

# Minutes – John Cabot Academy Council

**Version:** Final  
**Meeting Date:** 14 December 2020  
**Location:** Teams – online meeting  
**Time:** 4.30 pm

**Present:**

<b>Linda Tanner (LT)</b>	Chair Academy Council
<b>Kate Willis (KW)</b>	Principal
<b>Angela Long (AL)</b>	Sponsor Academy Councillor
<b>Claire Axel-Berg (CA)</b>	LA Academy Representative
<b>Dan Nicholls (DN)</b>	Executive Principal
<b>Alison Evans (AE)</b>	Sponsor Academy Councillor
<b>Holly Vickers (HV)</b>	Student Advocate Academy Councillor
<b>Neil Ferris (NF)</b>	Support Staff Academy Councillor
<b>Georgina Tankard (GT)</b>	Sponsor Academy Councillor
<b>Fiona Thompson (FT)</b>	Parent Academy Councillor
<b>Emilia Fuorvito (EF)</b>	Teacher Academy Councillor
<b>Scott Raybould (SR)</b>	Parent Academy Councillor

**Apologies:** -

**Absent:** **Rob Stroud (RS)** Sponsor Academy Councillor

**Attendees:**

<b>Linda Corbidge (LC)</b>	Clerk to Academy Council
<b>Chris Ballard (CB)</b>	Academy Vice Principal
<b>Richard Cormack (RC)</b>	Assistant Principal – Inclusion
<b>Kate Searle (KS)</b>	Assistant Principal – Curriculum and Teaching
<b>Gemma Read (GRE)</b>	Senior Assistant Principal – Raising Attainment
<b>Alex Lynett (ALY)</b>	Academy SENCO
<b>Rick Park (RP)</b>	Academy Science Lead
<b>Chris Oxley (CO)</b>	Zone Team Leader Years 8 & 9
<b>Ali Hood (AH)</b>	Senior Operations Manager

## 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>Academy Council Membership</b>	
3.1	Membership – full membership at present. Link Councillors – it was agreed that Georgina Tankard would link with Chris B as Pastoral Link (behaviour/school culture); Alison Evans would link with Kate Searle as Academic Link (academic recovery and blended learning). <b><u>ACTION: SEMH councillor to be agreed.</u></b>	<b>LT</b>

4	<b>Minutes of the previous meeting</b>	
4.1	The minutes of the meeting held 21 October 2020 were agreed as accurate.	
5	<b>Matters Arising</b>	
5.1	<ul style="list-style-type: none"> <li>• <i>Contact for exam invigilator recruitment to be emailed to councillors – completed.</i></li> <li>• <i>LT will ask SR to link with CB re CiC Annual Report shared at meeting – taken forward for feedback from SR at next meeting. <b>ACTION: LT to contact SR</b></i></li> </ul> <p><b>ACTIONS to be taken forward</b>  <i>KW would arrange for JS to present PSHE – <b>ACTION: term 3 Agenda</b></i>  <i>Councillors requested update on Drama (incl. possible vocational/alternative offer) in Term 4/5</i></p>	<p>LT</p> <p>KW</p>
	<b>Academy Council Report</b>	
6	<b>Quality of Education</b>	
6.1	<p><b>Outcomes</b>  Year 11  GR explained that data in the report was based on tests in January 2020 as data from recent mocks had not yet been looked at in depth; update to next meeting.  Vulnerable performing cohorts were PP students, particularly boys who were also SEN or CiC. Subject concerns continued to be English, Combined Science and Computing although actions in the report were starting to show improvement. Actions going forward; tutoring programme for pupil premium students from January and SENK students in Term 3. Y11 have made a strong start and are really engaged. Y11 mental health and wellbeing is a priority due to the uncertainty. Exams are continuing, students really aware of that.</p> <ul style="list-style-type: none"> <li>• <b>Councillors questioned the progress in Spanish.</b> KW gave assurance that she was confident the small cohort would do well; a tight plan was in place, the teacher with Spanish specialism was being line managed by Kate Searle, a highly qualified MFL teacher. It is a significant improvement to where we were last year.</li> <li>• <b>Councillors asked if there was an issue with children cheating when doing exams at home.</b> KW responded that the majority completed them as they should have done; teachers have followed normal policies by following up with some students themselves.</li> <li>• <b>Councillors challenged the progress of SENE students as data indicated they were not doing as well as SENK students and asked for an update on SENK progress.</b> KW gave an update on the three SENE students; one was not educated by JCA and has since moved to WSM and the two EHCP students had just gone into positive Progress 8. KW reported mixed progress for SENK students, in line with 2019. SEMH was an issue; individual actions plans were in place.  <b>Councillors requested agenda item at next meeting to look at current data</b>  <b>ACTION: Agenda item on SEND Data at next meeting.</b></li> <li>• <b>Councillors questioned the reasons/actions being taken regarding the below average Y11 attendance.</b> KW explained that Y11 had been badly hit in November by several COVID cases which had a knock-on effect of students being nervous to attend. Students were also missing first registration, arriving late. Individual meetings were taking place with those students.</li> </ul>	<p>KW</p>

