

Minutes – John Cabot Academy Council

Meeting Date:	1 March 2023	
Location:	John Cabot Academy	
Time:	4.30 pm	
Present:	Linda Tanner (LT) Georgina Tankard (GT) Kate Willis (KW) Dan Nicholls (DN) Angela Long (AL) Fiona Thompson (FT) Andrea Duignan (AD) Veronica Mastrandrea (VM) Alex Withers (AW) Simon Horn (SH)	Chair of Academy Council Sponsor Academy Councillor Principal Executive Principal Sponsor Academy Councillor Parent Academy Councillor Parent Academy Councillor Teacher Academy Councillor Sponsor Academy Councillor Support Staff Councillor
Attendees:	Linda Corbidge (LC) Claire Dutton (CD) Annie Massey (AMA)	Clerk to Academy Council Joint Head of Humanities - Geography Assistant Principal
Apologies:	Nigel Eaton (NE)	Sponsor Academy Councillor
Absent:	Alison Evans (AE)	LA Representative Academy Councillor

Minutes

Item	Description	Action
1	Introduction, Administration and Apologies	
1.1	Welcome and introductions were made.	
2	Declarations of Interest	
2.1	There were no verbal declarations of interest made for this meeting. LT reminded councillors to complete the declarations of interest update. <u>ACTION: Clerk will follow up with councillors</u>	LC
3	Governance	
3.1	Membership - full	
3.2	Link Councillor roles – Andrea has taken on the role of link councillor for Pupil Premium and LAC.	
3.3	Alison Evans has been confirmed as LA Representative Councillor.	
4	Minutes of the previous meeting	
4.1	The minutes of the meeting held 7 December 2022 were agreed as a true record.	
5	Matters Arising	
5.1	<i>NE to provide feedback on Careers Day – taken forward</i>	NE
5.2	<i>CiC annual report discussion taken forward to next meeting when Annie will be in attendance.</i> <u>ACTION: Take forward CiC Annual Report to May meeting</u>	KW/ AMA
5.3	<i>Update on lunch provision – see later item</i>	

5.4	KW will share voice of staff and students on actions following suspensions. ACTION: Will be presented at the next SWG meeting.	KW
5.5	All other actions were agreed as completed.	
	Academy Council Report	
	<i>The Academy Council Report, SEF, AIP and AIP Summary had been shared.</i>	
6	Quality of Education	
6.1	Geography	
6.1.1	CD provided an update on the three actions for Geography which were presented at the previous meeting: <ul style="list-style-type: none"> • Actions: Engage deliberately and meaningfully with key and specialist terminology; Deconstruction of questions and construction of answers and Use of different stimulus and response: resources, data, and statistical techniques. • Actions were progressed around deliberate practice and written and oracy, both in class and homework. • Feb P1 Mock outcomes show most students have improved on their grade. • Can see that students are now articulating their thinking. 	
	Questions by Academy Council	
6.1.2	What is student feedback on the changes? We took student voice from SENK students before Christmas. Overall, they were feeling comfortable with what we were doing and were happy with the way lessons are structured.	
6.1.3	How many Geography groups are there? There are 3 groups. 2 large groups plus a nurture group.	
6.1.4	There was a Year 9 option question – do you think your child would benefit from oracy support for Geography. Is this a normal question? This is a normal question as there continues to be a need in this area.	
6.2	PSHE	
6.2.1	JS provided information on: <ul style="list-style-type: none"> • Intent and the importance of PSHE – from Ofsted document • Enactment of curriculum, learning journey and assessment – including what is new for 2022/23 • Actions from PSHE association training • Content of SMSC / Tutor times – plan example for Term 3 • Curriculum planning and Safety Days. Online Safety – delivered across all year groups in Safety Days, PSHE Curriculum, Assemblies, Newsletters/articles • Student voice – survey after Safety Days and Actions and South Glos Health & Wellbeing Survey • Harmful Sexualised Behaviour – evidence. NSPCC resources. Map so fits into Safety days • Misogyny – social media. 	
	Questions by Academy Council	
6.2.2	It is good to hear that you promote men in a positive way. Do you see any barriers to delivering the content with mixed gender? The way resources are produced leads to mixed gender teaching – we prefer to keep altogether.	
6.2.3	Are you encouraging pupils to look at wellbeing and open up to each other? PSHE is delivered using the statutory content, this includes mental health. PSHE is embedded in Personal Development.	
6.2.4	Has it had a positive effect on pupil engagement relating to real life? Yes, we sometimes we use case studies. Our PSHE teaching is good - it is being taught by two tutors and Science teachers at Year 10.	

