

# Minutes – John Cabot Academy Council

<b>Version:</b>	Final	
<b>Meeting Date:</b>	6 May 2020	
<b>Location:</b>	Teams – online meeting	
<b>Time:</b>	4.30 pm	
<b>Present:</b>	<b>Linda Tanner (LT)</b>	Chair Academy Council
	<b>Scott Raybould (SR)</b>	Parent Academy Councillor
	<b>Kate Willis (KW)</b>	Principal
	<b>Fiona Thompson (FT)</b>	Parent Academy Councillor
	<b>Georgina Tankard (GT)</b>	Sponsor Academy Councillor
	<b>Angela Long (AL)</b>	Sponsor Academy Councillor
	<b>Emily Grainger (EG)</b>	Student Advocate Academy Councillor
	<b>Claire Axel-Berg (CA)</b>	LA Academy Representative
	<b>Rob Stroud (RS)</b>	Sponsor Academy Councillor
	<b>Dan Nicholls (DN)</b>	Executive Principal
	<b>Alison Evans (AE)</b>	Sponsor Academy Councillor
<b>Apologies:</b>	<b>Neil Ferris (NF)</b>	Support Staff Academy Councillor
	<b>Sam Shousha-Nady (SS)</b>	Teacher Academy Councillor
	<b>Johnny Mailey (JM)</b>	Assistant Principal
	<b>Holly Vickers (HV)</b>	Student Advocate
<b>Absent:</b>		
<b>Attendees:</b>	<b>Robert Goodwin (RG)</b>	Senior Operations Manager (Acting)
	<b>Linda Corbidge (LC)</b>	Clerk to Academy Council
	<b>Chris Ballard (CB)</b>	Academy Vice Principal
	<b>Emma Ball (EB)</b>	Assistant Principal
	<b>Amanda Morris (AM)</b>	Assistant Principal

## 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>3</b>	<b>Minutes of the previous meeting</b>	
3.1	The minutes of the meeting held 5 February 2020 were agreed as accurate.	
<b>4</b>	<b>Matters Arising</b>	
4.1	<ul style="list-style-type: none"> <li>Academy Council to complete E-Safety Module – PDC would send link to the clerk to circulate. <b>ACTION: LC TO REMIND PDC TO CIRCULATE FOR TRAINING</b></li> <li>Focus on Pupil Premium at the next meeting – Emma to bring PP Spending Plan to include a recommended context for high profile students. Following discussion, councillors agreed to take forward to the next meeting as the plan would now change for September <b>ACTION: PP Spending Plan to include a recommended context for high profile students to next meeting.</b></li> <li>Ready to Learn update re time out cards, including report requested on best practices across CLF / JM to look into whether parents were always advised of</li> </ul>	<p>LC</p> <p>KW</p> <p>JM</p>

	<p><i>detentions.</i> <b>ACTIONS: Taken forward to next meeting for JM to report.</b></p> <ul style="list-style-type: none"> <li>• <i>Vice Principal appointment – update</i> – LT advised that CB had been appointed as Vice Principal. Councillors congratulated CB.</li> </ul> <p><b>ACTIONS taken forward to when schools return:</b></p> <ul style="list-style-type: none"> <li>• <i>Chris Oxeley to attend SWG in Term 6 to brief on Artsmark</i> – taken forward.</li> <li>• <i>Immersion date to be arranged with KW</i> – taken forward.</li> </ul>	KW LT
5	<b>Academy Councillor Visits</b>	
5.1	Visit Note from SEND Link Academy Councillor had been shared with councillors and noted.	
	<b>Academy Council Report</b>	
6	<b>Quality of Education</b>	
6.1	See below.	
7	<b>Achievement and Standards</b>	
7.1	<p>KW shared a slide showing SLT responsibilities during lockdown.</p> <p><b>Student outcomes</b></p> <p>EB briefed on actions being taken by JCA for Centre Assessed Grades:</p> <ul style="list-style-type: none"> <li>• This included use of evidence based rankings and thinking holistically about the child and what is known about the student. EB explained the meetings taking place and leadership involvement including access to exemplar work within the Trust and comparison between students. Information was being sought from providers of alternative provision for a small number of students to help assess grades.</li> <li>• <b>Councillors asked if there were many students where historical data was not available.</b> EB responded that mock data from November and February plus classwork meant they had been able to make well informed judgements. EB said she had seen the utmost integrity across all meetings. KW advised that Ofqual would be undertaking further QA and application of a statistical model to the data.</li> <li>• <b>Councillors asked how KW felt about Ofqual including statistics from previous cohorts in the calculation.</b> KW said this was the most controversial aspect about the process; if a school is improving the statistical analysis may skew the grades. As this is a brilliant cohort the staff feel the students won't get the justice they deserve. It was noted that students did have the option to sit the exams later in the year if they weren't happy with the grade.</li> <li>• <b>Councillors asked how the academy would manage results day as the emotional impact would be very different this year.</b> KW said that Ofqual were doing a lot to protect the integrity of the profession, making it clear that whilst teacher are providing centre assessed grades they may get changed by the government. KW would be planning nearer the time to support students emotionally.</li> <li>• <b>Councillors asked if there had been much parental anxiety around grades and assessments.</b> KW said that she had been surprised at how little parental response there had been.</li> </ul> <p>KW shared a plan for transition explaining that it would be mostly the same although now online; with opportunities later for staff and Year 6 teachers to talk through onTeams which may be better than visiting busy classrooms. KW was not aware of any appeals at present. Transition induction days would take place in Term 6 if</p>	

