

# Minutes – John Cabot Academy Council

<b>Version:</b>	Final	
<b>Meeting Date:</b>	3 March 2021	
<b>Location:</b>	Teams – online meeting	
<b>Time:</b>	4.30 pm	
<b>Present:</b>	<p><b>Linda Tanner (LT)</b>  <b>Kate Willis (KW)</b>  <b>Angela Long (AL)</b>  <b>Claire Axel-Berg (CA)</b>  <b>Dan Nicholls (DN)</b>  <b>Alison Evans (AE)</b>  <b>Holly Vickers (HV)</b>  <b>Neil Ferris (NF)</b>  <b>Georgina Tankard (GT)</b>  <b>Fiona Thompson (FT)</b>  <b>Veronica Mastrandrea (VM)</b></p>	<p>Chair Academy Council  Principal  Sponsor Academy Councillor  LA Academy Representative  Executive Principal  Sponsor Academy Councillor  Student Advocate Academy Councillor  Support Staff Academy Councillor  Sponsor Academy Councillor  Parent Academy Councillor  Teacher Academy Councillor</p>
<b>Attendees:</b>	<p><b>Linda Corbidge (LC)</b>  <b>Chris Ballard (CB)</b>  <b>Richard Cormack (RC)</b>  <b>Kate Searle (KS)</b>  <b>Sian Williams (SW)</b>  <b>Ali Hood (AH)</b></p>	<p>Clerk to Academy Council  Academy Vice Principal  Assistant Principal – Inclusion  Assistant Principal – Curriculum and Teaching  Literacy Lead  Senior Operations Manager</p>

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions by LT.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	There were no updates to declared interests. <b><u>ACTION: All Councillors to complete the online March Declaration.</u></b>	All
<b>3</b>	<b>Academy Council Membership</b>	
3.1	Membership – LT reported that sadly Rob Stroud had resigned from the academy council due to other commitments. Councillors expressed thanks to Rob for his huge commitment to the council for many years.	
<b>4</b>	<b>Minutes of the previous meeting</b>	
4.1	The minutes of the meeting held 14 December 2020 were agreed as accurate.	
<b>5</b>	<b>Matters Arising</b>	
5.1	<ul style="list-style-type: none"> <li><i>LT to discuss new SEMH Link Councillor role with councillors before next meeting – Georgina Tankard agreed to take on the role. Possibility of working group going forward.</i></li> <li><i>Clerk will follow up on completion of outstanding governance essential training – confirmed completed.</i></li> </ul>	



	<ul style="list-style-type: none"> <li>• <i>Next SWG will focus on Year 11 data</i> – It was noted that the most up to date Year 11 data was detailed in the Academy Report. <b><u>ACTION: Focus at SWG Term 4/5.</u></b></li> <li>• Update on Drama (incl. possible vocational/alternative offer) – <b><u>ACTION: to Term 4/5.</u></b></li> <li>• Results of CLF Term 3 Staff Wellbeing Survey will be presented in Term 4/5 – presented at last SWG meeting. Completed.</li> </ul>	KW  KW
6	<b>Student Voice and PSHE Curriculum</b>	
6.1	<b><u>ACTION: Taken forward to next meeting.</u></b>	KW
	<b>Academy Council Report</b>	
7	<b>Quality of Education</b>	
7.1	<p>Academy Council Report had been shared. KW invited councillor questions.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors asked if the academy were ready for testing students to enable full opening.</i></b> AH was confident that all students would be tested before return on Wednesday. Additional support was being provided to support SEN students and a YouTube video for students/parents. The DfE had contacted Ali for top tips for other schools following the excellent organisation/working with the army.</li> <li>• <b><i>Councillors asked what key focus areas were raised at the last academy review meeting.</i></b> DN explained that as the year had been dominated by operational work around the pandemic, the academy reviews had prioritised conversations around culture, strategic planning and making use of the different start points.</li> </ul>	
8	<b>Achievement and Standards</b>	
8.1	<p><b>Student Outcomes</b> Councillors noted the information in the report. See also Item 8.3.</p>	
8.2	<p><b>Attendance</b> RC had shared the attendance report and briefed councillors on the reasons for the decline in attendance on previous years. Council noted that attendance was now broadly in line with CLF average with spread of attendance; BME &amp; EAL was broadly in line with whole school figure and with non EAL. Looked after students, SEN and lower prior attaining students had the lowest attendance levels. Actions to improve included looking to provide Individual Health Care Plans for the SEN cohort; continued work on persistent absence with the Education Welfare Officer and termly meetings with ZTLs looking at trends. Following stronger data processes and changes made at the start of Term 2 which had freed up Student Support Leads (SSLs), the team were now in a position to follow up attendance more rigorously.</p> <ul style="list-style-type: none"> <li>• <b><i>Councillors asked for the reasons for the anxieties about returning to school of SENE, SENK and children in care and what is being done to support their return.</i></b> Councillors received assurance that tutors were contacting students who they know are already anxious about returning and all students on the vulnerable list were being asked to come back in before all students return. KW said that 71% of students generally had given consent for testing which was a good sign.</li> <li>• <b><i>Councillors asked for the reasons for lower attendance in Year 11.</i></b> KW explained that there was concern around a significant group of 10-15 students who are really disengaged. <b><i>CA-B (Careers Link) asked if this group of students had suffered from lack of directional support around careers.</i></b> KW said ‘yes’ and outlined the backgrounds and issues around the students in the group explaining that the school would do their best to evidence work for GCSE grades although this remained a concern.</li> <li>• <b><i>Further questioning took place around careers provision.</i></b> It was noted that careers education was delivered throughout KS3/4 through the tutor programme</li> </ul>	