8	Achievement and Standards	
8.1	<p><b>Quality of teaching and learning</b> <b>Science</b></p> <p>Rick Park shared an analysis and context of results over the last 3 years; this included the staffing issues in 18-19; progress data and an explanation of the breakdown of 2020 results data; there was now a stable staff team. Current support strategies were benchmark exams in September, mocks recently, currently analysing areas of weakness and putting together individual support plans.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if RP was looking at how the big lessons have affected pupils who were in Y7 as well as Y11.</b> RP confirmed that actions in Y11 were being cascaded down to all year groups; looking at areas of weakness. Staff were unable to give a full practical experience at present but were doing their best.</li> <li>• <b>Councillors asked why girls were doing less well than expected.</b> The girls in question were very disengaged with only 20% attendance in the subject despite support given at the time; now looking at individual plans and huge amounts of support remotely. A lot of students had disengaged in the Science mocks which meant it was more difficult to give CAGs (centre assessed grades). <b>Councillors asked if individual support plans would be used in other subjects for those individuals.</b> RP – depends on needs; teacher provides support/monitoring. <i>RP left the meeting</i></li> </ul>	
8.2	<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• <b>AL (safeguarding link) asked how the personal development day was organised regarding delivery of subjects.</b> KW explained how the day had run. <b>AL asked if there had been any feedback from students.</b> KW said that no formal student voice had been done. <b>ACTION: KW will organise student voice.</b></li> <li>• <b>Councillors asked how the standard of ‘Good’ in the report was measured and if this was the same across other academies.</b> CB said a full assessment had been completed of support for individual students. Benchmarking against the Ofsted framework was the same in other academies. <b>Councillors asked if benchmarking was the same across CLF in other curriculum areas.</b> CB confirmed there was benchmarking/developing best practice through regular networking.</li> </ul>	KW
8.3	<p><b>Behaviour and Exclusions</b></p> <ul style="list-style-type: none"> <li>• <b>Councillors asked how exclusions compared to other schools across the LA and how JCA could achieve zero exclusions.</b> KW responded that no data was available for LA comparison; JCA was mid table compared to other CLF schools and were the lowest up to the last academic year as students were sent to other CLF schools for a day - with COVID this is not possible. KW assured councillors that from January exclusions should come down as there will be an ‘alternative day’ in another area on site. Zero exclusions were always the aim; to achieve this there needed to be an incredible school culture; strong support and intervention led by Alex and the pastoral team and LA provision (South Glos has no alternative provision as Bristol has).</li> <li>• <b>Councillors asked what actions were being taken to prevent PP &amp; SEN students’ over-representation in SLR referrals.</b> ALY explained the use of pupil profiles by teachers/SLR staff with support strategies to use before sending students to SLR. The academy is also looking at a small number of SEN students being given one lesson and support on a case by case basis.</li> <li>• <b>Councillors asked if there were greater or fewer referrals with supply teachers who wouldn’t have access to pupil profiles.</b> ALY responded that it was the same</li> </ul>	

	<p>core students regardless of there being a supply teacher; these students were being targeted with individual plans with student/parents this term; with possibility of finding an undiagnosed learning need.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked how RTL was adapted to support students with ADHD.</b> ALY responding that all pupil profiles have a number of support strategies for those with ADHD plus individualised strategies.</li> <li>• <b>Councillors asked if ALY was confident that the pupil profiles/strategies were bespoke to all students with SEN.</b> ALY assured councillors that this was the case.</li> </ul>	
8.4	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if the 47 leavers was unusually high.</b> KW explained that the numbers were disproportionately high due to lockdown; of the 47, 9 x Y10 students had moved to new provisions (14-19 studio schools – in line with normal numbers); lost 10 students across a six-month period to other local schools; one home educated and 3 to elective home education since September.</li> </ul>	
8.5	<p><b>SEN</b></p> <p>ALY reported that she speaks with GT (SEN Link Councillor) regularly every term. ALY explained the focus this year; supporting SEN students with SEMH, providing literacy and numeracy interventions alongside existing interventions and closing the gaps for Year 8 who have had a difficult start to the year and are already behind Y7. There has been a reduction in the number of students who have been referred out of lessons since lockdown. The SEN register has gone up. ALY explained the hub provision, including EAL interventions and support.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if reading assessments were being carried out for pupil premium students in KS4 as well as KS3.</b> ALY explained the focus was on Y9 and Y10 to ensure they can assess their GCSE courses.</li> <li>• <b>Councillors asked the reason for the increase in the SEN register.</b> ALY said there was an increase in SENK boys needing support for anxiety, particularly Y10 and Y11 boys; as a result, a support structure was being put in place. There will also be a mental health focus in PSHE. An additional counsellor specialising in SEMH Thrive had been appointed as a lot of work is therapy work; 52 students would be assessed to ensure they have the right interventions and therapies in place.</li> </ul> <p><b>Councillors asked how many days a week the counsellor would work.</b> KW said the counsellor had been paid for out of Catch Up funding and was full time on a fixed term contract until the end of the Academic year.</p>	
	<p><b>Pupil Premium</b></p> <p>SR, the Pupil Premium Link Councillor, commented on the real strengths and best practice in the Pupil Premium Spending Plan. SR will get together with CB to go through it in more detail and report to next meeting.</p> <p>CB was still in the process of completing the longer-term spending plan; aligning with some of the barriers to inform the spending over the next 3 years. The main focus is supporting literacy, which affects all areas.</p>	
9	<b>Student Voice/Student Advocate</b>	
9.1	HV said there was nothing extra to report, other than what had already been said.	
10	<b>Safeguarding</b>	
10.1	KW had shared the Safeguarding Term 1 Report.	