	<p>possible depending on government guidance. Communication would take place with parents via Teams if necessary.</p> <ul style="list-style-type: none"> <li>Councillors commented that if meetings with Year 6 teachers via Teams is better, it could lead to better practice and a model for the future.</li> </ul>	
7.2	<p><b>Attendance</b></p> <p>KW briefed on the hub, explaining that the hub for JCA was based at Hanham as the resource base was there for students with SEN need. Staff had volunteered for one week; teacher, support assistant, admin shared between JCA and Hanham with a first aider and on call colleague available if needed. KW shared the timetable at the hub showing a mix of activities for students. This week 15 students were attending, although they were not all in every day depending on parents' work rotas. There were 2 students with EHCPs and 5 vulnerable students attending with numbers of vulnerable students rising each week, plus 10 keyworker families. The vast majority of students were in years 7 and 8.</p>	
7.3	<p>KW briefed councillors on the pastoral support being provided:</p> <ul style="list-style-type: none"> <li>70 students were on the vulnerable list. The remainder of students were being emailed by tutors each week to check in with them. The pastoral team will phone home if a student does not reply to tutor emails or access online learning.</li> <li><b>Councillors asked what actions were taking place to support Year 11.</b> KW explained that Year 11 were in a separate tutor group with different work being provided including English, Maths, work towards Post 16 and careers work. Guidance was that they should not be doing work which would count towards a centre assessed grade. KW explained the high anxiety and engagement from students before the government announced centre assessed grades. The academy was now moving to how to support students for their next destination; the academy would continue to support students to ensure they have a destination; possibly 50% were unsure/hadn't secured a destination at present.</li> <li>KW explained that much of the focus of pastoral support was checking on the mental wellbeing of students. Next steps when thinking of return to school was to think of general mental health of the academy and support for particular students.</li> </ul> <p>AM briefed councillors on the distance learning using Show My Homework;</p> <ul style="list-style-type: none"> <li>85% of all students logged in w/c 27 April, including 85% of EAL students. SEN students had 80% engagement with some having packs of work sent home or receiving work through the alternative provision they are attending. Pupil premium students were currently a focus as their engagement is significantly below the rest of the school.</li> <li>Actions so far had included speaking to staff about making provision more user friendly; looking weekly at data and flagging up priority students – this week Year 10, next week Pupil Premium students. AM was also posting work home for students with no IT access and helping vulnerable students in the hub to give adult support. Some students were receiving differentiated work from their tutors.</li> <li>Next steps were trying to provide laptops for 76 students who had no laptops to work on; tutors being more proactive in working with students to engage in home learning and working on closing the gap for the disadvantaged. Staff knowledge was improving every week on how to make distance learning work.</li> <li><b>Parent Councillors gave feedback on the home learning:</b> SR said that Show My Homework was really useful. SR had been impressed how quickly the provision had been put in place however home learning was sometimes difficult to</li> </ul>	