	<p>as part of the PSHE curriculum. CB said that he was aware of the need to build in career destinations as part of the wider curriculum offer in different subject areas.</p> <p><b>Councillors recommended Boomsatsuma to inspire students.</b> DN commented that the trust does already work in partnership with Boomsatsuma however this was not talked about enough in our schools; there was also a benefit from having P16 on site at JCA. The response to a communication from Ofqual was the need to support students to next stages – the trust was keen to do this across the trust. DN emphasised the importance of students/parents knowing this message.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if students had the opportunity to attend the Raising Aspirations event this year.</b> KW responded that the event had been held online earlier today, providing exceptional high-quality content. Councillors commented on the importance of knowing destinations of students.</li> </ul> <p><b>ACTION: Destinations data to be presented at next meeting.</b></p>	KW
8.3	<p><b>Quality of teaching and learning</b></p> <p><b>Literacy</b></p> <p>SW explained the literacy programme which had been launched with staff this year; highlighting the focus and actions for Years 1 – 3.</p> <ul style="list-style-type: none"> <li>• <b>Councillors suggested building on work in feder primaries –</b> SW would discuss with AE (T&amp;L link). <b>ACTION: AE will link with SW to focus on the literacy programme.</b></li> <li>• <b>Councillors commented on the excellent programme, asking for staff response due to the importance of staff investing in the programme..</b> SW said that following presentation of statistics around literacy/disadvantage and modelling, feedback and motivation from staff had been excellent. A literacy group of teachers would be looking at literacy within each subject. SW would also like to use staff role models going forward e.g. if dyslexic etc. (SW left the meeting)</li> </ul> <p><b>MFL</b></p> <p>KS explained the situation with MFL when she had joined in September. Following a background to MFL of high staff turnover and learning different languages there were low numbers taking the subject and a lot to be done. The starting point had been Veronica (VM) and Sarah, a Teach First teacher, starting in September and setting strategies, priorities and goals together with KS. The language department was now a much happier place focussing on building relationships/barriers/interests. They were going through the options process at present; KS was optimistic that there would be a proper languages cohort going forward.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked what evidence there was for Year 11 outcomes</b> - KS said that the students were really engaged; if it was a normal exam year the Progress 8 prediction would be zero – councillors noted that this was a huge improvement on minus Progress 8 previously. KS expected this to rise in future as good GCSEs would be the result of good KS3 teaching.</li> </ul>	AE
8.4	<p><b>Behaviour and Exclusions</b></p> <p>Councillors noted data presented in the report.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if staff had received training on trauma informed practice.</b> KW said this had been completed today and had been extended to the SEN team and pastoral staff. This was part of a bigger piece of work to develop a relationship-based student culture over 6-12 months.</li> <li>• <b>Councillors commented on the commendable preparations to support the students' full return.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Councillors asked if there would be any concessions on rules around uniform on return.</b> KW responded that it was important to remain strict although there would be concession around blazers not being compulsory. Letters were being sent home stating that spares are available if there are any concerns around uniform. Following a question from council, KW confirmed this would also include spares for PE where necessary.</li> <li>• <b>Councillors asked if there were concessions around uniform for students with sensory needs.</b> KW explained that where this is a recognised SEN need it would be in the student profile. KW was not aware of any requirements in school at present.</li> <li>• <b>A parent councillor commented that there was an issue of shortage of supply from the uniform supplier.</b> KW would contact Trutex to follow up. It was noted that students were allowed to wear their own outer layers in the building so there was no issue with windows being open.</li> <li>• Discussion followed that there was no longer a PTA for the school. Suggestions included a Facebook group/look for a core group as they also tend to be good ambassadors for the school. <b>ACTION: KW would include in parent newsletter.</b></li> </ul>	KW
8.5	<p><b>Pupil Premium and Children in Care</b></p> <p>The Pupil Premium Link Visit Note had been shared. CB updated on the meeting with SR (PP &amp; CiC link), which had focussed on the development of the 3 year strategy and spend/impact. <b>ACTION: PP Spending Plan and CiC Report to be presented in Term 5.</b></p>	CB
9	<b>Student Voice/Student Advocate</b>	
9.1	<p>HV updated councillors on results from a small sample questionnaire to determine how students were feeling about live lessons during lockdown. Results showed that human connection is the biggest loss in the pandemic. Some positives included strong organisation skills and IT.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if there were plans to change the way student voice was collected as a result of IT used during lockdown.</b> HV said Whiteboards may be used going forward.</li> </ul>	
10	<b>Safeguarding</b>	
10.1	<p>CB presented an update on the set-up of the safeguarding team. By the end of Term 4 this included a current SSL to be trained to take on the role of Deputy Designated Safeguarding Lead (DSL) and further training to Level 3 for all SSLs. This would provide necessary increased safeguarding capacity in the school and allow the DSL to be more strategic within his role.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked what incentives would be offered to existing staff to take on the Deputy DSL role, commenting on the importance of finding the right person for the role.</b> CB responded that no extra funding was available; the incentive would be professional development/career pathway opportunity.</li> </ul>	
10.2	<p>CB briefed councillors on the Safeguarding Term 3 Report which had been shared. This included details of processes during lockdown and an update that more students were able to access IT than in the previous lockdown.</p>	
11	<b>Finance, Health &amp; Safety and Estates</b>	
11.1	<p><b>Health &amp; Safety</b></p> <p>FW (H&amp;S link) briefed on her Virtual Visit (report available in meeting papers in Teams).</p>	
12	<b>Risk Register</b>	

