



## The Willows School Academy Council Meeting Monday 1 July 2024 at 16:15 The Willows School

<b>Those Present:</b>	<b>Roles:</b>	<b>Initials:</b>
Rachael Booth	Headteacher	RB
Paula Williams	Executive Regional Director	PW
Ann Gyte	Chair of Governors	AG
Robin Linkens	Vice Chair of Governors	RL
Andrea Smith	Parent Governor	AS
Joanne McLoughlin	Parent Governor	JMc
Abbie Hodgkinson	Community Governor	AH
<b>Also Present:</b>		
Emily Wilkinson	Acting Deputy Headteacher	EW
Lee Anthony	Teacher	LA
Gaynor Phillips	Higher Level Teaching Assistant	GP
Kathryn Elshaw	Higher Level Teaching Assistant	KE
Julie Annesley	Teacher	JA
Lyndsay Foster	Governance Clerk	CLERK
<b>Apologies:</b>		
Cath Martin	Staff Governor	CM
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence  Apologies were received for CM.	
1.2. To accept apologies for absence  Apologies were accepted for CM.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1  No awards to be discussed.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered.  None.	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business, or other governance interests on any item on the agenda  None.	
5. PRESENTATIONS	
5.1. Post 16 – Working and accessing the community (KE, GP & JA)  KE and GP delivered a PowerPoint presentation showcasing the students' community-based activities and their focus on safety and independence. The presentation highlighted: <ul style="list-style-type: none"> <li>• <b>Safety and Independence Training:</b> The main emphasis has been on teaching students how to stay safe and developing strategies for them to do so independently. This training has been implemented through various community visits conducted in groups, with an emphasis on using public transportation safely.</li> <li>• <b>Community Engagement:</b> GP reported that they have established valuable community contacts and have become the Community Fund cause with the Co-Op, resulting in multiple grants and funding for the school and post-16 provision.</li> <li>• <b>Partnerships with Local Businesses:</b> The school has formed strong ties with the Dinnington Co-Op and its staff, who have offered additional courses for the students. These partnerships have also extended to other local businesses, providing practical learning opportunities such as:                             <ul style="list-style-type: none"> <li>○ <b>First Aid Training:</b> A local business member conducted a First Aid presentation for the students.</li> </ul> </li> </ul>	

- **Cooking and Budgeting Courses:** Students have participated in cooking courses that included lessons on budgeting for groceries and maintaining online safety while purchasing food.
- **Food Hygiene Course:** The skills learned from the food hygiene course have led to an opportunity for the students to run the breakfast club at the local soup kitchen.

These initiatives have significantly enhanced the students' practical skills and community involvement, supporting their development into independent and responsible individuals.

Through engaging with members of the public and establishing local business connections, several significant opportunities have emerged:

- **School Prom DJ:** These community links have facilitated securing a DJ for the school's prom, enhancing the event for the students.
- **Work Experience:** Students have gained valuable work experience through various activities.
- **Charity Shops:** Gaining retail and customer service skills.
- **Church Coffee Mornings:** Preparing food and drinks, providing hospitality experience.
- **Bowling Club:** Involvement in gardening, painting benches, and fencing, offering practical skills in maintenance and landscaping.
- **Transport Timetables:** Learning to use public transport timetables has been instrumental for the students. This activity has not only helped them plan routes effectively but also reinforced their math skills through practical application.

These experiences have provided students with a wide range of skills, contributing to their personal growth and readiness for future employment and community involvement.

## 5.2. Teaching and Learning – the next leg of the journey (LA & EW)

During the PowerPoint presentation on Teaching and Learning led by LA and EW, several key points were covered:

- **Teaching and Learning Overview:** LA and EW highlighted the overall strategies and achievements in the realm of teaching and learning within the school.
- **Teaching Assistants' Contributions:** EW emphasized the incredible work that Teaching Assistants (TAs) are doing.
- **Training and Pathways:** TAs are engaged in ongoing training programs that enhance their skills and knowledge.
- **Upskilling Staff:** The focus on Continuous Professional Development (CPD) aims to further upskill the staff, ensuring they are well-equipped to support student learning effectively.

These initiatives underline the school's commitment to continuous improvement in teaching and learning through robust staff development and training programmes.

**RL asked what was meant by PLC?**

PW stated PLC was the abbreviation for Professional Learning Communities within the Multi Academy Trust (MAT), and was about upskilling staff and their expertise as well as good practice.

EW discussed the questionnaire that went out to staff and the feedback has helped support the mapping for the teaching and learning growth which is constantly evolving.

AG expressed a willingness to visit the school and attend lessons more regularly, provided that staff are comfortable with governors' increased presence. AG also proposed the introduction of a feedback sheet for governors to complete during their visits. This feedback sheet would serve to provide views to support the school leaders and allow governors to share their observations and opinions on the school's operations and teaching methods.

AG's initiative aims to enhance communication between the school staff and governors, ensuring that governance is both supportive and effectively contributes to the school's development.

AH agreed they would love to come more but sometimes may feel that they are imposing and added the feedback sheet would be really good. RB suggested that AS and AH focus more on the Upper school and P16, JMc has more of a focus on Middle and Lower school where governors are less familiar with the departments so would help them have a better overview

PW expressed that it is a supportive mechanism and a good practice for Ofsted visits, making staff feel confident about how this area is articulated.

RB emphasised the importance of governors being present not just at special events, but also during through regular drop-ins and at training sessions held on inset days.

RL asked how would it be recorded? Could they come in with a focus for questioning or to do a soft touch first impression when walking into a classroom. Could there be something available for governors to help with what school would like them to look for on their visits.

