



MINUTES OF RIVERSIDE MEADOWS ACADEMY ADVISORY GROUP MEETING

Thursday 15TH December 2022 at 2.00 pm

Riverside Meadows Meeting Room

Present: Brian Roberts, Parent Governor, Chair

Andrew Armstrong, Co-Head Teacher, St. Neots

Alex Hughes, Community Governor

Lorena Vara, Staff Representative – St. Neots

Michelle Elms, Staff Representative – Wisbech Green

Hazel Gering, Staff Representative

Kim Taylor, Executive Head Teacher/CEO

Jane Macdonald, Clerk to the Advisory Group

Invited: Mark Williams, Trustee

Rebecca Berton, Trustee

Amy Sewell, Family & Inclusion Worker

Apologies: Becky Dear, Parent Governor

Rebecca Berton, Trustee

Sue Bailey, Chair of Trustees

1	<p>Previous Minutes</p> <p>Brian introduced himself as Interim Chair and asked for quick introductions and welcome to the new group members.</p> <p>Complaints and compliments – confirmed that we need to have further information including numbers and non-specifics.</p> <p>BR needs to change pecuniary interests for his new role.</p>	BR
2	<p>Community Representative</p> <p>Thank you to Alex for putting himself forward. Born and raised in St. Neots and experience with education had been stunted at 14 due to becoming a father, and now has another 12 week old baby. Has employed 150 people locally over the last 14 years in E-Commerce and</p>	

	<p>Events and looking to convert into an entrepreneurial youth hub. Looking to support those who have dropped out of school through 'inspire to ignite'.</p> <p>Alex is a Chair of the St. Neots initiative. Only ever been 4 Chairs and Alex is the fourth. Focusing on manufacturing, retail and a volunteer sector group. Involved in lots of economic development locally with HDC.</p> <p>Alex left the room while an official vote took place. The Group felt he is very passionate about being involved with the school and has lots of links with the community. BR made proposal and AA seconded it. Jon Panther will be in contact to make it all official.</p> <p>Tour of the school to take place after the meeting.</p>	
3	<p>Behaviour Policy and Positive Touch Policy</p> <p>AA has received some comments from staff and asked if anyone else had received comments or amendments with a view to a January issue.</p> <p>Page 3 - BR suggested amendments to wording. Behaviour management. Key beliefs to protect young people from themselves - felt needed rewording.</p> <p>Spelling mistake on page 5.</p> <p>Responding to behaviours - would like something mentioned regarding emotions which we see which leads to behaviours.</p> <p>Quality of provision - EHCP.</p> <p>Language being important is really 'positive language' and needs to be more specific.</p> <p>AA received feedback from Michelle at Wisbech.</p> <p>Pupil feedback from parents who felt there needed to be a more pupil friendly version. Apps can be used to make it an easy read.</p> <p>BR mentioned that reduced time tables to be in line with national guidance 2014. But Cambridgeshire guidance is really hard to fine, KT confirmed there is new guidance issued September 2022 but LA not responded yet.</p> <p>When managing this policy as a school need to think about the decision making within it. Need to make it explicit to the families, only person who polices it is AA, the team need to have guidance on how they operate within in. Pupils need to respect all the adults within the school.</p> <p>Restorative stuff nothing mentioned about charging for damage. Need to make parents aware of this, however there is a damage policy, maybe needs to be mentioned in the behaviour policy?</p> <p>Exclusions - jump from we do to we don't. BR agrees with content, confirmed spelling mistake, and confirmed we are now using suspensions.</p>	

	<p>The Trusts point of view is that we do support the school and consider the safety of staff and ensure they are protected in this environment. Few incidences this term that was challenged by parents and helps the school to regroup and gives a strong message to everyone that staff safety is important to us.</p> <p>Positive Touch Policy – students saying you cannot touch us. This policy makes it clear that there are different types of touch, i.e. tap on shoulder ‘well done’ and restrictive touch.</p> <p>Contingent touch – guide children away, not a physical intervention with an emphasis on trying to calm and reassure students without touching students.</p> <p>MW asked what process we went through to create it the polic?</p> <p>AA confirmed we looked at restorative practices and what other school were doing and to find a model that fits what we wanted, others had a hands on policy which we did not want. Also used Spring Common policy as a starting point with lots of consultations. The policy has also been issued to parents twice and to students who also have a voice on this, hence they asked for a pupil friendly version.</p> <p>Touch policy – AA felt we did not have any students with this detailed in their EHCP. However, BR stated that CSta should have this mentioned in his. Discussion took place on how do we define staff in this policy i.e. football coaches. We would not expect them to follow this policy, do external coaches have their own policies? KT confirmed that any external staff would follow RMA’s policies. AA confirmed that any touching is very limited with other staff members there to support with 1-1’s etc.</p> <p>Should agency or supply be using this policy? HG agreed they should not be using this policy. RMA is subject to huge amounts of training which supply staff may not have received. Hyper-sensitivity students will process this differently. Need to be aware of the fact that this type of touch may heightened students, needs to be proportional to what is necessary, and needs to be stressed. Agency would never be involved in restraint or have team teach training therefore, would not use any other policies that we use.</p> <p>Team Teach Training needs to be authorised by Head Teacher for supply staff. AA would need to see their qualifications first.</p> <p>Duty of care – why is this mentioned in the touch policy and nowhere else? Should this be a separate policy/safeguarding duty?</p> <p>If any staff members are concerned about an allegation of touch they would need to log on MyConcern, or approach the DSL team directly.</p> <p>Sexualised Behaviours – this section is not as clear as it should be.</p>	
4	<p>Safeguarding Report</p> <p>First review was in May of 2022, with a further review in November. Full report to be issued shortly, however KT has received a snapshot,</p>	

