

Minutes – Lime Hills Academy

Meeting Date: 23 February 2023
Location: Teams
Time: 4.00pm

Chair:

Brigid Allen (BA)	Sponsor Councillor & Chair
Vacancy	Support Staff Councillor
Lis Jolley (LJ)	Principal
Vacancy	Student Advocate
Clare Pine (CPi)	Teacher Councillor
Vacancy	LA Representative Councillor
Sally Apps (SA)	Executive Principal
Kate Gillam (KG)	Parent Councillor
Rachel Phillips (RP)	Parent Councillor
Nicole Deighton (ND)	Sponsor Councillor

In Attendance: Sue Burns (SB) Clerk

Apologies: Emma Gundry (EG) Sponsor Councillor
 Alex Davies (AD) Sponsor Councillor
 Claire Pannell (CPa) Sponsor Councillor

Item	Description	Action
1	Welcome, Introductions and Apologies	
1.1	BA welcomed everyone to the meeting and introductions were made.	
1.2	Apologies were received and accepted for AD, CPa and EG	
2	Declarations of Interest	
2.1	The Academy Councillors confirmed that they had no change to their pecuniary interests.	
3	Minutes of the last meeting	
3.1	The minutes of the last meeting were agreed to be a true and accurate record.	
4	Actions and Matters Arising	
4.1	SA will find out the national average attendance for SEMH schools and report back at the next meeting – Carried forward. LJ to schedule the curriculum leads to present to the AC over the academic year, to include how they evidence learning – Completed. LJ to ask the DSL if she would like to be the Student Advocate – Completed. All ACs to email BA and advise if they wish to take any of the Link Roles – In progress. All ACs to report any concerns about the policies to BA to review – In progress.	
5	Academy Council Report – Lis Jolley	
5.1	Lee has included photographs of the Seymour Group; they do a lot of forest school and outside learning as a coherent group.	

5.2	<p>How do you know that your curriculum is meeting the needs of the children in your setting?</p> <p>We are focusing on the EHCP targets this term which includes learning, SEMH and communication. The pupils all have targets around accelerating progress in English and Maths but they also have bespoke targets which we want to demonstrate progress against before their annual review. All students have their own scrap book where progress against targets are measured and we are exploring how to use age-related expectations as part of this.</p>	
5.3	The curriculum intent is included in the papers. We are 18 weeks in at this point in T4.	
6	Attendance	
6.1	Our attendance will always be out of 90% until we engage two students who are on a part-time timetable. One student who has not been engaging has been increasing his attendance on site. Our year to date attendance is 81.%	
6.2	PP attendance in Y7 is high and overall attendance in Y8 is positive.	
6.3	The attendance target for T4 is 90% in Y7, Y8 and Y9 and 70% in Y10 (we only have 4 students in Y10).	
6.4	We use suspension very sparingly and only when there is a physical attack on a student or member of staff. We visit the student at their home and go for a wellbeing walk so that the student can have a restorative conversation.	
6.5	Two Y8 students have had short fixed-term suspensions so I have changed some of the groupings and one-to-one provision.	
6.6	We have 22 students and have provided the weekly and termly data and trends.	
6.7	<p>The cohort is so small that attendance percentages are not helpful?</p> <p>No. We have one student in Y10 with attendance which is 97%, one who comes in for an hour a day and one who is on a 60% timetable at HPA.</p>	
7	Pupil Premium	
7.1	15 of our 22 students are PP. We have supported uniform, trips, and food, as well as transition mentoring.	
7.2	Our PP attendance is inline with or exceeds our non-PP attendance.	
7.3	Clare Pine is our PP Link Councillor and has attended the first CLF PP training session.	
7.4	We receive £8k in PP funding, most of which goes on food and trips to ensure that there are no barriers to our children being safe, fed and learning.	
7.5	The way in which we support and care for our children is the same for all of our children.	
8	Behaviour and Attitudes	
8.1	We have three agency staff who do not have Positive Handling (PH) training, so we will invest in those staff who stay.	
8.2	There has been a significant reduction in PH and only three students in the last term have required PH.	
8.3	I have suspended a student for 2.5 days due to bullying and goading one student. One student has been suspended for 1 day.	
8.4	<p>What has contributed to the reduced positive handling?</p> <p>We have three or four key adults per classroom which means that if one is absent the others can still support the cohort. One class has had an absent teacher which has resulted in some of the negative behaviours.</p>	
8.5	<p>Has there been much staff absence?</p> <p>111 days. We are a small site, and the students know all the staff so have coped with absence well and are learning to regulate. However, staff absence does impact on accelerated learning.</p>	

