



**Fountaindale School Academy Council Meeting  
Friday 22 March at 1:00 pm  
Fountaindale School, Nottingham Road, Mansfield,  
Nottinghamshire, NG18 5BA**

<b>Those Present:</b>	<b>Role</b>	<b>Initials</b>
Sacha Schofield	Chair	SS
Chris Evans	Headteacher	CE
Paula Williams	Executive Regional Director	PW
Rachel Mendham	Parent Governor	RM
Robert Briggs	Governor	RB
Julie Bullock	Staff Governor - Teaching	JB
Charlotte Adu	Assistant Head Teacher	CA
Michelle Carr	Governor	MC
Gayle Bowmer	Deputy Safeguarding Lead Staff Governor (Support)	GB
<b>Also Present:</b>		
Rebecca Horne	Governors Clerk	RH
Jacky Tattershall	Officer – via Teams	JT
<b>Apologies: None</b>		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence  None.	
1.2. To accept apologies for absence  None.	
2. BEST WE CAN BE AWARDS	
2.1 Best We Can Be Awards (Positive Pants)  CE explained they don't do the Best We Can Be Awards. They do weekly staff shout outs called Positive Pants and sends weekly emails out to staff members.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business.  None.	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda.  None.	
5. FOUNTAINDALE ACADEMY LOCAL GOVERNANCE MINUTES	
5.1 To approve the minutes of the following meeting:  The minutes of the Academy council meeting held on 8 <sup>th</sup> December 2023 were approved as a true record with one slight amendment. RM attended the December meeting. December minutes will be changed to reflect this.	<b>CLERKING SERVICES 05/07/24</b>
5.2 Review of Action Tracker  Action tracker reviewed, discussed and updated.  6.1 - Investigate whether an extended school service could offer short breaks. CE reported this is work still on-going.  6.5 – Cabinet Member and MPs from Pupil Parliament. GB updated the members. There is student council that meet once at half term along with Pupil Parliament. They attend the main Nexus one virtually.  <b>Ssc – will there be an opportunity for us to meet with them or for them to let us know what kind of work they are doing?</b> CE – yes this can be arranged.  <b>ACTION – Cabinet Member and MPs from Pupil Parliament to become a standing agenda item.</b>	<b>CLERKING SERVICES 05/07/24</b>

<p>6.2 – Investigate adding feedback/recommendations to the school’s website for prospective parents to view. CE reported this is work still on-going and the audit of the website will take place by an individual at Nexus Central Team.</p> <p>6.2 – Staff Wellbeing activities – investigate possible pottery classes. CE explained they haven’t done the pottery classes but they have done staff wellbeing staff meetings. One staff meeting each half term.</p>	
<p>5.3 Matters arising from the Minutes.</p> <p>None.</p>	
<b>6. ITEMS TO BE CONSIDERED</b>	
<p>6.1 Headteacher Report</p> <p>CE presented highlights from the Headteacher Report to the members.</p> <p><u>Leadership &amp; Management</u></p> <p>CE explained as the continued focus is the attention of school leaders, he has added a Quality Assurance (QA) cycle and explained how this is broken down in terms of the school development plan.</p> <ul style="list-style-type: none"> <li>• Annual School Development Plan</li> <li>• Half termly QA Cycle</li> <li>• Weekly briefings which are emailed to staff</li> </ul> <p>CE discussed plans for renovating or repurposing the old residential part of the school building into two additional classrooms. The proposed completion date for this is January 2025. Nexus Central Team are taking lead on this project.</p> <p>CE reported plans to admit an extra 13 pupils beyond its planned admission number (PAN). This decision is based on an allowance to exceed the PAN by 20%. With the additional 13 pupils, the total projected pupil count for the school in the future will be 97.</p> <p><b>SSc – what cohort are you looking at? Is it a different cohort?</b>                  CE stated it depends on the pupils and the consultations. A proposal has gone to the Nottinghamshire Local Authority (LA) in relation for funding of an extra two teachers to start before January 2025 in order to make the transition for pupils as smooth as possible.</p> <p>PW explained this has been taken to the next stage within Nexus and possible staff recruitment would take place over the summer.</p> <p><b>SSc – I know there has been a shift in staffing. Has this now settled?</b> CE explained the school was in a more settled phase. CA is now Assistant Headteacher and started on the 19<sup>th</sup> February.</p> <p><u>Staff Sickness Absence</u></p> <p>CE has recognised staff sickness as a current issue within the school and has requested a benchmarking exercise to be conducted. This exercise involves comparing the school's</p>	

staff sickness rates and related data with those of other Academy Councils. SSc reported this can be looked into further but also look at the school's own data and recognise any peaks in sickness.

### Quality of Education

CE announced plans to trial the Blue-Sky system, which is designed to record all quality assurance (QA) activities within the school in one central location.