	<p>and confirmed most reds are now green or amber, following lots of hard work from many people.</p> <p>Staff are now using MyConcern and use has improved with further training to take place regarding record keeping.</p> <p>Job Descriptions are now completed and there is strong evidence that staff have undertaken safeguarding training.</p> <p>There is a vast improvement on what information is shared with staff.</p> <p>The DSL team all understand the processes and procedures. Weekly DSL meetings are taking place and very impressed with the problem solving and tracking/reporting back and more confidential to the staff. AA to give feedback via the weekly staff newsletter. Julie Perry safeguarding lead for the trust who KT has been working with and will offer further information next year.</p> <p>Conclusion – much improved, remaining ambers are easy wins and any other changes to be built upon. A lovely outcome for AA to sit on now and The trust offers congratulations for the huge amount of work that has been completed.</p> <p>Discussion took place on safeguarding and feel this is now very effective and a great change to how it was in May 2022. HG felt safeguarding has improved so much and we are no longer the same school that we were, and are now safe.</p> <p>Incidences increased as all staff understand the processes to follow with consistent staff members with a much safer working environment, reporting is better and reflects the reality of what is happening, students trust the staff and are getting to know and help students.</p> <p>BD/BR review of school was very good and backs up the SCR processes.</p>	
5	<p>Head Report</p> <p>Discussion took place regarding AA report.</p> <p>Low attendance this term and down 7 staff members yesterday.</p> <p>70% attendance at SN with WG at 62% - very positive but slightly below national.</p> <p>RPIs – not many this term, WG behaviour is getting better. Another positive start to demonstrate that what we are doing is working.</p> <p>Increase in lower and midterm behaviours with more reporting hence the increase.</p> <p>Lots of new staff started this term and the higher incidents have decreased.</p> <p>Discussion took place regarding the school uniform with WG confirming they do not record if a student wears the incorrect uniform. AA advised there will be a bit of a push after Christmas on this.</p>	

	<p>Sexualised behaviours has become a bit more apparent, assemblies and PSHE sessions are covering this and students are now reporting to staff, police have also visited the school to present on this. This will continue to decrease and will be kept on our radar.</p> <p>We currently have 12 students places available and are being pushed by SEND to fill them. We have accepted 3 pending an agreement with Chris Carey. We would accept another 4 however they do require 1-1's or a specialised provision.</p> <p>In total we have received 61 consultations however we were unable to meet their needs as require provisions we cannot provide.</p> <p>Staff Deployment:</p> <p>F&IW – Cherry joins us in January 2023.. TLM's – one appointed today with 4 further interviews next week. Admin assistant will be readvertised next year. Further vacancies will be needed for PE, Maths, Food Tech teachers dependant on filling the other student places.</p> <p>School priorities changed from 5 to 3:</p> <ul style="list-style-type: none"> - Transformed learning culture - Empowering staff in their roles - Improved attendance – need at least one day at 90% <p>Main thing we need to improve on is adaptative teaching, meeting the needs of the students and thinking about their different needs, staff need upskilling and training. Louisa Mart our SEN Case Worker will also be following up with the EWO team.</p> <p>Do we need to offer any other support (currently Caroline Place). AA confirmed the need to look at leadership capacity overall.</p> <p>KT wants to congratulate the school on the development plan which is now in green. Lots of things have been achieved by staff who are trying to zone in on what we need to do to improve and to monitor that they are consistently being done.</p> <p>There will be more focus on slimmed down priorities, doing a few things well and easier for staff to understand.</p> <p>AA has been asking for proposals regarding the reception area relocation which will need to go through to the Trust for approval and we are working on this.</p> <p>Out of County placements bring in further funding, and we are not really worried about filling the places as so many students need placements. With the new school opening we will be able to offer another 30 places.</p>	
6	<p>Family and Inclusion Worker Presentation/Case Studies</p> <p>Amy Sewell, our Family and Inclusion Worker provided an update on her background, training and experience.</p> <p>There are two prongs to the F&IW role; family work and inclusion work.</p>	

