

Minutes – John Cabot Academy Council

Version: Final
Meeting Date: 5 February 2020
Location: John Cabot Academy
Time: 4.30 pm

Present: **Linda Tanner (LT)** Chair Academy Council
Neil Ferris (NF) Support Staff Academy Councillor
Scott Raybould (SR) Parent Academy Councillor
Kate Willis (KW) Principal
Fiona Thompson (FT) Parent Academy Councillor
Georgina Tankard (GT) Sponsor Academy Councillor
Angela Long (AL) Sponsor Academy Councillor

Apologies: **Sam Shousha-Nady (SS)** Teacher Academy Councillor
Emily Grainger (EG) Student Advocate Academy Councillor
Claire Axel-Berg (CA) LA Academy Representative
Rob Stroud (RS) Sponsor Academy Councillor
Holly Vickers (HV) Student Advocate
Dan Nicholls (DN) Executive Principal

Absent:

Attendees: **Robert Goodwin (RG)** Senior Operations Manager (Acting)
Linda Corbidge (LC) Clerk to Academy Council
Johnny Mailey (JM) Assistant Principal

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by LT.	
2	Declarations of Interest	
2.1	There were no updates to declared interests.	
3	Introduction to new members of the Strategic Leadership Team (SLT)	
3.1	KW explained that unfortunately the SLT members could not attend due to an important central CLF staff meeting. <u>ACTION: Taken forward to next agenda.</u>	KW
4	Minutes of the previous meeting	
4.1	The minutes of the meeting held 18 December 2019 were agreed as accurate.	
5	Matters Arising	
5.1	<ul style="list-style-type: none"> <i>KW to present data on supply/absence at next SWG – data had been circulated with Academy Council papers and had been presented and discussed at the SWG.</i> <i>Request for update on plan to improve SEND transition information – KW explained the transition information exchange process within CLF to discuss key students who needed bespoke transition work; GT would attend this year and was also attending the transition day and evening. Alex Lynott was now sitting on the SEN Cluster Panel and was heading the group on transition for JCA catchment area primaries. In addition, a dedicated member of the SEN team was going to be doing the majority of the transition visits with Julie to anywhere</i> 	



	<p>where there is a known SEN need/significant cohort from primary. There was also a plan within CLF, within the next 18 months, to move towards a longer transition time during pupils' time in primary (following an evidence based piece of work). Academy Council discussed and suggested further ideas which included identifying primaries which don't provide good information and visiting Year 6 classes. FT offered to support with discussions/planning for transition.</p> <ul style="list-style-type: none"> • Suggestion to look into alumni network - KW would bring update, when available • Case studies re interventions Engage and Mentoring to be presented to next meeting – see later item. • Include further context in the Pupil Premium Impact Report – see later item. • Black box data based on predictions to be circulated to Academy Council – circulated. • Academy Council to complete E-Safety Module – It was noted the module was not a NIMBLE module. ACTION: PDC would send link to the clerk to circulate. • KW to include amendment re examples of priority in Communications Policy – KW confirmed this had been completed. • Pupil Premium Link Councillor to undertake PP Training – SR had completed the training. • Academy Council asked for an update on the trial for earlier cut off for lates. JM said that since the earlier 9am cut off, lates had been reduced from an average of 50 down to 25. JM was meeting the pastoral team next week to plan what action to take with the students who were still being late. Academy Council asked what actions had been taken which had resulted in the reduction. JM explained this had been achieved by focussing on the impact of being late and increased rigour of text messages to parents. 	PDC
6	Academy Council Strategic Working Group Report	
6.1	<p>LT reported that discussions at the SWG meeting had included:</p> <ul style="list-style-type: none"> • Pupil Premium funding – JM had presented on some of the aspects where Pupil Premium funds particularly supported those with challenging behaviour. JM presented two case studies to show impact. Academy Council discussed further ways of measuring impact could include safeguarding; reduction in exclusions and attendance. Academy Council requested a focus on PP at the next meeting. ACTION: Emma to bring PP spending plan, to include recommended context for high profile students. ACTION: AC requested to see the remaining 4 case studies at the next SWG. Academy Council commented that the case studies helped them to see the huge amount of resource and work that was being done. • Student access to trained counsellors – the SWG had raised a concern that students with counsellors in school have to change counsellors if they go to Engage which was not helpful. JM said that as a result he had discussed a transition plan with the transition lead for Engage – this would facilitate either the same counsellor or better communication between counsellors. JM would look at student voice in the future to see impact of the change. 	KW JM
7	Safeguarding	
7.1	<p>PDC briefed Academy Councillors on the Safeguarding Report which had been circulated.</p> <ul style="list-style-type: none"> • Academy Council asked why referrals had risen so much from Term 1 to Term 2. PDC explained that numbers always vary according to need with the 	

