

# Minutes – John Cabot Academy Council

**Version:**

**Meeting Date:** 6 October 2021  
**Location:** Teams – online meeting  
**Time:** 4.30 pm

**Present:**

<b>Linda Tanner (LT)</b>	Chair Academy Council
<b>Kate Willis (KW)</b>	Principal
<b>Dan Nicholls (DN)</b>	Executive Principal
<b>Holly Vickers (HV)</b>	Student Advocate Academy Councillor
<b>Fiona Thompson (FT)</b>	Parent Academy Councillor
<b>Veronica Mastrandrea (VM)</b>	Teacher Academy Councillor
<b>Nigel Eaton (NE)</b>	Sponsor Academy Councillor
<b>Angela Long (AL)</b>	Sponsor Academy Councillor
<b>Alison Evans (AE)</b>	Sponsor Academy Councillor

**Attendees:**

<b>Linda Corbidge (LC)</b>	Clerk to Academy Council
<b>Richard Cormack (RC)</b>	Assistant Principal – Inclusion
<b>Kate Searle (KS)</b>	Assistant Principal – Curriculum and Teaching
<b>Rick Park (RP)</b>	Science Lead
<b>Ali Hood (AH)</b>	Senior Operations Manager
<b>Annabel Massey (AM)</b>	Pupil Premium Academy Lead

**Apologies:**

<b>Scott Raybould (SR)</b>	Parent Academy Councillor
<b>Georgina Tankard (GT)</b>	Sponsor Academy Councillor
<b>Gareth Foster (GF)</b>	Computer, Science & Business Lead

## Minutes

Item	Description	Action
<b>1</b>	<b>Introductions</b>	
1.1	Welcome and introductions were made by LT.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	Councillors were requested to complete the September declaration if they had not already done so. <b>ACTION: Councillors to ensure they have completed the September declaration (contact clerk for link if necessary)</b>	<b>ALL</b>
<b>3</b>	<b>Academy Council Membership</b>	
3.1	Membership – LT advised that Neil Ferris had stepped down from his role as Support Staff Councillor – <b>ACTION: Kate will circulate details to support staff.</b>	<b>KW</b>
3.2	Vice Chair – LT advised that GT had volunteered to take on the role of Vice Chair – GT's appointment as Vice Chair was unanimously <b>approved.</b>	
3.3	Link Roles – It was confirmed that GT would take on the role of SEMH Link, SR was confirmed as LAC link. <b>ACTION: Councillors to arrange a visit to their links in school before the next meeting and send visit reports to KW/LC.</b>	<b>All Links</b>

3.4	The Academy Bright Spots & Trails document and Agenda Planner from September AC Results Review meeting had been shared. There were no questions/comments.	
3.5	LT requested all councillors who had not yet completed the Governance Essentials Module on Nimble to complete this as soon as possible. <b><u>ACTION Councillors to complete module, contact clerk if unable to access.</u></b>	ALL
4	<b>Minutes of the previous meeting</b>	
4.1	The minutes of the meeting held 22 June 2021 were agreed as accurate subject to SR being added as an attendee.	
5	<b>Matters Arising</b>	
5.1	5.1 LT will contact AE for update on school engagement with Kingswood Community Forum BS15 We are Together – KW mentioned contact with Kingswood Regeneration Forum. AE had contacted but not heard back. <b><u>ACTION AE will contact again.</u></b>	AE
5.2	5.1 CB will provide gender balance for Years 7 and 8 PP students – sent with minutes – completed.	
5.3	5.1 ALyn to provide data re career paths of students – report was presented at the Strategic Working Group (SWG) meeting - completed The report also shows destinations for current Year 11s. <b><u>ACTION: KW will send to LC to include with minutes</u></b>	KW
5.4	6.4.1 ECT Mentor Programme - Check and report back re protected time for mentor meetings (KS) – KW advised that time is allocated on the basis of one free period per week.	
5.5	7.1 Write on behalf of council to thank staff involved in TAGs (LT) - completed	
5.6	7.2.3 Science – Upload student voice data to Teams (RP)– completed <a href="#">Science Data on Teams22062021</a>	
	<b>Questions from Academy Council</b>	
5.7	<b>Why are there NEETS recorded in this report (Young People not in Education, Employment or Training) when none were recorded previously?</b>	
5.7.1	Alex Williams, Careers Advisor, is in the process of reviewing all leaver destinations. <b><u>ACTION: AW will bring final destinations data to next meeting.</u></b>	KW
6	<b>Staffing and Wellbeing</b>	
6.1	KW explained the activities and resources plotted across terms this year to support staff wellbeing. Final action this term is to identify a member of staff to become a Mental Health Champion at next Monday's briefing.	
	<b>Academy Council Report</b>	
7	<b>Quality of Education</b>	
	<i>Academy Council Report, Blackboxes for Y11 and Y10 TAGs, Y11 &amp; Y10 Disadvantage; SEF, AIP and AIP Summary, SEN Parent Survey documents had been shared.</i>	
	<b>Focus on Quality of Teaching: Science, Computer Science &amp; Business</b>	
7.1	Rick Park (RP) presented an update on Science following the last meeting. Main points were: <ul style="list-style-type: none"> <li>• Data missing from last year within blackboxes due to Covid-19; all students are taking baseline tests this term to see where they are</li> <li>• Getting students back into a normal science routine.</li> <li>• Most of data analysis now completed showing a significant positive shift. There are still trails but not as significant as at end of last year <b><u>ACTION: RP will send data to share with minutes.</u></b></li> </ul>	RP