12.1	Councillors noted that LT/KW had met and agreed the Risk Register which had been shared.	
<b>13</b>	<b>Staffing and Wellbeing</b>	
13.1	KW reported that particular focus on staffing and wellbeing during lockdown had included frequent staff communication, facetime, opportunities to talk to KW and trying to be streamlined in comms. When school returns fully there will be further work with staff on student culture routines. As a result of staff survey comments, from September onwards, there will be further focus around professional development. As there was not a lack of PD opportunities in the Trust, KW would be working on how we can do better (time)/and a new professional development policy.	
<b>14</b>	<b>Policies</b>	
14.1	There were no updates to policies.	
<b>15</b>	<b>Governance</b>	
15.1	<p><b>Visit Reports</b></p> <ul style="list-style-type: none"> <li>• See previous items re Pupil Premium, Teaching &amp; Learning and Health &amp; Safety.</li> <li>• AL (Safeguarding Link) had met with the DSL several times; a big issue is online safety. CB reassured councillors that staff were preparing to support these issues on full return along with other safeguarding concerns which may have appeared through lockdown. <b><u>ACTION: PSHE curriculum presentation, including E Safety to next meeting.</u></b></li> </ul>	<b>KW</b>
15.2	<p><b>Training</b></p> <p>GT reported that she had attended the SEND Governor Training which had looked at whole school SEND; GT will use this when doing reviews going forward – ensuring documentary evidence. The message was everybody is a SEN governor. It was recommended to revisit policies e.g. behaviour, attendance, uniform in relation to the Equality Act 2010 to ensure modifications were included for pupils with SEND. KW was confident the Behaviour Policy references the Equalities Act. <b><u>ACTION: KW will look at Uniform and Attendance Policy.</u></b></p> <p>AL had attended the Prevent Course which had been good and well presented as well as the Safeguarding Hub which provided good information.</p>	<b>KW</b>
<b>16</b>	<b>Matters for the attention of the Board /COAC</b>	
16.1	None.	
<b>17</b>	<b>AOB</b>	
17.1	AE suggested that the school could get involved in the Kingswood Community Engagement Forum, a volunteer BS15 Covid Support Group helping people in the community. The group would shortly be opening a community kitchen in Kingswood to provide meals where necessary plus a shop selling art and zero waste shop. Councillors/KW welcomed the idea of involvement. <b><u>ACTION: AE to liaise with KW to take forward.</u></b>	<b>AE</b>

The meeting closed at 6.34 pm

Next meetings: 21 April, 22 June 2021.

Save the Date: CLF Summer Conference 2 July 2021