	<p>counsellor referring to CAMHS for more serious cases. Academy Council questioned the waiting list time for referrals and support in place in the meantime. PDC explained that it depended on need but could be up to a year. The academy had been told there would be an extra SEMH support role coming soon from S.Glos. PDC explained preventative actions taking place through the Safer Options Team (Bristol) who work with students – 17 students were currently being supported. It was also hoped that support would be received from S.Glos (drama based) which was awaiting funding approval.</p> <ul style="list-style-type: none"> • Bullying data for Term 1 and 2 – Academy Council asked why there had been a huge rise in Term 2. PDC explained the reason for the rise was a result of working with pastoral teams on logging incidents differently and students were also reporting more incidents after assemblies on bullying. As a result of the rise, an LGBT group was coming in for the next Safety Day and it was hoped that SARI would come in on the 6 June Safety Day. • PDC commented on the four incidents in the report where police had been called, explaining that the beat officer was not always available due to resources being stretched. • Academy Council commented on the suggestion by parents at another school that self-defence should be on the curriculum. It was agreed that the incidents were more about understanding what a healthy relationship is and about relationships with staff so that reporting takes place; this was already covered by the PSHE curriculum at JCA. Academy Council asked if name calling via social media was included. PDC confirmed that it was in the curriculum and also covered at Safety Days. AL requested notification of dates of all Safety Days from PDC. It was noted the next one was 26 March. <i>(PDC left the meeting)</i> 	
8	JCA Vision and Mission	
8.1	<p>KW briefed the meeting on actions which have begun to re-set the vision and mission for the academy.</p> <ul style="list-style-type: none"> • KW explained the draft vision was written as a result of a consultation with staff on INSET day and the reasons behind the draft Mission: Empower. Inspire through learning. Nurture the Individual. Raise a Community. KW asked for feedback. • Academy Council commented on the importance of ensuring the vision includes everyone; to develop a sense of self and agency. Academy Council commented that the vision was in line with CLF HEART values but was also individual to John Cabot Academy. • KW said that she would like it on branding to drive the strategic direction of the school over the next 3 to 5 years. 	
9	Feedback from Academy Councillor Visits	
9.1	<ul style="list-style-type: none"> • FT had visited – FT would complete a visit report following support on completion of the form as a new councillor. • Safeguarding visit – AL had visited. AL commented that PDC had come from a different background to JCA and highlighted that he should be supported to attend training, much of which is free. 	
10	Academy Council Report	
10.1	<p>Personal development</p> <ul style="list-style-type: none"> • Academy Council asked for more information on Artsmark. KW explained that she believed it would be transformative to formally celebrate the cultural 	



	<p>diversity of the academy. It would also enable the academy to develop student leadership, outreach work to local primaries, help with transition and be a fundamental part of the enrichment offer. <u>ACTION: Chris Oxeley would attend an SWG in Term 6 to brief further.</u></p> <p><i>Academy Council asked if it would add to the workload of staff.</i> KW said that she was aware that this must be kept an eye on; some activities would be out of school time. <i>Academy Council asked how the academy would ensure the enrichment offer enables all students to attend, suggesting alternative forms of enrichment in other areas such as sports based etc.</i> It was noted that the Arts could also support students with SEMH issues.</p>	KW
10.2	<p>Safeguarding</p> <ul style="list-style-type: none"> NF explained that the gates would shortly be automated to make the whole site more secure. CCTV – NF advised that he was looking into getting the camera replaced to focus on the main pedestrian gate. 	
10.3	<p>Ready to Learn</p> <ul style="list-style-type: none"> <i>FT said that on her recent visit she had seen a number of students using time out and asked how the impact of time out was measured.</i> KW responded that they were aware the system was not working at the moment and were in the process of reviewing time out cards. Discussion followed on the impact of lost learning and communication with parents. JM said that since FT had visited they were trialling changes with one student per zone. <i>Academy Council asked if there were any best practices across CLF.</i> <u>ACTION: JM to look into and report at next meeting.</u> <i>Academy Council questioned if the increase in time out was a reaction to the RTL policy.</i> JM responded that it was modified for individuals, however there was no compromise regarding disruption in the classroom. <i>The parent academy councillors questioned if parents were always advised of detentions as this did not always seem to happen.</i> <u>ACTION: JM would look into this.</u> <i>Academy Council asked for clarification of the mobile phone policy, questioning the safeguarding risks if phones were taken away until the end of the week.</i> JM said there was always a degree of professional judgement used. 	JM JM
10.4	<p>Data</p> <ul style="list-style-type: none"> Academy Council commented on the rise in Progress 8 data for SENK since last year. KW commented that there was still more to be done but they were pleased it was going in the right direction. <i>Academy Council asked why there was a huge improvement on the prediction for Progress 8 for Pupil Premium students.</i> KW explained that it was a very different cohort this year. 	
10.5	<p>Curriculum</p> <ul style="list-style-type: none"> <i>Academy Council questioned whether the RI status regarding curriculum compliance in the report was due to a resistance from staff as there were very few curriculum curators at JCA and they feel it had been imposed on them.</i> KW agreed this could be a factor. KW explained that CLF were changing how staff feed into the curriculum this year so this would help. <i>Academy Council commented that the statement in the Vision ‘nurturing the individual’ must include staff as well.</i> KW said that lots of work was being done with Curriculum Leads on how to look at their Curriculum Area, with individualised 	

