

Minutes – John Cabot Academy Council

Version: Final
Meeting Date: 18 December 2019
Location: John Cabot Academy
Time: 4.30 pm

Present:

Linda Tanner (LT)	Chair Academy Council
Rob Stroud (RS)	Sponsor Academy Councillor
Neil Ferris (NF)	Support Staff Academy Councillor
Scott Raybould (SR)	Parent Academy Councillor
Claire Axel-Berg (CA)	LA Academy Representative (tbc)
Emily Grainger (EG)	Student Advocate Academy Councillor
Dan Nicholls (DN)	Executive Principal
Kate Willis (KW)	Associate Principal
Sam Shousha-Nady (SS)	Teacher Academy Councillor
Holly Vickers (HV)	Student Advocate
Fiona Thompson (FT)	Parent Academy Councillor
Georgina Tankard (GT)	Sponsor Academy Councillor

Apologies: Angela Long
Absent:

Attendees:

Robert Goodwin (RG)	Senior Operations Manager (Acting)
Linda Corbidge (LC)	Clerk to Academy Council
Chris Ballard (CB)	Acting Vice Principal
Johnny Mailey (JM)	Assistant Principal
Trudy Groskop (TG)	MFL Lead

Minutes

Item	Description	Action
1	Introductions	
1.1	Welcome and introductions by LT. LT explained that due to personal circumstances Helen Jaworska Webb had resigned since the last meeting.	
2	Declarations of Interest	
2.1	There were no updates to declared interests.	
3	Presentation by MFL Lead	
3.1	<p>TG briefed Academy Council that, since joining JCA this year and taking over as MFL Lead, she had found that there had not been a clear scheme of learning to address the 100% exam change which had happened nationally 2 years ago and the skills children needed in Y10/Y11 had not been acquired. Time to meet as a department was a challenge and there was no MFL Curriculum Curator at JCA which meant that MFL had not had a profile within the school.</p> <p>TG had now put actions in place with the main focus on addressing Year 11. TG had also worked with a member of staff to support Year 10. The main priorities were now all in place; all KS4 resources had been fully differentiated to meet the needs of foundation/higher and regular homework/revision sessions were in place. TG was meeting with the department regularly to discuss the demands</p>	

	<p>of the course and how to assess. Speaking mocks were now in place and already data was showing improvements. TG now had a better feeling of how this cohort was going to achieve.</p> <p>KS3 now had Knowledge Organisers and regular 'show my homework'. A new marking policy was in place and all lessons start with a re-cap of previous learning. The new teaching style was making lessons more engaging – this seems successful through Y7&8 assessments. TG said she was confident that the CLF scheme of work was now being followed. Y9 had a light touch GCSE scheme of work. Regular QA activities were being carried out, although there was still an ongoing issue finding time to meet as a department. The profile included bake off, Paris trip in July for Y9 and future competitions.</p> <p>Ongoing issues included staffing pressures as a member of staff was leaving and one was currently on MAT leave with an NQT replacement this week. KW said that she was trying to get another specialist in to cover and would be advertising in January for a new post for the new academic year. The department were working on speaking and listening skills and these still need to embed. In addition support needed to be given for the NQT.</p> <p>Speaking Mocks were taking place in January and March. TG was trying to get a curator in CLF. Pupil voice was positive about lessons.</p> <p>Academy Council asked how the school looked for a curator. TG said that she had put her name forward.</p> <p>Academy Council asked if research took place on what language the main 6 feeder primaries teach and suggested steering towards these languages. TG explained a Summer Liaison enriching project with languages. KW commented that research would be easier now that 6 main feeder primaries had been identified.</p> <p>Academy Council asked about progress for EAL Students. TG commented that EAL students were better with languages.</p> <p>Academy Council thanked TG. <i>(TG left the meeting)</i></p>	
4	Minutes of the previous meeting	
3.1	The minutes of the meeting held 26 June 2019 were agreed as accurate.	
5	Matters Arising	
5.1	<ul style="list-style-type: none"> • Supply data requested – KW explained that a new system would be in place shortly to produce data which showed days lost to absence. <u>ACTION: KW to present data to the next SWG.</u> • LAC report to be circulated – completed. • Improvement of information provided at transition – KW explained that Alex and JJ had met to plan how to improve transition data and they would be working on that with the main 6 feeder schools next term. <u>ACTION: Taken forward for update on transition information.</u> • Alumni network – <u>ACTION: Taken forward</u> • Update on proposal to move to earlier cut-off for lates from 9.15 to 9.00 am to tackle punctuality issues - JM explained that they wanted to trial this first to ensure it doesn't have a huge impact on attendance figures. Academy Council questioned why this was being changed. JM explained that they wanted to raise expectations to reduce the amount of learning time lost and 	<p style="text-align: center;">KW <i>(for SWG)</i></p> <p style="text-align: center;">KW KW</p>