	<p>supervise alongside other responsibilities. FT said the initial feedback had been overwhelming; KW said the academy had reacted to initial feedback and worked with staff to be more disciplined on how to set the work. FT commented that it was now better organised. Praise emails from staff had a big positive effect on children. KW said she would feed back that it was having a big impact as staff were being encouraged to increase personal interaction.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if there was a facility for key words to be voiced or recorded for EAL students.</b> KW responded that a written explanation of keywords were helping EAL to engage; next step is either audio recorded over PowerPoints or video lessons. YouTube clips were the next step for provision of quality learning.</li> </ul>	
7.4	<p>Pupil Premium and LAC</p> <ul style="list-style-type: none"> <li>• FSM Vouchers – RG advised that the Eden Red website processes were now working. JCA had placed an order for 4 weeks and families would receive links to the vouchers. This would also include new qualifying families</li> </ul>	
8	<b>Safeguarding</b>	
8.1	<p>CB briefed on actions put in place around Safeguarding, actions included:</p> <ul style="list-style-type: none"> <li>• Identifying a number of key vulnerable students to create a vulnerable list which started at 70 and was now up to around 80. Some students received 3 calls a week ranging to some getting one call a week depending on the risk assessment.</li> <li>• <b>Councillors asked if staff talked to students themselves.</b> CB explained they aim to speak with the student and parent on every phone call with call backs later or subsequent day if unable to speak with the students. If no contact within 3 days staff will do a home visit and if still unable to speak to the student will liaise with the Access &amp; Response Team or other agencies involved with the families alongside Contextual Risk Assessment for those students.</li> <li>• <b>Councillors asked if students know they can contact the school if they have any concerns.</b> CB explained a specific safeguarding email address had been set up and staff will put the student in touch with the relevant person. In addition details of how to access support is at the bottom of every email for students from pastoral teams sent weekly; pastoral teams ask questions where the students can say ‘yes’ or ‘no’; direct numbers for students are used if necessary.</li> <li>• <b>Councillors asked if staff had made many home visits.</b> CB said visits were averaging 3-4 a week currently; the majority of the time the reasons are that families had not answered due to limited network access or just not answering and when staff visit they are happy to see them. Some students were hard to track down as either with mum or dad. Visits were now being made to students not on the vulnerable list where there had been no contact. Prior to home visits all staff were protected by talking through a risk assessment for the home visit.</li> <li>• <b>Councillors asked if the school had contact from Police regarding students not following lockdown.</b> CB said that if external agencies are involved they are notified if the school is aware that students aren’t following lockdown. Notifications were continuing regarding domestic violence etc. which were followed up accordingly. There had also been increased emphasis through the PSHE curriculum about online safety.</li> <li>• Staff continued to report concerns on CPOMs and work virtually with the LA and social workers on vulnerable students. The academy was continuing to offer some school counselling to students via the phone with parental consent. In addition a Year 11 mentor was supporting Year 11 focussing on destinations for next year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Considerable resource was provided for parents/staff and students to keep safe on line.</li> <li>• <b>Councillors asked what measures were in place for social distancing and handwashing facilities in the hub.</b> KW responded that protocols were in place for social distancing, hand sanitizer etc. which worked reasonably well. Social distancing was difficult and would be one of the challenges when we return. Normal handwashing facilities were available in the hub.</li> </ul>	
<b>9</b>	<b>Finance, Health &amp; Safety and Estates</b>	
9.1	<p>RG shared slides and updated councillors: Staffing</p> <ul style="list-style-type: none"> <li>• KW advised that interviews/panel for Assistant Principal would be taking place on 15 May. LT/GT said they would support.</li> <li>• <b>Councillors asked how retention of staff was monitored and how it compared to other CLF schools.</b> KW responded that staff turnover was currently very low, virtually nil. DN explained the central monitoring system, where any peak in staff leaving was flagged and followed up. Currently staff turnover was lower than in previous years across CLF; turnover at JCA was no different to other schools.</li> <li>• RG advised councillors that he would be leaving JCA at the end of May. KW said that Rob had done a fantastic job during Ali's Mat leave and she was pleased he had secured an alternative job in another school. Councillors thanked for Rob for his excellent work supporting the academy.</li> </ul>	
