

Minutes – Lansdown Park Academy Council Meeting

Meeting Date: 12th December 2023
Location: Lansdown Park Academy
Time: 1pm

Chair: Vacancy Chair role
Attendees: Paul Todd (PT) Principal
 Sally Apps (SA) Education Director
 Tony Searle (TS) Executive Principal
 Charlotte Seavill (CS) Governance Coordinator
Apologies: None

Minutes

Item	Description	Action
1	Introductions	
1.1	Introductions were made and attendees welcomed. This was the first meeting of the Academy Council at LPA and as such, there were no minutes to approve or matters arising.	
1.2	There were no verbal declarations of interest.	
2	Principal's Report	
2.1	The Principal's report was shared prior to the meeting. Attendance by phase was discussed including any coding issues. <u>ACTION: PT to include group numbers in data going forward for context.</u> Attendance in the primary phase is more positive as they tend to be transported to school by taxi, discussions around transport for the secondary phase continue with BCC.	PT
2.2	There was a discussion about outreach and in-reach numbers, funding arrangements, referrals, the change to block funding in the secondary phase and a move away from BCC controlling admission arrangements. The primary phase is funded by BCC and BANES. The possibility for ring fencing part of the provision for CLF students.	
2.3	The attendance looks like an improvement on last year. What is the comparable attendance data for Term 2 last academic year?	
2.4	We lost data in the transfer to CLF but we could check old meeting minutes to see if data is available in reports. <u>ACTION: Clerk to look through last years minutes and bring data if available.</u>	Clerk
2.5	What do you think about attendance now?	

2.6	It feels like it's in a good place. There are some outliers that impact the data considerably. There was a discussion about some particular students, case studies and safeguarding updates. The academy is working closely with the CLF Attendance Lead to ensure that systems are working well for the setting.	
2.7	<u>ACTION: PT to add suspensions data to the report going forward.</u> <u>There has been an increase in the number of primary suspensions and will be discussed with a line manager going forward.</u>	PT
2.8	<u>ACTION: ET to ascertain how suspensions are dealt with if a student is suspended for more than 15 days across 2 settings. Does this apply to all students who join new schools?</u>	ET
2.9	<u>ACTION: PT to run a report to see how many suspensions each child has had and action as needed.</u>	PT
2.10	There was a discussion about the year to date, ARV summary and actions, behaviour and attitudes, safeguarding, collaboration with the Trust Safeguarding Lead and subject area performance.	
2.11	There was a discussion about the key links and work being done with the central team, calendar sharing, group admin, clerking etc, feedback on joining the Trust and growth generally. Networking opportunities were discussed, ensuring that networking and development opportunities are relevant to the settling and ensuring that key contacts are known as needed. ARV outcomes were discussed and how CPOMS logs are maintained at the setting. There is a debriefing at the end of every day and actions are agreed. The DSL keeps a note of all incidents and actions. We use the levels system and ensure that patterns are identified early. Councillors were assured that systems are robust to identify problems early and ensure actions are in place.	
2.12	There was a discussion about preparing students to transition back into mainstream school, writing, oracy, expectations and standards in students work.	
2.13	Councillors considered how outreach is structured and might be included in the next ARV. <u>ACTION: PT to organise outreach ARV</u>	PT
2.14	The assessment system was discussed and how networking and development opportunities within the Trust are available to ensure that processes allow a good understanding of student levels.	
2.15	A safeguarding update was discussed, including actions being taken and work with agencies such as SARI and the police.	
2.16	<u>ACTION: Clerk to share an exemplar safeguarding report for PT to provide a LPA one at the next meeting</u>	SB/PT
2.17	<u>Are we recording too much?</u>	
2.18	No, we record everything so that it can be referred to at a later date when needed.	
2.19	<u>Do you use the escalation policies when unhappy with services from the LA?</u>	
2.20	Not officially. It was advised that these policies are used going forward so that we can show that we have done everything we can if there are any future complaints. <u>ACTION: PT to use escalation policies going forward as needed.</u>	PT

2.21	There was a health and safety update. There was a discussion around lock down procedures and fire drills at the academy. Business continuity options were discussed.	
2.22	<u>ACTION: PT to consider business continuity options are bring to the next meeting</u>	PT
2.23	<u>ACTION: PT to consider how we consult on RHSE with parents in each new cohort and build it into the induction process. PT to provide update at the next meeting.</u>	PT
3	Policies	
3.1	The following policies were approved at the meeting: H&S, Exclusions, Gifts and Hospitality, Positive Handling, Toileting, Reserves and Online Safety.	
3.2	The following policies require further attention: Safeguarding & RHSE	
3.3	<u>ACTION: CS to feedback to ET that policies should now be they/them rather than he/she.</u> <u>PT to ascertain staff trained in providing intimate care.</u>	CS PT
4	AOB	
4.1	None	