

Minutes – John Cabot Academy Council

Version:	Final
Meeting Date:	23 October 2019
Location:	John Cabot Academy
Time:	4.30 pm
Present:	<p>Linda Tanner (LT) Chair Academy Council</p> <p>Rob Stroud (RS) Sponsor Academy Councillor</p> <p>Angela Long (AL) Sponsor Academy Councillor</p> <p>Neil Ferris (NF) Support Staff Academy Councillor</p> <p>Scott Raybould (SR) Parent Academy Councillor</p> <p>Claire Axel-Berg (CA) LA Academy Representative (tbc)</p> <p>Emily Grainger (EG) Student Advocate Academy Councillor</p> <p>Kate Willis (KW) Associate Principal</p>
Apologies:	<p>Sam Shousha-Nady (SS) Teacher Academy Councillor</p> <p>Sally Apps (SA) Executive Principal</p>
Absent:	Helen Jaworska-Webb (HJW) Sponsor Academy Councillor
Attendees:	<p>Linda Corbidge (LC) Clerk to Academy Council</p> <p>Chris Ballard (CB) Assistant Principal</p> <p>Ali Hood (AH) Senior Operations Manager</p>

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by LT. LT reported that Steve Harrison had resigned from the Academy Council since the last meeting. Academy Councillors expressed their thanks to Steve for his hard work and commitment to the Academy Council.	
2	Declarations of Interest	
2.1	There were no updates to declared interests.	
3	Minutes of the previous meeting	
3.1	The minutes of the meeting held 26 June 2019 were agreed as accurate.	
4	Matters Arising	
4.1	<ul style="list-style-type: none"> Spot check on SCR – Taken under Safeguarding item. Admissions Policy change proposal – KW showed slides on the Board paper re the proposed changes to the Admissions Policy. This had been approved by the Board last week. KW explained that in response to Academy Council questions from the previous meeting, she had looked to see if the changes would affect the PAN – KW confirmed that all local primaries were over-subscribed and 95% of the PAN would be from within 2 miles. The rationale for making the change included vast applicants local to the academy; the significant time it takes to select using the present criteria; it seemed a sensible point to change to a school that serves the local community and it would help support transition and relationships with feeder primaries (take from 52 primaries at present). Local building works also added to the dense urban environment. 	

	<ul style="list-style-type: none"> • Timeframe – CLF central was now drafting the policy and would help lead the 6 week consultation which would take place before 31 January in order to determine the policy by 28 February ready for the Board meeting on 6 March. The policy would come into effect from August 2020 for the September 2021 intake. Academy Council expressed their support for the changes. • Pupil Premium meeting – BT explained that she had met with Steve Harrison to review 2018/19. PP results were -0.87. BT said they had made strides with PP learners towards the end of last year with changes in the curriculum structure. In addition a good Maths teacher had been employed providing quality first teaching. There was also now a different timetable with fewer split classes. Current Year 11 PP was -0.11 compared to -0.06 for all. Academy Council asked how the academy would prioritise closing the gap this year. BT explained that execution had not been as tight last year due to lack of capacity. This year capacity was better with key vulnerable students being discussed regularly and a raise in the profile. They were also ensuring that students were accessing knowledge through the curriculum. BT said there was evidence of impact from conversations with students and regular feedback from context sheets in classrooms. Academy Council asked how students were accessing the curriculum in Ready to Learn. KW commented that RTL had transformed the school with about 3% of returners to RTL. Two LSAs were now based in RTL to try to identify the unmet need for each returner. BT explained the introduction of knowledge organisers and homework which helped in RTL. LT commented that she had been impressed when she had seen them working in the classroom. • Request for cover data – KW referred to data in the AC Report and explained there had been a reduction in the number of days of sickness this year. Two colleagues were off long term sick; KW was working with HR to support them back into work. KW said it felt like a positive start to the academic year. Academy Council asked how sickness was monitored and actions taken. AH explained the process which included sickness review meetings. Sickness at JCA was slightly above average across CLF for both teaching and non-teaching staff. KW explained that three cover supervisors were employed directly who provided good quality teaching in lessons. They tried to avoid external cover as it was generally not good or well received by students. Less money had been allocated for cover in the budget this year – KW explained that once students were independent through knowledge organisers the academy would be looking at a project where all affected students were taught in one room to eliminate the need for external cover. Academy Council emphasised the need for good communication with parents should this be introduced. Academy Council requested a report on trends and numbers of supply cover over a period. KW would present a report on trends at the next meeting. <ul style="list-style-type: none"> - Accessibility Policy request for name to be changed – AH confirmed action completed. - Risk assessments to be updated – KW confirmed action completed - Replacement locks on doors – NF had fixed doors, action completed - Lockdown doors – KW advised it was now on the Risk Register that some doors could not be locked during lockdown. - LAC Annual Report – it was noted that SH had met to discuss. KW would send LAC Report to LC to upload to Teams for information. 	<p>KW</p> <p>KW</p>
5	Academy Council Strategic Working Group Report	

