss an element of pedagogy in depth at each staff meeting.	
7.18	AB: The Council Crew is growing in capacity and the children are choosing their topics to discuss and the children are becoming more confident. The two children in Pupil Parliament wrote a persuasive piece of writing which the Council Crew has then utilised. They will discuss the results from the pupil survey. Moving forward we are going to get the Y1 children involved.	

7.19	CPOMS is embedded and the process of linking with another CLF school who undertakes CPOMS audits has been really impactful.	
7.20	We have a safeguarding meeting each week who review the entries and discuss if anything needs to be escalated or referred to external agencies.	
7.21	Child friendly policies will be published on the website shortly	
7.22	The T2 and T4 DOYA data has been circulated and the crossover between disadvantaged and SEND children has been indicated.	
7.23	An ARV is planned for next Wednesday which will review disadvantaged provision in Y1, Y3, and Y5.	
7.24	<b>There are a high number of PP children in Y3?</b> Yes, and there is a crossover with SEND pupils in this year group. The ARV will review the PP and SEND provision at the next visit.	
7.25	<b>ACTION: SW to circulate the finding of the PP and SEND provision ARV findings</b>	<b>SW</b>
7.26	Mock 4 results compared to Mock 2 results indicate strong progress, particularly for PP pupils in Reading. The Y6 SATs have completed and there has been a lot of publicity about how challenging some of the papers were.	
7.27	The children have been very motivated to complete the SATs and were well prepared and relaxed with the process.	
7.28	Y2 are now sitting their SATs papers. The second reading paper is longer and more challenging, and the children are often not mature enough for longer passages of reading.	
<b>8.0</b>	<b>Budget Setting</b>	
8.1	The budget setting is challenging due to an increase in cost of living and un-funded staff pay rises, but this is a national picture.	
8.2	We are working with CLF to achieve a breakeven budget.	
8.3	<b>ACTION: SH to update the Risk Register to reflect the budget concerns.</b>	<b>SH</b>
8.4	A maternity leaver will return to work shortly.	
8.5	A member of staff will go on maternity leave in September; we have recruited and ECT for maternity cover who has worked with the class this year and they will have an experienced partner teacher.	
8.6	A member of the admin team is on long-term sick leave.	
<b>9.0</b>	<b>Policies that require review</b>	
9.1	CLF Policies for noting: <ul style="list-style-type: none"> <li>• First Aid Policy</li> <li>• Remote Learning Policy</li> <li>• Online Safety Policy</li> <li>• Toileting and Intimate Care Policy</li> </ul> <p>The Academy Councillors noted the above policies.</p>	
<b>10.0</b>	<b>Governance</b>	
10.1	<b>2022-23 Training Programme</b> Attendance and Exclusions - 2 <sup>nd</sup> June 22 4-6pm on Teams Recently appointed councillor induction - 15 <sup>th</sup> June 4-5.30pm - Location TBC  <b>Link role networks</b> Safeguarding: 22 May & 21 June - all 4-5.30pm - on Teams SEND: 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 19 June at 4.30-6pm - on Teams	

11.0	Matters for the attention of the Board/COAC	
11.1	None.	
12.0	AOB	
12.1	None.	
12.2	Meeting ended at 6.45pm	