

Minutes – Lime Hills Academy Council Meeting

Version: Final
Meeting Date: 17 November 2025
Location: Online
Time: 15.30-17.30

Chair Present
 Brigid Allen (BA) Chair of Academy Council
 Claire Pannell (CP) Academy Councillor
 Luz Stella Martinez (LSM) Academy Councillor

In Attendance
 Lis Jolley (LJ) Executive Principal
 Natalie Sweet (NS) Principal
 Stephen OCallaghan (SOC) Deputy Principal
 Clara White Designated Safeguarding Lead
 Zoe Jenkins (ZJ) Deputy Principal
 Minna Koo (MK) Clerk

Apologies
 Kate Gillam (KG) Parent Councillor

Absent
 Nicolle Deighton (ND) Academy Councillor

3.2	ACTION: To initiate the election process for Parent, Staff, and Support Staff Councillor roles. – COMPLETE	MK
5.3	ACTION: To upload the policies to GovernorHub and invite Academy Councillors to review and approve the policies. - COMPLETE	MK

Minutes

		Action
1	Introduction, Administration and Apologies	
1.1	The Chair welcomed all attendees and apologies were received from Kate Gillam.	
2	Declarations of Interest	
2.1	No declarations of interest were made during the meeting.	
3	Academy Council Membership	
3.1	An enquiry was raised regarding whether CLF staff members could be appointed as councillors on the Academy Council. It was advised that this would not be appropriate, as councillors are expected to remain impartial and independent from the school.	
3.2	It was further suggested that consideration could be given to appointing potential CLF staff as Associate Members. In this capacity, they would not hold voting rights and would not participate in PEX or Suspension hearings.	
3.3	ACTION: To follow up with the Governance Team on potential alternatives for enabling CLF staff to support the Academy Council.	MK

4	Minutes of Previous Meeting	
4.1	The meeting minutes of previous Academy Council meeting were approved as an accurate record.	
5	Policies Review	
5.1	An urgent request was made for the approval of the safeguarding policy by the Academy Councillors.	
5.2	ACTION: To review and approve policies on GovernorHub, with particular attention to the LHA safeguarding policy.	All Councillors
5.3	ACTION: To seek clarification from the Governance Team regarding the reason for the different approval thresholds between approvals made during Academy Council meetings and those completed online via GovernorHub.	MK
6	Academy Council Report	
6.1	ACTION: Councillors to review the Premium (PP) Strategy and Review provided and include it as an agenda item for the next Academy Council meeting.	All Councillors, NS
	School New Build Update	
6.2	It was reported that, according to the latest update from the Department for Education (DfE), the schedule for the new school building has been delayed, with completion now expected in September 2027.	
6.3	Potential challenges were raised and discussed in the event that the delivery schedule continues to be postponed.	
	Staff Voice	
6.4	An anonymous survey was conducted and sent to all staff, with an overall positive response rate of over 60%. The survey was completed by the end of Term One.	
6.5	It was noted that 75% of respondents strongly agreed that they felt valued as part of the school.	
6.6	Q: Are all staff invited to participate in the survey? Yes, all staff were invited, including supply teachers. Staff were given two weeks to complete the survey.	
6.7	Q: Are you satisfied with the result? Yes, overall the results were satisfactory. However, it was acknowledged that further work is needed to increase the response rate and gain a deeper understanding of staff perspectives.	
	Staffing (Nailsea Site)	
6.8	Staff movement at the Nailsea site was shared and discussed.	
	Road Closure	
6.9	It was noted that Winterstroke Road will be closed for two years, which will significantly impact student drop-off and collection.	
6.10	The concern has been escalated to the local authority, and alternatives such as providing a taxi service are being explored. Feedback from the local authority is awaited.	
	Teaching and Learning	
6.11	During Term One, greater emphasis was placed on pace and trauma-informed approaches, as well as addressing the social, emotional, and mental health (SEMH) needs of the cohort.	
6.12	The CPD model was refined, and staff now participate in daily reviews to share learnings and findings, and to plan for the following day.	

6.13	ACTION: To share and review the impact on students versus delivery of curriculum from staff in Term 4.	NS
6.14	Q: Would you share the staffing situation of the overall school? Are the school in full team? The school currently maintains a stable staffing structure; however, a few staff members are expected to leave due to various reasons, including health issues. Overall, the team remains strong.	
6.15	Q: Would you share the current arrangement of teachers' allocation? Of the six classes, three are led by teachers, while the remaining three smaller classes are overseen by teaching assistants and other experienced teaching staff. A review of the staffing and team structure is planned to ensure readiness for the demands associated with the new school site becoming operational.	
6.16	Q: Will you consider having specialist teachers of English and Maths for the whole school in the future? Should specialist teachers be appointed, priority will be given to KS4 students, with additional support extended to KS2 and KS3 where availability permits.	
6.17	ACTION: To share the strategic plan and the outcomes demonstrating the link between curriculum delivery and exam qualifications and pathways during Term 4.	NS
	Mock Exam	
6.18	Year 11 mock examinations have recently commenced. Students have been divided into two smaller groups.	
6.19	Initial results in Mathematics are better than projected. Further feedback and analysis will be shared at the next Academy Council meeting.	
6.20	Q: What would you like to do more from now until the actual exam period? The focus will be on ensuring full curriculum coverage. Additional practice papers will be introduced to help increase students' confidence levels ahead of the exams. One-to-one mock exam tutoring and discussion sessions will also be implemented.	
6.21	Q: Shall we understand the correlation between KS4 academic results and attendance? Yes, this analysis can be prepared and will be available for sharing in Term 4.	
6.22	ACTION: To share the analysis of the correlation between KS4 academic results and student attendance.	NS
	Behaviour and Exclusion	
6.23	During Term 1, as new students joined, efforts were focused on building relationships among students and ensuring appropriate class placements.	
6.24	Good progress has been observed through collaborative work among teachers.	
6.25	A specialist in social, emotional, and mental health (SEMH) was invited to observe classes and provide feedback and recommendations for the school's consideration.	
6.26	Since the start of the school term, there have been 21 suspensions, the majority of which were due to physical assaults on adults.	
6.27	Q: Why are there more Year 10 students with suspensions compared to other year groups? Year 10 students are placed in different classes, and one contributing factor is the new dynamic created by incoming students. The school consistently	

