



Minerva Academy Council Meeting Minutes 4th May 2020 at 6.00pm

Members:

Nicky McAllister (NM)	Sponsor 1	Jenny Harvey (JH) (Vice Principal)	Teacher
VACANCY	Sponsor 2	Donna Goodhind (DG)	Support Staff
Bridget Suitters (BS) - Chair	Sponsor 3	Lily Wright (LW)	Student Advocate
VACANCY	Sponsor 4	Anna Keen (AK)	LA Rep
Pete Franklin (PF)*	Sponsor 5	VACANCY	Parent 1
Kate Richardson (KR)	Executive Principal	Shuyara Chowdhury (SC)	Parent 2
Pete Hallam (PH) *	Principal	Leigh Paul (LP)	Clerk
*	<i>Indicates absent from meeting</i>		<i>Indicates question asked</i>

The Academy Council had collated questions and emailed them to Jennifer Harvey prior to the meeting.

1, Introduction, Administration, and Apologies

Welcome to all, the first MPA Academy Council meeting to take place virtually via video and audio conference due to the Covid-19 Pandemic.

The meeting commenced at 6.00pm

Apologies were received and accepted for: PH, PF

BS started meeting by thanking SLT and all staff at Minerva for their outstanding work in this difficult and testing times.

The meeting was deemed to be quorate.

Leigh Paul was the Clerk for this meeting, covering duties for Sue Burns.

BS – We have couple of vacancies across the Academy Council and we are grateful that NM has continued in her role as Sponsor Councillor, but we are keen to fill these vacancies as soon as possible.

2, Declarations of interest

No declarations of interest.

3, Minutes of Previous Meeting (28th January 2020)

The minutes from the previous meeting were agreed to be a true and accurate record.

4, Actions and Matters Arising

1, BS to request at COAC that a staff questionnaire is re-issued, and to ask for a strengthened Administration of Medicines Policy – **Carried forward as BS was unable to attend the recent COAC meeting.**

5, Academy Council Report

Paper circulated in advance

How many vulnerable and key worker children are attending the Hub?

We currently have 12 children attending the hub, 7 vulnerable and 5 Key worker children. We have daily reporting, and the children are settling in well; MPA staff are on onsite daily. Hub numbers have increased after a review of children's circumstances.

How are we ensuring online safety & Pastoral care?

We know our children well. Our vulnerable families are either attending the hub, or are receiving daily telephone calls. We are liaising with any outside agency that may be involved with the families, and arranging home visits where necessary. Any safeguarding concerns are reported to the DSL and are reviewed daily. All of our websites and emails have links to online safety groups, safeguarding and a safeguarding concern email address.

The guidance suggests that any child with a Social Worker should be attending the hub – How many are attending?

$\frac{3}{4}$ of these children are attending the hub. 1 child is unable to attend Begbrook, and 1 child has a high risk parent who doesn't want them to leave the house. We are in daily contact and review the circumstances regularly.

BS – I had a safeguarding update today with Jess, and this went very well.

JH – All staff have read the addendum to the Safeguarding policy and received coaching on how to approach the calls with our families. The Central Team have been very good at providing information and updates.

Is there help from the school regarding any Domestic Violence concerns or notifications?

MPA signed up for confidential Police updates re: DV notifications. Since lockdown we've received 2 updates. 1 family is attending the hub and 1 family is working with an outside agency. There has not been an increase, but families are now on the vulnerable list and receive a daily telephone call.

Begbrook Hub is currently at capacity – Is this able to be increased?

There has been a discussion about potentially opening another hub.

KR – There has been no decision at yet, but we are speaking with the hub team daily.

How is the distance learning going?

This has been a steep learning curve for all – The team have been very open to new challenges. Some families have received paper packs for the students. After Easter, each year group has created their own website following the curriculum and MPA has a Youtube channel. We made a decision not to teach some of the new content due to misconceptions, and instead decided to consolidate and reteach the basics. We are continuing with states of being, and CLF specialists are providing support for teachers with planning and CPD, along with workload. CLF Specialists have filmed themselves delivering lessons and sharing the content. Teachers are becoming more confident.

LW – We have received good feedback on imovie lessons, and we are sharing content from the Central Team. The CLF resources are a little different

JH – We know which families don't have online access and are providing paper documents.

LH – We've been using Dojo that has a PM (Private Message) function that seems to be working well for both parents and students. We set this up in the first week of lockdown.

AK – I've seen first-hand at Fromevale how the distance learning has been implemented, and the CLF has been really clear. The video access and being able to see your teacher is really beneficial, it is great having the individual messaging for the parents and students.

LW – We do love speaking with the students.

JH – We need to ensure that the key marginal students don't fall further behind.

Staff have been receiving very difficult telephone calls, are they able to offload?

Yes, before we closed, we provided support, and conversations starters. Each team has a team leader; the teams catch up twice per week. Staff are taking care of each other

LW – I'm unsure who my team leader is; however we have carried on our wellbeing Wednesday lunch where we don't talk about work.

