

# Minutes – John Cabot Academy Council

**Version:**

**Meeting Date:** 21 April 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>Angela Long (AL)</b>	Sponsor Academy Councillor
<b>Claire Axel-Berg (CA)</b>	LA Academy Representative
<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>Veronica Mastrandrea (VM)</b>	Teacher Academy Councillor
<b>Scott Raybould (SR)</b>	Parent 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>Alex Lynett (AL)</b>	SENCo
<b>Jo Shipp (JS)</b>	Zone Team Leader
<b>Ali Hood (AH)</b>	Senior Operations Manager

**Apologies:**

<b>Fiona Thompson (FT)</b>	Parent Academy Councillor
<b>Dan Nicholls (DN)</b>	Executive Director of Education

**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	LT reported that she has made contact with a potential new councillor. AL's term of office ends July – AL would like to continue for a further term of office. LT will complete the proposal form for COAC.	
<b>4</b>	<b>Minutes of the previous meeting</b>	
4.1	The minutes of the meeting held 3 March 2021 were agreed as accurate. LT reported there was an action missed off the actions table around providing data to the AC.	
<b>5</b>	<b>Matters Arising</b>	
5.1	2.1 All councillors to complete the online March declaration of interest – Councillors were reminded to complete the declaration if they have not already done so.	

5.2	5.1 Year 11 Data Focus at SWG Term 4/5 – this will be covered on June 11 <sup>th</sup> .	
5.3	5.1 Update on Drama offer – KW reported that the academy has offered GCSE Drama for around four years with relatively poor outcomes. There is one Drama class in the current Year 9 cohort and the academy is looking for a vocational alternative to the GCSE course.	
5.4	8.4 KW to include request for Facebook/core parent group in parent newsletter – an update is provided in the AC report.	
5.5	15.2 KW would look at Uniform and Attendance policy to check references the Equalities Act. KW reported that both policies have been reviewed. A standard line around equalities is included in the Attendance policy already; it will also be added to the uniform policy.	
5.6	17.1 AE would liaise with KW to take forward school engagement in Kingswood Community Forum. AE reported there have been some email communications on this between key parties and a further response is now expected from Kingswood Community Forum; AE will chase this up and report back at the next meeting.	AE
5.7	GT reported that she hopes to provide feedback next month on the results of her research into transition from year 6 to year 7.	GT
	<b>Academy Council Report</b>	
<b>6</b>	<b>Quality of Education</b>	
6.1	The Academy Council Report has been shared with the Academy Council. KW invited questions.	
	<b>Questions from the Academy Council</b>	
6.2	<b>The figures in the report for exclusions and SLR referrals show improvements but you are not comparing like for like in terms of numbers of weeks. Can you provide further information about that?</b>	
6.2.1	Term 2 would be 6 or 7 weeks, and Term 4 was 4 weeks. We have factored this into our review of these numbers and despite the disparity in weeks, there is still a significant reduction in the number of incidents. SLR referrals were down from 3000 to 900 (approximately). The work led through the pastoral teams had a significant impact. It is a graduated response with corresponding support offered. In addition, truancy is now recognised in the figures from Term 4, so you would expect a natural increase in the figures, yet overall incidents are still lower. The accountability and clarity of systems is high and our working relationships with parents have improved. Tutors and the wider staff body have a feeling that they have a greater role in the behaviour system.	
6.3	<b>The report shows that a Year 7 student was responsible for a number of the incidents reported. What support is he/she receiving?</b>	
6.3.1	The student is a highly vulnerable young person at stage 4 of our behaviour system. They receive significant mentoring from the Year 7 team, daily check-ins with staff and a range of intervention from outside the academy, including bespoke mentoring which the academy pays for. They take the student off site each week for 12 weeks and focus on relationship building and help with dealing with difficult situations. It is likely the student will go on to Engage, the trust's alternative provision.	
6.3.2	<b>Were you aware of the issues before the student came to the academy?</b>	
6.3.3	There was some anecdotal information provided by the primary school.	
6.4	<b>What has been the take up for the extra-curricular programme offered?</b>	
6.4.1	I don't have exact numbers – the take up in Year 7 and 8 has been the largest. We are hoping to increase the provision across the academy to attract the older students. We are very proud of the success of the equality based clubs.	