9.2	<p>Health &amp; Safety and Estates</p> <ul style="list-style-type: none"> <li>• Good progress had been made on the Health &amp; Safety Audit; many action items had been closed.</li> <li>• Fire risk assessment was now rescheduled for June.</li> <li>• Significant work had been undertaken on the fire alarm tone.</li> <li>• <b>Councillors questioned whether the high absence due to stomach upsets was linked to concerns over cleaning, asking whether a deep clean would be taking place.</b> KW responded that that the central team had worked with cleaning contractors which had resulted in significant improvements before the school closed. Cleaning worked on different levels of clean depending on whether confirmed cases were in the building or not. KW assured councillors that a lot of work would be carried out centrally to ensure buildings were safe to open, which would include increased cleaning schedules.</li> </ul>	
9.3	<p>Finance</p> <p>KW reported that the budget for 20/21 had been set and would now be presented to the Board for approval. KW advised the budget would be a tight budget for next year but will meet business rules.</p>	
<b>10</b>	<b>Staffing and wellbeing</b>	
10.1	<ul style="list-style-type: none"> <li>• <b>Councillors questioned staff communication and wellbeing.</b> KW advised there were daily briefings in the week prior to closure and now briefings twice a week on the Intranet. There was also a communications tree whereby everybody was called by their line manager to check on welfare. All other existing meetings were continuing via Teams. Almost all briefings to staff make reference to the <a href="#">clfwellbeingblog</a>, which offers emotional and practical resources for staff to support their wellbeing. Staff attendance was still being monitored so they could offer staff what they need if unwell. The next step of support was to start 'the ministry of fun' for staff shortly.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Councillors asked if line managers reported their concerns to KW.</b> KW explained they had worked hard to ensure clarity of role at each level so there was clear line management if there were any concerns about a colleague.</li> <li>• <b>Councillors asked if there had been any difficulties with staff.</b> KW responded that the vast majority of staff had been incredible and had adapted quickly. The school was mindful of different responsibilities at home.</li> <li>• <b>Councillors asked how time off was being managed for staff who worked the Easter holidays.</b> KW explained that student support leaders who made regular calls home to students over the Easter holidays had a break after Easter. SLT were on a 4 week rota, with the fourth week as holiday so they have the same amount of holiday as everyone else.</li> <li>• <b>Councillors asked if KW had support from the Executive Team.</b> KW said that she was line managed and the EP was there to call whenever she needed.</li> </ul>	
<b>11</b>	<b>Policies</b>	
11.1	<p>For Approval: RG explained the policies were part of the SEN Policy Document - Disability and Accessibility; Graduated Response; Pupil Friendly Policy – councillors <b>approved</b> the policies.</p> <p>For Noting: CLF Online Safety; CLF Remote Learning; CLF COVID Specific Guidelines &amp; Modifications to Safeguarding Policy; Admissions 2021/22 (by Email Feb) – councillors <b>noted</b> the policies.</p>	
<b>12</b>	<b>Student Voice/Student Advocate</b>	
12.1	Taken forward to next meeting as the Student Advocate was not in attendance.	
<b>13</b>	<b>Governance</b>	
13.1	Membership – full membership.	
13.2	Training – noted as complete.	
<b>14</b>	<b>Equality and Diversity</b>	
14.1	It was noted that Trust-wide work was ongoing and still in process due to the current situation.	
<b>15</b>	<b>Matters for the attention of the Board /COAC</b>	
15.1	None.	
<b>16</b>	<b>AOB</b>	
16.1	<ul style="list-style-type: none"> <li>• Councillors stated they felt very reassured by everything reported today. Councillors asked KW to pass on their thanks to staff for all they were doing. <b>ACTION: KW would send a message to staff in briefing tomorrow.</b></li> <li>• DN commented that KW and the leadership team were doing a great job at this time. The strengthening of the ethos at JCA would help the school to move forward.</li> </ul>	<b>KW</b>

**The meeting closed at 6.30 pm**

**AC Meetings** (All Wednesdays at 4.30 pm – 6.30 pm with a 4.00 pm pre meet)  
15 July 2020