



## MINUTES OF RIVERSIDE MEADOWS ACADEMY ADVISORY GROUP MEETING

TUESDAY 14<sup>th</sup> JUNE 2022 at 2.00 pm

VENUE: RMA MEETING ROOM

Present: Caroline Place, Acting Head of School  
Hazel Gering – Assistant Head  
Adam Farrington – Staff Representative  
Lorena Vara – Staff Representative  
Brian Roberts – Parent Representative  
Jane Macdonald – Clerk to the Advisory Group

Kim Taylor – Executive Head Teacher/CEO for Horizons Education Trust  
Sue Bailey – Chair of Trustees

### Apologies:

Rebecca Dear – Parent Representative  
Lois Downton – Assistant Head

1	<b>Introductions – New Acting Head of School</b>  CP introduced herself and offered apologies for those unable to attend or late arrival due to other commitments.	
2	<b>Review Previous Minutes</b>  Discussion took place regarding last month's minutes.  Community Representatives still actively being sought and will discuss further within the SLT meetings.  LA Review/Safeguarding to be discussed at the end of the meeting.  School Evaluation was completed at the end of March 2022.  Trust matters to be discussed at the end of the meeting.  Confirmed Brian Roberts as the Interim Chair going forwards.	

3	<p><b>Parent/Carer Communication Survey</b></p> <p>More clarity needed regarding the champion roles of the Governors. No introductions have been made to the parents as yet and running out of time to get this completed before the end of term.</p> <p>Agreed a newsletter to be distributed to include Governor introductions and contact details and will be issued at the end of every half term. Survey to be produced to capture how parents/carers feel regarding school communication and what measures we need to put in place.</p> <p>Newsletter to also highlight the amazing things that happen in both schools i.e. the St Neots students won the football tournament last week. Staff to inform Jane and organise consent letters in respect of photos etc.</p> <p>Three informal complaints have been raised regarding school trips and the last minute costs, going forward these will be planned for the next half term. Budgeting for parents could be a problem. Confirmation needed on what contributions are required from parents, manager for people premium (looked after students), need a criteria about how curricular trips are funded.</p> <p>Letter being produced to highlight upcoming trips and events and hoping to send out by 17<sup>th</sup> June 2022, with further confirmation via Parent Mail highlighting when monies due, however Parent Mail can be patchy and do not feel that it is working. One off trips i.e. Thorpe Park will require a risk assessment tailored to each site to address needs of pupils.</p> <p>Ongoing regular trips do not need a permission slip unless arrangements or pupils needs change, but clarity is needed on why the trip is taking place, is it a reward for pupils or curricular. At the moment the system is ad-hoc, is it appropriate and ensure equal opportunities for student attendance, also think about rotating staff and ensure a balance for both students and staff. Rob currently using a spreadsheet to ensure fair distribution for those who attend swimming.</p> <p><b>Transition Days</b> – Perception feedback that this seems frantic for parents with a lack of communication from the school, all in agreement that it is late this year and CP in discussions with Julie Rutherford. If BR receives any further correspondence from parents he agreed to contact CP.</p> <p>Discussed previous issues with new starters, including late paperwork and students arriving at the start of term and we are not aware, RMA has been treated poorly in the past for admissions.</p>	<p>CP</p> <p>CP/JM</p> <p>JM</p>
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	<p>Claire Heseltine is currently working on this and calling parents to introduce herself, the school and confirm next steps. A new process will be put in place for next year's intake and will start much earlier.</p> <p>Discussed the possibility of parents visiting the school 2 weeks prior to the start of term to ease any anxiety and always good to meet parents before the new term begins.</p> <p>Options timetable still being prepared and not yet available for students. Mainstream schools received theirs months ago. Lots of absence at Wisbech which HG is reviewing with discussions taking place tomorrow and hope to make it a better experience. Need to prioritise this.</p>	
4	<p><b>Learning Walks Feedback – Brian Roberts</b></p> <p>BR report discussed and found to be a very interesting experience. Staff absence was an issue at the time of the visit to WG. Variations highlighted between both sites with different needs including staffing with WG requiring a senior manager. Lots of recruitment at both sites and hoping to convert supply staff to permanent members of staff. Family and Inclusion Workers joining both sites shortly. Discussed the possibility of one staff member able to walk the halls and assist with ad-hoc situations that arise. New model to be tested out with one person having overview of behaviours as a lead.</p> <p>WG an empty site, no desks and not an attractive environment. KT confirmed that the classrooms were being decorated with notice boards and desks put back once finished, Site Manager will make this a priority.</p> <p>Discussed the option of noticeboards with perspex covers going forward, although the new school will have these provided by the council. Kier on track with the build and plan to open June 2023. Parents and students will be invited to visit the new school in the near future with RMA students also having the opportunity to use the facilities, and can be picked up within the term newsletter.</p> <p>Once Year 11's have left will leave staff with more time to concentrate on display and learning boards.</p> <p>Monika at WG is currently working on a community art project, concentrating on our sense of pride in our buildings and belongings.</p> <p>RMA has gone through major changes with no visible damage. Site agent and chef on site is a huge benefit, with discussion on whether one site agent across two sites is working, going forward will be minimal requirement at the new school. KT to discuss further with Chris Linnell at appraisal.</p> <p>RMA a very calm environment. Discussed restraint techniques and the use of distractions, advising all staff to revert to previous training.</p>	KT

	<p>Collective responsibility from staff and not just one person's responsibility to manage student behaviour.</p> <p>Discussion took place regarding lockers as some students feel their bags and belongings are not safe. Students requests/requirements which will be accommodated where possible.</p>	
5	<p><b>Any Other Business</b></p> <p>Community representative at WG (Senco in a primary school) has been asked if they are able to attend RMA's AAG meetings, KT to follow up. Two other representatives have also been approached.</p> <p>Staff welfare system to be introduced offering support and counselling on a confidential basis and will be circulated to staff shortly.</p> <p>LA's review feedback has been received, and arrived the day of the full board meeting. Has been published to Trustees with a window for response. Toni B Assistant Director for SEND has been injured however, expects to update staff by the end of term on our expectations moving forwards. LV/AF to feedback to staff once received.</p>	<p>KT</p> <p>AF/LV</p>
6	<p><b>Date of Next Meeting</b></p> <p>List of dates to be confirmed.</p>	