	<p>disruption to learning caused by students arriving late which had a significant impact on education.</p> <ul style="list-style-type: none"> • NIMBLE – noted completed. 	
6	Academy Council Strategic Working Group Report	
6.1	<ul style="list-style-type: none"> • Members of the SWG had visited lessons and saw Knowledge Organisers in practice. This was followed by an in-depth discussion on Pupil Premium. Academy Councillors commented on how calm and orderly the school was. 	
7	Academy Councillor Visits	
7.1	<ul style="list-style-type: none"> • SEN Link Visit – GT said she would be meeting with Alex Lynett (ALyn) every term and would be looking at data for different groups of pupils in Jan/Feb. GT had looked at the SEN Register and noticed a big impact of SEMH and how difficult this was to deal with. GT had also looked at the financial challenges as there was now a higher number of children with SEN. Children with EHCPs were performing better than SENK. GT had seen Lewis working well with a group of 6 boys which was really good to see. ALyn had been involved with the EEF review of SEND. GT was pleased to see that ALyn takes a snapshot of pupils on the SEN register and gives staff insight which really helps build relationships and improve SEN. GT/ALyn would be going out to look at other schools with good practice in Bristol and S.Glos. <i>(SR left the meeting)</i> 	
8	Academy Council Report	
8.1	<p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> • Academy Council had questioned the increasing number of SLR referrals. JM explained how the academy were tackling recidivism and presented case studies. JM detailed the actions being taken which included context sheets/pupil profiles for the students who are not SEN; behaviour data analysis which will show lessons; TAC meetings; training to be more descriptive; staff briefings; student conferences; Phoenix room/Hub; Creative Youth Network; modified RTL; social stories; rebuild restorative conversations and external agencies. It was recognised that the case studies showed they were having an impact. • JM outlined next steps, explaining the testing of literacy levels of students as a lot of recidivists had low literacy. Academy Council suggested the possibility of introducing ASDAN into Year 9. JM said they were looking at other resources from Primary. • Academy Council discussed trigger points for TAC meetings and student access to trained counsellors. JM explained there was a waiting list for the counsellor who worked part time; an extra day had been discussed with KW due to need. Academy Council asked if there were any informal clubs for wellbeing etc. JM explained these were voluntary – they would continue to publicise these and support students by signposting to meetings, pathway and online support. • Academy Council asked if the academy was collating a set of data to evidence impact. JM explained it was difficult to track the causal effect as there was usually a combination of strategies used. DN commented that this was a significant challenge across the Trust; talking to children about learning and in books was a better measure. <i>(JM left the meeting)</i> 	

