



MINUTES OF SPRING COMMON ACADEMY
ADVISORY GROUP MEETING

2.00PM FRIDAY 3RD FEBRUARY 2023

IN EBBT and TEAMS

FINAL

- Present: Alex Tomkins (AT) – Head Teacher
 Kim Taylor (KT) – Executive Head Teacher
 Sarah Buxton (SB) – Staff Representative
 Claire Murphy (CM) – Community Representative
 Helen Bradshaw (HB) – Parent Representative
 Lorraine Driver (LD) – Clerk
- Apologies: Tabitha Smith (TS) – Staff Representative
 Rae Goodwin (RG) – Staff Representative

1	Welcome AT welcomed everyone to the meeting.	
2	Declaration of pecuniary interests AT asked the members if they know anyone please let us know and LD will update.	
3	To consider and consent to absence TS & RG cannot get out of class due to staffing.	
4	To receive any notification of any other business None.	
5	Learning Walk Feedback AT showed CM how the new class is settling in. CM said they have really settled, bearing in mind most of the children had not being in a setting before. CM reported when she was walking around it was calm, busy, and it was nice seeing children using PECS.	
6	Heads Update AT went through the Headteachers Report. AT confirmed we have 15 pupils starting in September 2023. Attendance is low, due to sickness. AT reported other schools' are also finding this. Staffing – appointed 4 new TA's. Earwig – AT confirmed this is now being shared with parents.	

	<p>AT reported JM, school improvement partner, came in and focussed on communication and reading. It was a very positive visit. She was impressed with the Salford Reading Test. AT confirmed he plans for Lead TA's to be in charge of this – AT wants to empower Lead TA's, TA's and get them more involved in teaching.</p>	
7	<p>School Development Plan - update AT shared the update. He confirmed we are nearly half way through the year. Main focus is on the website – changing it to show the differences through the key stages, key examples of core documents.</p> <p>AT confirmed TD has started working on digital literacy.</p> <p>Staff empowered – worked with lead TA – coaching and mentoring autism review.</p> <p>Pupil progress – capturing the assessment data.</p> <p>Assessment – Earwig.</p> <p>AT asked if any parents had applied to become a parent representative for the AAG. LD confirmed they had not. AT asked the AAG if they know of anyone who would like to be a community governor to let him know.</p> <p>Enquiry – looking at reflective, give more structure to reflect on teaching and learning, start to introduce this year.</p> <p>KT said JM was very impressed with what AT has done with the SDP.</p> <p>AT went through a Lesson Study presentation and explained how the project would work. AT is hopeful it will be a success and it will evolve.</p> <p>Trust project on Metacognition – looking at curriculum – common thing between all schools is getting children to learn and have the knowledge of what the learning is, especially memory. This project is running between both schools.</p>	
8	<p>Governor Monitoring Enquiries AT went through the Monitor Enquiries and explained how it works. AT thinks it is a good method for governors to be asked questions.</p>	
9	<p>Assessment Presentation AT went through the presentation to talk about assessment through a governor level for them to be able to answer questions.</p> <p>2 types: – Summative and Formative.</p>	

	<p>AT confirmed Mandy is going to come to an AAG and speak about Assessments. It is about articulating our curriculum better because parents want to know what their children are learning.</p> <p>HB thanked AT for explaining it.</p>	
10	<p>Safeguarding</p> <p>AT confirmed we have introduced Myconcern. He reported it is good but we are not getting enough data from it. AT said there is a wellbeing folder where they put little things in eg no jumper, not washed hair – but they are going to use a better system to be able to log more things so it can build a bigger picture.</p> <p>AT said all DSL staff are going to use a model which RMA use – a supervision to talk through ongoing concerns. AT confirmed Senior Leads will have a deeper knowledge of SCR.</p> <p>HB confirmed she had a meeting with SP – she saw the SCR LD to let HB know when the safeguarding training is.</p> <p>KT said it records neglect issues, concerns about supervision, highlighting children vulnerabilities. SB said she finds it a positive tool as you can add to it when you want, instead of it being written on a piece of paper.</p> <p>KT confirmed all Head Teachers in the Trust have had DSL training.</p> <p>KT showed the Equalities Plan. KT reassured the AAG the school does all the statutory checks and confirmed they are still chasing defects after the building work from last year.</p> <p>Staff recruitment – KT reported in general we have good appraisals – realism is for roles within this school. KT confirmed there have been a number of new staff, and is creating a competency check list for AT to use as part of his check list.</p> <p>Curriculum – focus on use of money – use of bank cards.</p> <p>SEN environment – KT confirmed during Covid, it became apparent staff had not shared their vulnerabilities. KT said she is going to get the Head Teachers to write to staff asking them to share any vulnerabilities they may have.</p> <p>New heads to implement their vision for their school and provide feedback reports to the parents and community.</p> <p>Displays – ensure all displays are refreshed.</p>	LD

	<p>Community – Heads to make sure community and parents are aware of all community links and preparation for adulthood opportunities.</p> <p>KT confirmed there has been a lot of satisfaction with the new facilities.</p>	
11	<p>School Improvement Partner Visits AT will share report when finalised.</p>	
12	<p>Leadership Document AT showed the document. He said it is a key document for Governors to have.</p>	
13	<p>Strikes reflection AT confirmed 10 teachers were not in school on 01.02.23 – 9 classes closed. He explained it is very difficult to cover strike teachers and we'll be in the same position on the next strike day. AT can see parents getting frustrated but looking at other settings they are in the same boat. AT confirmed he invited 7 vulnerable children in.</p> <p>HB said some schools didn't let people know until the morning. KT confirmed we have a good relationship with parents/carers and staff.</p> <p>SB stated there is no negativity around the school about it. CM said she fully supports everything, the only tricky thing she found was explaining to her child why some children were in when she was off. CM confirmed it was good that they had the letter on 26.01.23 to be able to arrange childcare.</p> <p>AT aims to follow the same process on the next strike days.</p> <p>AAG commented AT had managed the situation very well.</p>	
14	<p>Policies Exclusion Policy Security Policy Behaviour Policy –rewrite change in legislation in September 2022.</p> <p>KT said we want to and continue to record anything low key.</p> <p>The Key Information was shared to the AAG.</p>	
15	<p>AOB KT said on behalf of the Trust she wants to thank AT for how much progress they have seen in the AAG – very proactive.</p> <p>HB suggested at the next coffee morning, or the next event, to start touting for parents to join the AAG, explain what is involved, supporting the school, we need extra people to help.</p>	

	Uniform – AT confirmed we have a new uniform supplier, Price & Buckland, and have arranged a stock of iron on badges – this should be up and running from Easter.	
16	Date of next meetings 17 th March 2023, 16 th June 2023	

Agreed by:

NAME: _____

SIGN: _____

DATE: _____