	<ul style="list-style-type: none"> <li>PP gap is 8-10% in KS3 groups. There is a clearer and more comprehensive picture now through drilling down to individual students. PP gap 10% Y9, 6% in others; this shows clear progression as you go through 7-9 with gap getting smaller. Teachers know students through individual plans where needed.</li> <li>Getting back to practical science is the other focus. At least 1 in 2 are practical lessons to address the lack of practical aspect due to Covid 19.</li> <li>Student voice – really positive; students are enjoying science, feel safe and are enjoying practical aspects.</li> <li>We have started well to get back on track; we now know what gaps there are from last year; Year 11s will be set clear targets for revision and the team will work with lower groups on student action plans.</li> </ul> <p><b>ACTION: RP will share information on book scrutinies and data on Teams</b></p>	RP
7.2	Presentation update on Computer Science and Business – <b>ACTION: Take forward presentation on Computer Science and Business to next meeting.</b>	KW
	<b>Questions from Academy Council</b>	
7.3	<b>There have been staffing issues in the past – can you give us an update on the staffing in Science?</b>	
7.3.1	There is currently a stable team; everyone has been here for at least 2 years or more except one new teacher who is covering a maternity leave. The only issue going forward is we do have some non-specialist teachers in the department – in April we will look to see if we can recruit once the colleague returns from maternity leave.	
7.4	<b>Is having non-specialist teachers a risk? What percentage of lessons do they cover?</b>	
7.4.1	Science groups who have non-specialists also have a specialist for half of the teaching periods. We are trying to upskill the non-specialists, the less practical non-specialists are teaching Year 7 and 8. There are 7 science specialists. The 3 non-specialists cover about 2% of timetable cover.	
7.5	<b>The Academy Review Visit (ARV) in June was concerned about the quality of teaching – has the ARV reported any improvement on the last visit?</b>	
7.5.1	The ARV in September/October looked at English which is considered a bright spot. The ARV team confirmed this by visiting a number of Y11 lessons where there had been strong mock outcomes to triangulate those outcomes. The ARV in July saw the worst of practice; teaching and learning is a significant focus for this year. <b>LT commented that a key positive from the ARV was the general atmosphere and behaviour of the school.</b> The culture is strong which means we can concentrate on classroom practice.	
7.6	The parent voice communication had been covered at the SWG meeting.	
<b>8</b>	<b>Achievement and Standards</b>	
8.1	<p><b>Student Outcomes – Targets</b></p> <p>KW briefed on shared blackboxes, highlighting:</p> <ul style="list-style-type: none"> <li>Exams will take place this year;</li> <li>Trends are persistent and large Attainment 8 gap from Y7 and fluctuating P8 gap. Some key curriculum areas of concern; Spanish; Science; Computer Science (Gareth will present at next meeting). Watching brief on Hospitality and Catering; Photography; Statistics; Drama and Modern Foreign Languages. Lower sets in English and Maths have the lowest PP progress – this is being followed up in ARVs.</li> <li>DN gave an update from the Trust - current Y11s are likely to do well. We know English and Maths is very strong; Science is a concern. Work beyond the Trust on Attainment 8 gap shows at end of Early Years children are 5 months behind; end of Primary 10 months behind, end of Secondary 20 months behind. The lens that the</li> </ul>	