5.1	<ul style="list-style-type: none"> Intervention Hub - The SWG reported that they had visited the hub and been very impressed with the good use of the LSA's. KW explained that she had been shocked at the literacy deficit of some of the students which had confirmed the need for this intervention. Next term some of the pastoral staff would also provide support there as they had been trained in recognising emotional triggers. Evaluation of impact would be looked at by SLT. SEND - Academy Council had recognised the lack of SEND information being passed on by some primaries during transition. The SWG had met with SEND Lead, Alex Lynett where discussion had taken place regarding the new Admissions Policy which would help with relationships with schools with the reduction in the number of feeder primaries. Academy Council recommended that individual schools were looked at for patterns regarding lack of information. KW would ask Alex to look into this. Academy Council asked if the question re SEND was on the application form. KW said she would check but advised that there were lots of transition events for parents where they had the opportunity to pass on information. There were also two pastoral colleagues in each zone who built relationships with hard to reach parents very quickly. Academy Council commented that they had been impressed with Alex Lynett's knowledge re SEND needs. Knowledge Organisers – SWG had seen the Knowledge Organisers in place during the walk around. 	KW
6	Academy Councillor Visits	
6.1	<ul style="list-style-type: none"> GT (the new SEND Link) reported that she had met with Alex and raised some queries around why some groups were doing better than others. GT would like to link with other schools in the Federation to compare. GT was meeting with Alex to look at the data in November and would report back to the next meeting. 	GT
7	Academy Council Report	
7.1	<ul style="list-style-type: none"> Academy Council commented that it was helpful to see the data split for punctuality and attendance in the report. KW commented that attendance was good however by changing how students were greeted it had been shown there was a punctuality problem. As a result the register cut off time would be changed so the attendance system would trigger texts home. Greeting every students had also had other benefits such as uniform checks which saved teacher workload in the classroom. Academy Council asked if other schools with best practice for punctuality had been visited. KW said they would be visiting other academies and had been recommended to visit Yate by the EWO. It was noted that the reason many students arrived late was geographical due to late buses. 	
7.2	<ul style="list-style-type: none"> Academy Council asked for feedback from the Open Evening and how it compared to previous years. KW advised that it had been well attended by approximately 350 families with positive feedback. Open mornings had also been full and were growing in comparison to previous years. The Open evening had slightly lower attendance that previous years, possibly because it was really early. Academy Council suggested online booking as the information collected could be used for contact later in the year. KW said the academy would shortly be introducing Insight for parents which would support this. CB commented on the good role models from students. LT and SR had attended and reported a really positive feel. 	

