

# Lime Hills Academy Council Meeting Minutes

**Version:** Draft  
**Meeting Date:** 26 September 2022  
**Location:** Teams  
**Time:** 3.30pm

**Attendees:** Brigid Allen (BA) Chair  
 Lis Jolley (LJ) Principal  
 Emma Gundry (EG) Sponsor Councillor  
 Nicolle Deighton (ND) [part] Sponsor Councillor  
 Claire Pannell (CP) Sponsor Councillor  
 Sally Apps (SA) Executive Principal  
**Attendees:** Alex Davies (AD) Observer

**Apologies:**

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions and Previous minutes</b>	
1.1	BA welcomed everyone to the first Academy Council meeting for Lime Hills Academy and introductions were made. No apologies were received.	
1.2	<b>Actions and matters arising:</b> NA – first meeting	
<b>2</b>	<b>Declaration of Interests</b>	
2.1	BA advised that once a clerk is in place the written declarations of interest will be collected. BA will check if Councillors that are on other CLF ACs need to do a fresh form. EG asked if she needed to declare the VLC, in case children from there move into the provision. BA will confirm once a clerk is in place.	<b>BA</b>
<b>3</b>	<b>Academy Council Membership, Responsibilities and Meetings</b>	
3.1	BA reported that Alex Davies will be joining the AC; paperwork is yet to be put through COAC. LJ reported that Claire Pine will be joining as Teacher Councillor. BA will speak to the Clerk about making EG the LA Representative Councillor.	<b>BA</b>
3.2	A clerk is yet to be appointed; the meeting was recorded and will be transcribed. BA advised that going forward the meetings may be a mix of virtual or in person; this will be confirmed by BA and LJ. Dates of meetings will be confirmed shortly; these are being amended so that they are 4 – 6pm on a Thursday.	
3.3	The following Link Roles were agreed: Safeguarding (inc Looked After Children) and Attendance – BA Health and Safety – TBC SEND and Curriculum - EG	

	<p>Culture and Ethos (covering Behaviour) – EG Teaching and Learning - TBC Pupil Premium - TBC Partnerships - TBC <i>Post meeting note: the other CLF required link roles, for information, are RHSE, Careers (except for primary settings)</i> BA asked Academy Councillors to consider which roles they may wish to take on. This item will be added to the next agenda.</p>	<b>BA/Clerk</b>
<b>4</b>	<b>Health and Safety</b>	
4.1	BA reported that one of the concerns discussed in pre-opening meetings was the traffic on roads around the site in Churchill itself. SA confirmed that was the case. However, in reality the risk is likely to be quite low, there are a low number of students and therefore a comparatively low number of journeys than in many other schools; it is a risk that can be managed.	
<b>5</b>	<b>Policies</b>	
5.1	LJ confirmed the Behaviour policy is in draft. AD noted that at SV this policy is called communications, rather than behaviour. LJ noted that the DfE wanted the policy called Behaviours, so it is now Behaviour (Communications) Policy.	
5.2	BA advised that there a number of policies prepared for LHA. These include Safeguarding, Bullying, First Aid, Attendance, Behaviour, Exclusions and Health and Safety and will be circulated to Academy Councillors. BA asked that they read these and forward any written feedback to LJ. Any material changes will then be added to the next AC agenda for approval. BA described the differences between CLF policies and local policies.	
5.3	LJ noted that the policies mentioned at 5.2 were required pre-opening and as such have been approved by external regulators and the CLF Executive Team and asked if they also needed approval by the AC. SA agreed and advised it would be good if BA at least provided her approval of them as Chair.	
5.4	A discussion took place about the website. Advice given by the DfE is that the website should not be live until the school is confident it is fully compliant with all policies and other regulatory items in place.	
<b>6</b>	<b>HT Report</b>	
<b>6.1</b>	<b>Attendance</b>	
6.1.1	LJ reported there are 20 students on roll, and another child joining from North Wales in October and an integration plan will be in place for that student. There are two students for who transition has been very slow; it has not yet passed the point of home visits. There is one child with significant medical needs that lead to time off. Otherwise, attendance has generally been good and is currently around 80%. Each child attends for 4.5hrs a day.	
6.1.2	AD noted that for the students that make up the cohort, 80% attendance would indicate a very strong start. LJ said this was in part due to carrying out some home visits over the summer. The taxi also helps as it removes a barrier; it has been very much part of the success. With 20 children, the school is able to take a very individualised approach. SA will find out the national average attendance for SEMH schools and report back at the next meeting.	<b>SA</b>
6.1.3	BA asked how the attendance of the two children still at home was being recorded and if a plan was in place to support them to attend. LJ advised that	

