

Minutes – Waycroft Academy Council

Meeting Date: 13th January 2025

Location: WCA

Time: 5.00pm

Chair:	Joseph Fox-Bowen (JFB)	Sponsor Councillor & Chair
	Pat Slee (PS)	Sponsor Councillor
	Catherine Bennet (CB)	Sponsor Councillor
	Paul Blenkinsopp (PB)	Parent Councillor
	Rachael Wright (RW)	Teacher Councillor
	<i>Vacancy</i>	Support Staff Councillor
	Caroline Kelly (CK)	Parent Councillor
	Jamie Notton (JN)	Sponsor Councillor

Apologies: Chris George (CG) Sponsor Councillor

In Attendance:	Adam Smith (AS)	Principal
	Sam Hodder (SH)	Senior Principal
	Sue Burns (SB)	Clerk

Item	Welcome, Introductions and Apologies	Action
1.1	JFB welcomed everyone to the meeting	
1.2	Apologies were received and accepted for Chris George.	
2.0	Declarations of Interest	
2.1	Catherine Bennet advised that she works for Trust in Learning Academies. (TiLA)	
3.0	Minutes of Previous Meeting & Actions	
3.1	The minutes of the previous meeting (11.11.24) were agreed to be an accurate record.	
4.0	Actions	
4.1	The Online Safety Policy was carried over from the previous meeting and has been circulated for this meeting.	
5.0	Academy Council Membership	
5.1	All Academy Councillors were reminded to complete any outstanding training urgently. There is a Support Staff Councillor vacancy which has been advertised.	
5.2	All Academy Councillors were reminded to send a head and shoulder photo to AS for the website.	
6.0	Academy Council Report	
	Behaviour and Attitudes	
6.1	The Home School Agreement has been circulated for the Academy Councillors to review which makes the school's expectations clear in relation to attendance.	
6.2	Do you translate the Home School Agreement to other languages?	

	It's automatically translated on the website, and we can discuss the contents when we do the home visit.	
6.3	Could you record of a video of the Home School Agreement and then have the parents sign a form to confirm they've watched it. That's an interesting concept that we could explore.	
6.4	Will the Home School Agreement be included for pupils who start mid-year? Yes, in-year admissions will receive it and any parents who visit and tour the school can have access to it.	
6.5	How will you ensure that all parents sign it? We can have them sign it as part of their induction pack and also at parents evening.	
	Attendance and Personal Development	
6.6	Attendance dropped before Christmas with Mondays being the day for the most absence. We will share the absence pattern with parents to make them aware.	
6.7	T3 attendance has been strong (96% - 97%) to date which is encouraging.	
	Safeguarding	
6.8	Safeguarding is currently good.	
6.9	[REDACTED]	
6.10	Paul Blenkinsopp has undertaken a Safeguarding Link visit and reviewed the SCR. He will review the Prevent Self-Assessment at the next visit.	
6.11	Two members of staff will have DSL refresher training this term.	
	Quality of Education	
6.12	The Phonics mock screening has taken place, and every child is anticipated to pass the standard when the screening takes place.	
6.13	The Inset day covered information retrieval.	
	Risk Register	
6.14	Maintaining consistent staffing and the SEND provision remain key risks.	
6.15	Financial sustainability of the current staffing model is also being monitored.	
7.0	Finance, H&S and Estates	
7.1	A Microsoft Form is being used by the lunchtime staff to record any playground injuries.	
7.2	The previous software (medical tracker) used to notify parents of injuries, but this is now recorded by the Microsoft form.	
7.3	Are head injuries reported to parents? Yes, via email along with concussion symptoms to be aware of and the teacher will be made aware.	
7.4	Have the staff given feedback about the new Microsoft form? Feedback has been good to date. Benchmarking with schools across the Trust will indicate any disparity.	
7.5	ACTION: AS to liaise with the IT team to determine whether the form can automatically email parents in the event of a head injury.	AS
7.6	ACTION: AS to advise the AC at the next meeting how the Microsoft Form process is embedding.	AS
8.0	Staffing	
8.1	A new Ops Manager has been appointed.	
8.2	[REDACTED]	

8.3		
8.4		
8.5	How do you cover PPA? We have five HLTAs on the staff body.	
8.6	Can HLTAs teach full-time? Technically, yes because the statutory requirement has changed, but we use them for cover.	
8.7	Do you facilitate PPA at home? No, because partner teachers can't plan together, but we would consider being flexible on a case-by-case basis.	
9.0	Link Visits	
9.1	Safeguarding – PB (see Safeguarding section)	
9.2	Maths – PS I accompanied a learning walk so that I could see Maths throughout the school and noted that differentiation was taking place in all classrooms and that teachers were asking children to explain how they reached their answer. There may be an overuse of PowerPoints which the teachers are considering.	
9.3	SEND – PS I met with Dan (SENCo) and we discussed the SEND Policy and how the curriculum is made accessible to all children, and that knowledge organisers are sent home. A weekly log is kept up to date which is very useful.	
10.0	Policies to Note	
10.1	<p>Policies to Note:</p> <ul style="list-style-type: none"> • First Aid – (A Senior Mental Health Lead is not a statutory requirement). • Online Safety <p><i>The Academy Councillors noted the above policies.</i></p> <p>Policies to Approve:</p> <ul style="list-style-type: none"> • SEND • PP Strategy • Sports Premium • Home School Agreement – approved subject to grammatical amendments. <p><i>The Academy Councillors approved the above policies.</i></p>	
11.0	Matters for the attention of the Board /COAC	
11.1	None	
12.0	AOB	
12.1	The next AC meeting is on Tuesday 29 th April 2025, 5.30pm	
13.0	Close of Meeting	
13.1	The meeting closed at 6.30pm	