



MINUTES OF RIVERSIDE MEADOWS ACADEMY ADVISORY GROUP MEETING

Thursday 8th September 2022 at 2.00 pm

Riverside Meadows Meeting Room

Present: Kim Taylor, Executive Head Teacher/CEO for Horizons Education Trust
 Brian Roberts, Governor
 Becky Dear, Governor
 Andrew Armstrong, Acting Head of School
 Lorena Vara, Staff Representative
 Jane Macdonald, Clerk to the Advisory Group

Apologies: Sue Bailey; Caroline Place and Hazel Gering

1	<p>Welcome and Apologies</p> <p>KT introduced Andrew and offered apologies for those unable to attend.</p>	
2	<p>Review Previous Minutes</p> <p>Discussion took place regarding the last meetings minutes.</p> <p>Parent communication – agreed tutors to call parents once a week (Fridays) which will build relationships with new staff members, and to concentrate on praise and what has gone well. Students with a 1-1 will have more than one call a week. The need to balance the negatives with the positives is required.</p> <p>Agreed that school should deal with any parent issues initially before escalating to contact Kim. BR also receiving emails direct. Agreed correct procedures to be followed and to guide towards the person best able to deal with the situation.</p> <p>Recruitment – a number of short notice resignations over the summer period. Current focus has been to employ more Teachers and TLM's with an emphasis on teaching/learning.</p> <p>KT reiterated the current RMA SLT structure as follows:</p>	

	<p>Andrew Armstrong – Acting Head of School Caroline Place – Interim Senior Leader with a focus on operational needs which will make a big difference going forwards Hazel Gering – Assistant Head Claire Heseltine – Assistant Head</p> <p>Inductions of new staff have also taken place.</p>	
2	<p>Strategy Day</p> <p>A strategy day was held in August 2022 with a focus on working on the logistics of the organisation. Lots of permanent staff have left which leaves the students feeling very angry.</p> <p>Meal service has been disrupted. Edwards and Blake to replicate the service offered at Spring Common offering hot/cold breakfast and lunch options. Some student complaints have been received and menu to be discussed within the student council after half term. Themed days will also be introduced.</p> <p>Free School Meals – there is a list available for those who should be in receipt of free school meals.</p>	
4	<p>Training</p> <p>General checks were completed during the summer holidays and training needs recognised for SLT.</p>	
5	<p>Feedback from Governors</p> <p>Community Representatives still being actively sought and KT talking to individuals. Community involvement external to school is required, possibly from the Chamber of Commerce. Suggestion to contact other local schools for further representative ideas, KT to approve and then the Governors to approach. Need to ensure correct procedure is followed.</p> <p>Any further staff governors would need to be from Wisbech.</p> <p>Lorena to organise the staff committee with Anita as support.</p> <p>Student council representative to possibly attend the next AAG meeting to present on a relevant topic.</p> <p>Staff visit to be organised June 2023 to look around the new school. Student council to discuss ideas on what they would like going forwards.</p> <p>At the last Trustees meeting it was agreed that we could recruit two co-heads who will be part of the same Trust and will eventually separate and become heads of their respective school. Governors will be involved in the recruitment process. KT will manage both co-heads. KT advised that Jonathan Lewis recognises that there are not enough specialists schools and the replacement Wisbech building will expand numbers of pupils.</p> <p>Learning Walks – JM to forward RD report if not already received.</p>	

	<p>BR is happy where we are currently.</p> <p>KT delighted about the expertise we currently have within the school, which will improve standards and reiterated we are going in a good direction. Currently supply staff looking for permanent roles, and internal adverts will be issued Friday 9th September, hopefully by the end of September 2022 will have a full compliment of staff. KT thanked CP/HG for their efforts in getting where we are today.</p> <p>Discussion took place regarding the Therapist vacancy. Agreed additional training needed for current staff and a separate meeting is needed to discuss this further. Invitation to be offered to Janice Cahill who could provide some support and guidance as consultant and Educational Psychologist, Matt Beeke.</p> <p>Mental Health Lead Training – Amy Sewell our new FSW will be attending a training session on the 18th October 2022.</p>	
6	<p>School Priorities</p> <p>AA confirmed there had been a lot of upheaval, however, we have a fresh start. Discussions have taken place with staff and students preparing them for the next steps. Previous Mission Statement will remain as it is.</p> <p>2022-23 priorities have been reviewed with a new progress tracker introduced. Currently looking at Pathways for students and we are looking for all students to receive qualifications.</p> <p>Concentrating on getting engagement to attend lessons with new staff and not wandering around the corridors. A few students have struggled with this but we need to remain consistent. There has been more participation in lessons than the previous year according to previous staff. If a pupil is in distress this should and will be treated differently.</p> <p>Advised sensory circuits to be put in place from October 2022.</p> <p>Discussed the EHCP process going forwards and agreed all need to be involved, with Louisa leading. LA have been making amendments on a key stage basis and agreed targets on EHCP cannot be amended following a parent request as LA approval required.</p> <p>Andrew to organise an open - door session for parents shortly.</p> <p>Attendance during week 2 has improved. Going forwards will review all students not currently being educated. Attendance Awards to be incorporated highlighting improvements and not necessarily concentrating on best attendance.</p> <p>Andrew advised there is a good culture of coaching and mentoring at Wisbech which could support our SLT's.</p>	
7	<p>Executive Head Teacher Report</p> <p>KT discussed her priorities and strategy for the year for the Trust. There will be a strategic plan in place which will be reviewed and will reduce priorities.</p>	

	<p>Discussed the RAG rated Safeguarding Review and many items have moved from 'room for improvement' to 'good'.</p> <p>People Premium Funding Plus – A plan needs to be put in place to ensure we receive grant and determine priorities for pupils. KT and CH to review by end of September.</p> <p>Improvements have been made regarding safeguarding with 4 outstanding as 'Red' which we are currently working on, along with a few ambers. Consultant visit planned on the 28th September 2022 to assist the DSL's and a new report will be issued end of September with a further CCC review to take place 23 November 2022.</p> <p>Additional training still needs to be planned to embed practice.</p> <p>Current DSL Lead at RMA is Caroline and Andrew at Wisbech. Deputy DSL's are Hazel, Louisa and Claire.</p> <p>Hazel to forward the students performance data to Governors. 100% of our pupils received an English qualification with one student receiving the highest grade and has enrolled in 6th form college.</p> <p>Staff within both schools have worked very hard to ensure all pupils completed their exams. Also received good results in Science and vocational.</p> <p>KT mentioned that further work would continue with Safeguarding, vocational offer and supporting staff to build confidence. She has two prospective community governors and it was agreed this should be followed up with another staff rep at Wisbech Green for AAG membership.</p>	
7	<p>AOB</p> <p>Perkbox – a staff incentive programme has been introduced. Employee Assistance scheme (Medigold) available to staff and this includes 24/7 counselling and advice helpline.</p>	
8	<p>Date of Next Meeting</p> <p>Thursday 3rd November 2022 at 2.00 pm</p>	