	<p>implementation and impact. Academy Council asked how impact would be monitored. KW said this would be through outcomes/student voice/work scrutiny and learning walks which all look for impact of implementation of the curriculum. Staff Voice was heard through Curriculum Leads. Academy Council asked for CLs to present their curriculum. ACTION: Two CLs to be invited to the next meeting.</p> <p>LT suggested that in addition Academy Council could also visit for an Immersion Day. ACTION: LT to arrange a date with KW.</p>	<p>KW</p> <p>LT</p>
10.6	<p>Attendance</p> <ul style="list-style-type: none"> • Academy Council questioned the reason for the attendance figures in Term 2. JM said that attendance had been a challenge in Term 2 as a sickness bug had a detrimental affect nationally. It was noted that JCA had the best attendance in the Federation at above National Average although there were some issues with vulnerable groups. Pastoral leads met weekly with the Education Welfare Officer (EWO) - rigour and the quickness of issues being picked up support the good attendance figures. • JM circulated three case studies which showed the huge impact of interventions. Academy Council questioned the interventions that were in place for the case studies. JM briefed on the rigorous process. • Academy Council asked what actions had been taken regarding the cleaning issue mentioned at the SWG. KW said that CLF had looked into the issue and found that the academy were not getting the hours they were paying for. As a result there would be a deep clean undertaken to pay back the hours. KW said this needs to be closely monitored; it was not a coincidence they had had a Norovirus outbreak. 	
11	Staffing and Wellbeing	
11.1	It was agreed this was covered in the SWG with a presentation on absence. There were no further questions.	
12	Risk Register	
12.1	Academy Council noted there were no changes.	
13	Policies	
13.1	<ul style="list-style-type: none"> • Homework Policy – circulated and approved by Academy Council. • The Policy Tracker was presented and noted; there were no issues. 	
14	Student Voice/Student Advocate	
14.1	Taken forward to next meeting as the Student Advocate was not in attendance.	
15	Governance	
15.1	<p>Membership and Link Academy Councillors</p> <ul style="list-style-type: none"> • Membership - LT advised that she had recommended Alison Evans, as a new sponsor academy councillor for approval at the next COAC meeting. • Link Academy Councillors - it was agreed that FT would be the Health & Safety Academy Council Link. (Post meeting note: LT confirmed that CA-B would be CEIAG link). 	
15.2	<p>Training</p> <ul style="list-style-type: none"> • LT recommended that Academy Councillors attend the next CLF Governance Conference on 23 March. ACTION: Clerk will email agenda and information to register. • AL and GT had attended the CLF Safeguarding Training. 	<p>LC</p>

15.3	<p>Other</p> <ul style="list-style-type: none"> • LT reported that she had attended CLF Scrutiny 2 weeks ago with KW where feedback was very positive. • COAC – Following discussion, it was agreed that LT would feed back that the name ‘Academy Councillor’ rather than ‘Governor’ can cause barriers with getting support from employers (as not referenced in Employment Act). <u>ACTION: LT to feedback to COAC</u> • Vice Principal interviews – KW explained that some Academy Councillors would be needed to support with interviews. <u>ACTION: KW would contact Academy Councillors with the schedule for Panels 25/26 February.</u> 	<p>LT</p> <p>KW</p>
16	Matters for the attention of the Board	
16.1	None.	
17	AOB	
17.1	Request for help from member of Exams Department with finding exam invigilators to ensure JCA are compliant with JCQ regulations – KW requested Academy Councillors spread the word as there were difficulties with recruitment. <u>ACTION: Academy Councillors to contact JCA with names if possible.</u>	LC

The meeting closed at 6.45 pm.

AC Meetings (All Wednesdays at 4.30 pm – 6.30 pm with a 4.00 pm pre meet)

1 April 2020

15 July 2020