	academy is applying around Pupil Premium has a really good opportunity to support equity.	
	<b>Questions from Academy Council</b>	
<b>8.2</b>	<b>What is the current staffing in MFL?</b>	
8.2.1	Kate Searle is in her second year as head of MFL; Veronica is inexperienced and Sarah is in her second year of Teach First; we will also be recruiting.	
<b>8.3</b>	<b>Are there enough languages teachers?</b>	
8.3.1	Yes, the following year we will require more language teachers as another cohort will be coming into Y10; we will recruit in January.	
<b>8.4</b>	<b>What is being done to focus on Year 7?</b>	
8.4.1	Money has been spent on Maths so there are seven groups in Year 7; we've also used national tuition funding on a literacy support tutor to allow access to English and other subjects. The target from ARV is making sure there is equity in the classroom for PP students. An Inset day item coming up later this term is to lead with a Y8 case study.	
<b>8.5</b>	<b>One of the reasons sets were underperforming in KS4 English was inconsistency of staffing – is this now sorted? Is there an argument to put the best teachers in the bottom set?</b>	
8.5.1	There is an offer to curriculum leaders under discussion regarding where to put the best teachers. A key action for us later this academic year is that practical timetabling needs to get done earlier so SLT can quality assure staffing and set lists. DN commented that lower sets often have challenges due to a higher level of need.	
<b>8.6</b>	<b>Is there any capacity in staffing for smaller classes for children with additional need?</b>	
8.6.1	We have used money for smaller classes in Y7 maths and extra funding for literacy. DN commented that actions are linked to funding – there is always something we look to do but funding is tight. KW – we have put interventions into place where we can – the Heads of English and Science are doing intervention teaching.	
<b>8.7</b>	<b>Could more work go into lower middle range sets as Sets 1 and 2 will only need a push at the end?</b>	
8.7.1	Discussion followed on Quality First Teaching and the Enrichment Group. We are fortunate that we have a really strong maths team and continuity of teacher. There is no doubt that students are receiving Quality First teaching.	
<b>8.8</b>	<b>Health &amp; Safety</b> AH reported that the CLF Health & Safety Team are coming in on Friday to undertake an audit and give actions and w/c 20 October there will be a fire assessment.	
	<b>Questions from Academy Council</b>	
<b>8.9</b>	<b>Who is the data protection officer?</b>	
8.9.1	Ali Hood currently and Jane Day when Ali goes on maternity leave next week. FT (H&S Link) will be meeting Ali/Jane shortly.	
<b>8.10</b>	<b>Behaviour</b> <b>Councillors commented they were pleased to see a reduction in fixed term exclusions.</b>	
8.10.1	KW reported that she is really proud of the work the pastoral team has been doing; it is a result of work following on from last year; systems in place; knowing students and being more proactive working with students at an earlier stage. The work that RC has done on graduated response has had an impact. <b>LT commented that she had noticed better behaviour on her learning walk.</b>	
<b>8.11</b>	<b>Pupil Premium Attendance</b> KW reported that PP student attendance is a concern particularly in Years 8, 9 and 10. If students are PP and SEND the academy are ensuring a really rigorous approach to	

	<p>support those students. AM shared slides with data and briefed on context, issues and focus in each year group. AM gave an outline of the strategic plan for PP and actions, with impact, to date. AM's role is to focus particularly on Pupil Premium students – working on raising the profile of Pupil Premium students.</p> <p>Actions for Term 2</p> <ul style="list-style-type: none"> <li>• PP Attendance focus as outlined.</li> <li>• Inset Day with PP focus; including planning specific actions for key students.</li> </ul>	
8.12	<p>RC shared JCA attendance figures. DN updated on latest national data: JCA is currently higher than national (86%) at 92.5% although this is still not where we want to be. RC briefed on key group data, highlighting that:</p> <ul style="list-style-type: none"> <li>• the key strand is female attendance which has not been identified previously as a trend – this is a significant difference.</li> <li>• SEND AND SENK is also a weakness – RC will be working with the SENCo and Pastoral Teams on this.</li> </ul> <p>Strategic actions taken to improve attendance:</p> <ul style="list-style-type: none"> <li>• Re-written processes; centralised interventions tracker; training for pastoral team on challenge of parents/carers; able to put attendance interventions in quicker this year; Pastoral Team working with SENCo on lower levels of attendance for SEN and recruitment of a full-time attendance officer.</li> </ul>	
	<b>Questions from Academy Council</b>	
<b>8.13</b>	<b>Are there any reasons for the SEND and SENK lower attendance?</b>	
8.13.1	We need the SENCo and Pastoral teams to work together to find the reasons. AE commented that across S. Glos as a whole it had been noticed that girls' attendance had dipped; there is a lot of work to do with anxiety, ADHD and mental health.	
<b>8.14</b>	<b>When are you recruiting for the full-time attendance officer?</b>	
8.14.1	We will start next week to get a good start at the beginning of next term.	
8.15	<p><b>Personal Development</b></p> <p>KW reported that the academy is good in this area and are currently looking at areas of enrichment to ensure a proportionate number of PP children are involved in activities - 11 programmes.</p>	
<b>9</b>	<b>Safeguarding</b>	
9.1	<ul style="list-style-type: none"> <li>• KW reported that she had reviewed the annual report with the DSL. The report would be shared at the next meeting. <b>ACTION: Safeguarding Annual Report to next meeting.</b> AL (Safeguarding Link) said that she had a good fruitful meeting with the Designated Safeguarding Lead last week and felt that he was now more comfortable in the role.</li> <li>• Areas of focus this academic year included: <ul style="list-style-type: none"> <li>- improving communications – website now updated to have mental health area and broader mental health provision. The S.Glos Mental Health Team had given JCA a free counsellor.</li> <li>- All staff were now in the right roles and trained to the right level. Phil would be supported to lead the team to increase capacity;</li> <li>- Ensure Safeguarding and PSHE (Jo Shipp) work closely together to be more responsive around PSHE and Safety Days. Areas around sexual harassment are being managed.</li> </ul> </li> </ul>	<b>KW</b>