KR – As a trust we have worked hard to support people; the Wellbeing Blog is live, there are 2-3 whole staff briefings per week and staff are able to ask any questions to Steve (Taylor) and Dan (Nicholls). The website is www.wellbeing.clf.uk We have referred staff to Free counselling if required and are constantly signposting our resources. Many staff have already taken up the option of counselling.

JH – There is also a staff book club, we have provided Family food boxes and many staff who were due to run the Bristol 10K are taking part virtually. There has also been a Photography competition, and there will be a Poetry competition.

DG – I took up the offer of counselling, and it was amazing and very helpful, so thank you for that, and I highly recommend it.

JH – Kath and Jess have set up a separate MPA wellbeing page with daily and weekend challenges. It has had really great feedback from families, even from families that wouldn't normally engage.

The Academy Council thanked DG for sharing

ACTION – JH to reconfirm Team Leaders for staff during pandemic.

There is uncertainty around returning to school, how are the discussions and how will class sizes remain manageable with skeleton staff?

There are numerous people behind the scenes planning for different scenarios and we will follow all guidelines.

KR – There will be local decision making in response to the Government update. The Executive team have modelled every scenario and are continuing to plan. There are several different recommendations and sufficient time will be given to plan for a phased return. There will be a Trust response after any Government announcement.

AK – The Local Authority update has been that there will be a phased return.

The family food boxes were incredible, how is the voucher system working?

There were some teething problems but we have had some great liaison with Rachel Friday and the Ops Teams. We have referred families to foodbanks and we are still providing families with food, free school meals and food vouchers. We are confident that families are not going hungry.

Do you know the percentage of families requiring help?

We have approximately 12 families coming in each week, but that is also increasing by approximately 1 family per week due to job losses.

How will you support the disadvantaged when they return to school?

1. We will ensure support during lockdown
2. We will ensure staff are clear where the gaps are
3. We will have a good transition to the next class teacher

We are currently implementing the new staff structure and looking for an additional teacher for KS2. Our Nursery provision will be mornings only from September 2020 as our intake is 12 children. Staff from the nursery setting are able to support learning in EYFS and KS1 in the afternoon.

Is it disappointing to have only 12 children for Nursery?

It is the same number intake as last year. We have additional intakes in October and January where we would expect to be at 30 children.

There was a significant improvement in the KS2 SATs mocks exams this year and real progress made – How will you ensure that next years Yr2 & Yr6 catch up?

We will have a solid transition and remember everything we did well this year. The SLT are working with the Yr6 team.

KR – There is a real opportunity to take a new look at the assessments and think about concepts the students may have missed out on and use the RA (Raising Attainment) Team to support. Share best practices; the gaps won't just be academic, they will be social also.

AK – The hardest part will be the Mental Health fallout for the children. There should be financial support from the government to support this.

How will you manage the Yr6 transition, and are you able to host a virtual celebration for Yr6 leavers?

We are thinking and planning what we are able to do to celebrate Yr6, and if we are unable to do it now, we will plan in September. We are working for strong transition between Primary and Secondary and are already linking with the Secondary schools.

Has the new way of working had any positives?

1. We have all developed new computing skills and are able to attend virtual meetings.
2. Relationships with Parents/Carers has improved – Staff know our families a lot better, and have good engagement.
3. Staff are building a bank of quality video lessons across the CLF. There are some very talented staff sharing best practice. This helps confidence.
4. We are making and cementing relationships across the trust.

Will attendance be a problem when we return?

Attendance may improve as children have been away from school for so long. A new Attendance Manager has just started within the CLF, and we will liaise with her when necessary.

KR – Our new attendance manager, Fiona will be presenting at the Leadership Forum tomorrow and will provide an update on Local Authority guidance. We will work with Academies upon their return and will have a clear focus on children attending school and ensuring they are safe.

6, Governance

The Clerk reminded the Academy Councillors to ensure that they log into Nimble and complete the four core CLF training requirements.

7, School Council Update

N/A.

8, Health and Safety

N/A.

9, Matters for the attention of the Board/COAC

None.

10, AOB

NM – Thank you to BS for Chairing the meeting and thank you to the MPA team. The CLF has been exceptional in supporting families during this time.

The Council expressed how proud they are of the team and the CLF for supporting the families during this time

11, Date of Next Meeting – TBC

Meeting ended at: 19:32

ITEM	ACTION	INITIALS
C/F T2	BS to request at COAC that a staff questionnaire is re-issued, and to ask for a strengthened Administration of Medicines Policy	BS
C/F 5	PH to confirm the diversity of the parents who are engaging with the school.	PH
8	PH to investigate the drafting of a Lettings Policy and whether the Trust could be charged for using space in the academy	PH
	JH to reconfirm Team Leaders for staff during pandemic.	JH

Signed by Chair: _____ Date: _____