8.2	<p>Pupil Premium</p> <ul style="list-style-type: none"> RS commented that there had been an in-depth discussion at the SWG regarding pupil premium funding and the success of some big spend interventions. This included questions on Engage and utilisation of mentoring interventions. Further discussion took place on how the money was spent with Academy Council noting that most of the money was spent on interventions to support students with unmet need. Academy Council requested a clear rationale on whether the academy has obtained value for money for Engage. KW explained the wider impact of Engage which included the prevention of permanent exclusions and provision of support systems for students whilst also preventing disruption in the classroom. Academy Council were pleased to hear about success stories of students returning to academy mainstream and were reassured that Engage was value for money. Academy Council recommended that in order to show the real impact of interventions the Pupil Premium impact reports should include context and effects if pupils disrupt the school. A wider discussion followed on societal cost. <u>ACTION: KW will present case studies re Engage/Mentoring at the next SWG</u> <u>ACTION: include further context in the Pupil Premium Impact Report.</u> 	<p>KW</p> <p>KW (SWG)</p>
8.3	<p>Curriculum Development</p> <p>CB explained the important focus on curriculum within Quality of Education and the position of the school regarding curriculum development. This included implementation of a Trust-wide Year 7 and Year 8 curriculum. Academy Review Visits would include some deep dives. CB explained Intent, Implementation and Impact. The majority of lessons were now curriculum compliant apart from one where support was in place and the academy were focussing on middle leaders being able to articulate the Intent, Implementation and Impact within their subject area. SLT needed to have knowledge of the curriculum in depth and would triangulate understanding to teachers and students to align with school values. KW explained the focus was to ensure students have an in-depth knowledge of their learning, why and when. A parent academy councillor commented that she had already noticed this understanding happening. (DN & GT left the meeting)</p>	
8.4	<p>Data - Year 11 Mocks</p> <p>KW presented data (based on predictions and Mocks). KW said that she was cautiously optimistic.</p> <ul style="list-style-type: none"> Academy Council were pleased to note that Term 2 Progress 8 data had improved compared to Term 2 last year. KW explained the context and actions for SENK, CiC students and PP MAP Girls. Discussion followed around support and interventions given to those students. KW explained the Progress 8 results by subject and where discussions would be taking place. Academy Council commented on the positive trails and the need to focus on English. KW said that she felt reassured with the new member of staff for English. Academy Council questioned if a class level analysis had been looked at for PP students. KW confirmed they had. <u>ACTION: KW to circulate Black Box Data to AC (based on predictions).</u> 	<p>KW</p>
8.5	<p>Safeguarding – KW recommended Academy Council complete online training for E-Safety. <u>ACTION: Academy Council to complete NIMBLE E-Safety Module.</u></p>	<p>ALL</p>

8.6	Finance, Health & Safety, Academy Council noted the information in the report.	
9	Risk Register	
9.1	<p>RG reported items added to the Risk Register:</p> <ul style="list-style-type: none"> The small astro pitch had been closed due to its condition. The academy was awaiting a report as there was no money available to repair it. Academy Council asked how this impacted on the sports curriculum. KW responded that it was currently manageable although it would have an impact next term due to exams in the Sports Hall and there would be an impact on lettings. The pitch would cost £55K to replace. The tone of the fire alarm was very different from the tone of lock down and there was confusion with wrong tone on alarms. Contingency plans were in place to distinguish fire rather than lock down. Academy Council queried the plans in place and whether children were aware. KW explained the plans in place and that the alarm tones would be sorted on 2 January before next term. RG advised that normal practices had all performed well. 	
9.2	<p>Staffing</p> <p>KW advised that BT had had her baby and was still on Maternity Leave. The academy had appointed Emma Ball who would be starting on 6 January (0.6). KW advised that following her concerns about SLT capacity, ST had recommended advertising for an internal full-time applicant for Assistant Principal. KW was also beginning to talk about succession. KW commented that there were now very strong staff in the school.</p>	
10	Equality and Diversity	
10.1	KW advised that the action plan was on the website. This included a focus on recruitment, school leaders, teachers, quiz on INSET day and communications.	
11	Update on admissions consultation/policy change	
11.1	Academy Council recommended Policy Approval, ready for Sept 2021 places.	
12	Policies	
12.1	<p>Approved: Communications (subject to changes as in Item 12), Admissions 2021/22 and Behaviour Policies.</p> <p>Noted: CLF Exclusions Policy, Complaints Policy.</p>	
13	Final Communications Policy Launch	
13.1	Academy Council had made recommendation at SWG that the policy should include examples of priority. Academy Council approved the policy subject to the amendment. ACTION: KW to include amendment in approved policy.	KW
14	Governance	
14.1	<ul style="list-style-type: none"> The new Pupil Premium Link Academy Councillor to undertake training. ACTION: PP Link to contact clerk to arrange. Health & Safety Link vacancy – ACTION: LT to discuss with academy councillors so in place for next term. 	RS LT
15	Matters for the attention of the Board	
15.1	None.	
16	AOB	
16.1	None.	

The meeting closed at 6.55 pm.

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

5 February 2020

1 April 2020

15 July 2020