

# Minutes – Redstart Primary School Academy Council Meeting

<b>Version:</b>	Draft	
<b>Meeting Date:</b>	4 December 2025	
<b>Location:</b>	Redstart Primary School	
<b>Time:</b>	17.30 - 19.30	
<b>Chair:</b>	Sapphire Lynch (SL)	Sponsor Councillor
<b>Attendees:</b>	Martin Richards (MR)	Parent Councillor
	Nicky Tilley (NT)	Parent Councillor
	Jen Hill (JH)	Staff Teaching Councillor
<b>In attendance:</b>	Rebecca Collins (RC)	Principal
	Tracy French (TF)	Executive Principal
<b>Observer:</b>	Connor O’Mahoney (CO’M)	Potential Sponsor Councillor
<b>Apologies:</b>	Carly Stroulger	Staff Support Councillor
	Tess Clark	Clerk to Academy Council
<b>Absent:</b>	Joe Draper	Sponsor Councillor
<b>Minutes Taken by:</b>	Jacqueline Friday	Governance Administrator

## Minutes

		Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	SL opened the meeting and welcomed all attendees. It was noted the meeting was being recorded. Introductions were made.	
1.2	Apologies were given as above.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None.	
<b>3</b>	<b>Academy Council Membership</b>	
3.1	Two academy councillors have stepped down since the last meeting.	
3.2	Councillors were reminded that the Code of Conduct needs to be read and the declaration made on Governor Hub, if not already completed.	
<b>4</b>	<b>Minutes of Previous Meeting and Matters Arising</b>	
4.1	The minutes of the previous meeting were approved.	

4.2	<b>ACTION</b> - Link Role Review - CO'M has been nominated to take the role of SEND link councillor once he has been formally onboarded. Once confirmed, the SEND policy can be updated and determined. <b>ONGOING</b>	Chair
4.3	<b>ACTION</b> - Exploration of how to access year-to-date attendance data for PP/SEND pupils to be carried over to the next meeting.	Principal
4.4	Risk Register has been reviewed. <b>ACTION</b> – Principal to meet with Chair and share findings.	Chair/Principal
4.5	Principal has started to upload events such as audit/curriculum days onto Governor Hub. <b>ACTION</b> – Add ARV dates onto Governor Hub	Principal
4.6	<b>ACTION</b> – Chair to confirm to Councillors policies required to be signed off on Governor Hub.	Chair
4.7	<b>ACTION</b> – New flier for sponsor vacancy to be circulated by the school, posted on FB and other social media.	Principal
<b>5</b>	<b>Academy Report</b>	
	<i>Student Outcomes and Quality of Education</i>	
5.1	<b>The PP writing DOOYA data for year 5 is 61%. Is there anything we can learn from this cohort?</b> This cohort is a very settled cohort of children with fewer complex needs and less need for external interventions. Outcomes are predicted to be higher for this year than for other year groups currently moving through the academy. <b>Do you see a difference between sexes – male/female?</b> The meeting discussed differences in outcomes by gender. The meeting noted the year 5 is slightly more weighted in favour of girls.	
5.2	<b>Have you had the writing moderation?</b> The moderation is due to take place during week commencing 8 December for years 2 and 5. Quality assurance from other CLF takes place in January.	
5.3	<b>What interventions are being put into place for year 1?</b> Responsibility for S&L now lies with a named TA. Increased number of quality support staff in year 1 in addition to usual teaching staff. Mastery numbers is now embedded. TT Rock Stars will be used alongside Ashley Down from Year 2. Foci for this year is times table checks. Training provided to TA's to enable the provision more effective interventions times table interventions.	
5.4	<b>Is Ashley Down consistent in all the classes?</b> Yes. Maths leads believe this is because this is because this is all that is being done and in the way it should be doing done. TT Rock stars can be completed by pupils from home.	
	<i>Attendance</i>	
5.5	Attendance for the year to date was 95.8%. There has been high levels of sickness (pupil and staff) during week commencing 1 December, together with ongoing complex reasons for poor attendance by individual pupils. Attendance meeting with LA and education engagement team to be held during week commencing 8 December. Staff are working hard to engage with parents regarding their children's attendance.	
5.6	Attendance has improved by 0.3% from last year. Year 1 attendance is 94.2%. Year 6 attendance is 94.8%. Year 1, year 4 and year 6 have the highest levels of SEND and SEMH and neurodivergence which impacts on attendance levels.	