EW stated each half term there will be two staff meetings dedicated to teaching and learning, one more theory based and the other practical based. It can then be passed on to the governors what staff have been made aware of and gives governors a focus of what staff are working with.

RB discussed the possibility of the extra governor meeting they will arrange before the next AC meeting to discuss in more detail and maybe EW and LA come back to bring governors up to speed with what has been put in place.

RL expressed they just want to feel confident and have a joint alignment of communication for when Ofsted visit.

<p>LA discussed Teaching assistants CPD and that it may be possible to visit other schools or staff members, not always completing courses. <b>ACTION: RB to share both PowerPoint presentations to AC members and clerk to save on file.</b> Staff members KE, GP, JA, LA and EW left the meeting after completed presentations at 17:22.</p>	<p><b>ACTION: RB 01/07/24</b></p>
<b>6. THE WILLOWS SCHOOL ACADEMY COUNCIL MINUTES</b>	
<p>6.1. To approve the minutes of the following meeting:  The minutes of the meeting held on 25 March 2024 were approved as a true record.</p>	
<p>6.2. Review of Action Tracker  The outstanding actions on the tracker were reviewed and updated.</p>	
<p>6.3. Matters arising from the Minutes  AG enquired if the new payroll system mentioned in 7.1 was working and no issues were raised concerning staff payroll. PW confirmed that the new payroll system was up and running and any teething issues hadn't impacted on staff pay.  <b>ACTION: RB to check website update and who does changes with Said and rollover for next meeting.</b></p>	<p><b>ACTION: RB 09/12/24</b></p>
<b>7. ITEMS TO BE CONSIDERED</b>	
<p><b>7.1. Headteacher Report</b>  AG asked if anyone had any queries or questions regarding the document.  <b>PW asked where the development of 2 classrooms is at? Is there much progression?</b> RB confirmed nothing further at the moment, it's still an ongoing project and liaising with Lana in the Central Team.  PW also enquired about 4.2 on page 7 of the report and the suspensions table. PW advised to include the reason for the suspensions.  <b>ACTION: RB to amend columns on Suspension table to clearly show number of days column and reason for suspension column.</b>  AG expressed how good the report was at stating the steps of progress with each of the students in each subject.  <b>AG asked who is the ASSENT team?</b> PW explained it's the assessment of SEN team from the local authority they used to be known as the EHCP team.  RB shared exciting news about the new Food Technology teacher starting in September, who will be with the school four days a week. This addition is a valuable</p>	<p><b>ACTION: RB 09/12/24</b></p>

<p>enhancement to our team. RB also highlighted the positive involvement of our pupil parliament, which is always encouraging to see.</p> <p><b>PW queried if the talk with Sarah concerning Forest View was helpful and well received by parents?</b> RB confirmed that it was really positive and successful and parents seemed happy around the discussion and the upcoming changes.</p> <p>6.1.1 and 6.1.2 to defer until the September governor extra meeting to discuss and update to bring to the next AC meeting. Documents for information.</p>	
<p><b>7.2. School Dashboard</b></p> <p>Document for information. AG enquired why some had moved from good secure to good insecure. RB and PW informed this is often when there's a significant change in a school (such as in leadership) and processes need to be embedded or often when areas are being developed and currently worked on.</p>	
<p><b>7.3. Budget Report</b></p> <p>Copy of the report was circulated via Governor Hub. Document for information.</p>	
<p><b>7.4 Next Year's budget and staffing structure</b></p> <p>Document for information and circulated via Governor Hub.</p>	
<p><b>7.5 Cabinet Member &amp; MP's Feedback from Pupil Parliament</b></p> <p>Defer to next meeting due to CM not in attendance.</p>	
<p><b>7.6 Skills Audit Feedback – Annual Review</b></p> <p>Document circulated on Governor hub for information.</p>	
<p><b>8. TRUST MATTERS</b></p>	
<p><b>8.1. Trust Verbal Update of Key Issues</b></p> <p>PW informed of the two new schools joining the academy from September one based in Nottingham and one based in Sheffield.</p> <p><b>8.2 Register of Interests – Annual Review</b></p> <p>Document for information and instructions to use Governor hub account to complete.</p> <p><b>8.3 Academy council activity review</b></p> <p>It was discussed to arrange an additional meeting for governors to review the School Improvement Plan (SIP) and Self-Evaluation Form (SEF), as well as have any update on teaching and learning, and to go through the Register of Interest on the Governor hub together. RL expressed interest in discussing the OFSTED document circulated during this extra meeting, Monday 7<sup>th</sup> October was the date agreed.</p>	

<b>9. ANY OTHER URGENT BUSINESS</b>	
<p><b>9.1. To consider any other urgent business agreed by the Chair</b></p> <p>AG informed the meeting of a new governor expression of interest received to join the academy council.</p> <p><b>ACTION: AG to pass on clerking services details to proposed new governor for governance procedures and checks.</b></p> <p><b>ACTION: RB to discuss with Said with website updates on Governors' page.</b></p>	<p><b>ACTION: AG 09/12/24</b></p> <p><b>ACTION: RB 09/12/24</b></p>
<b>10. CONFIDENTIALITY &amp; RISK</b>	
<p>10.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<b>11. DATES OF NEXT MEETING</b>	

Monday 9 <sup>th</sup> December 2024	16:15 – 18:15	The Willows School
Monday 24 <sup>th</sup> March 2025	16:15 – 18:15	The Willows School
Monday 30 <sup>th</sup> June 2025	16:15 – 18:15	The Willows School

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>