<b>6.5</b>	<b>The report details an increase in high level sexual abuse allegations – is this connected to Everyone’s Invited?</b>	
6.5.1	Yes. There have been 2 significant disclosures and both are of historical abuse. There have been some concerning behaviours around misogyny and the influence of social media on some of the boys, and girls are realising they do not have to put up with certain behaviours. A safety day is planned for next week and will be based on healthy relationships with a focus on consent for older students.	
<b>6.6</b>	<b>How will the Safety Day be delivered?</b>	
6.6.1	Our learning from previous work is that this type of information is most effective when it is high quality resource delivered to students by the teachers they know. Students will follow their normal timetable and their normal teachers, and some guest speakers (via Teams) will present the content. All the resources are PHSE approved and are based on the topic of healthy relationships.	
<b>6.7</b>	<b>Can you provide information on the progress of Year 10?</b>	
6.7.1	Year 10 students completed a series of assessments when they returned in January. The projected grades indicated in the Academy Council Report are grades students are predicted to obtain at the end of Year 11. The results seem optimistic but provide a baseline for staff to work from. KW reported that Year 10 students are the least disruptive in terms of behaviour and have very strong attendance – up to 98.8% yesterday. There are around six students who are significantly underachieving and these will be a focus for staff. Learning walks have started as well as other specific interventions to ensure progress starts now, rather than when the students are in year 11.	
<b>6.8</b>	<b>Can you give an update on the situation in Science?</b>	
6.8.1	Science was hit hard at the start of last term due to several absences from staff. The department ran with almost half a team for significant periods of Term 4. This has now mostly stabilised as a long term supply teacher has been in place to cover one absence and only one staff member now remains absent. The outcomes for triple science appear strong for both the current Year 11 and Year 10. Combined science does not perform as well; especially for the more able students. We have requested an Academy Review Visit and asked Louisa Aldridge (CLF Science Lead) to be part of that to see if she is able to identify different ways to run the curriculum to help ease these problems. The review will also look at leadership of the department and explore team morale.	
<b>6.9</b>	<b>Do you have a non-specialist teacher teaching in Science?</b>	
6.9.1	Yes, we have one teacher who specialises in PE but has taught Science for 5 years. They are a very strong teacher and is experienced at managing a class in terms of behaviour.	
<b>7</b>	<b>Year 11 Centre Assessed Grades</b>	
7.1	KW gave a presentation on how Centre Assessed Grades will be awarded for Year 11 this summer. The slides are available to view on Teams. KW invited questions from the Academy Council.	
<b>7.2</b>	<b>Questions from the Academy Council</b>	
<b>7.3</b>	<b>How will the trust know they are moderating in line with other trusts across the country?</b>	
7.3.1	There is a process of standardisation. The exam boards release grade descriptors used in curriculum specifications. We refer to previous exam materials and the exam report. The trust moderates the academy’s Teacher Assessed Grades; working in a trust is hugely beneficial for this process.	
<b>7.4</b>	<b>There have been instances of trusts being targeted by ransomware. Is the trust confident that the evidence that will be used for grading is stored securely?</b>	