	<ul style="list-style-type: none"> <li>AL, Safeguarding Link, reported that she had had two meetings with Phil postponed due to issues having to be dealt with in school; meetings to be re-arranged.</li> </ul> <p><b>Councillors questioned the 50% rise in suicide ideation concerns being recorded this term.</b> KW said half of the new counsellor's role would be to provide immediate mental health support for students out of lockdown.</p>	
<b>11</b>	<b>Finance, Health &amp; Safety and Estates</b>	
11.1	<p><b>Finance</b> KW reported that there was a balance budget this year, although COVID would pose a big challenge with the supply budget; a similar situation across other schools.</p> <p><b>Health &amp; Safety</b> NF reported that of the few issues with fire risk assessment raised by Owen Dukes, there was only outstanding element on fire doors which he was chasing up and expecting to be sorted shortly. AH reported that FT, H&amp;S Link, had attended the Health &amp; Safety Committee meeting – no further issues were reported.</p> <p><b>Risk Register</b> LT/KW will go through the register shortly and update. <b><u>ACTION: KW/LT to update Risk Register and add to Teams.</u></b></p>	KW/LT
<b>12</b>	<b>Staffing and wellbeing</b>	
12.1	<p><b>Staffing</b> NF reported that lettings will return in February; one caretaker was leaving and it was hoped would be replaced by a lettings assistant rather than a caretaker.</p> <p><b>Wellbeing</b> <b>Councillors asked for a report on staff wellbeing.</b> KW explained that both CLF and SLT at the academy were particularly focussing on staff wellbeing and the support being given, which included Katie Richards becoming the staff mental health lead. The staff wellbeing survey will circulate in Term 3. The CLF staff survey had just been received back. <b><u>ACTION: Councillors to look at in more detail at the next SWG meeting.</u></b></p> <p>LT asked KW to express the council's thanks to all staff for all the work they had put in especially the last two terms, with so many isolations to deal with – well done for keeping going through it all. <b><u>ACTION: KW to pass on the council's thanks to staff</u></b></p>	KW  KW
<b>12</b>	<b>Policies</b>	
12.1	Councillors <b>approved</b> the following policies: Behaviour (RtL); Disability and Accessibility; Health & Safety; Admissions for Sept 2022 and RHSE.	
<b>13</b>	<b>Governance</b>	
13.1	<p><b>Visit Reports</b> See previous items.</p>	
13.2	<p><b>Training</b> It was noted that the majority of councillors had completed the Governance Essentials module. <b><u>ACTION: clerk would follow up on one outstanding.</u></b></p>	LC
<b>14</b>	<b>Equality and Diversity</b>	
14.1	KW reported on last year's EDI objectives advising they had been reviewed and agreed they had been met. Three additional targets had been set for this year; to work with the CLF Equalities Group to try and make our workforce more representative of the	

	<p>communities we serve, establishing an equalities council working with KW to put in place systemic change and Artsmark to increase engagement in the community.</p> <ul style="list-style-type: none"> <li>• <b>Councillors asked if it was possible to take Artsmark forward in the current situation.</b> CO outlined the current programme; there were 139 students on the programme currently; Integrate; Project Fearless; Y8 &amp; Y9 Equalities Council; Y10 student was an Integrate junior trustee on the council. A big enrichment programme linked to Artsmark would be built in next year. CO explained that there had been some difficulties with closures – hoping to start back in Jan/Feb.</li> </ul>	
<b>15</b>	<b>Matters for the attention of the Board /COAC</b>	
15.1	None.	
<b>16</b>	<b>AOB</b>	
16.1	<p>DN provided a perspective to the difficulties JCA had just after half term, where both Kings Oak Academy and Brunel Academy had similar numbers of COVID cases. DN reflected to council that the academy has coped really well under pressure especially after half term, which had been quite a challenge.</p> <p>Post 16 – DN briefed councillors on the potential plans to bring CLF Post 16 onto a single site elsewhere, with a transition period of approximately 3 years. This will create other opportunities for the academy. <b>Councillors discussed communication with parents/stakeholders.</b> DN said he expected further information to be communicated by March/April. Councillors discussed the possibility, with potentially more space, of increasing the PAN (pupil admission number)</p> <p>Examination - DN updated on the recent DfE announcement which had focussed the academy on Y11 and the certainty of exams in the summer. GT suggested it might be useful for councillors to put their views forward in the consultation 7 day window on the material they want to release in January for exams. <b><u>ACTION: the next SWG will focus on Y11 data.</u></b></p>	<b>KW</b>

The meeting closed at 6.30 pm

Next meeting: Wednesday 3 March 2021