	<p>Family – there is a lot of non-teaching contact outside of the school with parents. Amy communicates between home and school, also completes welfare visits, offers support and completes referrals to relevant agencies.</p> <p>Inclusion – communicates with students finding it difficult to come into school, organises work packs, supports students with routes of their anxieties and tries to get them back into school, possibly on reduced time tables, advises on any other services we could offer. Visits to primary schools for new students also takes place.</p> <p>Amy provided information on two case studies which have been very successful this year and gave a day to day run through of their timetables.</p> <p>AA confirmed that Amy has got some of our most vulnerable learners back into school. Congratulations was given to Amy and KT advised that Sam Abbs gave much praise to Amy.</p> <p>A Further F&IW has been recruited with a January start date.</p> <p>AA would like to record the successes. We have had some really high quality annual reviews taking place since Easter. We are well on track with year 7 and year 8 to go and we have received good feedback from the other agencies.</p>	
7	<p>Trust Matters</p> <p>Currently working on equality and recruitment with an emphasis on trying to bring in a coaching mentoring system.</p> <p>Risk Owners – the trust would like the school to have their own log.</p> <p>KT confirmed have used the Ofsted criteria. The school knows where it is and the journey they are going on, by work undertaken during the development plan and the policies are working really well.</p> <p>There is evidence of personal development for individual children and how we are recording what they wish to achieve including preparation for adulthood, good outcomes which are improving. Need to meet all the standards and the Assistant Heads are focusing on these areas.</p> <p>Leadership management will be in a better position and the school should be able to manage their own leadership. As we grow, the other school will need to think about additional support.</p> <p>Over the last 3 months we have achieved a lot. Going forwards in January we need to be very explicit about our students expectations and make the school outstanding. KT would like to congratulate the hard work of the leadership team with strong leadership over both sites.</p>	
	<p>Exam Report / Teaching & Learning</p> <p>Discussions have taken place with AA, KT, CH and HG and are based around research evidence on what is happening in school.</p>	

	<p>The lesson visits taking place at WG and learning walks which also back up information we have received on pupil progress data, enabled us to put together development plans with really detailed and good reports. Still work to do but this is really encouraging.</p> <p>Trust Matters</p> <p>Discussion took place regarding the Strategic Plan which has 6 areas we are currently working on.</p> <p>The Alconbury Weald build will begin in January 2023 and we will need to think about recruiting a head teacher. As a trust we have completed the accounts for the year which will be published end of January 2023 and we have finished in a very strong position.</p> <p>The new school is coming on really well and KT will forward some photos which were taken recently. However, lots of the facilities will not be replicated at St. Neots.</p> <p>There is a need to look at how we change the relationship between the governing bodies and the Trust and to help strengthen us to become more effective as a governing body. AAG has moved on over the last year quite significantly and there is a lot more input and consultations.</p> <p>There will be a full set of statutory policies for the Trust. Amy Spittle is our new Marketing and Branding Manager for RMA and will ensure the website is improved with a bit more detail. Any OFSTED inspection will look at our website first.</p> <p>The other school has a FB group therefore will be looking into some sort of social media presence and will work on this next term. Discussion on student photos on social media took place and BR reiterated that it is not just students in care where photos cannot be shared, and we know of one other student not in care where we cannot issue their photo due to family issues. Parental consents are saved in ParentMail for reference.</p> <p>Mark W – gave a brief overview of the committee. The Trust is doing well at the moment and developing our school sites and we hope we have made a difference in the last year. Jon Panter has been supporting the administration alongside Esther/Genevieve who work very hard for us. KT has heard no negative reports and lots of support provided by the trust.</p> <p>External advisor, Carol McCarthy has also been supporting the DSL’s and going forward we need to look at what other support you may need.</p>	
8	<p>AOB</p> <p>AH – discussion took place in regards to any connections to the local community, any connections to businesses or other schools. HG confirmed we have connections through agencies including horse riding, sports halls, work experience placements, the peter pan nursery, pendragon infant school, local primary schools in St Neots etc. however there is less connections with WG businesses but we are working on this.</p>	

	<p>Kier Construction is a national connection, and the Enterprise Advisor has helped us with mock interviews. We have started the careers action plan and will overhaul PSHE and enterprise and make it fit for purpose.</p> <p>KT has connections with the local colleges, but businesses are very limited. AH is best placed to work with this.</p> <p>Teach Meet at Art n Soul in January 2023, and is an opportunity to get educators together.</p> <p>Vision for them – Jane to link up with Hazel where previous students have ended up and issue to the group.</p> <p>Enterprise days ran by HG – including salad packing company, Anglian Water and last one via a construction company, but this is something that HG is revamping. Also have enterprise events planned, one a term with one taking place tomorrow - Christmas Fayre tomorrow afternoon starting at 1.00 pm.</p> <p>HG needs help with organising a careers fair going forwards.</p> <p>Ah confirmed that 45% of employment in St. Neots is manufacturing and they are looking to set up their own academy to be led by businesses. AH and HG to work together on this and there is plenty of funding available.</p> <p>Parent /Teacher Link – more parents to be involved in more things. PTA was considered previously but we then went into lockdown, possibility this will be reviewed in the New Year.</p>	
	<p>Date of Next Meeting</p> <p>Jane to circulate dates for remainder of the year (end of January, March, and April after Easter).</p> <p>KT will organise a group for the new school and will report into this committee, governors can attend if they wish.</p>	