6.2.5	Delivery is important – the Safety Day last time was good. It works well by keeping students with their normal teacher.	
7	Student Voice	
7.1	KW provided information on Student Voice at the academy, which included: <ul style="list-style-type: none"> • Termly routine and process for Student Voice – including details of Student Councils • Discussions and feedback included cleanliness of toilets, canteen • Anti bullying voice to be collected • In depth South Glos Student Wellbeing Survey will be used • Canteen – student voice on raised prices and amount reduced. There was not good communication from the caterers prior to price rise. Feedback from caterers has now been discussed with students. KS4 students have a smaller canteen which is being improved following feedback. • Students can see that their voice is heard and valued 	
7.2	KW provided a summary of the South Glos Wellbeing Survey November 2022: <ul style="list-style-type: none"> • One concern – students not feeling safe at school (this is around managing corridor/lesson transition. We have asked again about opening fire doors). • Building sport into PSHE programme – we are looking into this. 	
7.3	Anti bullying survey – main concern is anxiety and worry – we are awaiting the S. Glos survey results before further planning.	
	Questions by Academy Council	
7.4	Is the 25% of students involved in the South Glos survey from across all year groups and how are the questions collected? It is a subset of our students across all year groups (191 students); students complete through Show My Homework. There have been about 6000 completed already across South Glos schools which gives good comparison to other schools.	
7.5	Councillors commented that it is really encouraging to see good relationships between staff and students. This is encouraging and shows work done over time that is starting to give students empowerment.	
7.6	Have you asked for student voice on whether students know who their trusted adult is? Not specific work however SLT will shortly be asking for student voice against the Ofsted framework. ACTION: Will include question on knowing trusted adult in student voice this week.	KW
8	Achievements and Standards	
8.1	Year 11 Mocks/Predicted outcomes update	
8.1.1	AMA provided information on predicted data based on November Mocks (February data not yet available): <ul style="list-style-type: none"> • Headlines: 9 – 4 78%, 9-5 48%, P8 – 0.17. Results are expected to improve for the Summer but are not at the level they were at the same time last year. • Bucket 3 subjects overall are not as good – AMA explained the reasons for each subject and actions in place. • There is concern that a lot of KS3 is being taught by cover, causing destabilisation in school. We cannot cover the current amount of absence - strike day was used creatively to provide drop down for students to do course work and discussions are taking place around looking at larger groups. Strike days and Mocks have a big impact on difficulties of finding time to complete course work. 	
	Questions by Academy Council	
8.1.2	Were you surprised by the November Mocks? Were they lower than you would have expected?	