8.6	<p>What are the reasons for staff absence?</p> <p>All of the absences are valid and there are no key patterns to the absence. We have investigated any underlying reasons for illness absence, but the Dr has confirmed that there are a lot of bugs around and that illness is high nationally. One of our paediatrician's advised that everyone's immune systems are 2.5 years behind due to the pandemic.</p>	
8.7	We work closely with HR to support staff back into work.	
8.8	The students have developed good relationships and the tools to re-regulate themselves which is really positive.	
8.9	Staff CPD remains a focus because we want to continually develop our staff team.	
8.10	<p>Is there anything that can be introduced to improve staff attendance?</p> <p>Shortening the school day to 9.00am to 2.00pm supports staff mental health, and they then take their 30 minute break when the students are not on site. Having a member of staff to provide cover so that staff can have a proper break would be helpful, however the students are not ready for that yet. I am re-furnishing the office with some comfortable chairs that staff can relax in, and they are learning to pace themselves throughout the day.</p>	
8.11	ND: We have removed morning breaks for staff. Our children are on site from 9.00am until 3.15pm and the staff have a 30-minute break.	
8.12	CPI: It is difficult to achieve a break between 2.00pm and 2.30pm because you need to do the parent communications and then the CPD starts at 2.30pm.	
8.13	LJ: Some staff are not taking a break so that they can leave 30 minutes early which is something that we are monitoring in terms of wellbeing.	
8.14	We provide staff supervision from a counsellor and an art therapist and one member of staff is doing the senior mental health training. We are a good staff team and support one another.	
9	Safeguarding and Health & Safety	
9.1	The end of term report has been circulated. Our profile is the same in terms of the LACs/PLACs.	
9.2	The number of CPOMS entries increased in T3. CPOMS was introduced in T2 and we were using other platforms, but now everything is recorded on CPOMS which is why the reporting has increased.	
9.3	Gaming behaviours from home being brought into school is being addressed with our PSHE curriculum.	
9.4	We have had 38 accidents arising from play fighting and bumps and scrapes, and two minor burns from cooking.	
9.5	There have been 21 incidents of injuries and aggressive behaviour to staff arising from positive handling when students are dysregulated. We will monitor this trend and risk assess individual students where required.	
9.6	<p>What safeguarding external reviews have taken place?</p> <p>Steve Baine (CLF) reviews our provision every term and provides enhanced support for our DSL who has a peer buddy. We had a CPOMS audit yesterday with a peer colleague from another school and we have Executive Principals on site regularly.</p>	
9.7	Rich Barrier has also visited the school and he is external to the CLF. I regularly invite visitors onto site and the PCSOs visit weekly.	
9.8	We had a Health & Safety review last week which includes aspects of safeguarding. The outcome of the audit was 'Requires Improvement' but this is to be expected on a new site. There are 114 actions, most of which have been completed by Liz Tincknell, so we are confident of achieving good at the next audit.	
9.9	Jo Crickson has reviewed our Risk Register and a full fire assessment and drill will take place tomorrow.	
9.10	The students were phenomenal during a recent lockdown drill which we are really proud of.	

9.11	A member of the Academy Council will need to be the Health & Safety Link Councillor; Rachel Phillips has kindly volunteered for the role.	
9.12	Liz Tincknell our Operations Manager leaves at the end of next week because she is moving to a promoted post.	
10	EDI	
10.1	The quality of provision for our Y10 learners has improved and we have a partnership with Rock Steady who is supporting an out of County student four days a week which has been very successful.	
10.2	We are continuing to review student groupings and have introduced an additional group.	
10.3	Students can work on a project of their choosing which will include elements of history and geography.	
10.4	We are reviewing our interventions programmes to ensure that we deliver social skills, literacy and SALT development.	
10.5	The DfE visit was very complementary about our curriculum.	
10.6	Next year we will have another six Y7s and a Y8 student which will take us to 29 students. All students have an EHCP and come from LA consults.	
11	Governance	
11.1	<p>2022-23 Training Programme</p> <p>Governance Conference - 8th March all day – Location TBC Understanding Disadvantage - 24th April 4-5.30pm on Teams What do I need to know about SEND? 10th May 4-5.30pm on Teams Attendance and Exclusions – 7th June 4-6pm on Teams Recently appointed councillor induction - 15th June 4-5.30pm - Location TBC</p> <p>Link role networks</p> <p>Safeguarding: 13 March, 22 May & 21 June - all 4-5.30pm - on Teams SEND: 7 March & 26 June - all 4-5.30pm - Location TBC but probably hybrid PP: 17 April both 4-5.30pm and 19 June at 4.30-6pm - on Teams</p>	
12	Policies	
12.1	SA: We have a delegated authority framework across the Trust so the Board are responsible for the statutory policies and these are Trust-wide policies. Individual schools have their own specific adaptations, and some local policies, but they are underpinned by the same principles. This setting will therefore have some bespoke policies e.g. Admissions and SEND.	
12.2	Most of our policies are ready for ratifying now and will be published on the website shortly.	
12.3	<p>Policies for review:</p> <ul style="list-style-type: none"> • Attendance • SEND • Supporting Pupils with Medical Conditions <p>BA has reviewed the above policies and will ratify them in 10 days' time to allow the other Academy Councillors to make comments in the meantime.</p>	
12.4	Moving forward, BA will review and ratify the policies on behalf of the Academy Council.	
13	Matters for the attention of the Board	
13.1	None.	
14	AOB	
14.1	ND: I would like to visit the site at some point.	

	<p>LJ: You are welcome anytime and it would be really good if our staff could make a reciprocal visit to one of your sites? ACTION: ND to arrange a reciprocal visit for staff from LHA</p>	ND
14.2	<p><u>Governance Conference</u> 8th March 2023, all are encouraged to attend.</p>	
14.3	<p><u>Planning Application</u> What is the mitigation if there is a delay to the planning application? This is being reviewed at executive level to explore what options we can utilise. Students who are already on site will not be disrupted.</p>	
14.4	<p><u>School Newsletter Feedback</u> It would be helpful to have feedback on parental communication and the newsletters. ACTION: Parent ACs to feedback on the Newsletter and parent communications.</p>	Parent ACs
15	Close of Meeting	
15.1	The meeting closed at 5.25pm	