	although they are seen at home every day, the trust Attendance Lead, Fiona Lightwood, had indicated that to give them an attendance mark for the morning, staff need to be spending around an hour and a half with them at least. Presently, therefore, the children are marked as absent. There are plans in place, but progress is slow. Staff are doing things like going for a walking the dog with the child at present.	
6.1.4	BA asked if it is anticipated that there will be any children educated off-site in the future. LJ reported this would not be the case. There are a couple of students working with mentors but there are no plans to educate off-site.	
6.1.5	AD advised that from experience, it is important to do as much as possible in terms of the qualitative data around attendance, so that you can detail the students journey to demonstrate improvements and what the team is doing to support the child. EG added that the LA also have expectations around the school keeping a fortnightly spreadsheet that is updated to show how many hours the children are timetabled for so that the school can be clear around the progress made.	
<b>6.2</b>	<b>Trauma Informed Approach</b>	
6.2.1	LJ reported that staff have completed 7 days' worth of training on the trauma informed approach, meaning all staff have done Team Teach training. Some staff have had NaOS (National Online Safety) training and two members of staff are currently being Thrive trained (a 10-week course).	
6.2.2	LJ advised that LHA will be aiming for the Trauma Informed Award; LJ will be linking closely with AD on that, as SV currently has it. A lot of the work already done has been around the Behaviour (Communications) policy. AD advised colleagues to read the Trauma Informed report on the SV website that details things that need to be in place, such as the triangle of support for students. SA noted that not all other alternative provisions and special schools use the Trauma Informed approach, and this would be something to bear in mind when linking with other external provisions.	
6.2.3	CP asked if the school needs to work towards an accreditation to achieve the award. AD confirmed this was the case; it is a huge piece of work that took SV 3 years, partly due to the way the provision was spread across five sites. AD said the key was in embedding the culture and having the whole staff body behind the approach.	
<b>6.3</b>	<b>Curriculum</b>	
6.3.1	The school is in the process of developing the curriculum and it is all about high expectations for the students and the children's right to experience a breadth of things in the curriculum. The CLF age-appropriate curriculum is used as the starting point. LJ explained how the CLF curriculum was put together using curriculum curators. The LHA curriculum begins with the CLF curriculum statement which is fitting for LHA as it is about 'Who am I' and 'Where do I fit into the world?'. LJ shared the LHA curriculum with the Academy Council and demonstrated how the different parts link together. There are sections that are tailored to local communities, for example, in Geography rather than studying the Mendips, students will learn about the coast at Weston-Super-Mare. The children are timetabled to be offsite in year groups for a long morning or long afternoon because their behaviours are often much better when off site. There are many bits of Forestry School in the curriculum and the children have already had a campfire and spent a Friday afternoon making bread.	