	There is always quite a gain from November to Summer results. We have a larger number of students this year that will not get any results – those who stopped attending during Covid and will never come back. There is a difference in culture this year which is still true for this current round of Mocks – some immaturity, feeling overwhelmed.	
8.1.3	<p>Were the results similar across the Trust? Is there an expectation that the boundaries will change?</p> <p>DN responded. Compared to other schools in the Trust these were broadly around second of CLF schools. We expect 0.8 to a whole grade improvement between now and the summer. PP number for predicted is better. Strong English and Maths Dept, Science ok.</p>	
8.1.4	<p>What is the plan for Year 11 in the run up to exams?</p> <p>Each SLT have a small group of students they are supporting. We have met with Curriculum Team Leaders about data and discussed the cross over for English and Maths. KW and AMA meet weekly to talk about students of concern. There is an emphasis on learning walks for Year 11, tutor revision programme, assembly programme and rigorous practice for Mocks. We are asking students to come in and do course work on strike days.</p>	
8.1.5	<p>DN commented that recruitment is a challenge across the Trust for all jobs. There is a Trust priority to recruit and retain staff. Discussion followed on the wider understanding in the community of challenges in schools. Councillors agreed that communication is key.</p> <p><u>ACTION: Update on predicted grades from November Mocks at next SWG meeting.</u></p>	KW
8.2	Complaints	
8.2.1	<p>KW explained the process of dealing with Complaints, as detailed in the Complaints Policy, and provided data on the numbers of complaints, repeat complainants, commonalities and solutions. DN added the Trust perspective – complaints are up across the Trust. Discussion followed around families being overwhelmed with their children.</p>	
	Questions by Academy Council	
8.2.2	<p>Are there any trends with the complaints?</p> <p>One of the key areas is communication/pastoral welfare. In most cases issues are resolved at Stage 1. We did look at repeat complainants – broad commonalities are SEN need, race and managing expectations of parents. Actions being taken are CLF Complaints Policy, JCA Communication Policy, Communications Agreements (reviewed periodically). The Anti Bullying Working Party has helped. KW carefully monitors all recommendations from complaints. KW welcomed ideas from councillors.</p>	
8.2.3	<p>AD fed back that the Anti Bullying Working Party initially did not have good attendance and the school contacting parents individually had helped attendance. There was no information shared after the workshop – suggestion to include in parent newsletter.</p> <p><u>ACTION: Include notes/actions in Parent Newsletter.</u></p>	KW
8.2.4	<p>What was the feedback from parents who came along?</p> <p>Two of the four repeat complainants were there – it was a positive meeting however they have complained again. Report from meeting was powerful – student disagreed with parent around race and the school. Conclusion was that it is good to have parents there, but it needs to be more visible.</p> <p>Discussion followed around the slightly lower number of complaints this year – this could be because students have trusted adults to go to. KW said that some parents were contacted after the meeting for parent voice which showed parents don't know the pastoral team therefore pastoral team profiles will be in the newsletter.</p>	
8.3	Attendance	
8.3.1	<p>KW highlighted:</p> <ul style="list-style-type: none"> • JCA are second in CLF and are slightly above in S. Glos and Bristol. • Challenges are the same everywhere. 	
	Questions by Academy Council	

8.3.2	Do you prosecute? Yes, we pay for the services of the Education Welfare Officer. We are a flagship school when using processes.	
9	Safeguarding	
	<i>The Safeguarding Term 2 Report had been shared</i>	
	Questions by Academy Council	
9.1	AL requested that Link Council members have timely invitations to meetings as she was unable to attend the Safeguarding Audit meeting due to late invitation.	
10	EDI	
10.1	<u>ACTION: Add to SWG agenda</u>	KW
11	Other Link Councillor Reports	
11.1	SEND – GT reported that she visited Alex (ALy) at the end of last term. ALy is trying to obtain more information from previous settings as not enough is received. <u>ACTION: SEND – will put on agenda for future time.</u>	KW
12	Policies	
12.1	JCA Policies approved: Mental Health & Emotional Wellbeing; Self Harm Policy; SEND Policy & Information Report CLF Board Approved Policies noted: Online Safety Policy	
13	Risk Register	
13.1	Shared and noted.	
14	Matters for the attention of the Board /COAC	
14.1	Recruitment and retention.	
15	Any Other Business	
	Questions by Academy Council	
15.1	How are staff coping with five periods in a row? We have met all staff involved and have put adaptations in place.	
15.2	What are the dates of the production? Annie Production - 21 st 22 nd , 23 rd March.	

The meeting closed at 6.00 pm

Next meetings:

JCA	Weds 4.30 - 6.30pm
AC5	3-May-23
AC6	5-Jul-23

Strategic Working Group meetings (8 - 10 am, Board Room at John Cabot Academy)

Fri 21 April 2023, Wed 21 June 2023