	<b>Questions from Academy Council</b>	
9.2	<b>I can see the PSHE curriculum is compliant on the website – the issue is the delivery of it which is crucial. When is Safety Day I would like to attend?</b>	
9.2.1	Safety Day takes place every 2 terms – the next one is 24 <sup>th</sup> November. Key dates are in the Principal's Report.	
9.3	<b>With regard to PSHE/conversations around harassment – is it better than tutor groups are now in year groups so that conversations can be tailored?</b>	
9.3.1	The move to year group pastoral teams has been very useful. Messages we deliver can be more age appropriate.	
9.4	<b>Also lesson scores are more aspirational when in year groups.</b>	
9.4.1	More students now attend tutor time which is better with the thorough tutor programme now in place.	
<b>10</b>	<b>Student Voice/Student Advocate</b>	
10.1	HV – nothing to report at present. <b><u>ACTION HV will do another survey on how students are setting back in for the next meeting.</u></b>	<b>HV</b>
<b>11</b>	<b>Equality, Diversity and Inclusion</b>	
11.1	It was noted EDI had been on the agenda of the SWG meeting.	
	<b>Questions from Academy Council</b>	
11.2	<b>Could we increase BAME role models delivering at Safety days?</b>	
11.2.1	We are aware of recruitment and this is also a Trust wide strategy. Where we can't get role models we work closely with Integrate who come in and have been hugely impactful to give students role models. Outside agencies who work with some of our most vulnerable students are diverse. RC has met with Hope, an organisation who work with our Somali community; we will also do coffee mornings with parents as we are aware communication needs to be better.	
11.3	<b>What was the culture day?</b>	
11.3.1	This was an innovation from our Equalities Council - it is a day where we encourage students to wear cultural dress. It went really well - students were more confident to wear cultural clothing. The other feature is cultural food and flags around the school to represent different cultures (these will be staying).	
<b>12</b>	<b>Policies</b>	
12.1	Councillors <b>Approved:</b> Behaviour, Homework, Uniform Policies <b>Adopted:</b> Health & Safety Policy <b>Noted:</b> Exclusion Policy	
	<b>Questions from Academy Council</b>	
12.2	<b>How do you change the Behaviour Policy for students with ADHD or autism? Can we be assured that no child with ADHD will be discriminated against?</b>	
12.2.1	It is really clear in the policy that adaptations are made for students who have an SEN need. Every SEN child has a pupil profile – the second support is a graduated response. We promote equity – it's about giving students with different needs the support.	
<b>13</b>	<b>Risk Register</b>	
13.1	The Risk Register had been shared and was noted by councillors.	
	<b>Questions from Academy Council</b>	
13.2	What risk assessments are in place now for Covid?	

13.2	<p>We have a full risk assessment in place to cover the current guidance; an outbreak plan and vaccinations are coming up on 14 and 15 October. Ongoing risk to the school is the educational disruption students have received and the huge impact on student attendance.</p> <p>Recruitment to Year 7 – we are below in current Year 7 – it is crucial try to recruit as many as possible for next September. <b>LT said that she had attended the academy open evening which had been fully booked – it seemed to go well.</b></p> <p>We have also completed outreach in 4 or 5 local primaries; The Park want to send the whole of Year 6 to JCA in the next 2 weeks before they complete applications.</p>	
13.3	<p><b>Would it be helpful if we set up an academy council working group to work with the academy on recruitment during the year?</b> FT suggested the whole cohort Year 5 should visit the school in the Summer term when Y11 have left. <b><u>ACTION: Review setting up a working group on pupil recruitment at 2 March meeting.</u></b></p>	LT
16	<b>Matters for the attention of the Board /COAC</b>	
16.1	None.	
17	<b>AOB</b>	
17.1	<b>FT thanked KW for the opportunity to look around on Friday after the SWG meeting and thanked the staff for the amount of work they are putting in to start this year.</b>	

The meeting closed at 6.25 pm

Next meetings: 8 December 2021, 2 March 2022, 27 April 2022, 22 June 2022