

# Minutes – Monkton Wood Academy Council Meeting

**Version:** FINAL  
**Meeting Date:** Tuesday, 23 September 2025  
**Location:** Monkton Wood Academy  
**Time:** 17:00 – 19:00

**Chair:** Richard Bonner Sponsor Councillor  
**Attendees:** Laura Lewis Parent Councillor  
 Clare Ousley Support Staff Councillor  
 Anne Guild Staff Councillor

**In attendance:** Hannah Jones Principal  
 Tessa Clark Clerk

**Apologies:** Richard Bennett Sponsor Councillor  
 Cameron Shaw Executive Principal

## Minutes

		Action
<b>1</b>	<b>Introduction, Administration and Apologies</b>	
1.1	The meeting commenced.	
1.2	Apologies as above.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no declarations of interest made.	
<b>3</b>	<b>Minutes of Previous Meeting and Matters Arising</b>	
3.1	The minutes of the last meeting were approved.	
<b>4</b>	<b>Chairs update</b>	
4.1	As of today's date, the vacancies are: 1 parent councillor and 3 Sponsor Councillors.	
4.2	A prospective candidate has expressed an interest in joining the Academy Council as a Sponsor Councillor. ACTION: TC to initiate the recruitment process for sponsor councillor.	
4.3	LL informed the Council that she will be stepping down due to personal commitments but will continue in role until a successor is appointed to support a smooth transition. ACTION: TC to organise a new parent election.	
<b>5</b>	<b>Election for Vice Chair</b>	

5.1	ACTION: The election for Vice Chair will be carried forward to the next Academy Council meeting.	
6	Appoint/ confirm link roles	
6.1	Confirmed Link Roles: Safeguarding – CO Disadvantaged – LL (AG to assume the role upon LL’s departure)	
6.2	Roles Pending Appointment: SEND and Carers – To be appointed once additional Academy Councillors have been recruited. ACTION: Carry forward the appointment of remaining link roles to the next meeting.	
7	Training	
7.1	All academy councillors who attended the meeting have successfully completed their mandatory AC training.	
8	Academy Council report	
8.1	Principal’s Report Format Update The Principal explained that future Academy Council reports will be structured around the eight key areas used in the national inspection framework. This approach is intended to support clarity and consistency in reporting. The eight areas are:  Safeguarding Inclusion Curriculum and teaching Achievement Attendance and behaviour Personal development and wellbeing Leadership and governance Sixth form  ACTION: HJ to circulate the Academy Council report on Governor Hub 1-2 weeks prior to each Academy Council meeting.	
8.1.1	The Principal shared that the report will follow an action-based format, outlining key responsibilities and timescales. She noted that this structure supports ongoing monitoring of improvement priorities and enables leaders to maintain a clear focus on strategic actions across the year.	
8.2	Sel-evaluation form (SEF)	
8.2.1	The Principal noted that she is awaiting the standard CLF SEF template. In the interim, a draft version has been shared with the Academy Council via Governor Hub.	
8.2.2	An overview of the SEF structure was provided. Each section includes a summary of the school’s current position, strengths and areas for further development. A colour-coded system is used to indicate progress against key aspects of the framework.	
8.2.3	A question was raised regarding whether areas identified for further development will be supported by action plans.	
8.2.4	The Principal confirmed that action plans will be developed for those areas. She also noted that the revised framework provides helpful separation of key aspects, supporting clearer focus in reporting and development planning.	

8.3	<p>Risk Register</p> <p>The Principal informed the Academy Council that the school is awaiting the Trust's standard risk-register template. Once received, the register will be completed and shared with the Council for review.</p>	
9	<b>Agenda Planning for year</b>	
9.1	<p>The Academy Council discussed how meetings could be structured to further strengthen engagement and ensure that councillors can contribute effectively to strategic discussions.</p>	
9.1.1	<p>Suggestions to improve engagement and impact included:</p> <ul style="list-style-type: none"> <li>• Introducing additional link roles (e.g., Community, Wellbeing) to provide focused lenses for discussion.</li> </ul> <p>ACTION: Consider appointing new link roles once additional councillors are recruited.</p> <ul style="list-style-type: none"> <li>• Increasing opportunities for scrutiny by: <ul style="list-style-type: none"> <li>○ Streamlining presentations to allow more time for councillor questions</li> <li>○ Establishing a clear focus for each meeting.</li> <li>○ Uploading an AC report for each meeting and requiring councillors to read them in advance and come prepared with questions.</li> <li>○ Inviting a range of school leaders across the year to support informed governance scrutiny</li> <li>○ Ensuring minutes continue to capture key questions and discussion points</li> <li>○ Adhering strictly to the agenda and including timeframes.</li> </ul> </li> </ul> <p>ACTION: SF to share with TC, the schedule of HJ one-to-one meetings with RB.</p> <ul style="list-style-type: none"> <li>• Ensure policy review required by AC are spaced appropriately throughout the year.</li> </ul>	
10	<b>Policies that require review</b>	
10.1	<p>The following policies were reviewed and formally signed off by the Academy Council:</p> <ul style="list-style-type: none"> <li>• SEND Policy</li> <li>• Admissions Policy</li> </ul>	
10.2	<p>The Council noted the importance of ensuring effective oversight of all link areas, including SEND. This will be supported through the appointment of a new SEND Link Councillor once recruitment to the Academy Council has been completed.</p>	
11	<b>Matters for the attention of the Board/COAC</b>	
11.1	<p>There were no matters raised for the attention of the Board at this meeting.</p>	
12	<b>Any Other Business</b>	
12.1	<p>The Council discussed staff wellbeing and noted the importance of ensuring that appropriate support continues to be available for teaching staff. Leaders confirmed that staff wellbeing remains a priority and is monitored through established processes.</p>	
12.2	<p>Councillors raised questions regarding aspects of pupil behaviour and the use of inappropriate language. The Principal outlined the school's approach to promoting a respectful culture, including the use of the curriculum, pastoral support and behaviour systems to reinforce expectations and address concerns as they arise. The Council received assurance that incidents are responded to</p>	

	appropriately and that education around respect and inclusion remains a key focus.	
13	Date of Next Meeting	
13.1	Tuesday, 25 November 2025	

### **ACTIONS**

4.2	ACTION: TC to initiate the recruitment process for sponsor councillor.	TC
4.3	ACTION: TC to organise a new parent election.	TC
5.1	ACTION: The election for Vice Chair will be carried forward to the next Academy Council meeting.	ALL
6.2	ACTION: Carry forward the appointment of remaining link roles to the next meeting.	ALL
8.1	ACTION: HJ to circulate the Academy Council report on Governor Hub 1-2 weeks prior to each Academy Council meeting.	HJ
9.1.1	ACTION: Consider appointing new link roles once additional councillors are recruited.	ALL
9.1.1	ACTION: SF to share with TC, the schedule of HJ one-to-one meetings with RB.	TC