	<ul style="list-style-type: none"> • <i>Academy Council suggested an alumni network for the future. KW would look into this.</i> 	KW
7.3	<p>Homework</p> <ul style="list-style-type: none"> • BT explained how homework would be set using Knowledge Organisers and how they can be used to follow up in the subject. • <i>Academy Council discussed rewards/sanctions and recording homework completion.</i> • <i>Academy Council discussed marking or feedback by the teacher,</i> noting that the activity was reviewed in the classroom following the homework. • KW said better communication would be provided for parents with the introduction of Insight. 	
7.4	<p>BT briefed on Year 7 – 10 data</p> <ul style="list-style-type: none"> • Inconsistencies shown through MPQs carried out in Year 7 and Year 8 was being addressed with the use of Knowledge Organisers. Based on value added JCA were middle to bottom compared to other CLF academies. • BT was dropping into lessons to ensure teachers were teaching what is on the curriculum. • There were areas where PP students were out-performing Non-PP. • There were concerns around Science and PE (re opting out of extra-curricular activities) and BT would direct drop-ins to these areas over the next few weeks. • It was difficult to measure Current Year 10 P8 due to the change to standardised scores at KS2. As a result CLF had set its own benchmarks with testing in-house. • Current Y11s started Mocks today. Predictions for P8 was currently -0.06 based on Y10 Mocks – to be updated after current Mock data. • PP MAP girls were a key areas of focus. KW commented that it was important to look at the context; there were 10 girls altogether with 2 educated off site. • KW briefed on outcomes by subject explaining the reasons and actions taken including support in place for some groups of students and staff. KW had met with every curriculum leader to look at data from last year. <i>Academy Council recommended linking with BMA due to the good outcomes.</i> Subjects had been rag rated as follows: <ul style="list-style-type: none"> - Well led subjects: Music - Green: Maths, Product Design, English - Amber: PE, Computing, Business, Photography, Chemistry, Physics, History, Biology, RS, Geography, Hospitality & Catering, Combined - Red: Spanish, Drama , Art & Design, French • Current Y11 HAPs were underachieving. • <u>Academy Council requested that the MFL Curriculum Leader present at next meeting</u> • <i>Academy Council asked if punctuality was an issue across all lessons and if this could be identified to any particular classes.</i> KW responded that it was mainly period 1, across all classes. • KW advised that Steve Church would be the academy’s vocational subject expert. <i>Academy Council asked about communication to parents about the move to vocational from GCSE.</i> KW explained this was done at the Options evening. • BT said that she was visiting lessons a lot as part of the focus on the quality of teaching and learning. 	KW

9	Student Voice	
	<p>EG reported on:</p> <ul style="list-style-type: none"> Complaints about graffiti in the toilets. NF said the cleaners now had a pressure washer which would help. Year 11s had asked for a study space at lunchtime – KW said there was space already available every lunchtime for Year 11. Year 11s had asked for space to work before and after school. Students liked the LGBTQ+ group – they felt it was accepting. Over 20 students attended. Academy Council asked if it was accessible to other students. KW said friendship groups often attended as it was a safe space. KW was looking to put in student ambassadors for LGBTQ+ later this year. Year 11 had requested stress relief sessions. BT said these were already in place looking at exam anxiety and stress management and had been talked about in assemblies. Academy Council requested that this information be fed back to the students. EG would feed back the information Supply – Students had asked if there was a way to cover Year 11 lessons first to avoid having external supply. Cover teachers don't score lessons, just put present mark. <p><u>KW/CB would take forward suggestions where possible.</u></p>	<p>EG</p> <p>KW/CB</p>
10	Policies	
10.1	<ul style="list-style-type: none"> AH briefed on changes to policies. Academy Council approved the Health & Safety, Safeguarding and First Aid Policies. <u>Attendance Policy was taken forward to next meeting for review</u> 	<p>AH</p>
11	Governance	
11.1	<ul style="list-style-type: none"> AH emphasised the importance of Academy Councillors providing information for the SCR and completion of NIMBLE Training. <u>ALL TO ACTION</u> Interview process for permanent Principal – LT congratulated Kate on her appointment as Principal. VP recruitment process – KW explained this would now take place and would be similar to the process for Principal. LT said it was important that the link roles of Health & Safety and Pupil Premium/LAC were taken on by other Academy Councillors. LT would discuss this separately. AH advised that the next Health & Safety Committee meeting was taking place on 11 November at 3.30 pm if anyone wanted to attend. 	<p>ALL</p>
13	Matters for the attention of the Board	
13.1	None.	
14	AOB	
14.1	Academy Council asked when the next Safety Day was taking place. KW advised the date was 10 th December.	

The meeting closed at 6.55 pm.

AC Meetings (All Wednesdays 4.30 pm–6.30 pm with a 4.00 pm pre meet)
18 December 2019, 5 February 2020, 1 April 2020, 15 July 2020

Strategic Working Group Meeting Dates: Fridays 8.00 – 10.00 am
6 December, 24 January, 20 March and 3 July