	follows up with families and reviews alternative provisions before resorting to suspension. Outcomes are also reviewed with reflection by the team.	
6.28	At the Nailsea site, it was noted that a higher number of suspensions at the start of the school year is a normal trend due to the intake of new students. This typically decreases by the end of the term.	
6.29	The current year's trend is similar, and cases of student suspensions, along with the support and interventions provided by the school, were discussed.	
6.30	A pending permanent exclusion case was shared and discussed.	
6.31	Q: Would you advise what the education arrangement will be for an EHCP student who is permanently excluded? From the sixth day following the permanent exclusion date, the local authority will assume responsibility for providing education to the excluded student.	
6.32	Regular training sessions are provided for staff by professionals, focusing on strategies for managing challenging situations with children, including de-escalation techniques and positive handling.	
	Career	
6.33	The school's career link support focal point was advised, and the career link councillor will follow up with the school lead to arrange link visits and meetings.	
6.34	Q: Would you share some highlights regarding career provision? Career provision has been implemented to provide students with opportunities to gain a better understanding of potential career paths. A careers leader is in place for staff, and a careers advisor has been invited to meet with students. Partnerships with external companies have also been established to explore career opportunities for students, which is considered a valuable way to develop external connections.	
6.35	It was noted that safeguarding link visits are planned between the link councillor and the school safeguarding lead, with further updates expected at the next Academy Council meeting.	
6.36	The Principal and Chair met with the CLF Scrutiny Committee, and three key areas of focus proposed by the Committee were shared: <ul style="list-style-type: none"> • Securing trust support for the delivery of the new school site. • Strengthening Academy Councillors' engagement and support for families to improve attendance. • Exploring pathways for KS4 students. 	
6.37	It was reported that the Nailsea site, which previously operated as a primary school, is now accommodating Year 7 students.	
6.38	Q: What is the feedback of these Year 7 students? Feedback from Year 7 students has been varied. Some expressed a preference to remain at the Nailsea site, while others indicated they would prefer to attend the secondary school site. The school has been managed with vigilance, and special attention is being given to students in Year 5 to 7, particularly those with Autism, ADHD, and SEMH needs.	
6.39	ACTION: To share the review and provide the latest updates regarding Year 7 students attending the Nailsea site alongside lower year groups.	NS
7	Attendance	
7.1	Students with mental health needs have not been coping well with their adjusted timetables and these students are appeared as absent in the system.	

7.2	It was emphasized that these students should be closely monitored, with efforts focused on building confidence and relationships to encourage attendance.	
7.3	Meetings with the mentoring agency are being arranged to ensure their presence in school more frequently.	
7.4	The Education Welfare Officer is also assisting the school in managing students with adjusted timetables.	
7.5	Meetings have been scheduled with Local Authority (LA) representatives to review attendance data.	
7.6	LA shared a newly developed adjusted timetable tracker, which will help monitor attendance and progress in reintegrating students into full-time schooling.	
7.7	The tracker will also measure the effectiveness of interventions provided. This demonstrates that the LA is working collaboratively to support the school.	
7.8	Q: Is there a limit on the amount of time offered on an adjusted timetable imposed by the local authority? There is no official limit. The LA reviews the time spent with the school to ensure that an appropriate plan is in place.	
7.9	Q: If we would like to understand the trend of attendance for students on adjusted timetables, what would you suggest the best way to monitor it? It was suggested that attendance should be tracked from Term 1 and monitored each term to provide insight into the effectiveness of adjusted timetables for individual students.	
7.10	ACITION: To provide a comparison of adjusted timetable data between the school and special schools, as well as SEMH schools. Additionally, a comparison should be made between the school and the national average by location, such as Bristol and North Somerset. The report will be shared in advance of the next Academy Council meeting and included as an agenda item.	NS
7.11	Clara left the meeting at 15:53.	
7.12	Stephen O’Callaghan joined the meeting at 15:53.	
8	Close of Meeting	
8.1	The meeting closed at 17:20	
9	Date of Next Meeting	
9.1	2 February 2025 at 15:30	

ACTIONS:

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