CA emphasised that the Blue-Sky system is efficient and accessible, allowing staff members to easily track and manage QA activities i.e. appraisals. by consolidating all information into one system.

CE has already seen a demonstration of the Blue-Sky system and explained the cost would be £750 per annum.

JC, Support and Challenge Partner from Nexus is aware of another system and will meet with CE to discuss both options further.

CE provided an update on a recent support and challenge visit by JC from Nexus, which had a positive outcome. As part of the visit, lesson observations were conducted across the board.

SSc raised a question regarding swimming, related to new guidance in relation to attendance and coding for therapeutic interventions. If swimming or other therapeutic interventions are specified in a young person's Education, Health, and Care Plan (EHCP) as part of their provision, then there are specific coding procedures to follow. This means that attendance for these activities can be recorded according to the guidelines outlined in the EHCP.

### Behaviour & Attendance

CA is currently focusing on improving behaviours and enhancing staff knowledge around behaviour management approaches within the school.

CA has acted to address behaviour management within the school by establishing a dedicated Behaviour Team and initiating training for staff members.

CE reported they haven't had any exclusions or suspensions.

CE explained the school has 86% attendance which is really positive.

**SSc – is this latest national average all schools or special schools?** CE – this figure is all schools.

SSc – this figure would be better being special to special.

**CE – would that be something that they alter on the template?**

**ACTION – SSc to look into the template and feedback at the next meeting.**

### Personal Development

**SSC  
05/07/24**

<p>CE informed the members that "You asked, We Did" display boards have been installed in the corridors of the school.</p> <p>CE provided feedback from the recent Youth Sport Trust Conference, where the school achieved second place.</p> <p>CE explained the student voice graph in the report in relation to some of the exercises they have done with the students.</p> <p><b>JT – can I just ask; how do you capture the voice of non-verbal students?</b> GB, this does rely heavily on staff knowing the children. CE, yes, we sometimes use switches and 'yes' and 'no' cards. RM, keeping the teaching staff stable helps really well too.</p> <p><u>Community Voice Report</u></p> <p>CE explained there's been an annual review process involving parents, and they've provided feedback. According to the feedback, 82% of parents expressed that they would find more advice on the hub useful. There are some concerns about documentation disappearing from the hub, which makes it difficult to make necessary alterations when needed.</p> <p>RB is taking steps to improve training opportunities for both families and staff members. Additionally, RB has recruited a Service Organiser who is tasked with reaching out to families following the annual review.</p> <p><b>SSc – what is the rationale for why they have introduced a system like this, the HC hub?</b> RB explained it was in the green paper the DfE released last year, they want everything to become digitised and in a standardised format.</p> <p>CE informed the members the school continues to utilise Seesaw as a primary means of communication with families. No negative feedback has been received regarding the use of Seesaw.</p> <p>Coffee mornings for parents continue to take place on a half termly basis. Some parents form a "Friends of Fountaindale" group to raise funds for the school. These will focus on E-Safety and Fire Safety. An IT technician will be available to answer questions and queries from parents and to help with any technical support.</p> <p><b>JT – have you had any feedback from staff voice?</b> CE- No not yet.</p>	
<p>6.1.1 Appendix 1 Updated SIP</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.1.2 Appendix 2 School SEF</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.2 School Dashboard Summary</p> <p>This was circulated for information prior to the meeting.</p>	

<p>6.3 Budget Report</p> <p>Ssc stated the budget will reflect on the outcome of the two new teachers that were discussed earlier in the meeting.</p> <p>CE explained he meets with RH, Finance at Nexus on a monthly basis and mentions that the school is in a good position in relation to surplus.</p>	
<p>6.4 School Calendar</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.5 Cabinet Member &amp; MPs' Feedback from Pupil Parliament</p> <p>This was already discussed at the beginning of the meeting. Cabinet Member &amp; MPs' from Pupil Parliament will be invited to the next meeting to give a presentation.</p>	
<p>6.6 Skills Audit – Governor Self-Assessment</p> <p>Clerking Services, Nexus will email forms to all members. <b>ACTION – Clerking Services to send email.</b></p>	<p><b>CLERKING SERVICES 05/07/24</b></p>
<p><b>7. TRUST MATTERS</b></p>	
<p>7.1 Trust verbal update on key issues</p> <p>None.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1 To consider any other urgent business</p> <p>None.</p>	
<p><b>9. CONFIDENTIALITY &amp; RISK</b></p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting.</p> <p>None.</p>	
<p><b>10. DATES OF NEXT MEETING</b></p>	

Friday 5 <sup>th</sup> July 2024	13:00 – 15:00	Fountaindale Academy
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**Minutes approved**

CHAIR	SIGNATURE	DATE