	Some pupils were late returning to school after the summer closure period which affects attendance figures.	
5.7	<p><b>Could the school run an emotional school avoidance session like those being run by other local school/s?</b> This suggestion will be considered by SLT. There are working plans in place for a number of individual pupils. Sensory circuit interventions have been implemented.</p> <p><b>Are you confident on the parenting of children with poor attendance?</b> Parental anxiety/mental health issues can be a factor in a pupil's poor attendance. Staff support parents to encourage them to bring their children to school. Staff are working to identify barriers to attendance; regular meetings are held with the pupil and their family.</p> <p><b>How are children marked on the register when arriving late into the classroom after entering school with a named adult, or via Reception?</b> Depends on the nature/reason for the late arrival.</p>	
	<i>Behaviour</i>	
5.8	<p><b>Why is Bromcom now being used to log behaviour?</b> Staff were permitted to continue to use CPOMS last year to avoid becoming overwhelmed by a large number of changes to processes/systems. Since the start of this academic year behaviour is reported on Bromcom (except pupil-on-pupil incidents which are still logged on CPOMS).</p>	
5.9	<p><b>How is behaviour managed to ensure the safety of all other pupils?</b> Staff carry radios so they can request additional support to manage dysregulation as quickly and efficiently as possible. Pupil surveys to obtain feedback on how safe they feel in school have been completed but results not available in time for the meeting. <b>ACTION</b> – Principal to upload results of pupil survey onto Governor Hub.</p>	
5.10	<p><b>Can a child be removed from a classroom if they are becoming dysregulated?</b> Yes. The first option would be to call a trusted adult to come and talk to the child but as a last resort several staff are Team Teach trained to move a child, if that child and/or other pupils and staff are at risk. Pupils can be moved to or self-refer themselves to "The Nest" if they are feeling overwhelmed. The sensory area is still a work in progress.</p>	
5.11	<p><b>How many staff are Team Teach trained?</b> Currently five staff are Team Teach trained. Additional staff are due to be trained/renew their training imminently.</p>	
5.12	<p><b>How is transition managed from primary to secondary?</b> An in-depth handover is completed by RPS. Pupils likely to struggle with transition are flagged and suggestions included in the handover for managing dysregulated behaviour. A member of staff from the secondary school dedicated to the transition process attends RPS prior to transition. Vulnerable children are encouraged to find a trusted adult at secondary school and engage with that person. RPS staff may meet with former pupils after transition if agreed with the secondary school. Handover processes are regularly reviewed to ensure the information provided to the secondary school is received by all staff that need it.</p>	
5.14	The behaviour audit has been completed – a copy has been circulated to councillors for information. Rich Berry is going to provide training for staff based on actions/items identified in the report.	
	<i>Health and Safety</i>	

5.14	<p><b>Where does the academy's responsibility for accidents stop? How are incidents which happen to pupils at the end of the school day captured?</b></p> <p>Parents are encouraged/reminded to report any accidents or incidents which happen on site to staff, either at the time of or as soon as possible after the event. Incidents are reportable if an injured party is taken to hospital, if there was inadequate supervision or the incident/injury was caused by poor premises maintenance etc. The school can contact RIDDOR for advice on managing potentially reportable incidents.</p>	
6	<i>Safeguarding</i>	
6.1	The Chair commented that the Safeguarding Link Councillor's report was an interesting read, particularly how it linked the Link Councillor's professional knowledge of a serious case review to the work being done at the school	
6.2	The Somerset 175 audit has been completed. A report is due for submission by 31 December 2025.	
6.3	There has been a significant number of concerns raised this term. TF is insisting that supervision be provided to the principal and the safeguarding team irrespective of cost.	
7	<i>Investing in People</i>	
7.1	Edurio staff survey included questions on managing workload, planning your day, feeling part of the trust. Lowest value responses related to professional development activities and career progression. The school increased training opportunities for staff and offered childcare for staff who wanted to attend; take up was low.	
7.2	<p><b>What training do you offer breakfast club/after school club staff?</b></p> <p>They attend all required training (safeguarding, H&amp;S etc) for which they are paid and attend inset training days. Line managers offer support and guidance. TAs who lead breakfast/after school clubs receive the usual training offered to all TAs.</p>	
7.3	<p><b>Do you have access to SSCP training?</b></p> <p>It is possible for SSCP training to be accessed. Prevent training has also been rolled out to all staff.</p>	
8	<i>Equality and Diversity</i>	
8.1	The Chair reminded the meeting that there is a link to the statement on the noticeboard on Governor Hub. The statement is also on the school website.	
9	<i>Policies</i>	
9.1	See action listed in 4.5 above.	
10	<i>Other Matters – COAC/Trust Board</i>	
10.1	It was announced at COAC that online training sessions are going to be offered to councillors throughout the academic year, which will be rolled out in due course.	
11	<i>Any Other Business</i>	
11.1	SCR audit has been successfully completed the academy received one of the highest scores received in the CLF. The meeting thanked the Ops Manager for their work in updating and maintaining the SCR.	
12	<i>Close and Date of Next Meeting</i>	
12.1	The meeting closed at 18.37. Date of next meeting: 5 February 2026 at 17.30	

### ACTIONS

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