7.4.1	Yes, the Director of IT has provided assurances that the trust has all the protection in place that it needs.	
7.5	The deadline for data to be finalised is 18 June 2021. What happens to Year 11 students after this date?	
7.5.1	The trust is yet to agree a final finish date for Year 11; it is likely to be either 11 June or 18 June, in line with government expectations.	
<b>8</b>	<b>Achievement and Standards</b>	
<b>8.1</b>	<b>Pupil Premium - Chris Ballard</b>	
8.2	CB gave a presentation on Pupil Premium spend and progress. The slides are available to view in Teams.	
8.3	<b>Questions from the Academy Council</b>	
<b>8.4</b>	<b>Have you published a revised 3 year strategy and plan for Pupil Premium?</b>	
8.4.1	It has been written and needs to go to the senior team before coming to the Academy Council. We will also use a dashboard to show key metrics.	
<b>8.5</b>	<b>Is the trust wide disadvantaged steering group ongoing?</b>	
8.5.1	Yes, there have been 3 meetings to date. The work from that group will feed into what we do.	
<b>8.6</b>	<b>There has been a lot of money and resource invested in various interventions to close the gap, including improving English and literacy. The report indicates that the academy is working with Outward Bound – do you encourage PP students to take part in that?</b>	
8.6.1	We currently have PP students working on the Duke of Edinburgh award and will expand the offer to other initiatives if we can.	
<b>8.7</b>	<b>What is the gender balance for Year 7 and Year 8 PP students?</b>	
8.7.1	I can provide that at the next AC meeting.	CB
<b>8.8</b>	<b>Is the academy affected by the funding lag for PP students?</b>	
8.8.1	Yes, it is very frustrating. We put a lot of work in ensuring the PP cohort was right for the January census only to learn the funding would be based on the October census.	
<b>8.9</b>	<b>Do you do anything to identify the most vulnerable students before they arrive in Year 7?</b>	
8.9.1	We do everything we can to ensure we have all the information we need to start any required interventions early on.	
<b>9</b>	<b>Destinations – Alex Lynett</b>	
9.1	AL provided information on destinations for Year 11 JCA leavers, highlighting the following: <ul style="list-style-type: none"> <li>• Emma Taylor (ET) is the Careers Advisor working 2 days a week;</li> <li>• ET has a primary focus on Year 11 to ensure all have secure destinations, but provides careers advise to all year groups;</li> <li>• There are only 3 students that are potential NEETs; one is hospital educated, one is at alternative provision and one is under CAHMS.</li> <li>• All other Year 11 students have applied for and secured a place at Post 16 or an apprenticeship; most have a secondary back up place in position too.</li> <li>• ET saw all students 3 times over the course of the year, including a virtual one to one meeting;</li> <li>• There are a reduced number of destinations this year; rather than 20-22 different destinations, students have 14 clear destinations with St Brendan’s, CLF Post 16, City of Bristol college and SGS being the most popular;</li> </ul>	