6.3.2	EG asked if the classes were going to be deliberately collapsed, to teach years 7, 8, and 9 together. LJ said some groups might be collapsed for specific subjects like English and maths once the staff knew the children better. However, the desire is to keep them in the specific year groups where possible to ensure the curriculum is sequenced.	
6.3.3	From Year 10, the curriculum focuses on students banking qualifications as they go, to build their successes. As part of this the school will use AQA where students can bank units of a GCSE such as a unit in algebra. This allows students to feel that sense of success and builds confidence. Students are going to do media, food, and sport as their NVQ Level 2 (which are all on the performance tables for 2024) and will do animal care and enterprise next year. There will be further opportunities for students to link with local schools for their GCSE offer too in Year 11 if appropriate.	
6.3.4	BA asked if LHA will be making links with Weston College, as some of the children may go there on leaving LHA. LJ confirmed this was the case.	
<b>6.4</b>	<b>Context</b>	
6.4.1	LJ noted that the HT report also provides some detail around the funding mechanism, staffing structure and cohort profile.	
6.4.2	BA asked if there will be further in-year student recruitment during the year. LJ confirmed the school can take up to 22 children this year, rising to 29 on site next year. CP asked if there was already a waiting list. LJ said there had been some consultations. The process is that students come in as a consult and then the school has to confirm, by a certain date, if it can meet the child's needs. There have been two consults so far that have not been offered a place at school.	
6.4.3	CP asked if LHA only accepted students with an EHCP. LJ said this was the case. The funding model says that 50% of students should be band 3 and 50% band 4. The students in school at present roughly fall into those categories.	
6.4.4	AD noted the cohort is relatively small at present, with low-level need and asked what the bigger longer-term picture was for LHA. SA said the original bid was for band 3 and 4 students, however, over time it may be that we accept students with a higher level of need, up to around 65 children. The provision is not suitable for those children that would naturally be in a residential type setting, so those children will not come to LHA.	
6.4.5	BA noted that all students are currently boys and asked LJ to confirm that. LJ confirmed that it was correct; as yet there are no female students, however, there have been some female applicants for next year. BA asked what the ethnic diversity was. LJ said there were 2 BAME students (second generation). BA advised that ethnic diversity should be kept on the radar of the AC; quite often children from African Caribbean backgrounds are over identified as having emotional and behavioural needs.	
<b>7</b>	<b>Education Brief and Academy Opening Plan</b>	
7.1	LJ advised that the Education Brief is the document that was submitted to the DfE ahead of opening. BA asked if the DfE visit to check the school is operating to that Education Brief. SA noted that visits did occur when Bristol Futures Academy opened.	
7.2	BA asked how LHA monitors progress and asked if the boxes on the Education Plan are ticked off. LJ advised the plan is not used in that way – it is more of a structure document used to secure the bid – like a blueprint of what will be in	

	place. SA added that the regulators (DfE and Ofsted) work independently from each other with different expectations that we need to meet for each.	
7.3	BA asked if the Opening Plan (equivalent of an AIP) would be available for the AC to see shortly. LJ advised it will be shared at the next AC meeting.	LJ
<b>8</b>	<b>Staffing Structure</b>	
8.1	LJ confirmed a Teaching Assistant, and a Counsellor are yet to be appointed. The Counsellor will be 16 hours a week. BA asked if Academy Councils will be involved in the recruitment processes. LJ confirmed she would welcome the input from Academy Councillors. CP offered to support with future recruitment processes.	
8.2	ND joined the meeting.	
8.3	CP asked where the new school building is going to be located? It will be in Pudding Pie Lane.	
<b>9</b>	<b>Any Other Business</b>	
9.1	AD asked how staff will manage the EHCP process in the longer term and whether all staff will be upskilled to manage that as there will be a lot of annual reviews to do. LJ said further thought needs to be given to that. The Deputy Head is currently also the SENCo, and it is hoped that in time those roles can be split so that there will be at least 2 people to lead the annual reviews. ND described how this is managed in her setting. All teachers are upskilled in terms of the annual review process and the paperwork and there is also a dedicated administration team.	
9.2	CP will contact LJ to arrange a visit to LHA.	CP/LJ
9.3	BA asked Academy Councillors to let her know if they had any thoughts on what to include on the proposed Academy Council training programme.	ALL
<b>10</b>	<b>Close of Meeting</b>	
10.1	BA confirmed dates of future meetings will be circulated. The meeting closed at 5.18pm.	Clerk

#### Actions carried forward

Date/No	Item	Assigned to
260922 1	BA will confirm what must be disclosed on the Declaration of Interests form	BA
260922 2	BA will speak to the Clerk about making EG the LA Representative Councillor	BA
260922 3	Academy Council Link roles will be added as an item to the next agenda	BA / Clerk
260922 4	SA will find out the national average attendance for SEMH schools and report back at the next meeting	SA
260922 5	LJ will share the Academy Opening Plan at the next meeting	LJ
260922 6	CP will contact LJ to arrange a visit to LHA.	CP
260922 7	BA asked Academy Councillors to let her know if they had any thoughts on what to include on the proposed Academy Council training programme.	ALL
260922 8	BA confirmed dates of future meetings will be circulated.	Clerk

*Minutes approved by Academy Council on 17 November 2022*