	<ul style="list-style-type: none"> <li>The number of apprenticeships are lower this year and this is likely due to the uncertainty caused by the pandemic;</li> <li>Colleagues are starting to work with Year 10 and will see those students with an EHCP first, then PP students, LAC and SEN, followed by the rest of the cohort;</li> <li>AL and colleagues have provided guided tours of future placements and enhanced transitions for students where needed.</li> </ul>	
9.2	<b>Questions from the Academy Council</b>	
9.3	<b>Is careers advice provided or just next steps?</b>	
9.3.1	The focus of the presentation today was destinations, however, careers advice is provided by ET. Within the bigger picture of careers we look at aspirations and track where students go to and the careers they end up in. We work with Mitie and Hargreaves Lansdown who give us a lot of support and run virtual sessions for the students to broaden their horizons.	
9.4	<b>Do you track which subjects they continue with? What sense of engagement does the wider staff body have with careers?</b>	
9.4.1	The staff are fantastic. We have a focus throughout the year on how each subject links to careers and staff describe the different roles they have had prior to teaching. We don't track subjects studied, only destinations. However, we have an alumni and encourage former students to come back and talk to students. We would usually also have pop-up companies in the lunch hall so students can stop and get information from them, but due to the pandemic we cannot do this. We have, instead, had a series of videos to show in tutor time.	
9.4.2	The AC requested to see some data on career paths of students. AL will have a look to see what can be provided.	AL
10	<b>Student Voice/Student Advocate</b>	
10.1	Jo Shipp will provide an update at the next meeting. LC to add this to the agenda.	LC
11	<b>Safeguarding</b>	
11.1	AL reported that she had met with Philip De Scossa during the first week back in school. He had been inundated with serious safeguarding issues. The meeting had been postponed to allow him to focus on urgent student matters. KW reported that the term 4 report is almost complete and will be provided to the Academy Council shortly.	
12	<b>Finance, Health &amp; Safety and Estates</b>	
12.1	<b>Finance</b>	
12.1.1	KW reported that the budget for next year had been reviewed. The academy will meet business rules and no deficit budgets are anticipated over the next 3 years. This has been achieved by ensuring maximum class sizes and well organised timetables, so that the academy runs very efficiently.	
12.1.2	The risks are that the academy is not full in any year groups, and that the teacher supply budget will be exceeded if the pandemic is ongoing. It has been agreed that the Head of MFL will continue in post for one further year and a replacement will be recruited for September 2022. It is hoped that additional catch-up funding will be received to cover literacy tutoring and the counselling service; these cannot be afforded from the main budget.	
12.1.3	Due to the success of the work of the pastoral teams, there is money allocated in the budget for a 5 <sup>th</sup> SSL. Money to pay for a variety of intervention strategies has been budgeted for. In order to cover those costs some of the upcoming recruitment will need to be restricted to NQT where there are strong and established departments. There is a new role for the nominated deputy DSL and we will have a full time Attendance Officer and an Associate AP.	

12.2	<p><b>Questions from the Academy Council</b></p> <p><b>What happens to the zones within the year group system? Do they still exist?</b></p> <p>No, they are not happening at present.</p>	
<b>13</b>	<b>Risk Register</b>	
13.1	The risk register will be reviewed ahead of the next meeting.	
<b>14</b>	<b>Staffing and Wellbeing</b>	
14.1	<p>VM provided feedback as the voice of an NQT at JCA.</p> <p>The things working well are:</p> <ul style="list-style-type: none"> <li>• Good relationships with both students and colleagues;</li> <li>• Excellent support form mentors and within departments;</li> <li>• Well-equipped classrooms;</li> <li>• A marked improvement in the behaviour system since T4.</li> </ul> <p>The things that require further development that are not working well are:</p> <ul style="list-style-type: none"> <li>• Challenges in tutor time;</li> <li>• Challenges in dealing with truancy in year 11;</li> <li>• Some inconsistencies in the behaviour system;</li> <li>• Communications with part-time members of staff.</li> </ul>	
14.2	<p><b>Questions from the Academy Council</b></p> <p><b>Are there improvement plans in place to address the items that require further development?</b></p> <p>Yes. The behaviour system is working well on the whole. Year 11 are feeling the pressure at the moment due to TAG. They are voting with their feet and not going to all lessons. We are applying different sanctions for those students as we do not want to give a sanction that causes them to be out of another lesson. We will have a look at tutor time to see what improvements we can make there. In terms of communications for part time staff, we can address this via induction so that staff know where to go to find any information they missed.</p>	
<b>15</b>	<b>Policies</b>	
15.1	The Academy Council approved the following policies: CLF Charging and Remissions Policy; First Aid Policy; CLF Remote Learning Policy.	
<b>16</b>	<b>Governance</b>	
16.1	<p><b>Training</b></p> <p>AL reported that she has completed three training courses recently (LT is aware). LT reported that careers training has taken place and needs to be recorded.</p>	
<b>17</b>	<b>Matters for the attention of the Board /COAC</b>	
17.1	None.	
<b>18</b>	<b>AOB</b>	
18.1	No further business was reported.	

The meeting closed at 6.50pm.

Next meeting: 22 June 2021.

**Save the Date:**

**New Councillor Induction session 6 May 2021, 4pm**

**CLF Summer Conference 2 July 2021**